



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Dept. of Budget & Fiscal Planning	<b>ACCESSION NO.</b> <span style="font-size: 2em;">92W132</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">8-12-91</span>
<b>B. DIVISION/UNIT</b> Division of Administration	<b>RM CODE</b> <span style="font-size: 1.5em;">03.01</span>	
<b>C. MAILING ADDRESS</b> Room 400, Louis L. Goldstein Treasury Bldg., Annapolis, MD 21404	<b>LOCATION</b> RANGE SECTION(S) <span style="font-size: 1.5em;">149 35</span>	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">24</span>
<b>D. PHONE NO.</b> 974-2116	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> John J. Pirro, Jr., Director	<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<u>CORRECTED COPY</u>		
1	FY 89 Budget Request 32.16.03.04-35.04.00.43	718 403-12 7/2006
2	FY 89 Budget Request 28.01.01.00-29.05.00.07	718 403-12 7/2006
3	FY 88 Budget Request 19.00.00.00-23.08.00.00	718 403-12 7/2006
4	FY 88 Budget Request 36.02.07.00-36.03.09.00	718 403-12 7/2006
5	FY 88 Budget Request 32.06.03.00-32.12.05.01	718 403-12 7/2006
6	FY 88 Budget Request 24.01.01.01-27.02.00.02	718 403-12 7/2006
7	FY 88 Budget Request 35.05.00.00-36.02.04.05	718 403-12 7/2006
8	FY 88 Budget Request 30.01.07.00-32.03.01.00	718 403-12 7/2006
9	FY 88 Budget Request 23.03.01.00-23.22.04.00	718 403-12 7/2006
10	FY 88 Budget Request 37.01.01.00-39.01.09.01	718 403-12 7/2006
11	FY 88 Budget Request 32.12.06	718 403-12 7/2006
12	FY 88 Budget Request 29.08.01.00-30.01.12.08	718 403-12 7/2006
13	FY 88 Budget Request 32.13.04	718 403-12 7/2006
14	FY 88 Budget Request 36.03.09.00-37.01.21.08	718 403-12 7/2006
15	FY 89 Budget Request 23.05.01 - 23.22.04	718 403-12 7/2006
16	FY 89 Budget Request 36.03.09.00-37.01.21.08	718 403-12 7/2006
17	FY 89 Budget Request 30.01.07.00-32.03.01.00	718 403-12 7/2006
18	FY 89 Budget Request 32.12.06	718 403-12 7/2006
19	FY 89 Budget Request 37.01.01.00-39.01.09.01	718 403-12 7/2006
20	FY 89 Budget Request 28.01.01-29.05.00.01	718 403-12 7/2006
21	FY 89 Budget Request 35.05.00-36.02.04.05	718 403-12 7/2006
22	FY 89 Budget Request 29.08.01-30.01.12.08	718 403-12 7/2006
23	FY 89 Budget Request 32.06.03-32.12.05.01	718 403-12 7/2006
24	FY 89 Budget Request 32.16.03.04-35.04.00.43	718 403-12 7/2006

*DISPOSAL*  
*7/21/06*  
*JJS*

R-149

S-35

3 empty

R149 S35

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Dept. of Budget & Fiscal Planning	<b>ACCESSION NO.</b> <span style="font-size: 2em; font-family: cursive;">93W1711</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">6-9-93</span>				
<b>B. DIVISION/UNIT</b> Division of Administration	<b>RM CODE</b> <span style="font-size: 1.5em;">03.01</span>					
<b>C. MAILING ADDRESS</b> 45 Calvert Street Annapolis, MD 21401-1907	<b>LOCATION</b> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b>RANGE</b></td> <td style="border: none;"><b>SECTION(S)</b></td> </tr> <tr> <td style="border: none; font-size: 1.5em;">141</td> <td style="border: none; font-size: 1.5em;">29-30</td> </tr> </table>	<b>RANGE</b>	<b>SECTION(S)</b>	141	29-30	<b>NO. OF CU. FT.</b> <span style="font-size: 2em;">23</span>
<b>RANGE</b>	<b>SECTION(S)</b>					
141	29-30					
<b>D. PHONE NO.</b> 974-2116	<b>RECORDS CENTER MANAGER</b>					
<b>E. AGENCY OFFICIAL</b> John Pirro, Jr., Director	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER					

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	FY 91 Budget Request 36.01.02-36.02.22	718 403-12 7/2006
2	FY 91 Budget Request 36.02.25-36.20.00	718 403-12 7/2006
3	FY 91 Budget Request 29.08.01-30.01.09	718 403-12 7/2006
4	FY 91 Budget Request 29.04.01-29.05.00	718 403-12 7/2006
5	FY 91 Budget Request 40.01.01-40.01.09	718 403-12 7/2006
6	FY 91 Budget Request 36.05.02-36.11.00	718 403-12 7/2006
7	FY 91 Budget Request 32.12.07-32.17.00	718 403-12 7/2006
8	FY 91 Budget Request 32.01.01-32.12.06	718 403-12 7/2006
9	FY 91 Budget Request 23.01.01-23.14.00	718 403-12 7/2006
10	FY 91 Budget Request 38.07.00-39.01.09	718 403-12 7/2006
11	FY 91 Budget Request 23.15.00-24.07.00	718 403-12 7/2006
12	FY 91 Budget Request 21.01.01-22.10.00	718 403-12 7/2006
13	FY 91 Budget Request 26.01.01-28.07.01	718 403-12 7/2006
14	FY 91 Budget Request 35.02.04-36.01.01	718 403-12 7/2006
15	FY 91 Budget Request 31.01.12-31.01.15	718 403-12 7/2006
16	FY 91 Budget Request 29.08.01-30.01.11	718 403-12 7/2006
17	FY 91 CPS Closing Documents UMS, SMC	718 403-12 7/2006
18	FY 91 IPRR Closing documents, UMS	718 403-12 7/2006
19	FY 91 CPS Closing Documents, MSC	718 403-12 7/2006
20	FY 91 Budget Workpapers UB, CSC, UMS, BSU	718 403-12 7/2006
21	FY 91 Budget Workpapers FSU, TSU, SSU	718 403-12 7/2006
22	FY 91 Budget Closing, MHEC, SBCC	718 403-12 7/2006
23	FY 91 Budget Workpapers MHEC, NCCB SMC UB CBCC	718 403-12 7/2006

*J. Burgett*

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23 empty

R141 S30

DW

03.051	DBM	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Year 2000 Program Management Office			
Division or Unit			

## C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W8	Year 2000 Assessment Report / Master Plan	L-63	1	2000	10	7/2006	RECYCLE
01W10	Leadership Council / Y2K Emergency Planning	L-67	1	2000	4	7/2006	RECYCLE
01W11	Tqsk Forces / MD Technology Showcase	L-66	1	2000	1	7/2006	RECYCLE
01W12	David Hartmann / CIO Meeting Notes / Y2K Fellowship	L-72	1	2000	1	7/2006	RECYCLE
01W13	Awareness / Risk Management / Year 2000 Program & Testing	L-68	1	2000	4	7/2006	RECYCLE
01W14	Coordination Center	L-70	1	2000	2	7/2006	RECYCLE
01W15	Record of Community Meetings	L-71	1	2000	2	7/2006	RECYCLE
01W16	Legislative Audits & Budget Hearing Reports	L-64	1	2000	2	7/2006	RECYCLE
01W17	IT Contingency Correspondence from MD Agencies	L-69	1	2000	4	7/2006	RECYCLE
01W18	Y2K Coordinators & Risk Managers Joint Meeting	L-65	1	2000	4	7/2006	RECYCLE

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b> <span style="font-size: 2em; font-family: cursive;">OIW8</span>	<b>Date Rec'd</b> <span style="font-size: 1.5em;">8-28-00</span>
<b>B. Division/Unit</b> Maryland Year 2000 Program Management Office	<b>Location</b> <b>Range                  Section(s)</b> <span style="font-size: 2em;">6                          9</span>	<b>RM Code</b> <span style="font-size: 1.5em;">03-05</span>
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>No. of Cu. Ft.</b> <span style="font-size: 2em;">10</span>	
<b>D. Phone No.</b> (410) 974-7111	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Lex Bishop	<b>To Be Completed at</b> <b>State Records Management Center</b>	

1. Box Numbers	Description of Records with Inclusive Details	2. Disposal Authority Schedule. Item No. Disposal Date
1	Year 2000 Assessment Reports – SAIC - Vol. I: Executive Summary Vol. II: Women, Infants, & Children (WIC) Vol. III: Hospital Management Information Systems (HMIS) Vol. IV: Medicaid Management Information System (MMIS-II) Vol. V: Information Systems Division (ISD) Vol. VI: Laboratory Administration (LABS)	July 1, 2006  <span style="font-size: 1.5em; font-family: cursive;">L-63</span> <span style="font-size: 1.5em; font-family: cursive;">Item # 1</span>
2	Vol. VII: Personal Computers (PC) Books 1 & 2 Vol. VIII: Information Resource Management Administration (IRMA)	July 1, 2006
3	Vol. IX: Local Health Departments Vol. X: State Hospitals & Clinics Vol. XI: Office of Chief Medical Examiner (OCME) Vol. XII: Facilities Year 2000 Conversion Migration Assessment Report – SAIC	July 1, 2006
4	Year 2000 Master Plan - Vol. I: Executive Summary Vol. II: Women, Infants, & Children (WIC) Vol. III: Hospital Management Information Systems (HMIS) Vol. IV: Medicaid Management Information System (MMIS-II) Vol. V: Information System Division (ISD) Vol. VI: Laboratory Administration (LABS)	July 1, 2006
5	Vol. VII: Personal Computers Vol. VIII: Information Resources Management Administration (IRMA) Vol. IX: Local Health Departments Vol. X: State Hospitals & Clinics Vol. XI: Office of the Chief Medical Examiner (OCME) Vol. XII: Facilities	July 1, 2006  <span style="font-size: 1.5em; font-family: cursive;">Lex Bishop</span>

