17.05.02 DLLR Reporting Agency Department of Licensing & Regulation Labor & Industry - MOSH 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.		
С	ERTIFICA	TE	0	FRE	CORDS	DIS	POS	A L
No.	Description of Records (Same Title as listed on Schedule)	Retenti Schedu No.	ion	rization	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
97W908	Health Affects Special Studies Projects	612-16	0	2	1996	61	7/2007	RECYCLE
00W936	Compliance Cases	612-16	0	2	1996	61	7/2007	RECYCLE
								

Charlie P. Lopez	Records Center Manager	December 30, 2007
Signature	Title	Date
DGS 550-2 (Rev. 1/93)		•

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



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES --- STATE RECORDS MANAGEMENT CENTER P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

DWIEG.	TIONS - PLEASE TYPE ON PHINT CLEANLY ALL ENTINE		
A. AGENCY		ACCESSION NO.	DATE REC'D
	LICENIANG - REGULATION	0001	4-9-91
B. DIVISIO		M = 100	RM CODE
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C. MAILING	ADDRESS	LOCATION RANGE SECTION(S	NO, OF CU. FT
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D. PHONE N	PAUL PL. RALTO MD LICOZ	TECOPOR CENTER VANA	<u> </u>
	3.7- 8426	RECORDS CENTER MANA	CER
E. AGENCY		· TO BE COM	PLETED AT
	OM = GRABAU	STATE RECORDS MA	
2. BOX NUMBERS	3. DESCRIPTION OF RECO		4. DISPOSAL AUTHORIT SCHEDULE, ITEM NO. DISPOSAL DATE
# /	HEALTH REFECT VPECIA	C VTUDIEN PROJECT	
# 2	HEALTH RESECTS SPECIAL NTO	SIEN PROJECTS	7/12007
# 3	HEALTH EXFECTS SPECIAL NO	PROTOLES	7-2007
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Departme	ent of Licensing & Regulation	g Comment of the Comm	3-13-00
B. DIVISION/UN		0017011	AM CODE
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	, Maryland 21201	1122 34-	35 61
D. PHONE NO.		RECORDS CENTER MANAG	BEA
(410) 757			·
E. AGENCY OF		TO BE COMP	
Joe Seide	<u>1</u>	STATE RECORDS MAN	Agement Center
2. BOX NUMBERŞ	3. DESCRIPTION OF REC WITH INCLUSIVE DA		4. Disposal Authority Schedule, Item No., Disposal Date
	Compliance	1996	612-160-: 7/2007
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YGS 550-5 (REV. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

F.Y. 1996 CASES

		<u> </u>	<u> </u>
1	A0389-001-96	TO	A5478-024-96
2	A0389-025-96	TO	A5478-019-96
3	A5478-020-96	TO	A5478-050-96
4	A5478-051-96	TO	A8711-010-96
5	A8711-011-96	TO	B8210-017-96
6	B8210-018-96	TO	C1192-025-96
7	C1192-026-96	TO	C1192-056-96
8	C1192-057-96	TO	C3811-007-96
9	C3811-008-96	TO	C3811-035-96
10	C3811-036-96	TO	D0238-031-96
11	D2320-001-96	TO	E7732-010-96
12	E7732-011-96	TO	F7253-009-96
13	F7253-010-96	TO	F7253-046-96
14	F7253-047-96	TO	F7253-073-96
15	G0240-037-96	TO	G0240-007-96
16	G5400-008-96	TO	G5400-007-96

*FROM : MD DLLR-DGS

			
17	G5400-008-96	TO	G5400-030-96
18	G5400-031-96	TO	G5400-028-96
19	H1159-029-96	TO	H1159-063-96
20	H1159-064-96	TO	H2194-017-96
21	H2194-018-96	TO	H2723-013-96
22	H2723-016-96	TO	H2723-049-96
23	H2723-050-96	TO	H5221-042-96
24	H5221-043-96	TŌ	J2659-036-96
25	H2659-020-96	TO	J8945-020-96
26	J8945-021-96	TO	K5823-011-96
27	K.5823-012-96	TO	K9355-006-96
28	K9355-010-96	TO	L4102-017-96
29	L4102-018-96	TO	L4102-038-96
30	L4102-040-96	TO	M1322-020-96
31	M1322-022-96	TO	M2263-015-96
32	M2263-016-96	TO	M2263-037-96
		•	

P5723-TO-96

R2653-022-96

R3016-027-96

P2020-003-96

P5723-015-96

R2653-025-96

49	R3016-041-96	TO	R4237-029-96
50	R4237-030-96	TO	S6357-008-96
51	S6357-009-96	TO	S7556-010-96
52	S7556-011-96	TO	S7556-041-96
53	S7556-042-96	TO	V3564-035-96
54	V3564-039-96	TO	V3564-088-96
55	V3564-089-96	TO	V7692-035-96
56	V7692-036-96	TO	W1495-016-96
57	W2450-005-96	TO	W2450-052-96
58	W2450-053-96	TO	X0285-031-96
59	X0285-032-96	TO	X0285-050-96
60	ENCLOSURE		BOOKS,
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23.04.30 DPSCS	·	
Reporting Agency	Department of General Services Records Management Division	Prepare in duplicate
Division of Parole & Pbrobation Reisterstown Road	7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit	Jessup, Maryland 20794-0275	address at left.

С	CERTIFICATE OF RECORDS DISPOSAL						
No.	Description of Records (Same Title as listed on Schedule)	Author Retention Schedule No.	rization	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
07W8	Closed Supervision Files	1461	Item No.	1996	1	7/2007	RECYCLE
i							
			<u> </u>				
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I hereby certify that the records listed above were disposed of as indicated					
Charlie P. Lopez	Records Center Manager	December 30, 2007			
Signature	Title	Date			
DCS 550 2 (Pay 1/02)					

P. 03

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLE	EASE TYPE OF PRINT CLEARLY ALL ENTRIES	~ ·
AGENCY DEFT. 1. SERVIC	OF PUBLIC SAFETY AND CORRECTIONAL CES	DATE REC'D 8-15-06
D. DIVISION/U		RM CODE
	ION OF PAROLE/PROBATION	23.04.30
C. MAILING AD	LOCATION	NO. OF CU, FT.
√3939 R	Reisterstown Rd., Rm 268 more, MD 21215 RECORDS CENTER MANAG	<u> </u>
D. PHONE NO. 410-36	Doughas Levie Mecords Center Wallace	
E. AGENCY OF Ray(f	FFICIAL TO BE COMP ield Purnell, FSI/Kenneth Coleman, FSII STATE RECORDS MAN	AGEMENT CENTER
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS 1996 WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
telefolisheder of every parables of externation of	BARNES, Karoom WIISON, Willie	SCHEDULE # 1461
1.	BANN'S, Rarean - William, William	Item # /
		•
•		Disposal Date
* •		7/2007
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Reporting Agency			Department of General Services Prepare in duplicate Records Management Division					
	Roxbury Correction Institut ss Office - Inmate Accoun		7275 Waterloo Road (Rte. 175) Retain one (1) copy P.O. Box 275 forward original Jessup, Maryland 20794-0275 address at left				riginal to	
Division or Unit								
					_			
С	ERTIFICA	TE O	FRE	CORDS	DIS	POS	A L	
		Author	ization		Mali ma			
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
93W1289	Commissary Account Cards	1406-10	5B	FY 1987	6	7/2007	RECYCLE	
93W1290	Inmate Account Ledgers	1406-10	5C	FY 1987	8	7/2007	RECYCLE	
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Records Center Manager Title December 30, 2007 Date