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget & Management	Accession No. <span style="font-size: 2em; font-family: cursive;">01W10</span>	Date Rec'd <span style="font-size: 1.5em;">8-28-00</span>
<b>B. Division/Unit</b> Maryland Program Management Office	Location Range                  Section(s)	No. of Cu. Ft.
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<span style="font-size: 2em;">1</span> <span style="font-size: 2em;">4</span>	<span style="font-size: 2em;">4</span>
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at  State Records Management Center</b>	
<b>Box Numbers</b>	<b>1. Description of Records with Inclusive Details</b>	<b>2. Disposal Authority  Schedule. Item No.  Disposal Date</b>
<b>Box 1</b>	<b>Leadership Council:</b> ITB Meeting, ITB - Risk Management &, 10/8/1998  <b>Oversight Committee:</b> Bob Miller, Y2K Oversight Committee, Oversight Comm Recommendations, Oversight Presentation - 1/28/1999, The Year 2000 Oversight Committee - 12/1/1998, Oversight Committee Meeting - 7/30/1998 & OC Action Plan - PMO  <b>Y2K Emergency Planning:</b> Emergency Planning & Emergency Management  <b>MEMA:</b> Power Inverters, Power Industry Issues, Test & Demos 7/18/1999-7/22/1999, MEMA Test - Completed Results x 2, Y2K Exercise Media Plans, Y2K Demos & Exercise, Response Center, MEMA Coordination & Baltimore Metro Reg Council	 July 1, 2006  <span style="font-size: 1.5em; font-family: cursive;">L-67</span> <span style="font-size: 1.5em; font-family: cursive;">Item # 1</span>
<b>Box 2</b>	Draft Media Plan (Binder), Year 2000 MEMA EOC ICC Reporting Manual - 12/2/1999 (Binder), MEMA Y2000 Conversion Planning Y2K Exercise Rep - 9/3/1999 (Binder), Controller Handbook (Binder) & Observer Handbook (Binder)	July 1, 2006
<b>Box 3</b>	<b>FEMA/MEMA</b>  <b>FEMA:</b> Y2K - FEMA, Contingency & Consequence Management Planning for Year 2000 Conversion - A Guide to State & Local Emergency Managers - FEMA 2/1999  <b>Risk Management:</b> DBM - Office of IT Y2000 Risk Management Task Force Project - July 1, 2006 Impact Assessment Phase I Report (Binder), Report Card/Criteria, Contingency Planning Testing, Contingency Plans, Risk Management, Risk Management Correspondence, Risk Management Baseline, Risk Management Matrix - Examples Website, Risk Management Participants Responses/Evaluations, Risk Management Participants, Risk Management Samples, Risk Management Status, Risk Management Technical Overview, Statewide Risk Management, Risk Management Training, Risk Watch Task Order & RM Status Reporting	July 1, 2006  <span style="font-size: 1.5em; font-family: cursive;">v. Bryan</span>



**Department of Budget & Management  
Maryland Year 2000 Program Management Office  
Coordination Materials**

3. Box Numbers	4. Description of Records with Inclusive Details	5. Disposal Authority Schedule. Item No. Disposal Date
<b>Box 4</b>	<b>Agency Risk Management Reporting: DBM – RM Status Testing, DHMH, DHMH - RCIA – Baltimore, Rockville, Southern, Clifton Perkins, Crownsville, Holly Center, Potomac Center, Rosewood Center, Spring Grove, Springfield Hospital Ctr, Upper Shore, DPSCS – IT &amp; CO, DNR, Office of the Public Defender, Office of Planning, DGS, State Treasurer/Comptroller, Department of Education – Risk Management TORFP, Department of Education – James Martin Government Con Proposal, Governors Office Testing, Secretary of State RM Testing, TELECOM Testing</b>	<b>July 1, 2006</b>
<b>Box 4</b>	<b>State of MD Year 2000 Preliminary Cost &amp; Vulnerability Assessment &amp; Appendices – 2/1997 (Binder)</b>	<b>July 1, 2006</b>
<b>Box 4</b>	<b>Public Service Commission Workshops Utilities</b>	<b>July 1, 2006</b>

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RECORDS TRANSMITTAL AND RECEIPT

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<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b>  01W11	<b>Date Rec'd.</b> 8-28-00
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location</b> Range      Section(s)  8            13	<b>RM Code</b> 03.05
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>No. of Cu. Ft.</b>  1	
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at</b> <b>State Records Management Center</b>	

1. Box Numbers	2. Description of Records with Inclusive Details	3. Disposal Authority Schedule. Item No. Disposal Date
Box 1	<b>Task Forces</b> Technical Preparedness Task Force Executive Order Governors Readiness Task Force Executive Order Public Information Task Force Executive Order	July 1, 2006  <i>L-66</i>  <i>Item # 1</i>
Box 1	<b>Maryland Technology Showcase</b> 12/10/1998 12/10/1998 Presentation (Binder) 10/21/1997	July 1, 2006
Box 1	<b>National Governors Association</b> National Governors Association – 7/23-24/1998	July 1, 2006  <i>L. Bryant</i>

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<p><b>A. Agency</b> 1.  <b>Department of Budget &amp; Management</b></p>	<p>Accession No.  <b>01W12</b></p>	<p>Date Rec'd <b>8-28-00</b></p>
<p><b>B. Division/Unit</b>  <b>Maryland Year 2000 Program Management Office</b></p>	<p>Location Range      Section(s)  <b>8            32</b></p>	<p>RM Code <b>03-05</b></p>
<p><b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401</p>	<p>No. of Cu. Ft.  <b>1</b></p>	
<p><b>D. Phone No.</b> (410) 974.7111</p>	<p><b>Records Center Manager</b></p>	
<p><b>E. Agency Official</b>  Jo Ann Lovell</p>	<p><b>To Be Completed at State Records Management Center</b></p>	
<b>1. Box Numbers</b>	<b>2. Description of Records with Inclusive Details</b>	<b>3. Disposal Authority Schedule. Item No. Disposal Date</b>
<b>Box 1</b>	<b>David Hartmann:</b> Cyberterrorism as Y2K, Federal, Federal Government Questionnaire, Federal Y2K Information Coordination Center, Federal Day One Planning, Koskienen, Questionnaires on Y2K, Thank You Letters, Web. What if it hadn't been fixed?, Y2K Criticism, Other State Questionnaires, MD Y2K - Other States, Washington State Conversion Process, Correspondence to the Executive Offices, Correspondence from the Executive Offices, Miscellaneous Correspondence, Inventory Letters, Agency Inventory, Wellford Status, Agency: DBM- Appropriations, DBM - FMIS, Ardath Cade Reviews, Y2K International, Treasurer's Lease/Purchase Financing, University of Baltimore - Catering	<p><b>July 1, 2006</b>  <b>L-72</b>  <b>Item #1</b></p>
<b>Box 1</b>	<b>CIO Meeting Notes:</b> Les Hearn, DBM Y2K Coordination & Risk Management Discussions Points - General, Year 2000 Risks - Agencies Status - Problem Children 12/10/1999	<p><b>July 1, 2006</b></p>
<b>Box 1</b>	<b>Y2K Fellowship</b>	<p><b>July 1, 2006</b> <i>J. Bryant</i></p>

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P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)

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<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b> 01W13	<b>Date Rec'd</b> 8-28-00
		<b>RM Code</b> 03 05
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location Range</b> 8	<b>No. of Cu. Ft.</b> 4
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>Section(s)</b> 6	
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at  State Records Management Center</b>	

1. Box Numbers	2. Description of Records with Inclusive Details	3. Disposal Authority Schedule. Item No. Disposal Date
Box 1	<p><b>Awareness:</b> A Framework for Year 2000 Project Management, <i>What Everyone Should Know about the Y2K Problem</i> - U of MD -RHM School of Business, <i>Maryland Year 2000 Compliance Plan Release 2: Revised July 1999</i>, Adoption of Compliance Plan, Maryland Year 2000 Compliance Plan, Compliance etc. docs., GAO, Year 2000 Clean Management Guidelines, Y2K Interviews- GT, AAR Notes, Y2K Guides &amp; Y2K Briefing to DHMH</p> <p><b>Risk Management:</b> Training Manuals: Risk Management Workshop - 11/6/1998 (Binder), Risk Management Workshop - 10/30/1998 (Binder), Risk Management Workshop - 10/16/1998 (Binder), Risk Management Workshop - 9/24/1998 (Binder), Risk Management Training - DHMH &amp; Risk Management Classes</p>	<p>July 1, 2006</p> <p>L-68 Item # 1</p> <p>July 1, 2006</p>
Box 2	<p><b>Year 2000 Program &amp; Testing:</b> Summary Program Plan, Generic Y2K Tools, PC Tools/Y2K Remediation, Guide to Y2K Identify &amp; Fix Any Y2K Problem (Magazine), IEEE Draft Recommended Practice for IT Year 2000 Test Methods, Guidelines for Reviewing Y2K Test Plans, Testing for The Year 2000 - White Paper, Year 2000 Best Practices Manual - MWCOG, Year 2000 Software Testing Seminar Notebook, Year 2000 Testing Course Foundation Notebook, Year 2000 Test Plan by ISN, Y2K Testing Tool Vendors, DGS Y2K Reference Guide, Why Do Y2K Testing? - Presentation, McCormick &amp; Company Y2K preparation notes, including testing, Computing Facility Y2K Preparation Guide, SIGMA Software Y2K Test Plan, Standard for Y2K Test Certification, Year 2000 Computing Crisis: A Testing Guide - GAO &amp;, Dates for Testing</p>	<p>July 1, 2006</p>

Department of Budget & Management  
 Maryland Year 2000 Program Management Office  
**Coordination Materials**