23.05.11.01

DPSCS

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

<u>Charlie P. Lopez</u> Signature DGS 550-2 (Rev. 1/93)



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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. ROXBURY	CORRECTION INSTITUTION	0- 11000	4-19-93
8. DIVISION/U		U21. 117 QU	RM CODE
Business	office-Inmate acconts	JUMINO	23.05.11.0
C. MAILING AD 18701 Ro Hagersto	DRESS Exbury Road Wn, Maryland 21746	LOCATION RANGE SECTION(S) 15	NO. OF CU. FT.
D. PHONE NO. 301-797-	2250 Ext 320 N Ext 357	RECORDS CENTER MANAG	ER
E. AGENCY OF	D i. L	TO BE COMP STATE RECORDS MAN	
2. BOX NUMBERS	3. DESCRIPTION OF REWARDS WITH INCLUSIVE D	·	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 2 3 4 5 6	F/Y 1987 COMMISSARY ACCOUN 7-1-86 Stephen Abbott 184480 to Lar Michael Cutter 172151 to Ray Antonio Hart 184499 to Gordo Thomas Lynch 181653 to James Dennis Railey 168928 to Jose Ronald Waddell 180130 to Den	6-30-87 ry Crapper 184090 mond Harris 164250 n Light 175542 Queer 173340 ph Votta 185307	July 2004 1406-10 5 B
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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	CODDICATON INCREMENTON	ACCESSION NO.	DATE REC'D
B. DIVISION/U	CORRECTION INSTITUTION	\bigcap_{Λ}	4-19-73
	Office-Inmate accounts	M31.11240	RM CODE
		13001010	23.05.11.0
C. MAILING AD 18701 Ro		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
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D. PHONE NO.		RECORDS CENTER MANAG	(a 0
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2. BOX NUMBERS	3. DESCRIPTION OF REC WITH INCLUSIVE DA	_	SCHEDULE, ITEM NO.,
			DISPOSAL DATE
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	Stephen Abbott 184480 to James Byu	, 179910	1406-10
1			5C
2	Don Cage 166860 to Melvin Ewing 18	1586	
3	Carl Fadely 183569 to James Gwynn .	177811	
4	 Edward Hackman 180228 to Eric Kyle	r 181466	7/0/1
5	Theodore Labarre 180773 to Woodrow		1 10 1
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6	Charles Nair 173433 to Gerald Ryan	181138	
7	Timothy St.John 177787 to David Ty	zkiewicz 179997	2
8	 Samuel Umstead 183994 to Dennis Zo	vko 178807	2580550
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Reporting Agency	Department of General Services Records Management Division	Prepare in duplicate
Division of Credit Assurance Maryland Housing Fund	7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit	Jessup, Maryland 20734-0273	audiess at leit.

С	ERTIFICA	T E O	FRE	CORDS	DIS	POS	A L
No.	Description of Records (Same Title as listed on Schedule)	Author Retention Schedule No.	rization	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
05W640	Accounting / Financial Records - DCA Claims Paid on Insurance Policy	927	4 A	FY 1997	23	7/2007	RECYCLE
05W641	Accounting / Financial Records - Claims and Working Files	927	4 A	FY 1997	12	7/2007	RECYCLE
05W642	Financial Accounting Records - Working Files	927	4 A	FY 1998	7	7/2007	RECYCLE
					<u> </u>		

I hereby certify that the records listed above were disposed of as indicated				
Charlie P. Lopez	Records Center Manager	December 30, 2007		
Signature	Title	Date		
DGS 550-2 (Rev. 1/93)				

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Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

	s-riease Type of Trifft Clearly			· · ·	
A. AGENCY		ACCESSION NO.		Date Rec'd	
Department O	f Housing & Community Development		12 · 16 · 04		
B. DIVISION				Rm Code	
Division of Cr	edit Assurance-	100			
Maryland Hou	using Fund	OHO) WOOD	0	6.03.00	
C. MAILING	ADDRESS	LOCATION	•	NO. OF CUBIC FT.	
Cindi Foard,		RANGE SECTION	(S)	·	
Record Retent	tion Coordinator				
Facilities and	Fleet Management Services				
100 Communi	ity Place	111		1 7 h	
Crownsville, I	MD 21032	141 15	- 14		
		171 10	-14		
				/	
D. PHONE N	IO.	RECORDS	CENTER	MANAGER	
410-514-7310	,				
E. AGENCY					
	_	TO BE COMPLE	TED AT S	STATE RECORDS	
		MANAC	SEMENT	CENTER	
2. BOX NMBERS			SCHE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO.,	
			DISP	OSAL DATE	
1 - 23	Accounting/Financial Records -	DCA	Schedule # 927		
			Item	#4 A	
	Claims paid on insurance policy	- FY 1997			
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Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

	_	y 1111 131111CS	
A. AGENC	Υ	ACCESSION NO.	Date Rec'd
Department	Of Housing & Community Development		12-16-04
B. DIVISIO	N/UNIT	NKI II II	Rm Code
Credit Assur	ance - Maryland Housing Fund	11/2/4/1041	06.03.00
C MAILING	G ADDRESS	100 mmo);	
Cindi Foard,		LOCATION RANGE SECTION	NO. OF CUBIC FT.
Record Reter	ntion Coordinator	IGHTOD SECTION	(13)
Facilities and	Fleet Management Services		
100 Commun Crownsville,	nity Place	111	11/ 12
Crownsville,	MID 21032	141	14 1/
		()	' 1 [2
D. PHONE I	NO.	RECORDS	CENTER MANAGER
410-514-7310	· ·		
E. AGENCY			
		TO BE COMPLET	TED AT STATE RECORDS
		MANAG	EMENT CENTER
2. BOX	3. DESCRIPTION OF RECORDS V		4. DISPOSAL AUTHORITY
NMBERS	DATES OF FILES		SCHEDULE, ITEM NO.,
 			DISPOSAL DATE
1 - 12	Accounting/Financial records		G
1	110counting/1 maneral records	•	Schedule #927
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]	Claims and Working Files - FY 1	997	Item #4 A
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	Retain for 7 years		
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			Disposal date 07/01/2007
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Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