4. Box Numbers	5. Description of Records with Inclusive Details	6. Disposal Authority Schedule, Item No. Disposal Date
<p style="text-align: center;"><b>Box 3</b></p>	<p>Contingency Planning Training: Contingency Planning – 3/4/1999, Contingency Planning – 3/22/1999 &amp; Contingency Planning – 4/1/1999</p> <p><b>Y2K Testing:</b> Product Assurance and the New Millennium: Computer Testing – 3/15/1999 &amp; Product Assurance and the New Millennium: Computer Testing – 2/26/1999</p> <p><b>Y2K Reference (General):</b> Key Y2K Articles, Yardini: Y2K Items, Lanza: Y2K Community Preparedness, Y2K Surveys, Y2K Survival Guides &amp; Garnter Group</p> <p><b>Y2K Reference Material (Books):</b>  <i>The Year 2000 Software Crisis: The Continuing Challenge</i> by Ian S. Hayes &amp; William M. Ulrich  <i>The Year 2000 Software Crisis: Challenge of the Century</i> by Ian S. Hayes &amp; William M. Ulrich  <i>Practical Methods for Your Year 2000 Problem</i> by Robert B. Chapman  <i>Year 2000 Problem: Strategies &amp; Solutions from Fortune 100</i> by Leon Kappelman</p>	<p style="text-align: center;"><b>July 1, 2006</b></p>
<p style="text-align: center;"><b>Box 4</b></p>	<p><i>Y2K: You Can Burn This Book</i> by Thomas F. Potter  <i>Millenium Minefields</i> by Michael P. Harden, Ph.D.  <i>Failure is Not an Option</i> by Michael P. Harden, Ph.D.  <i>Y2K: A Christian's Guide to the Millenium Bug</i> by Dr. Jerry Falwell  <i>A Business guide to the Year 2000</i> by Lynn Craig &amp; Mike Kusmirak  <i>The Global Economic Impact of the Year 2000 Software Problem Ver 5.2</i> – Caper Jones  <i>Managing 00 Surviving the Year 2000 Computing Crisis</i> by Peter de Jager &amp; Richard Bergeon  <i>Risk Radar- User Guide</i> 6/1997</p> <p><b>Y2K Reference Material (Videos):</b>                      President Clinton: Remarks for the “Y2K Community Conversations”                      Recorded on 5/12/99                      Y2K Contingency Planning: Just in Time, Just in Case                      Public Safety Today: New Technologies                      Y2K Event with Governor Glendening                      Year 2000 Readiness Program from McCormick &amp; Co., Inc.                      Y2K: Management Solutions                      Y2K: Finding Best Practices/Avoiding Worse Practices (Total: 2)                      Best Practices Overview: Attacking the big Cost &amp; Schedule Drivers                      60 Minutes                      Meeting the Year 2000 Computer Challenge: Schools, Colleges, &amp; Millenium Bug                      Solutions for the Year 2000: Y2K Preview Video                      Share View Presents: Guide to the Year 2000 Crisis                      Millenium: The Year 2000 End User Awareness                      Y2K: A Christian's Guide to The Millenium Bug                      Preparing for the Crossing: Y2K &amp; The State of Oregon                      The Game Plan: Testing Strategies for the Year 2000                      Y2K Community Conversations                      Montgomery County: Year 2000 &amp; You                      U.S. Dept. of Education: Squashing the Millenium Bug: Contingency Planning &amp; Systems Testing in K-12 Schools 9/30/99                      Newsnight Maryland – Friday 7/23/1999</p>	<p style="text-align: center;"><b>July 1, 2006</b></p>

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<b>A. Agency</b> <b>1. Department of Budget &amp; Management</b>	<b>Accession No.</b> <span style="font-size: 1.5em;">01W14</span>	<b>Date Rec'd</b> <span style="font-size: 1.5em;">8-28-00</span>
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location Range</b> <span style="font-size: 1.5em;">8</span>	<b>RM Code</b> <span style="font-size: 1.5em;">03-05</span>
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>Section(s)</b> <span style="font-size: 1.5em;">20</span>	<b>No. of Cu. Fu</b> <span style="font-size: 1.5em;">2</span>
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at  State Records Management Center</b>	

1. Box Numbers	Description of Records with Inclusive Details	2. Disposal Authority Schedule, Item No. Disposal Date
<b>Box 1</b>	<b>Coordination Center:</b> Maryland Year 2000 Coordination Center Manual (Binder), Year 2000 Status Reporting Training Manual (Binder), Year 2000 Coordination Center Reporting Manual – 12/2/1999 (Binder), Agency POC Report (Binder), Agency POC Schedules: 8/23/1999 & 9/9/1999 (Binder), Agency POC and Reporting Schedules – Year 2000 Rollover (Binder), GPS Rollover – August 23, 1999 (Binder), September 9, 1999 Reporting Date (Binder), Leap Year Rollover – February 28-29, 2000 (Binder), Year-End Staffing DGS Command Center, DBM – Emergency Operations Center, MEMA & PMO at MEMA	July 1, 2006  <span style="font-size: 1.5em;">L-70 Item #1</span>
<b>Box 1</b>	<b>Coordination Center - Rollover Reports:</b> Level 1 Agencies, Level 2 Agencies & Year-End Federally Funded	July 1, 2006
<b>Box 2</b>	<b>Coordination Call Center:</b> MD-COORD, 1-877-Y2K-MD-OK/MD Y2K Call Center, Y2K Call Center Report & Call Center Script	July 1, 2006
<b>Box 2</b>	<b>Federal Information Coordination Center (ICC):</b> Federal Information Coordination Center (ICC)	July 1, 2006
<b>Box 2</b>	<b>Coordination Center Development:</b> Briefing Notes and Cost Benefit Analysis Briefing, Vendor POCs, Coordination Center Call Logs, Critical Sector Reports, Agency Contract/Vendor Report, MDOT DB Interface to Coordination Center File, TSR Documentation for Coordination Center, Biospherics File, Infoliant Tool File, Coordination Center Training, Coordination Center Federally Funded Programs, Coordination Center Users Guide Preparation & December 2, 1999 Guidebook Master	July 1, 2006  <i>L. Bryant</i>

DEPARTMENT OF GENERAL SERVICES  
 P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> I. <p style="text-align: center;"><b>Department of Budget &amp; Management</b></p>	<b>Accession No.</b> <p style="font-size: 2em;"><b>01W15</b></p>	<b>Date Rec'd</b> <p style="font-size: 1.5em;"><b>8-28-00</b></p>
<b>B. Division/Unit</b> <p><b>Maryland Year 2000 Program Management Office</b></p>	<b>Location Range Section(s)</b> <p style="font-size: 2em;"><b>6 20</b></p>	<b>03.05 RM Code</b>  <b>No. of Cu. Ft.</b> <p style="font-size: 2em;"><b>2</b></p>
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>Records Center Manager</b>	
<b>D. Phone No.</b> (410) 974.7111	<b>To Be Completed at</b> <b>State Records Management Center</b>	
<b>E. Agency Official</b> Jo Ann Lovell		

1. Box Numbers	2. Description of Records with Inclusive Details	3. Disposal Authority Schedule, Item No. Disposal Date
<b>Box 1</b>	<p><b>Record of Community Meetings: Y2K Day – WJFK &amp; Speaking Engagements</b></p> <p><b>PMO Y2K Brochures: Citizen Brochures, State Employee Brochures, State Employee – “Y2K is Coming are You Ready?”, MD Y2K Flyers, Y2K Flyer Examples &amp; Small Business Brochures</b></p> <p><b>Speech Material: Y2K FAQ &amp; 5 Probing Questions</b></p> <p><b>PMO Newsletter</b></p> <p><b>MD Y2K News: Governor Glendening’s Y2K Remarks, Governor Press Conference 5/17/1999, Press Releases, Y2K Press Contacts, Y2K Press/Media Coverage, MD Y2K PR Firm &amp; National Guard &amp; Y2K Stories (Rumor Control)</b></p> <p><b>Y2K Related Seminars: Mitretek – Telecom TIM, U.S. Small Business Administration: Is Your Business Y2K OK? &amp; Metropolitan Washington Council of Governments: Developing A Regional Y2K Framework for Business &amp; Government Continuity 3/26/1999</b></p>	<p><b>July 1, 2006</b></p> <p style="font-size: 1.5em;"><i>L-71</i></p> <p style="font-size: 1.5em;"><i>Item #1</i></p>
<b>Box 2</b>	<p><b>Y2K Newspapers &amp; Magazine Articles (Binder)</b></p> <p><b>Y2K Brochures &amp; Pamphlets (Binder)</b></p> <p><b>Y2K &amp; Maryland Kids ( Binder)</b></p> <p><b>Corporate Inquires: Mercantile Trust Co., Washington Post &amp; Response to Inquires</b></p> <p><b>Public Information Miscellaneous: Y2K Community Information, Y2K: States Public Information Examples &amp; Public Communication/Queries/Responses</b></p> <p><b>IGS Local Government Flyer</b></p>	<p><b>July 1, 2006</b></p>

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b> 01W16	<b>Date Rec'd</b> 8-28-00
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location Range</b> 6	<b>RM Code</b> 03.05
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>Section(s)</b> 32	<b>No. of Cu. Ft.</b> 2
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at</b> <b>State Records Management Center</b>	

1. Box Numbers	2. Description of Records with Inclusive Details	3. Disposal Authority Schedule. Item No. Disposal Date
Box 1	<u>Legislative Audits &amp; Budget Hearing Reports</u> Files Include: Correspondence, Auditor Response- Controller, Legislative Inquires, Mitretek-Legislative Audit, Legislative Fiscal Audit-November 1999, Legislative Status Reports: 1/1999-12/1999	July 1, 2006 L-64 Item # 1
Box 1	<u>Legislative Audits &amp; Budget Hearing Reports</u> Files Include: Legislative Status Reports 11/1998-12/1998, Legislative Audits: 7/1998, 5/1998, 4/1998, 12/1997 and Joint Audit Committee Report 12/22/1998, FY 2000 Budget Hearing DBM, FY2000 Budget Hearing - IT, Year 2000 Budget Hearing	July 1, 2006
Box 1	<u>Board of Public Works Reports</u> Quarterly Reports 12/1997 - 3/2000	July 1, 2006
Box 2	<u>Maryland Law &amp; Legislation</u> Files Include: Legal Liability, Liability Legislation, Franchot Briefing, Senator Astle, Briefing to Public Safety & Adm 8/10/99, Public Safety & Adm 9/25/1997, GASB, CAFR, Maryland Bond Official Statement 1998, Maryland General Obligation Bond 1/14/1999, 2/24/1999, 2/12/1999 Proposed Legislation, Legislative Services	July 1, 2006



DEPARTMENT OF GENERAL SERVICES  
 P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b> <div style="font-size: 2em; text-align: center;">OIWI7</div>	<b>Date Rec'd</b> <div style="font-size: 1.5em; text-align: center;">8-28-00</div>
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location Range Section(s)</b> <div style="font-size: 2em; text-align: center;">4 22</div>	<b>RM Code</b> <div style="font-size: 1.5em; text-align: center;">0305</div>
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>No. of Cu. Ft.</b> <div style="font-size: 2em; text-align: center;">4</div>	
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at          State Records Management Center</b>	

1. Box Numbers	Description of Records with Inclusive Details	2. Disposal Authority Schedule, Item No. Disposal Date
Box 1	<b>IT Contingency Correspondence from MD Agencies</b> : COMP, MSDE, MDE, DGS, MHEC, DHCD, DHR, MDOT, School for the Deaf, State Police, USM & WCC	July 1, 2006 <i>L-69</i>
Box 1	<b>Rollover Planning</b> : Rollover Testing Guide & Computing Facility Year 2000 Preparation Guide	<i>Item #1</i> July 1, 2006
Box 1	<b>Agency Rollover Plans</b> : AOC, OOA, DAG, SDAT, DBM, DBM-TELECOM, DBED, COMP, MSDE, SBE, MIEMSS, MDE, DGS, GOV, DHMH, MHEC, DHCD, DHR, DJJ, DLLR, MSLA, MIL, DNR, PBC, DPSCS, SCHOOL FOR THE DEAF, ARCHIVES, MSP, SRA, STO, MDOT, USM-BOWIE STATE, USM-COPPIN, USM-Ctr. for Envir Sci, USM-Frostburg, USM-Salisbury State, USM-Service Center, USM-Towson University, USM- U of Baltimore, USM-MD Baltimore, USM-U of MD Balt County, USM- U of MD Biotech Ins, USM-College Park, USM-U of MD Eastern SHORE, USM-U of MD HEADQUARTES, USM-U of MD UniverSITY COLLEGE AND WCC	July 1, 2006
Box 2	<b>Certification Documentation</b> : Agencies: OAH (Certification Report only). OOA & Certification Report, DAG, SDAT, BCCC, DBM, DBED, Canal Place Preservation, COMP, MSDE, MDE, Md. Environmental Services, DGS, Governor's Work Force Investment, GOV, Chief of Staff, DHMH, MHEC, Historic St Mary's City, DHCD, DHR, DJJ, MEMA, MIEMSS, DLLR, MSLA	July 1, 2006
Box 3	MIL, DNR, Office of the People Council, Public Defender, MPT, Property Tax Assessment Appeal Board, DPSCS, MSP, Maryland School for the Deaf, SRA, MDOT, STO, Tax Court, Unisured Employers Fund Board, UMS, Veterans Commission, Veterans' Home Commission, WCC & Certification Guidelines	July 1, 2006
Box 4	<b>Agency Contingency Plan Report</b> Agency Continuity Plan Report (Draft)	<i>J. Bryant</i> July 1, 2006

DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MARYLAND 20794 (TELEPHONE 410-799-1930)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

<b>A. Agency</b> 1. Department of Budget & Management	<b>Accession No.</b> <span style="font-size: 2em; font-family: cursive;">OW18</span>	<b>Date Rec'd</b> 8-28-00
<b>B. Division/Unit</b> Maryland Program Management Office	<b>Location Range</b> <span style="font-size: 2em; font-family: cursive;">4</span>	<b>RM Code</b> 03-05
<b>C. Mailing Address</b> 49 Old Solomons Island Road Annapolis MD 21401	<b>Section(s)</b> <span style="font-size: 2em; font-family: cursive;">22</span>	<b>No. of Cu. Ft.</b> <span style="font-size: 2em; font-family: cursive;">4</span>
<b>D. Phone No.</b> (410) 974.7114	<b>Records Center Manager</b>	
<b>E. Agency Official</b> Jo Ann Lovell	<b>To Be Completed at  State Records Management Center</b>	
<b>1. Box Numbers</b>	<b>2. Description of Records with Inclusive Details</b>	<b>3. Disposal Authority Schedule. Item No. Disposal Date</b>
<b>Box 1</b>	Y2K Coordinating Committee Meetings: 12/5/1997, 8/11/1998, 11/12/1998 & 3/17/1999 Y2K Risk Managers Meetings: Y2K Risk Mangers Meetings, 10/21/1998, 12/21/1998 & 2/24/1999 Y2K Coordinators & Risk Managers Joint Meeting: 1/13/1999, 4/14/1999, 6/9/1999 (Binder), 9/22/1999 & 12/2/1999 Mainframe Meetings: 3/13/1998, 6/30/1998, Mainframe, Mainframe Technical & ADC AS 400 Meetings: AS/400 Validation Testing Presentation – 5/7/1999 CIO Year-End Meeting: Registration Material & Handouts Deputy Secretary Meetings: 8/28/1998, 9/17/1998, 10/30/1998, 11/20/1998, 12/17/1998, 1/15/1999, 2/12/1999 & 3/12/1999	July 1, 2006 L-65 Item #1
<b>Box 2</b>	Deputy Secretary Meetings: 4/16/1999, 5/21/1999, 6/11/1999, 7/16/1999, 8/17/1999, 9/17/1999, 10/15/1999, 11/19/1999 & 12/17/1999	July 1, 2006
<b>Box 3</b>	Chief-of-Staff Review Meetings: Hartmann Review Notes (Binder) DGS, DHR, DOE, DHMH, MDOT, Exec Offices, MEMA MD Envir Service, MSP, MIL & SRA	July 1, 2006
<b>Box 4</b>	Vendor Meetings: 9/17/1999, 1/14/1998, 5/13/1998, 10/17/1998, 9/28/1999 & 12/8/1999 County Interface Meetings: 2/24/1998, 3/20/1998, 10/8/1998, 3/3/1999, 6/22/1999, 10/22/1999 Miscellaneous Meetings: Addressing Year 2000 Challenge – 1/29/1998 (Binder) & Application Owners Roundtable – 6/29/1999 University of Maryland – Institute for Governmental Service	July 1, 2006 <i>John Bryant</i>

15.01.09 JUD  
 Reporting Agency  
 Charles County Circuit Court  
 Criminal Section  
 Division or Unit

**Department of General Services**  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

Prepare in duplicate  
 Retain one (1) copy and  
 forward original to  
 address at left.

**C E R T I F I C A T E O F R E C O R D S D I S P O S A L**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W511	Criminal Records	2330	Sec IV, 5-b	1972 - 2001	9	7/2006	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ December 30, 2006  
 Signature Records Center Manager Date  
 Title

4083

		<b>Department of General Services</b>		
<b>Court Circuit Court - Criminal</b>		Records Management Division		
District Eight		7275 Waterloo Road (Rte. 175)		
County Charles	Date 3/27/06	P.O. Box 275		Forward three (3) copies to address at left.
		Jessup, Maryland 20794-0275		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Cases - Expungements	2330 See IV	#5 (b)	1972 - 2001	9		

**Destruction Approved by Maryland State Archives**

4/24/06      Edward C. Pappas  
 Date                      State Archivist

**Destruction Certification**

\_\_\_\_\_  
 Signature of Court Official      Title      Date

4083

		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	
<b>Court Circuit Court - Criminal</b>			
District Eight			Forward three (3) copies to address at left.
<b>County</b> Charles	<b>Date</b> 3/27/06		

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Criminal Cases - Expungements	2330 See IV	#5 (b)	1972 - 2001	9		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

4/24/06  
 Date Edward C. Seeger  
 State Archivist

\_\_\_\_\_  
 Signature of Court Official      Title      Date

E

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1879)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Charles County Circuit Court		ACCESSION NO. <b>06W511</b>		DATE REC'D <b>3-16-06</b>
B. DIVISION/UNIT Criminal Section		LOCATION RANGE SECTION(S) <b>121 33-34</b>		RM CODE <b>15.01.09</b>
C. MAILING ADDRESS P. O. Box 970 La Plata, MD 20646		RECORDS CENTER MANAGER		NO. OF CU. FT. <b>9</b>
D. PHONE NO. (301)_932-3307		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Sharon L. Hancock, Clerk				
2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	TM23985	<i>Criminal Records - 2000</i> to 4982	SCH #2330 Section IV Item #5 <del>July</del> 2006	
2	5269	to 7810	<b>5C</b> <del>Agency will submit Proposal and Certificate of Destruction. per Sharon Davis 3/16/06 Disposal 11/7/06 To be shredded</del>	
3	8078	to 86-961		
4	85-123	to 88-251		
5	88-541	to 91-661		
6	91-853	to 93-251		
7	95-152	to 95-1176		
8	95-152	to 95-1176		
9	96-125	to 00-1006		

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Charles County Circuit Court		ACCESSION NO. <b>06W511</b>	DATE REC'D <b>3-16-06</b>
B. DIVISION/UNIT Criminal Section			RM CODE <b>15.01.09</b>
C. MAILING ADDRESS P. O. Box 970 La Plata, MD 20646		LOCATION RANGE SECTION(S) <b>121 33-34</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. (301) 932-3307		RECORDS CENTER MANAGER <i>[Signature]</i>	<b>3-17-06</b>
E. AGENCY OFFICIAL Sharon L. Hancock, Clerk		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<i>Criminal Records - 2000</i>	
1	TM23985 to 4982	SCH #2330 Section IV Item #5 <del>2006</del> <b>5C</b>  <del>Agency will submit Proposal and Certificate of Destruction. per Sharon Davis 3/16/06</del>
2	5269 to 7810	
3	8078 to 86-961	
4	85-123 to 88-251	
5	88-541 to 91-661	
6	91-853 to 93-251	
7	95-152 to 95-1176	
8	95-152 to 95-1176	
9	96-125 to 00-1006	

# FAX

Charles County Circuit Court  
Sharon L. Hancock, Clerk  
200 Charles Street  
P.O. Box 970  
La Plata, MD 20646  
(301) 932-3202  
(301) 932-3206 - Fax

DATE: 11-6-07
Attn: Richard Henning
From: Joyce Tippet
Fax Number:
No. of Pages: 3
MESSAGE
Please check boxes with accession # 06W511. Location 121-Range section 33-34. These boxes are listed on the Proposal + certificate of Records destruction (4083)



Circuit Court for Charles County  
Sharon L. Hancock, Clerk  
P.O. Box 970  
La Plata, Maryland 20646

**MEMORANDUM OF THE CLERK**

TO: Mr. Lopez, State Records Center  
FROM: Mrs. Davis, Criminal Supervisor  
RE: Destruction of Expungement Cases  
DATE: June 2, 2006

---

Enclosed is the form for destruction that was sent to us from State Archives. After talking with our Clerk of the Court, I was instructed to send this form to you since the boxes are currently at the Records Center waiting for destruction. I may be reached at (301)932-3307 if anything further is needed from us. Thank You!