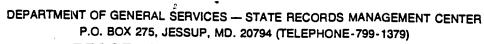
RECORDS TRANSMITTAL AND RECEIPT

A. AGENCY Department Of Housing & Community Development B. DIVISION/UNIT Credit Assurance - Myland Housing Fund C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 D. PHONE NO. 410-514-7310 E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1-7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a Disposal date 07/01/2007	Directions	s-Please Type or Print Clearly	All Entrie	S			
D. PHONE NO. C. AGENCY OFFICIAL BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 1-7 Working files - REO sales FY 1998 Rm Code O6 . O3 . O0 Range Range Range Range Range Range Range Range Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 Records Center Manager To Be Completed at State Records Management Center Schedule #927 Location Range Rm Code O6 . O3 . O0 Range Range Records Range Records Section(s) Range Records Range Rec	(* · · · · · · · · · · · · · · · · · · ·					Date Rec'd	
D. PHONE NO. C. AGENCY OFFICIAL BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 1-7 Working files - REO sales FY 1998 Rm Code O6 . O3 . O0 Range Range Range Range Range Range Range Range Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 Records Center Manager To Be Completed at State Records Management Center Schedule #927 Location Range Rm Code O6 . O3 . O0 Range Range Records Range Records Section(s) Range Records Range Rec						12.110.04	
Credit Assurance - Mryland Housing Fund C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 D. PHONE NO. RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 1-7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a			~ 1	l. In			
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 D. PHONE NO. ### ADDRESS ###				1,41			
Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 D. PHONE NO. 410-514-7310 E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a	Credit Assuran	ice - Milyland Housing Land	NCU	101/			
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Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032 D. PHONE NO. ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE COMPLETED AT STATE RECORDS ### ALL CONTROL TO BE CONTRO			RANGE	SECTION	I(S)		
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D. PHONE NO. ### RECORDS CENTER MANAGER ### A10-514-7310 E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS DATES OF FILES ### A-a Complete of the					^ ^		
D. PHONE NO. RECORDS CENTER MANAGER 410-514-7310 E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a	1	•		r)/)	1	
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E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE SCHEDULE, ITEM NO., DISPOSAL DATE 1-7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a		·				(
E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a	D. PHONE N	О.		RECORDS	CENTER	MANAGER	
E. AGENCY OFFICIAL TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Working files - REO sales FY 1998 Item # 4-a	410 514 7210						
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER 2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Schedule #927 Working files - REO sales FY 1998 Item # 4-a					<u></u>		
2. BOX NMBERS 3. DESCRIPTION OF RECORDS WITH INCLUSIVE SCHEDULE, ITEM NO., DISPOSAL DATE 1 - 7 Financial Accounting records Working files - REO sales FY 1998 4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule #927 Item # 4-a	E. AGENCI	OTTEME	то в	E COMPLE	TED AT S	STATE RECORDS	
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Working files - REO sales FY 1998 Item # 4-a	<u> </u>				DISP	OSAL DATE	
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	1-7	Financial Accounting records			Sche	dule #927	
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Disposal date 07/01/2007		Working files - REO sales FY	1998		Item	Item # 4-a	
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Disposal date 07/01/2007							
Disposal date 07/01/2007							
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06.03.02 DHCD		
Reporting Agency	Department of General Services Records Management Division	Prepare in duplicate
Division of Credit Assurance Finance / Single Family	7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit	Jessup, Maryland 20194-0215	
CERTIFICATE	OF RECORDS DI	SPOSAL

CERTIFICATE OF RECORDS DISPOSAL						
	Author	rization			-	
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
CDA Finance / All Reports, Accounts & Activity	1208	3	1/1999 - 6/2002	64	7/2007	RECYCLE
					,	
	Description of Records (Same Title as listed on Schedule) CDA Finance / All Reports, Accounts & Activity	Description of Records (Same Title as listed on Schedule) CDA Finance / All Reports, Accounts & Activity 1208	Description of Records (Same Title as listed on Schedule) CDA Finance / All Reports, Accounts & Activity 1208 3 3 3	Description of Records (Same Title as listed on Schedule) CDA Finance / All Reports, Accounts & Activity 1208 3 1/1999 - 6/2002	Authorization Description of Records (Same Title as listed on Schedule) Retention Schedule No. CDA Finance / All Reports, Accounts & Activity 1208 3 1/1999 - 6/2002 64	Authorization Pescription of Records (Same Title as listed on Schedule) No. CDA Finance / All Reports, Accounts & Activity 1208 3 1/1999 - 6/2002 64 7/2007

Thereby certify that the records listed above	were disposed of as indicated	
Charlie P. Lopez	Records Center Manager	December 30, 2007
Signature	Title	Date
DGS 550-2 (Rev. 1/93)		•



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

	EASE TYPE OR PRINT CLEARLY ALL ENTRIES		
A. AGENCY		ACCESSION NO.	DATE REC'D
1. DHCD			1-13-05
B. DIVISION/U CDA F	INIT INANCE/SINGLE FAMILY	05W797	PM CODE 06.03.02
C. MAILING AD	DDRESS	LOCATION	NO. OF CU. FT.
1	Community Place asville, MD 21032	RANGE SECTION(S)	18 64
D. PHONE NO. 410-5	514-7421	RECORDS CENTER MANAC	GER
E. AGENCY O	P. Konrad The 1. 15/05	TO BE COMP STATE RECORDS MAI	
2. BOX NUMBERS	3. DESCRIPTION OF REC WITH INCLUSIVE DA		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 739 10 800 ADD A 789-B	All reports, accounts and with CDA FINANCE section, information on projects famortization schedules, be income and expenditure standard budgets, revenue budgets on CDA's financing activity.	activity dealing including including inanced by CDA, alance sheets, atements, trustee and status reports ty.	Retain for five (5) years, then destroy. Schedule 1208 Item #3 Destroy Year 2007 July 2007
,	Inclusive Dates: $01/1999 + 6/2$	2002	3/16/2

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1208

Page $_1$ of $_1$

Agen	DHCD	CD	Division/Unit A Finance/Single Family
Item No	Description		Retention
	CDA FINANCE All reports, accounts and activity with CDA FINANCE section, including information on projects financed by amortization schedules, balance she income and expenditure statements, budgets, revenue budgets and status on CDA's financing activity. Box 739 to 800 General Luda Onlygg to 6/2002	CDA, eets, trustee reports	Retain for five (5) years, then destroy. Destroy Year 2007
	oved by Department, Agency, Lvision Representative.	Schedule Archivis	Authorized by State
Date		Date	
Signa	ature—————	Signatur	;e
Type	Name		
Title			

06.03.05 DHCD		
Reporting Agency	Department of General Services Records Management Division	Prepare in duplicate
Community Development Administration Operations	7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
Division or Unit	Jessup, Maryland 20134-0213	dudicos di lori.