JUN 16 2006  
Jill  
RECORDS MANAGEMENT

Sharon L. Hancock, Clerk  
Circuit Court for Charles County  
P.O. Box 970, La Plata, MD 20646



Department of General Services  
Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275  
Jessup, Maryland 20794-0275

20794+0275-75 B003



05.01	COMP	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency	Central Payroll Bureau		Retain one (1) copy and forward original to address at left.
Division or Unit			

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records <small>(Same Title as listed on Schedule)</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
03W408	Payroll Records	1618	4,14,17,24	FY 2003	82	7/2006	RECYCLE
04W337	Payroll Records	1618	4,14,17,24	FY 2003	168	7/2006	RECYCLE
04W1083	Payroll Records	1618	4,14,17,24	FY 2003	102	7/2006	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>December 30, 2006</u> Date
-------------------------------------	--	----------------------------------

DGS 550-2 (Rev. 1/93)

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  03W1408	<b>DATE REC'D</b> 1-8-03
<b>B. DIVISION/UNIT</b> Central Payroll Bureau		<b>FM CODE</b> 05-01
<b>C. MAILING ADDRESS</b> P.O. Box 20396 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) 52          10-12	<b>NO. OF CU. FT.</b>  82
<b>D. PHONE NO.</b> 410-260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <i>Ed Galley</i>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-82  Total 82	FY 2003  PAYROLL RECORDS	1194-6,10,17,13  July, 2006   DISPOSAL 7/12/00 <i>ESD</i>

R-52

3-10-12

(12) SPACE  
(5-12)

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">03W408</div>	<b>DATE REC'D</b> <div style="font-size: 1.5em; font-family: cursive;">1-8-03</div>
<b>B. DIVISION/UNIT</b> Central Payroll Bureau	<b>RM CODE</b> <div style="font-size: 1.5em; font-family: cursive;">05.01</div>	
<b>C. MAILING ADDRESS</b> P.O. Box 20396 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">52            10-12</div>	<b>NO. OF CU. FT.</b>  <div style="font-size: 2em; font-family: cursive;">82</div>
<b>D. PHONE NO.</b> 410-260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-family: cursive; font-size: 1.2em;">Ed Hattery</div>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<div style="font-size: 1.5em; font-family: cursive;">1-82</div> <div style="font-size: 1.5em; font-family: cursive;">Total</div> <div style="font-size: 1.5em; font-family: cursive;">82</div>	<div style="font-size: 1.5em; font-family: cursive; text-align: center;">FY 2003</div> <div style="font-size: 1.5em; font-family: cursive; text-align: center;">PAYROLL RECORDS</div>	<div style="font-size: 1.5em; font-family: cursive;">1194-6,10,17,13</div>  <div style="font-size: 1.5em; font-family: cursive; text-align: center;">July, 2006</div>

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

*Operations*

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
1	ETIS, Processing, Controls, Selects, Combine, Bond maintenance, Data extract	RG	290201, ALL 30'S, ALL 31'S, 321204, 321205, 321206, 321207, 321208, 321209, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, 350206, ALL 22'S, ALL 50'S. <small>MDOT, DNR, AGRICULTURE, DRMH, JUVENILE SERVICES, MD CORR PRE-RELEASE SYS, CLERKS OF THE COURT, REGISTER OF WILLS.</small>	5-28-02
2	Wt off and transfer list			6-11-02
3				6-25-02
4				7-9-02
5				7-23-02
6				4-02-02
7				5-14-02
8				6-25-02
9			320101, 321701, 320903, 320904, 321210, 321211, 321212, All 33's (* Except 330700), 340101, 350204, 350205, 351500, All 36's, All 37's, All 38's, 340701, 340301, 340401, 340501, 340601	7-9-02
10				7-23-02
11			AGENCIES 210101, 220100, 23's, 24's, 25's, 26's, 321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102,	6-11-02
12				6-25-02
13				7-9-02
14				7-23-02
15			290201, ALL 30'S, ALL 31'S, 321204, 321205, 321206, 321207, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S. <small>MDOT, DNR, AGRICULTURE, DRMH, JUVENILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS.</small>	8-6-02
16	Load + Val. I, II, III, EDFm	Rg	all	7/23/02
17	" "	"	"	8/6/02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

*Operations*

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
18	Load + Val. I, II, III, Ed	Rg	All	8/20/02
19	ETRS, Processing, Controls, Selects Combine Bond Maintenance Data Extract Cut Off and Transfer List	RG	All 28's, 321208, 321209, All 39's 330700, 350101, 350202, 350203, 350206, 350207 350208, 350209 350301, 350302, 321801, 321214, 321309, 321601	7/23/02
20	↓ ↕ ↓	↓ ✗ ↓	AGENCIES 210101, 220100, 23's 24's 25's 26's; 321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102.	8/6/02
21				8/20/02
22				8/6/02
23				ACH AUDIT REPORT
24	S	Rg, CT	S	Rg, 5/14/02 CT 5/21/02; 6/4/02
25		Rg, UM		Rg 6-11-02 UM 6-15-02
26		Rg, UM, CT		Rg 7/9/02 UM 7/13/02 CT 6/8/02; 7/2/02; 7/16/02
27		UM		5/18/02; 6/11/02
28		Rg, UM		Rg 7/23/02 UM 7/27/02
29		Rg, UM		Rg 6/25/02 UM 6/29/02
30		Rg, UM, CT		CT 7/30/02 Rg 8/6/02 UM 8/10/02
31	ETRS, Processing, Controls, Selects, CIO's Combined Mult. Bond Maint, Data Extract	RG	320101, 321701, 320903, 320904, 321210, 321211 321212, All 33's (* Except 330700), 340101, 350204 350205, 351500, All 36's, All 37's, All 38's, 340701 340301, 340401, 340501, 340601	ppe. 8/20/02
32	P.T.R.'s all	CT		5/1 - 5/21/02
33	loads validate 38123	UM		8/10/02
34	" " 38123, 38110, 38112	UM		8/10/02



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

*Operations*

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
35	PTR's all	CT		6/4 + 6/18/02
36	" "	CT		7/2 + 7/16/02
37	Payroll Processing <sup>38047</sup>	~	Payroll Processing All	9-10-02
38	Payroll Processing } }	~	~	8-27-02
39	~	~	~	7-16-02
40	LOAD/EVALUATE 38110, 38112 FM I, II, III ED & SP FM	UM	ALL	7-13-02
41	VALIDATE 123	~	~	8-27-02
42	38047 Payroll Processing	CT	ALL	8-13-02
43	LOAD/EVALUATE 38110, 38112	UM		8-24-02
44	LOAD 38123	~		7-27-02
45	LOAD/EVALUATE 123	~		8-24-02
46	38047 Processing	CT	ALL	9-24-02
47	~	CT	ALL	7-30-02
48	LOAD/EVALUATE <sup>FM I, II, III</sup> Cir Qtr 9/04	CT	ALL	8-27 - 10/8/02
49	LOAD/EVALUATE 38123	UM	ALL	10-19-02
50	<sup>FM I, II, III</sup> LOAD/EVALUATE 38050 spm 7-2-02	CT	ALL	7-2-8-13/02
51	<del>LOAD/EVALUATE 38110, 38112 FM I, II, III</del> <del>ED SP FM 401A-X</del>	UM	SOCIAL changes 12/15-01 9-21-02	10-5 - 10-19/02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

*Operations*

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
52	load & validate 38110, 38112, 38123, Fm II ED	UM		9/7/02
53	"clear wtr"	}		9/21/02
54	load 38123			9/21/02
55	load & validate 38123			10/5/02
56	PTR'S all			8/27 & 9/10/02
57	ETR's, processing, PPE controls, Select combine Multiple Bond Maintenance, Data extract, WDAF & Transfer List.	RG	290201, ALL 30'S, ALL 31'S, 321204, 321205, 321206, 321207, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S. <small>DEPT. OF AGRICULTURE, BIBLE, JUVENILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS.</small>	8-20-02
58		↓		9-3-02
59				9-17-02
60				10-1-02
61				10-15-02
62	ETR's, Processing, Controls, Selects Combine Multiple Bond Maintenance, Data Extracts, Cut-off Lists, Transfer Lists		RG	All 28's, 321208, 321209, All 39,s 330700 350101, 350202, 350203, 350206, 350207 350208, 350209 350301, 350302, 321801 321214, 321309, 321601
63		↓		9/17/02
64				10/1/02
65				10/15/02
66	Travel Reimbursement & Time <sup>Ord</sup>	UM	all	
67	ETR's, Processing, Controls, Selects, Combine Multiple Bond Maintenance, Data Extracts, Cut-off Lists, Transfer Lists	RG	All 28's, 321208, 321209, All 39,s 330700, 350101, 350202, 350203, 350206, 350207 350208, 350209 350301, 350302, 321801, 321214, 321309, 321601	10/29/02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

*Operations*

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
68	ETR'S Processing, Controls, Selects	RG	320101, 321701, 320903, 320904, 321210, 321211	8-6-02
69	multiple BOND Maintenance, Data Extract Cut-off, Transfers		321212, All 33's (* Except 330700), 340101, 350204, 350205, 351500, All 36's, All 37's, All 38's, 340701 340301, 340401, 340501, 340601	9-3-02
70				9-17-02
71				10-1-02
72		RG		10-15-02
73			AGENCIES 210101, 220100, 23's'24's'25's'26's'321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102,	8/20/02
74				9/3/02
75				9/17/02
76				10/1/02
77				10/15/02
78		Rg	All	9/3/02
79				9/17/02
80				10/01/02
81				10/15/02
82	PTRS ALL	CT	ALL	7/30/02 - 9/30/02

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">04W337</div>	<b>DATE REC'D</b> 10-22-03
<b>B. DIVISION/UNIT</b> Central Payroll Bureau	<b>RM CODE</b> 05-01	
<b>C. MAILING ADDRESS</b> P.O. Box 20396 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE SECTION(S) 58 18-22	<b>NO. OF CU. FT.</b>  168
<b>D. PHONE NO.</b> 410-260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-family: cursive; font-size: 1.5em;">Ed Galloray</div>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-168 Total 168	FY 2003	<del>494-6,10,17</del> <del>1618-4,14,17,24</del> July, 2006  <div style="font-size: 1.5em; font-family: cursive;">* MISSING</div> Box # 73  DISPOSAL 7/11/06 <div style="font-size: 1.5em; font-family: cursive;">LJS</div>

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
✓ 1 -	Payroll Processing 38019, 38020	RG	ALL	6-11-2002
✓ 2 -	}	}	}	6-25-2002
✓ 3 -				7-9-2002
✓ 4 -				7-23-2002
✓ 5 -				8-6-2002
✓ 6 -				8-20-2002
✓ 7 -				ERP'S PROCESSING, #controls, select data, adenet, multiple Bond Maintenance Transfer and other list
✓ 8 -	11-12-02			
✓ 9 -	11-26-02			
✓ 10 -	AGENCIES 210101, 220100, 23's 24's 25's 26's 321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102.	10-29-02		
✓ 11 -	2001 Inactive W/t deduction code	}	}	10-26-02
✓ 12 -	2001 Inactive W/t, add vno or deduction code			2001 Inactive
✓ 13 -	2001 Inactive W/t, add vno or deduction code	}	}	~
✓ 14 -	Load + Val I, Ed, II + III Fm			RG
✓ 15 -		}	}	11/12/02
✓ 16 -				<del>12/10/02</del>
✓ 17 -				12/10/02 ✓

*Cloutier*

4-4-03

PREPARED BY

DATE

11/26/02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
✓ 18	Inactive files 2001	RG	200001, ALL 30'S, ALL 31'S, 321204, 321205, 321206, 321207, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S. <small>MDOT, DNR, AGRICULTURE, DDMH, JUVENILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS.</small>	2001
✓ 19	ETRO, SELECTS, DATA EXTRACT, PROCESSING, CONTROLS, ETC.	RG		10-29-02
✓ 20	" "	RG	320101, 321701, 320903, 320904, 321210, 321211, 321212, All 33's (* Except 330700), 340101, 350204, 350205, 351500, All 36's, All 37's, All 38's, 340701, 340301, 340401, 340501, 340601	11-12-02
✓ 21	" "	RG		11-26-02
✓ 22	Processing, On-line sheets, Controls Selects Combined Multiples.	RG	All 28's, 321208, 321209, All 39's, 330700	11/12/02 11/26/02
✓ 23	Bonds, Data Extracts Transfers, Cut-off Lists		350101, 350202, 350203, 350206, 350207, 350208, 350209, 350301, 350302, 321801, 321214, 321309, 321601	12/10/02 12/24/02
✓ 24	Inactive Files 2001			2001
✓ 25				
✓ 26	ACH AUDIT REPORT	RG	all	09-17-02
✓ 27	S	RG, CT	all	RG 8/20/02 CT 8/13/02 - 10/08/02
✓ 28		RG		10/01/02
✓ 29		RG		09/03/02
✓ 30		CT, UM, RG		CT 10/22/02 RG 10/15/02; UM 10/19/02
✓ 31		UM	360200	8/24/02 - 10/05/02
✓ 32		UM, CT, RG	all	UM 11/02/02 RG 10/29/02, CT 11/05/02
✓ 33		RG, UM, CT		RG 11/20/02 CT 12/03/02 UM 11/30/02
✓ 34	RG, CT, UM		RG 11/12/02 CT UM 11/16/02 11/19/02	

*Bloutar*

DATE 4-4-03

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
✓ 35	ACH AUDIT REPORT	RG, UM	all	RG 12/10/02 UM 12/14/02
✓ 36	" " "	RG, UM, Ct	all	RG 12/24/02 Ct UM 12/28/02 12/17/02
✓ 37	CREDIT UNION BILLING	Reg	all	2002
✓ 38	Cafeteria PLAN TRANS/RETIREMENT LETTERS REG	REG	ALL	2002
✓ 39	TAXABLE FRINGE VALUE/LEG EXPENSE TUITION FRINGE - ST. AUTO. REG	REG	ALL	2002
✓ 40	* FTP'S - MD. CHARITY, PEBSCO, ST. AUTO. PARKING	REG	ALL	2002
✓ 41	38123 Load + Validate	UM		11/16/02
✓ 42	38110, 38112, FII III ED Sofm 401A-X Load + Validate	UM		10/5/02
✓ 43	Payroll Processing	CT		11/5/02
✓ 44	Payroll Processing	CT		10/22/02
✓ 45	Payroll Processing	CT		10/8/02
✓ 46	Payroll Processing	CT		12/3/02
✓ 47	Payroll Processing	CT		11/19/02
✓ 48	Fm's + Validate	CT		11/19/02
✓ 49	Fm's + Validate	CT		12/3/02
✓ 50	PTR'S	CT	ALL	9/24-10/8/02
✓ 51	SP FM 38123 Load + Validate Fm's	UM		11/2/02

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DATE

4-4-03



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
✓ 52	Fm & Pending 38110, 38112	UM		11/16/02
✓ 53	load & validate	UM		11/16/02
✓ 54	ETR processing - central - select - central - data extract - multiple - Broad - monthly - select	RG	AGENCIES 210101, 220100, 23's, 24's, 25's, 26's; 321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102,	11/12/02
✓ 55	2001 INACTIVE Deduction Cards	RG	320101, 321701, 320903, 320904, 321210, 321211 321212, All 33's (* Except 330700), 340101, 350204 350205, 351500, All 36's, All 37's, All 38's, 340701 340301, 340401, 340501, 340601	2001
✓ 56	2001 INACTIVE Deduction Cards	RG		2001
See next page				



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
57	- Payroll Processing	CT		12/31/02 -
58	- PTR's all	CT		11/19/02 - 12/3/02
59	- PTR's online PTR's all	CT		10/22/02 - 11/05/02
60	- select. Fm I II III CT Payroll <del>PFBSO, foundation</del>	CT		6/14/02 - 12/17/02
61	- Payroll Processing	CT		12/17/02 -
62	- 3/23/02, 3/9/02, 3/23/02, 10/8/02, 12/14/02 38109 SS chg.	U.M.		
63	- Payroll Processing all	CT		1/14/03
64	- Load + Validate Fm I II III 938050	CT		12/3/02 - 12/17/02
65	- remove 12/31/02 84,43.07 DOE74 Fm I II III SP Fm's CY	CT		12/31/02 - 1/14/03
66	- Load + Validate Fm I II III 98050	CT		10/22/02 - 11/19/02
67	- Payroll Processing 38047 38050	CT		1/28/02 -
68	- 38110, ED 38112 Load + Validate 38123	U.M.		11/30/02 -
69	- 38123 Load	U.M.		1/25/03 -
70	- 38110, 38112, Fm I II III DOE74 ED Fm Load + Validate SP Fm	U.M.		12/26/02
71	- 38110 ED 38112 Fm I II III Load + Validate	U.M.		12/14/02 -
72	- 38123 Fm I II III Load + Validate	U.M.		1/25/03
73	- INCR/COLA Auth Transm. + Summary	RG	ALL	4/1/02

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
74	Personnel Auth. Balance Summary	CT	All	1/2/02 - 6/4/02
75	Personnel Auth Balance Summary	CT	All	6/4/02 - 11/19/02
76	Personnel Authorization Transm.	RG	All	7/1/02 - 11/6/02
77	Processing - 10 - Trans Aero. Data extract Bond Maintenance Combined Multiples - Central Segment	RG	AGENCIES 210101, 220100, 23's, 24's, 25's, 26's, 321102, 321201, 321203, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102,	12/10/02
78				12/24/02
79				1/7/03
80				1/21/03
81				2/4/03
82				2/18/03
83				3/4/03
84			All 28's, 321208, 321209, All 39's, 330700, 350101, 350202, 350203, 350206, 350207	1/7/03
85			350208, 350209, 350301, 350302, 321801, 321214, 321309, 321601	1/21/03
86			290201, ALL 30'S, ALL 31'S, 321204, 321205, 321206, 321207, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S.	2/4/03
87			MOY. BYR. AGRICULTURE, DEMR. AVENTILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS	2/18/03
88				3/4/03
89				3/18/03
90		RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	12-10-02

PREPARED BY

*Cloutier*

DATE

4/8/03

COMPTROLLER OF THE TREASURY

CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
591	Payroll Processing	RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	12-24-02
92				1-7-03
93				1-21-03
94		RG		2-18-03
95	Payroll Proc. R60 & STG <sup>38019 &amp; 38020</sup>	RG	all	10-1-02
96	}	}	}	11-26-02
97				11-12-02
98				12-24-02
99				10-15-02
100				12-10-02
101				Load & Validate all FM's
102	Load & Validate all FM's			3-4-03
103				2-18-03
104	Taxable Legislative Expenses, Full-time work/Ret Letters, Inmed Death Relief			2001-2002
105	Load & Validate EDFM, FMII, FMIII-SPEC Box 2 of 2 (see box 55)			1/7/03
106	Load & Validate all FM's 2 of 2 see box 56			2-4-03
107	PIR Processing R60 & STG <sup>38020 38019</sup>			10-29-02

PREPARED BY

Cloutier

K. K. K. K.

DATE

April 4-2003

COMPTROLLER OF THE TREASURY

CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
100	Load + Validate all Fm's	Reg	all	12-24-02
109	- " FMI, ED, <del>FM</del> box 1 of 2	}	}	1-21-03
110	Load + Val. FM III box 2 of 2			1-21-03
111	Load + Validate <sup>box 1 of 2</sup> Spec Fm (EIC) see box 49 for other Fm's			1-7-03
112	Load + Validate all Fm's box 1 of 2 (see box 51)		all	2-4-03
113	P/R Processing <sup>38020, 38019</sup> RGO + STG	Reg	all	9-3-02
114	Load + Validate - all Fm's	S	S	3-18-03
115	Box 1 of 2 Inactive Acting Capacity Letters	Reg	all	2001 April 2003
116	Box 2 of 2 Inact. Act. Cap. Letters	Reg	all	2001 April 2003
117	Load + Validate <sup>C.Q., Fm II, Fm III</sup> FMI, EDFM	Reg	all	4-1-2003
118	Auto Foreign Forms	Reg, CT, UM	all	2002
119	ETR'S, ETR PROCESSING, CONTROLS, SELEC COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	Reg	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	PPE 3-4-03
120	Load + Validate FMI, II, EDFM, FM III	Reg.	all	4-15-03
121	ACH AUDIT REPORT	UM, CT	all	Um 2/22/03 CT 12/3/02, 1/14/03, 2/11/03
122	}	UM	360200	1/11/03, 1/25/03, 2/8/03
123		RG	all	2/4/03, 2/18/03
124		RG	all	1/7/03, 1/21/03

COMPTROLLER OF THE TREASURY

CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
125	ACH AUDIT REPORT	Um, Rg	all	Um 3/8/03 Rg 3/4/03
126	S S S	Rg, CT, Um	all	Rg 4/1/03 Um 4/5/03 CT 3/25/03
127		CT, Rg	all	CT 3/11/03 Rg 3/18/03
128		Rg, CT, Um	all	Rg 4/15/03 Um 4/14/03 CT 4/8/03
129	DD-Recovery (STO), FM Control log, Um Schy, Failure Transmitted, R Changes	Rg, CT, Um	@ 11	7/01 - 5/02
130	ETR Processing, Base controls, Select, Multiple Bond Maintenance, DATA Extract Cut off + Termination	RG	290201, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S. MDOT, OHMI, JUVENILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS.	4-1-03 4-15-03
131	Load & Validate 38019, 38020 Payroll Processing RGO & STB	Reg	all	1/7/2003
132	S S S	S S S	S S S	1/21/2003
133				2/4/2003
134				2/18/2003
135	ETR'S, ETR PROCESSING, CONTROLS, SELEC COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	2/4/03
136		RG		3/18/03
137		RG		28's, 30's, 31's, 321204-321209 39's, 330700, 350101-350203 350206-350302, 321801, 321214 321309, 321601
138		↓	↓	↓
139	↓	↓	↓	4/1/03
140	↓	↓	AGENCIES 210101, 220100, 23's, 24's, 25's, 26's, 321102, 321201, 321205, 321301, 321302, 321305, 321307, 350400, 350500, 350700, 351100, 351400, 410101, 410102.	3/18/03
141	↓	↓		4/1/03