CERTIFICATE OF RECORDS DISPOSAL					A L		
No.	Description of Records (Same Title as listed on Schedule)	Author Retention Schedule No.	ization	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
03W357	Internal Management Reports	1208	31	FY 1994	3	7/2007	RECYCLE
		,	·				

Charlie P. Lopez	Records Center Manager	December 30, 2007
Signature	Title	Date
DGS 550.2 (Pov. 1/02)		

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



Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions	s-Please Type or Print Clearly	y All Entries		
A. AGENCY		ACCESSION NO.		Date Rec'd
Department Of Housing & Community Development B. DIVISION/UNIT CDA-OPERATIONS		121,1257 R		12-16-02 Rm Code 6.03.05
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		RANGE LOCATION SECTION	NO. OF CUBIC FT.	
D. PHONE N	10			
,	514-7400	RECORDS	CENTER	MANAGER
	ACUSON			STATE RECORDS CENTER
2. BOX NMBERS	3. DESCRIPTION OF RECORDS V DATES OF FILES		SCHE	SPOSAL AUTHORITY EDULE, ITEM NO., OSAL DATE
	FY1996- INTOR	T. REPORT.	Si	hedule 1208 upplement tim 31 July 2007

Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

A. AGENCY		ACCESSION NO.		Date Rec'd	
				•	
B. DIVISION	If Housing & Community Development	·		Rm Code	
0				Rm Code	
CD4-	OPERATIONS				
C. MAILING Cindi Foard,	ADDRESS	LOCATION	(C)	NO. OF CUBIC FT.	
	tion Coordinator	RANGE SECTION	(5)		
Facilities and	Fleet Management Services				
100 Communi	•				
Crownsville, N	MD 21032				
D. PHONE N	IO.	RECORDS	CENTER	MANAGER	
410-	514-7400				
E. AGENCY	OFFICIAL				
R. CACUSON		TO BE COMPLETED AT STATE RECORDS			
			EMENT		
2. BOX NMBERS	3. DESCRIPTION OF RECORDS VIDATES OF FILES	VITH INCLUSIVE	1	ISPOSAL AUTHORITY DULE, ITEM NO. ,	
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	Ana Ma	1 RI-DORT	1 So	pplement im 31	
	1-4 1999 - INTER		ĺ	al mat	
	1-9 1999 - INTE	RIVAL	Su	rjumen	
	MGM	T. ICEPORT.	1 07	- 31	
İ	1-2/2000 INTE	RNAC MONT	July 1	enc -	
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	1-2/2000 INTE REPO 3-4/2000 INTE REPOR	FRUAL VIGAT	· ·		
	REPOR	17 BACKVID			
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Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

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A. AGENCY	· 	ACCESSION NO.	Date Rec'd	
Department C	of Housing & Community Development			
B. DIVISION	V/UNIT		Rm Code	
C. MAILING	ADDRESS	LOCATION	NO. OF CUBIC FT.	
Cindi Foard, Record Retent	tion Coordinator	RANGE SECTION(S)	
1	Fleet Management Services			
100 Community Place Crownsville, MD 21032				
3.50				
D. PHONE N	IO.	RECORDS	ENTER MANAGER	
		1-001.25		
E. AGENCY	OFFICIAL			
		TO BE COMPLETED AT STATE RECORDS		
2. BOX	3. DESCRIPTION OF RECORDS V		EMENT CENTER	
NMBERS	DATES OF FILES	VITA INCLUSIVE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO.,	
			DISPOSAL DATE	
13	7-8/2000	INTERNAC	Schedule 1208	
	7-8/2000 MANAGENIEN C1-10/2000 IN	7 RPT. BUR	Supplement	
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	5-6/00 INTENI MANAGEMENT	1017,1041		

DGS 550-1 Rev. 8/2000 DEPARTMENT OF GENERAL SERVIOR Records Management Division			SCHEDULE NO. 1208 Supplement
	RECORDS RETENTION AND	DISPOSAL SCHEDULE	PAGE NO.
	Dept. of Housing & Community Development	Division of Commun	Development Finance DITY Development ADM. DIVISION
item: s			
No.	FY1994 Internal Manage		etention
'	Ex 1995 "		
		Retain in	offic so two
	FY 1996 "	(2) years t	los store for
	Fy 1997 "	for (5) year	14. The
2	FY 1998 Internal Ma. Report	regement necy go.	office for two hen store for 15, Then
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	Report		
	Fy2000(9-10) "	И	
	Fy 2000 (11-12) "	<i>"</i>	
	Fy 2000(5-6) "		
Schedule Ap	pproved by Department Agency, or Division Representative	Schedule Authorized by Ha	II of Records Commission
Date	Signature Tit		State Archivist

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06.04	DHCD			
	Reporting Agency			
Office of the Attorney General				
	Division or Unit			

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

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

Prepare in duplicate

CERTIFICATE OF RECORDS DISPOSAL

	Description of Records (Same Title as listed on Schedule)	Authorization			Volume		
No.		Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Cubic Feet	Date of Disposal	Method of Disposal
02W1000	Correspondence	2285	11.A	2000	22	7/2007	RECYCLE
03W353	Correspondence	2285	11.A	2000	42	7/2007	RECYCLE
			! !				
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I hereby certify	that the records listed above were disposed of as indicated	i	
			_

Charlie P. LopezRecords Center ManagerDecember 30, 2007SignatureTitleDateDGS 550-2 (Rev. 1/93)



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. AGENC	Y	ACCES	SION NO.		Date Rec'd
Ĺ	nent Of Housing & Community Development				5-14-02
B. DIVISION/UNIT Office of the Attorney General		DH	1000	06	Rm Code
Cindi Foa Facilities	C. MAILING ADDRESS Cindi Foard Facilities and Fleet Management Services 100 Community Place		LOCATION SECTION		NO. OF CUBIC FT.
	lle, MD 21032	13	23.	24	22
D. PHONE 410-514-70			RECORDS (CENTER	MANAGER
E. AGENCY		CT	BE COMPLET		TATE RECORDS
2. BOK NMBURS	3. DESCRIPTION OF RECORDS OF DATES OF FILES	WITH INCID		4. DI SCHE	SPOSAL AUTHORITY DULE, ITEM NO. , OSAL DATE
36 - 57	CORRESPONDENCE			1646 Reta Desti	285 -#11. A. in for 5 years. roy February
				J2	1/6/07
					201

Department of General Services - State Records Management Center P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