PREPARED BY

DATE

5/22/03



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
142	ETR PROCESSING, TRANSFERS, CUT OFF DATA EXTRACT, COMBINED MULTIPLES BONDS, CONTROL, SELECTED	RG	AGENCIES 210101,220100,23's,24's,25's,26's; 321102,321201,321203, 321301,321302,321305,321307,350400,350500,350700,351100, 351400,410101,410102,	4/15/03
143	Clear Quarter 38112 Load + Val FM I, II, III	UM	36.02.00	3/8/03
144	Travel Reports	UM	36.02.00	11/2/02 - 3/22/03
145	Load + Val. 38123	UM	36.02.00	12/28/02
146	Load + Val. FM I, II, III, 38123	UM	36.02.00	2/22/03
147	Clear Qtr 38112 Load + Val. FM I, II, III, 38123	UM	36.02.00	3/22/03
148	Load + Val. FM I, II, III, 38123	UM	36.02.00	2/8/03
149	38047 Payroll Processing	CT	All	4/8/03
150	38047 Payroll Processing	CT	All	2/25/03
151	Inactive - Foundation + W-5	CT	All	2001 and Older
152	38047 Payroll Processing	CT	All	3/11/03
153	38047 Payroll Processing	CT	All	2/11/03
154	Load + Val. FM I, II, III, 38050	CT	All	1/28/03 - 2/25/03
155	Load + Val. FM I, II, III, 380120	UM	36.02.00 + 36.02.21	4/19/03
156	Load + Val. FM I, II, ED, III, 38123	UM	36.02.00, <del>36.02.</del>	1-11-03
157	Positive Time Reports	CT	All	12/17 + 12/31/02
158	Positive Time Reports	CT	All	1/14 + 1/28/03

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
159	+ Load 38110 1 of 2	UM	36.02.00 + 360221	4/5/03
160	- Load 38110 2 of 2	UM	36.02.00 + 360221	4/5/03
161	+ Load <sup>+Val</sup> FM I, II, III, 38050	CT	All	4/8 - 4/22/03
162	- Load + Val FM I, II, III, 38050	CT	All	3/11 - 3/25
163	+ Load + Val FM II, ED, III, Diff. File	UM	36.02.00 + 36.02.21	4/5/03
164	- Load + Val 38120	UM	36.02.00 + 36.02.21	4/5/03
165	- Positive Time Reports	CT	All	2/11 - 2/25/03
166	- Payroll Processing 38047	CT	All	3/25/03
167	- ACH AUDIT REPORT	Rg UM	All	Rg 4/29/03 Um 5/3/03
168	- ACH AUDIT REPORT	Rg, UM, CT	All	<del>Rg</del> 5/17/03 CT 4/22/03 <del>Um</del> Rg 5/13/03 5/06/03

PREPARED BY

*Horita*

DATE 5/23/03

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <span style="font-size: 1.5em;">04W1083</span>	<b>DATE REC'D</b> <span style="font-size: 1.5em;">6-17-04</span>
<b>B. DIVISION/UNIT</b> Central Payroll Bureau		<b>FM CODE</b> <span style="font-size: 1.5em;">05-01</span>
<b>C. MAILING ADDRESS</b> P.O. Box 20396 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) <span style="font-size: 1.5em;">161      11-13</span>	<b>NO. OF CU. FT.</b>  <span style="font-size: 1.5em;">102</span>
<b>D. PHONE NO.</b> 410-260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <span style="font-size: 1.5em; font-family: cursive;">Ed Yellowey</span>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-102  Total  102	<span style="font-size: 1.5em;">FY 2003</span>  <span style="font-size: 1.5em;">CPB</span>  ACH Audit ETR Processing File Maintenance - Load and Update PTR Processing	<del>1194-6,10,17</del>  <span style="font-size: 1.5em;">July, 2006</span>  Schedule <span style="font-size: 1.5em;">1618</span>  Items <span style="font-size: 1.5em;">4,14,17,24</span>  DISPOSAL <span style="font-size: 1.5em;">7/12/06</span> <span style="font-size: 1.5em;">LSS</span>
		<span style="font-size: 1.5em; font-family: cursive;">BET</span>



# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Comptroller of the Treasury	<b>ACCESSION NO.</b>  <div style="font-size: 2em; font-family: cursive;">04W1083</div>	<b>DATE REC'D</b> 6-17-04
<b>B. DIVISION/UNIT</b> Central Payroll Bureau	<b>RM CODE</b> 05-01	
<b>C. MAILING ADDRESS</b> P.O. Box 20396 LLG Treasury Bldg. Annapolis, MD 21401-1751	<b>LOCATION</b> RANGE      SECTION(S) 161          11-13	<b>NO. OF CU. FT.</b>  102
<b>D. PHONE NO.</b> 410-260-7651	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> <div style="font-family: cursive; font-size: 1.5em;">Ed Halloway</div>	<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-102  Total  102	<div style="font-size: 1.5em; font-family: cursive;">FY 2003</div>  <div style="font-size: 1.5em; font-family: cursive;">CPB</div>	<div style="font-size: 1.5em; font-family: cursive;"> <del>1-102</del>                          1618-14,15,24                          July, 2006                     </div>

(1)

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU	
01	ETR'S, ETR PROCESSING, CONTROLS, SELEC COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33'S EXCEPT 330700, ALL 34'S, 350204, 350205, 351500, ALL 36'S, ALL 37'S, ALL 38'S	4-15-03	
02	↓	RG	↓	4-29-03	
03		RG		5-13-03	
04		RG		28's, 30's, 31's, 321204-321209	4/15/03
05		RG		39's, 330700, 350101-350203	4/29/03
06		RG		350206-350302, 321801, 321214, 321309, 321601	5/13/03
07		RG		AGENCIES 210101, 220100, 23's, 24's, 25's, 26's, 321102, 321301, 321205, 321501, 321302, 321303, 321307, 330400, 330500, 330700, 351100, 351400, 410101, 410102,	4/29/03
08		RG		290201, 320301, 320605, 320601, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S MARRIAGE, BIRTH, DEATH, SOCIAL SECURITY, ETC. OF THE COUNTY REGISTER OF DEEDS	5/13/03
09		RG			4/29/03
10		RG			5/13/03
11		Load + Validate all F.M		Reg	all
12	}	}	}	6/10/03	
13				4/29/03	
14				5/13/03	
15				5/27/03	
16	Load + Validate Fm I, Sec Fm	}	}	6/10/03	
17	Load + Validate ETR Fm, Fm II, Fm III			6/24/03	
17	ETR'S, ETR PROCESSING, CONTROLS, SELECT, COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33'S EXCEPT 330700, ALL 34'S, 350204, 350205, 351500, ALL 36'S, ALL 37'S, ALL 38'S	6/24/03	
				5/27/03	

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
18	ETR'S, ETR PROCESSING, CONTROLS, SELEC COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	Reg	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	6-10-03
19	Load + Validate <sup>all FM</sup>	Reg	all	7-8-03
20	ETR'S, ETR PROCESSING, CONTROLS, SELEC COMBINE MULTIPLES, DATA EXTRACT, TRANSFERS, CUT OFF LIST, BONDS, FM	Reg	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	6-24-03
21	↓	Reg	↓	7-8-03
22	Load + Validate FM I, Spec FM	Reg	all	7-22-03
23	Load + Validate EDFM, FM II <sup>Fm II</sup>	Reg	all	7-22-03
24	Load + Validate all FM	Reg	all	8-5-03
25	Load + Validate all FM	Reg	all	8-19-03
26	↓	Reg	all	7-22-03
27	ETR PROCESSING, TRANSFERS, CUT OFF DATA EXTRACT, COMBINED MULTIPLES BONDS, CONTROL, SELECTED		AGENCIES 210101, 220100, 23's 24's 25's 26's 321102, 321201, 321203, 321701, 321302, 321705, 321707, 350400, 350500, 350700, 351100, 351400, 410101, 410102	5-27/03
28				6/10/03
29				6/24/03
30				7/8/03
31				7/22/03
32	Payroll Proc <sup>REG + STG</sup> 38019, 38020	Reg	all	4-29-03
33	" " " "	Reg	all	3-4-03
34	S	S	S	3-18-03

Carrollton 9-10-03

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU				
35	Load of the data & TR R60 Payroll Processing 38019, 38020	Reg	all	4-15-03				
36	}	}	}	4-1-03				
37				5-13-03				
38				5-27-03				
39				ETR'S, ETR Processing, Controls, Selects, Combined Multiples, Data Extract, Transfers, Cutoff Lists, Bonds	Reg	28's, 30's, 31's, 321204-321209 39's, 330700, 350101-350203 350206-350302, 321801, 321214 321309, 321601	5/27/03	
40	}	}	}	6/10/03				
41				7/24/03				
42				7/8/03				
43				7/22/03				
44				8/5/03				
45				8/19/03				
46				320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's		8/5/03		
47				}	}	}	8/19/03	
48							290201, 320101, 320605, 320604, 320602, 320603, 321002, 320604, ALL 40'S, ALL 22'S, ALL 50'S, NOT WITH JUVENILE SERVICES, CLERKS OF THE COURT, REGISTER OF WILLS	6-24-03
49							7-8-03	
50	8-22-03							
	8-5-03							
				8-19-03				
				9-2-03				

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

4

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
51	Validate 38120	UM	360200, 360221	6-14-03
52				
53				
54	Load + Validate 38120			6-14-03
55	Load + Validate 38120			5-17-03
56	Load 38120			5-31-03
57	Load 38120			6-14-03
58	Load + validate 38104			6-14-03
59	Load + validate 38120			6-30-03
60	Load + Validate 38120			8-9-03
61	Load 38120			7-26-03
62	Load + validate 38120			6-28-03
63	Load + validate 38120, 38120, ED, FMS, III			6-28-03
64	Load + validate 38120, 38120, ED, FMS, III Ret. Sub.			7-26-03
65	Load + validate 38120			7-12-03
66	Validate 38120			7-12-03
				6-28-03

COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

5

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
67	Load + Validate 38110, 38112 Ed, II, III	Urm	360200, 360299, 360221	6-14-03
68	Load + Validate 38110, 38112 Ed, II, III	S		5-3-03
69	Load + Validate 38120			7-12-03
70	PTR Processing - 38047			all
71	Load + Validate 38050	CT		5-6+06-3-03
72	PTR Processing 38047	CT		4-22-03
73	PTR Processing 38047	CT		5-20-03
74	PTR Processing 38047	CT		8-28-03
75	PTR Processing 38047	S		8-12-03
76	PTR Processing 38047			5-6-03
77	PTR Processing 38047			6-3-03
78	PTR Processing 38047			7-1-03
79	PTRS			3-11-7-1-03
80	PTR Processing 38047			7-15-03
81	" " "			6-17-03
82	" " "			7-29-03
83	Load + Validate 38040 E, II, III, CQ, 38050			6-17-7-29-03



COMPTROLLER OF THE TREASURY  
CENTRAL PAYROLL BUREAU

6

LIST OF BOXES FOR HALL OF RECORDS

BOX NUMBER	CONTENTS	PAYROLL SYSTEM	AGENCY CODES	PPE DATES THRU
84	Personnel Auth Transmitted	RG	all	
85	Increment / Cost Auth Transmitted + Summary	RG	all	12-2001 - 5-2002
86	Auth Balance Summary	RG	all	1-1-2002
87	Auth Balance Summary	CT	all	1-8 - 12-24-2001
88	Multiple Data Exp, Cut off, Transfer ETR Processing, Control, Select	RG	320101, 321701, 320903, 320904, 321210-321212, ALL 33's EXCEPT 330700, ALL 34's, 350204, 350205, 351500, ALL 36's, ALL 37's, ALL 38's	11-19 - 4-22-2003
89	Load + Validate - all FM	Reg	all	9-2-03
90	Load + Validate - all FM	Reg	all	9-2-03
91	Load + Validate all FM	Reg	all	9-16-03
92	ACH AUDIT REPORT	RG/CT	all	9-16-03
93	S	RG, CT, UM		RG 6/13/03, CT 7/12/03, 10/1/03
94		RG/UM		RG 6/24/03, UM 6/28/03
95		RG/UM		CT 6/17/03, 7/1/03
96		RG/UM		RG 7/8/03
97		RG/UM		UM 7/12/03
98		RG/UM		RG 6/10/03
99		RG/UM, CT		UM 6/14/03
100		RG/UM		RG 9/16/03, UM 7/12/03
101		RG/UM		RG 5/27/03, UM 5/12/03
102		RG/UM		CT 5/20/03, 6/3/03
103	RG/UM		RG 8/5/03	
104	RG/UM		UM 8/1/03	
105	RG/UM		CT 7/5/03, 7/29/03	
106	RG/UM		RG 07/19/03, 11/11/03, 7/26/03	
107	RG/UM		RG 8/19/03, UM 8/23/03	
108	RG/UM		CT 8/12/03, 8/12/03	







**RECORDS TRANSMITTAL AND RECEIPT**

1 of 5

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland		ACCESSION NO. <b>05W211</b>	DATE REC'D <b>9-14-04</b>
B. DIVISION/UNIT Motor Fuel Tax Unit			RM CODE <b>05.03</b>
C. MAILING ADDRESS L. L. GOLDSTEIN TREASURY BLDG PO BOX 1751 ANNAPOLIS MD 21404		LOCATION RANGE SECTION(S) <b>13 20-21</b>	NO. OF CU. FT. <b>55</b>
D. PHONE NO. 410-260-7140		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mr. Herb Hacke		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Motor Fuel Tax Refund Claims FY02 01/01/01 - 06/30/02	Schedule # 1658 item # 7 disposal date 7/1/2006
1 of 55	000001 - 000028	<div style="border: 1px solid black; padding: 5px; display: inline-block;">55 Boxes</div>  DISPOSAL 7/1/06 LJS
2 of 55	000029 - 000105	
3 of 55	000106 - 000140	
4 of 55	000141 - 000197	
5 of 55	000198 - 000275	
6 of 55	000276 - 000299	
7 of 55	000300 - 000346	
8 of 55	000347 - 000398	
9 of 55	000399 - 000447	
10 of 55	000448 - 000495	
11 of 55	000496 - 000562	
12 of 55	000563 - 000588	
13 of 55	000589 - 000596	
14 of 55	000597 - 000629	

**RECORDS TRANSMITTAL AND RECEIPT**

2 of 5

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF MARYLAND		ACCESSION NO. <b>05W211</b>	DATE REC'D
B. DIVISION/UNIT MOTOR FUEL TAX UNIT			RM CODE
C. MAILING ADDRESS L. L. GOLDSTEIN TREASURY BLDG P O BOX 1751 ANNAPOLIS, MD 21404		LOCATION RANGE SECTION(S) <b>13 20-21</b>	NO. OF CU. FT. <b>55</b>
D. PHONE NO. 410-260-7140		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MR HERB HACKE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	MOTOR FUEL TAX REFUND CLAIMS, FY02 (7/1/01-6/30/02)	Schedule # 1658 item # 7 disposal date 07/01/2006
15 of 55	000630 - 000676	
16 of 55	000677 - 000706	
17 of 55	000707 - 000751	
18 of 55	000752 - 000818	
19 of 55	000819 - 000899	
20 of 55	000900 - 000931	
21 of 55	000932 - 000959	
22 of 55	000960 - 001040	
23 of 55	001041 - 001054	
24 of 55	001055 - 001094	
25 of 55	001095 - 001173	
26 of 55	001174 - 001204	
27 of 55	001205 - 001256	
28 of 55	001257 - 001316	
29 of 55	001317 - 001367	

**RECORDS TRANSMITTAL AND RECEIPT**

3 of 5

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>COMPTROLLER OF MARYLAND</b>		ACCESSION NO. <b>05W211</b>	DATE REC'D
B. DIVISION/UNIT <b>MOTOR FUEL TAX UNIT</b>			RM CODE
C. MAILING ADDRESS <b>L. L. GOLDSTEIN TREASURY BLDG. PO BOX 1751 ANNAPOLIS, MD 21404</b>		LOCATION RANGE SECTION(S) <b>13 20-21</b>	NO. OF CU. FT. <b>55</b>
D. PHONE NO. <b>410-260-7140</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>MR. HERB HACKE</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<b>MOTOR FUEL TAX REFUND CLAIMS FY02 (7/1/01 - 6/30/02)</b>	<b>Schedule # 1658 item # 7 disposal date 7/1/2006</b>
<b>3 of 55</b>	<b>001368 - 001401</b>	
<b>31 of 55</b>	<b>001402 - 001425</b>	
<b>32 of 55</b>	<b>001426 - 001450</b>	
<b>33 of 55</b>	<b>001451 - 001485</b>	
<b>34 of 55</b>	<b>001486 - 001517</b>	
<b>35 of 55</b>	<b>001518 - 001581</b>	
<b>36 of 55</b>	<b>001582 - 001654</b>	
<b>37 of 55</b>	<b>001655 - 001711</b>	
<b>38 of 55</b>	<b>001712 - 001782</b>	
<b>39 of 55</b>	<b>001783 - 001832</b>	
<b>40 of 55</b>	<b>001833 - 001859</b>	
<b>41 of 55</b>	<b>001860 - 001890</b>	
<b>42 of 55</b>	<b>001891 - 001949</b>	
<b>43 of 55</b>	<b>001950 - 001999</b>	
<b>44 of 55</b>	<b>002000 - 002023</b>	

**RECORDS TRANSMITTAL AND RECEIPT**

4 of 5

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>COMPTROLLER OF MARYLAND</b>		ACCESSION NO. <b>05W211</b>	DATE REC'D
B. DIVISION/UNIT <b>MOTOR FUEL TAX UNIT</b>			RM. CODE
C. MAILING ADDRESS <b>L. L. GOLDSTEIN TREASURY BLDG. PO BOX 1751 ANNAPOLIS, MD 21404</b>		LOCATION RANGE SECTION(S) <b>13 20-21</b>	NO. OF CU. FT. <b>55</b>
D. PHONE NO. <b>410-260-7140</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>MR HERB HACKE</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
45 of 55	<u>DISALLOWED REFUND CLAIMS</u> (07/01/84 - 06/30/98) FY 85 to FY 98	Schedule # 1658 item # 7 disposal 07/01/2000 date
46 of 55	Motor fuel Tax Refund TRANSMITTALS FY 02 (07/01/01 - 06/30/02)	schedule # 1658 item # 7 disposal date 7/1/2006
47 of 55	VZAR001 - VZAR012	
48 of 55	VZAR013 - VZAR024	
49 of 55	VZAR025 - VZAR034	
49 of 55	VZAR035 - VZAR042	
50 of 55	EXEMPTION BILLINGS - FY 01 # 30089-38688 (07/01/00 - 06/30/01) F/m sheets FY00, FY01 (07/01/99 - 06/30/01)	schedule # 1658 item # 2 disposal date 7/1/2006
51 of 55	F/m Adjustments + Waivers FY 01 (07/01/00 - 06/30/01) acc # 10007-39482 COMPLETED AUDITS (months of) 4/97, 5/97, 6/97	Schedule # 1658 item # 2 disposal date 7/1/2006

**RECORDS TRANSMITTAL AND RECEIPT**

5 of 5

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>COMPTROLLER OF MARYLAND</b>		ACCESSION NO. <b>05W211</b>	DATE REC'D
B. DIVISION/UNIT <b>MOTOR FUEL TAX UNIT</b>			RM. CODE
C. MAILING ADDRESS <b>L. L. GOLDSTEIN TREASURY BLDG P O BOX 1751 ANNAPOLIS MD 21404</b>		LOCATION RANGE SECTION(S) <b>13 20-21</b>	NO. OF CU. FT. <b>55</b>
D. PHONE NO. <b>410-260-7140</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>MR. HERB HACKE</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
52 of 55 53 of 55 54 of 55 55 of 55	Motor Fuel Tax Refund Correspondence FY02 (07/01/01-06/30/02)  A - E F - M N - S T Z	Schedule # 1658 Item # 7 disposal date 07/01/2006