A. AGENCY		ACCESSION NO.	Date Rec'd
Department Of Housing & Community Development			
B. DIVISION	/UNIT		Rm Code
Office of th	e Attorney General		
C. MAILING		LOCATION	NO. OF CUBIC FT.
Cindi Foar		RANGE SECTION(S)
	nd Fleet Management Services		
100 Comm	*		
Crownsville	e, MD 21032	÷	
	·		
D. PHONE N		RECORDS CE	ENTER MANAGER
410-514-70			
E. AGENCY	OFFICIAL	TO DE COMBLETED AT STATE DECORDS	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX	3. DESCRIPTION OF RECORDS V	VITH INCLUSIVE	4. DISPOSAL AUTHORITY
NMBERS	DATES OF FILES		SCHEDULE, ITEM NO.,
•			DISPOSAL DATE
		•	
	CORRESPONDENCE		1646 - # 11. A.
36 - 57	Coldesion		Retain for 5 years.
	·		Destroy February
			2007.
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OGS 550- Rev. 8/20	1	DEPARTMENT OF GENERAL SERVICES Records Management Division		1646 #11.A
	RECORDS I	RETENTION AND DISPO	SAL SCHEDULE	PAGE NO. 2
	Dept. of Housing & Com			Attorney General
	AGENO	Ϋ́		DIVISION
Item No.	Des	eription	R	etention
6	Correspondence Files – Bill Single Family (MMP) Prograte MMP Power of Attny -Closic Electronically Filed Tax Retted MMP-Purchase of First lien by another party AHMED-Khanan Loan - For SF Program - General Notes Judy Maistrellis - checklists SF Recapture - Interplay w/mMP - Resident Aliens MMP/Tax Filings Triggered MMP - Refinancing of Consthome Federal - S.F applicat SF Issue re Whether to inclusive acquisition costs. Bailee Letter MMP-Joint Tenant vs. TIC SF Gail Bird Default (termit Bus Use Affidavit Question MMP Lamartina Loan - Fail Correspondence Files – Har DHCD MF Loan Sale - B (Walker Mill Gardens Logerate Mills Gardens Logerate	m Projects ing Documents turns DOT where Second Mortg I reign Spouse & Memo 'HOME" Loans by Foreclosure - Inquiry 12 struction & Bridge Financing ion de Soft Second Loans in es) ure to Disclose Income ans Froelicher arrueta & Associates & D	1646 - #1 Retain for 5 year February 2007 neld	
hedule A	pproved by Department, Agency, or Division	Representative	Schedule Authorized by Ha	Il of Records Commission
111/10			<u> </u>	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item No.		Retention
37	Correspondence Files – Judy K. Maistrellis	1646 - #1
}		Retain for 5 years. Destroy
}	MPDU - State Level (1996)	February 2007
ļ	1996 and 1997 Legislation	ĺ
`	1998 Legislation Review	·
	EMA Counseling Training (1/18/90 & 1/19/90) (2/7/90 & 2/8/90)	٠
	D. Foster - 4903 Hazelwood Ave - Balto MD	
	FE_EMA Loan Docs (1996) Program Not Opened	
	Subordination of HUD - 2 nd Mortgages	
}	Hutchinson Commons - HOP Masters	
	Nehemiah III - Balto City (1995-96 Closings)	
	Amendment to Regulations -Min Cash Contributions	
	Gibbs-Collection/Assumption 1997)	
	Buckleman – Ground Rent (1997)	·
	Firehouse Microbrewery – MHRP/MF Mechanics Lien (1996)	;
	MHF-Reo-Multiple Listing Issues (1996)	
	Technical Assistance (1997)	
	Uniform Relocation Act (1999)	
	Nehemiah/Cherry Hill-Closings CDA Single Family Regulations (1997) Amendments	
	MMP Regs-Bond Counsel Review (3/98)	
ł	CDA Residential Mortgage Program Regs (Mmp) (1998)	
1	AELR Reg Review (1997)	
	Regulations-1996 Impact Statements-Final Xn Memo Form	
	1999 RFP/Bond Counsel/Confidential	
	1999 Id 17 Bond Counted Confidential	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

PAGE NO.

- 4

			7
Item No.		Refe	ntion "
8	Correspondence Files – Judy K. Maistrellis	1646 - #1	
_	REMP	Retain for 5 years.	Destroy
	JKM Reader Files (1996-97)	February 2007	Describy
39	Correspondence Files – Judy K. Maistrellis		
37	HRB NRMSIR (10/99) MH HRB NRMSIR		
	NRMSIR Notes & Correspondence	1646 - #1	_
	9/30/00 NRMSIR Prep Notes	Retain for 5 years.	Destroy
	10-2000 RRB NRMSIR Prep	February 2007	
	10-2000 SF PBNRMSIR Notes		
	10-2000 MHF Disc Prep		
	Arthur Andersen Ltr NRMSIR (2000)		
	1999 NRMSIR SFPB, RRB Notes		
	Arthur Andersen Ltrs (10-99) NRMSIR		
	NRMSIR RRB (10-99) & SFPB (10-99) Drafts		
	99 NRMSIR Notes MF		
	99 CDA/MHF Disclosure		
	MF HRB NRMSIR (10-99) Drafts		
	NRSMIR - OS Filings		
	Component Unit Financial Statements (99)		
٠	No NRMSIR Filing 10-99		
	MHF Disclosure		
	MHF Mar Statements 6/30/996	·	
	SFPB - MHF Disclosure (10/99)		
	MHF Disclosure (10/99)		
	MHF Disclosure R Drive (10-27-98)		
	MHF Disclosure Arthur Andersen Review		
	MHF Disclosure Review by UW, Bond Counsel		
	Oct 98 NRMSIR		
	10/28/98 NRMSIR RRB		
	10/28/98 NRMIR SFP		
	10/28/98 NRMSIR Arthur Andersen Review		
	RRR 10/98 NRMSIR Drafts, Bond Counsel		
	1980 GC 10/98 NRMSIR Drafts, Bond Counsel Review		
	MHF Disclosure Drafts 98		
	NRMSIR MF/HRB (INS) 10/98		
	NRMSIR HRB 10/98		
	SF NRMSIR Filing 10-28-98		
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

PAGE NO.

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Item		
No.	Hard Control of the C	Retention
42	Correspondence Files – Anthony J. Mohan - Notes	1646 - #1
	Bolton House	Retain for 5 years. Destroy
	Westfields	February 2007
	Willows	
	Misc Ongoing Projects - Notes Auburn Manor	
	Bohagers North Foot Eldorly	
	North East Elderly	1646 - #1
	Windsor Valley Restructuring	Retain for 5 years. Destroy
	Alice Ann Apts	
	Emersan Temple Gardens	February 2007
	Allegany Towers	
	Hillside PR Apts	
	Kingsley Park - York Park	
	North Avenue Terraces	
	Windsor Valley	
	Misc Ongoing Matters - Notes	
	In-House Education	
	Cash Flow Language	,
	Demolition Leg	
	Contract Administration	
	Foreclosure Notices	
	GAO Survey	
	Largo Center Apts.	
	Lexington Terrace Income Issue	
	Leg Auditors Issues	
	Magnolia Meadow - Town of Easton	
	Marlborough	
	Woodside	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

ando a S. Ba capanaganana.		
Item No.		Retention
43	Correspondence Files – Anthony J. Mohan - Notes Eastdale & Villages at Laurel Appealate Work - John Wallace vs State of MD South Gate Village Stewardtown Surburban park Village (Gaithersburg) Telelphone Apts Correspondence Files – William N. Fitzpatrick, Jr Notes CDA/MF Loan Docs (Loan Attny Work Group)	1646 - #1 Retain for 5 years. Destroy February 2007
44	Correspondence Files – Anthony J. Mohan - Notes Sun Ridge Misc Projects - Courtyards @ Fishing Creek NVRA Issues License Agreement MOU/DNR Exec Order HUD IG Inquiry/CDBG Parkway Terraces Sentinel Ct Apts Southern Pines Stricker St Thornberry Work Out NRMSIR Filings - Infrastructure	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item	100 mm	
No.		Retention
45	Correspondence Files – Anthony J. Mohan - Notes	1646 - #1 Retain for 5 years. Destroy February 2007
}	Redwood	redition 2007
]	2000 MF NRMSIR	
1	Maple Ave	
	iviapie 11ve	1646 - #1
16	Correspondence Files – Teri Drakopulos - Notes	Retain for 5 years. Destroy
46	Parkwood Limitied Partnership	February 2007
]	Myers Rd Partnership	
1	Howard Co Innovations	
	Oak Crest	
}	Bay Breeze	
l	Indecco Apts	
1	Michael Dzama Loan Restructure	
1	Bowie Commons	
	Oakwood East	
	Old Court Rd	
	Park Charles	
	Potomac Crest	
	Shot Tower	·
	Downtown Balto Childcare	
	City Homes IV	
	Risk Sharing	
	Tomall Apts	
	TABCO Towers	
	School 148 Rosedale	
	HOME Projects	
	Avalon	
	MPDU Consolidated Issue	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item. No.		Retention	
46			
	Correspondence Files – Peter F. Engel - Notes Tall Trees Hampshire Towers Birchwood Garden Apartments Prevailing Wage Law Howard Co Mobile Home Bill Public Housing Residence Requirements Palmer House Lancaster Letter of Credit Shop Income Limit Determination Assignment of Bozzuto Partnership Orchard Club Road Release Pemberton Taxable Bond Income Limit Determination Mallard Ridge Bradley Manor/Glades Yough-West Timbercroft East Gate Suitland Manor	1646 - #1 Retain for 5 years. Destroy February 2007	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item No.		Retention
47	Correspondence Files – Peter F. Engel - Notes Plan of Action FHA Project #000-92504-LDP Glenreed Apartments - Lanham MD	1646 - #1 Retain for 5 years. Destroy February 2007
	Plan of Action FHA Project #000-55066-LDC Willow Creed Apartment Gaithersburg MD	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

	Retention
Correspondence Files-William N. Fitzpatrick, JrNotes Bond Counsel Selection - 1999 Correspondence Files – Anthony J. Mohan - Notes ALI/ARC Merger	1646 - #1 Retain for 5 years. Destroy February 2007
Correspondence Files – Anthony J. Mohan - Notes RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program	1646 - #1 Retain for 5 years. Destroy February 2007
RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program	
Correspondence Files-William N. Fitzpatrick, JrNotes Legislation Notes	
Correspondence Files-William N. Fitzpatrick, JrNotes Electronic Disclosure, Bidding; Internet & Information	
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	Correspondence Files—William N. Fitzpatrick, JrNotes Bond Counsel Selection - 1999 Correspondence Files — Anthony J. Mohan - Notes ALI/ARC Merger Correspondence Files — Anthony J. Mohan - Notes RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program Correspondence Files — Hans Froelicher - Notes RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program Correspondence Files—William N. Fitzpatrick, JrNotes Legislation Notes Correspondence Files—William N. Fitzpatrick, JrNotes

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Ann '		
Item No.		Retention
50	Correspondence Files-Hans Froelicher IV -Notes 2001 RFP - Foreclosure & Bankruptcy Counsel Technical & Price Proposals	1646 - #1 Retain for 5 years. Destroy February 2007
51	Correspondence Files – Anthony J. Mohan - Notes RFP 2001 Lender's/Workout Counsel - Technical & Price Proposals Notes from HWS, PFE, Russ Baxter	1646 - #1 Retain for 5 years. Destroy February 2007
52	Correspondence Files – Anthony J. Mohan - Notes Delegate Baker Letter Willow Creek Notes Legislative Auditors; Responses to Discussion Notes HAP Contract - Notice of Default Website Disclosure - WNF notes Correspondence Files – William N. Fitzpatrick, Jr Notes Bond Counsel - 1999 - Technical Proposals	
		. 60

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item No:_		Retention
53	Correspondence Files-Peter F. Engel -Notes Hollins Market Mews	1646 - #1 Retain for 5 years. Destroy February 2007
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item No	100		Retention	
			Ketention (44)	N 44
54		RESPONDENCE - PIA - HANS FROELICHER	1646 - #11. A.	
	IV 4028	Freddy Mee MMD Disalegure	Retain for 5 years. Desti	roy
1		Freddy Mac-MMP Disclosure Espo/Terhane/PIA	February 2007	
		Teri - Child Care		
		HAP Contract		· ·
		Division NR - Tax Credit		
		Misc Requests		
	4039			
1	4040			
	4041	Pentridge Apts	•	
	4042	MCIA - Hunter Interests Inc.		
•		Get Out the Name Campaign		
l		PIA - Pentridge		
1		Mangers, Logan		र करान र जिल्लाकी र स्थापेल कुन्
		Pioneer Drive		
	4055	ACLU - PIA Request		
		RESPONDENCE - PROCUREMENT NOTES -		
1		ANS FROELICHER IV		
		KreditBank		
		Town Properties/Note Payoff Arthur Anderson - Audit		
	1	O'Brien Partners/Guthorn		
		Auctioneer - MHF		
}	1	Main-Contract JPPM		
	3100	Walli-Collidat 31 1 W	<u> </u>	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

tem No:	Retention
5 CORRESPONDENCE - NOTES-	1646 - #11. A.
	T T T T T T T T T T T T T T T T T T T
HANS FROELICHER IV	Retain for 5 years. Destroy
Public Ethics	February 2007
JPPM – Exhibit Services Program – City of Bowie	
MHT – Archeo. – Criminal/Theft	
Bogman Atty '96	
4054 PIA Waivers	
Confidentiality Agmts. (misc.)	
HF Office Management	
Misc. – Employment Discrim. Materials	
Depositions Objections	
U.S. District Court forms	
Atty Exparte Contact w/party's employee	`
AOD – Software Escrow – Source Codes	
O'Brien Partners – '98	
Tort Liability – State Employees	
Sexual Harrassment – S. Ct. Cases 1998	
Codes – General Information – various codes	
Section 8 Program Debts	
U S.Escrow /Bogman contract docs.	
P.G. County F/C Issues	
Open Meetings Act - Law	
7/1/94 Salary Plan	
Termination/Procurement Contract	
Procurement Summary 3/93	
1994 Seminar Notes & Misc.	
JPPM – Omega Sprinklers	· ·
Jan's Standard Form K language/Procurement	·
Clora Chapman – Hall	· ·
Ronald Orr	
McFall	·
Eric Wolfson	
Release Language	·
5027 Majka Loan	
Insigna Group Investig.	
Codes – MBPS Act Changes – 1999	
Ruth E. Wren – 2 nd Request	·
Cushman & Wakefield of Maryland, Inc. dispute	
CARC – K. Boland – Ethics	
Constellation – MHT	
PIA/Gilchrest	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item No.		Retention
140.		Ketention 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
55	CORRESPONDENCE - HANS FROELICHER IV	1646 - #11. A.
	Weber Release	Retain for 5 years. Destroy
	Ray A. Hinkle	February 2007
	Johnson, J. – BDM- Resignation	
	Prince Bozzuto Limited Partnership	,
	Hurst, L. (F/C case) MCIA – Misc.	
	Revisions, Inc.	
	Wells HCP Claim	
	Chas. Co. v. Hulcher, et al./CDA	
	Kiewe, R. 1996 Grievance	
	Hurst, L. – Painting	
	Tates, Janet	··· •
	Webster, R. Forward Motion, Inc.	
	Breeze Gover	
}	WAP – State Plan and some 10 CFR 440	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

tom		
tem No.		Retention -
56	CORRESPONDENCE - NOTES-	1646 - #11. A.
	HANS FROELICHER IV	Retain for 5 years. Destroy
	Bogman 200 Contract	February 2007
	5067 Advantage Press, LLC/NBDP Bankruptcy (old files)	
	PIA Ed Otter-HCP/Arch.	
	MHG Application of Partial Payment	
	Wendy Morgan/HM	
	Release/Cert of Satisfaction-Rice (Roy Kiewe)	
	MBPS-Trade Name/Code LYNX	
	Raffles & Lotteries Memo	
	5054F 3 RELAP Loan Claims - Title Issues	
	5053F Orchard St/Balto Urban League	
	5038F Senior Cottages of Salisbury (folder #2)	
	5048F Shapiro Bankruptcy (Woods of Marlton I & II)	
	Barrister - 12/200 Newslatter	
	5047F Breeden v Macharia	
	4044F Lease Negotiations & Agmt for Orioles Stadium Camden	
	Yards-Steve Sullivan OAG	
	Neighborhood Housing Services of Baltimore Inc.	
	Fairground Apts	
	MD Historical Trust & DNR re Archeology	
	MF Info Systems RFP	
	NBDP-Collection Chips Rotisserie Plus	
	Ethics Commission List	
	Church/State Cases, etc.	
	Termination-Probat Employee-ADA Claim Nerenberg v RICA	
	BPW Extension-Antioch	
	Unlimited Connection Inc.	
	Cushman Wakefield Contract Issues 2000	
	PPM-ESP Form K	
	Mediation in EEOC Employment-Discrimination Cases Filed	
	against Govt Agencies 5-10-00	·
	HOPE VI Wrongdoing Relporting	
	Balto City Condemnation	
	3077 Procurement Indemnification Issues	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

ltem No:		Retention
57	CORRESPONDENCE - NOTES- HANS FROELICHER IV ETHICS Appointee Exemption Form-Instructions Solicitation of furniture for Balto Office DHCD Employees Misc	Retention 1646 - #11. A. Retain for 5 years. Destroy February 2007
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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

Direction	s-Please Type or Print Clearly	7 THI LIMITES	
A. AGENCY	,	ACCESSION NO.	Date Rec'd
Departme	ent Of Housing & Community Development		12-16-02
B. DIVISION		121.1252	Rm Code
	ne Attorney General	MUNU	06.04
C. MAILIN		LOCATION RANGE SECTION	NO. OF CUBIC FT.
Cindi Foar	nd Fleet Management Services	KANGE SECTION	14(3)
	unity Place		
	le, MD 21032	20 3.	-4 42
D. PHONE		RECORDS	S CENTER MANAGER
410-514-70			
E. AGENCY	OFFICIAL		ETED AT STATE RECORDS GEMENT CENTER
2. BOX NMBERS	3. DESCRIPTION OF RECORDS OF DATES OF FILES	WITH INCLUSIVE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
			2285
58-99	CORRESPONDENCE		- 1646 - # 11. A.
			Retain for 5 years.
		· ·	Destroy February
			7/2007.
		·	July 2007
		Q	,
·		101,00	* MISSING BOY#80
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DGS 550 Rev. 8/20			1646 #11. A. PAGE NO. 2	
New York				
	Dept. of Housing & Community Develop	oment Office of t	he Attorney General	
item No.	Description	CONTRACTOR CONTRACTOR	Retention	
-58	11. A. General Correspondence CORRESPONDENCE - Hans Froelicher PIA - Indian Recognition	Retain for 5 February 200	years. Destroy	
59	CORRESPONDENCE - Outside Counsel E Wanda Watkins FY-87 - 90	Bills -		
60	CORRESPONDENCE - Outside Counsel E Wanda Watkins FY-89 & 92	Bills -		
61	CORRESPONDENCE - Outside Counsel E Wanda Watkins FY-91	Bills -		
62	CORRESPONDENCE - Outside Counsel F Wanda Watkins FY-93	Bills -		
	2			

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

3. J.		
Item No.		Retention
	CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins FY-94 Strathdale Revolving Credit Trans	1646 - #11. A. Retain for 5 years. Destroy September 2007
64	CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins FY-95 & 96	
65	CORRESPONDENCE - Ethics 1981-1983	
66	CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins Pd Invoices 6/96-99 CDA Finance FY-97 Invoices	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item;		44 44 5 44 44 A
Nö.		Retention
		1646 - #11. A.
67	CORRESPONDENCE-Hans Froelicher - Misc	Retain for 5 years. Destroy
İ	- 3012 RFP - MHF Asset Manager	September 2007
	- 1007 Title Co/CDA	
	- 4004 Del Rawlings - CDA Borrowers	
	- 4003 Modula Homes/AJ Crow	
	- 3110 Lease/NBDP/Balto	
	- 3108 Scarfield	1
	- 3107 Turf Valley	
	- 3102 Space Planners	
	- 3103 Auctioneer/Fox Contract	
	- 3104 CDA/Survey	
	- 3105 MHF Exemption	
	- 1118 Pat Massey - 1117 St Annes - Grave Removal	,
	- Tobacco-Time Certification	
	- 1000cco-Time Certification - 110005 JPPM/DGS Issues	
	- 5006 Davis, Clidel/Agnes	
	- 5040 MF Bond Defaults	
	- 5038 Kline v. Glendening	
	- 5032 NBDP Defaulted Loans	
1	- 5036 Robinwood -Interest Issues	
	- 5026 2 nd Reversionary Partnership v CDA	
1	- 4044 IRS - Tax Credit	
	- 4045 Dissclose to General Assembly	
1	- 4051 Brown, Errol/BDM	Ì
	- 4052 Layfield	
ļ	- 4020 ABT/HUD Tax Credits	
1	- 1035 Foresclosure of Time Shares for Consumer	
	- Protection - Central Collection Unit	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

tem No.		Retention
8	CORRESPONDENCE-Hans Froelicher - Misc - 2031 Williams/Joseph, Gloria - Plus Exhibits - 2032 Kiewe, Roy	1646 - #11. A. Retain for 5 years. Destroy September 2007
	 2035 Tibbs-Back Pay 2036 HSMC- Appting Authority 2037 Rasmussen - CDS Arrest 	
	 2038 Discipline Action JPPM/BDM 2041 FMLA Arnie 2042 Evans, Lisa Grievance Appeal 2044 Tutin, ML 	•
	2045 McHugh, Sarane Conflict of Interest2048 Johnson, Joe	
	 2049 Collective Bargaining Order and Related Matters 2051 Davidson/Brand 2052 Johnson, Joe 	
	 2054 Motruk, Teresa 2055 Stewart, Barbara 2056 Webster, Kenneth-Reprimand 2058 Day, Adna 	
	 2058 Day, Adna 2059 Clough, Wyatt 2064 AFSCME - Draft Union Proposal - '98 2068 Goldman, Jeff 	
	2069 Cage, Juanita2070 Scheiner, M.	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item No. 🖈		Retention
69	CORRESPONDENCE-Hans Froelicher - Misc/PIA 4000 General Law 4001 Berger/801 Eastern Ave 4002 Megarity/Renaissance 4005 David Conn/Strathdale 4007 Underwater Archeology 4008 Bagby Furn/Little Italy 4009 Ron Brown/Belle Haven 4010 MF Housing Institute/database 4012 MHF/MF Housing Institute 4013 ACLU-PRHP 4014 Audit/Montgomery Co Hoc 4015 DeHarder/Tax Credits 4017 Addison-Elder Housing 4018 Mt Aventine/HCP 4019 State Police/OAG 4022 Ober/Kaler 4025 HCP - African-American Historical Prop 4026 HUD - IG Gompers 4027 William-Fisher 4029 Liberty Rd 4030 Jackson-Whittaker - Frankford - Strathdale 4031 Otter, Ed 4032 Immanuel/HCP Manders PIA - Crisfield/Phoenix	1646 - #11. A. Retain for 5 years. Destroy September 2007

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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tem No.		Retention
70	CORRESPONDENCE-Hans Froelicher - Working Files - Geomet Weatherization Contract thru Village House	1646 - #11. A. Retain for 5 years. Destroy September 2007
1	CORRESPONDENCE-MMcFarland - Working Files - Admin-Personnel Files - 1984	
72	CORRESPONDENCE-MMcFarland/Hans Froelicher - Working Files - Personnel - Yvonne Hardy - Friedman Appeal - Dominic Quaglione-1989 - Brenda Townsend-Milton - 1989 - Walls	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item No.		Retention	3
	rrespondence Files – Hans Froelicher IV r. Litigation Attorney - Working Files 2012 Shaw, Archie 2014 Gover, W HSMC 2015 Worker's Comp - Harris 2016 Townsend, Cindy 2018 Rathier, R./HSMC 2019 St Mary's Seasonal Employees 2020 HSMC - Unemployment Claim - Murphy, A.M. 2021 Falk, David - Russian Time 2022 JHR - Personnel System Recommendations 2023 Ryans, L 2024 Anderson, J. 2026 Michael Brown - Discrimination 2027 McDonald, Craig	1646 - #11 Retain for 5 years. Destroy March 2007	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item		and the second s
No.		Retention A
74	Correspondence Files – MMcFarland	1646 - #11
	Counsel - Working Files	Retain for 5 years.
	- CDA/GEN ADMIN - 1980 Correspondence	Destroy October 2007
	NJ Finance Agency Audit	
	- TEFRA Governor's Approval - July 17, 1984	
	- TEFRA Governor's Approval - Jan 19, 1983 - June 21, 1984	
	- CDA Admin - 1974 Correspondence Organization	
	- CDA/GEN ADMIN - 1975 Correspondence Organization	
	- CDA/GEN ADMIN - 1976 Correspondence Organization	,
	- CDA/GEN ADMIN - 1979 Correspondence Organization	
	- CDA/Gen Admin - Financing Ninety-Ten Problems	
	- MHF Pending Project-Downing St Station	1 ,
	- HCD/MHF/Projects/MF Blair Gardens	
	- HCD/MHF- Insured Projects Sugar Hill	
	- HCD/MHF-Insured Projects Sugar Hill - Loan Documents	
	- HCD/MHF-Insured Projects Sugar Hill - Correspondence	
	- Sugar Hill Final Closing - 6/14/83	, ,
	 MHF-HOC of Montgomery Co 1985 Series B Financing HCD/Gen Admin-Home Equity Conversion - Draft Docs 	
1	- ACD/Gen Admin-Home Equity Conversion - Drait Docs	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item. No:		Retention
75	Correspondence Files – Hans Froelicher - AAG	1646 - #11
	Working Files - Procurement	Retain for 5 years.
	- MBPS Computer and Instruction	Destroy September 2007
	- Bond Street Debarment	' '
	- CAA Guide Book	
	- CDBG/Delmar/Pumping Station	1
	- St. Mary's/Russo	
	- Banneker/Security System	•
	- RFP-MHF Asset Manager African -American History	
	Museum RFP-consulting	
}	- Temp Accountant for CDA	
	- John S. Conner, Inc. Contract	
	- Contract w/NAHRO for Home Training	,
	- RAXCO, Inc.	
	BTG Tech/PrintersIFB MHF/Construction Consulting Services	
	- IFB MHF/Construction Consulting Services - CGMS, Inc.	
	- Donald Shomette Contract	
	- IFB Architectural Collections & BD Collection	
	- MCAT	
	- MHF-Engineer Consultant for Mt. Pleasant	
	- RFP Information Builders, Inc. Software	
	- Data Search-Breach of Contract	
1	- Sea Colony Aqua Sports/Submarine/HCP	
	- Lanocha construction Debarment	
	- Hallahan-Bidder Disclosure	
	- Thurgood Marshall Memorial	
	- HCP-Lowery Contract	
	- Cost Estimator-CDA, R.L. Patch	
	- JPPM-IFB-Computer Graphics	
	- KPMG-Peat Marwick Amendment	•
	- NBDP (Bill 404) & RFP	
	- IFB-CDAx3	
	- HCP-Seal Colony Research for U1105 Historic Shipwreck	
	Preserve	
	- Data Search Contract Amendment MIJE Logg Mosen Mt. Pleasant Amertments	
	MHF-Legg Mason Mt. Pleasant ApartmentsHCP-HSMC-Toilets	
!		
	- DGS MD Vendors Policy/Legislation - MHF-RPP for Actuaries	
	- OS-IFB Vax Maintenance	
	- HCP-RFP Heritage Resource Study	
	- FHA MOU	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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#Item No.		Retention
76 77 78	Correspondence Files – Hans Froelicher - AAG Working Files - PIA PIA Requests - General PIA Requests - General - 1988 Open Meetings (Misc) PIA Info Act Open Meetings Manual 1992 PIA Gen Dept & ADM Files - Grants to Religious Institutions Gen Dept & ADM Files - Religious Organizations Gen Dept & ADM Files - Kosher Kitchen Q - MBHP Gen De[t & ADM Files - Watch List PIA Renaissance Request Correspondence Files – Hans Froelicher - AAG Working Files - BR/FC Hunt - Jones - 1995 Correspondence Files - Roger Fink/Hans Froelicher - AAG - Working Files Landlord Tenant Law Study Commission Reorg (1991) Grievance - Fowler JHR/PJD OS/Gen Admin/New Building Lease Sublease Agreement MHT Retreat/Worker's Compensation Law 45 Calvert St - Sick Bldg Infor AG Opinion & Misc Research Settlement of Cases/Appeal Misc.	1646 - #11 Retain for 5 years. Destroy October 2007

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item		
No.		Retention 💥 📆
79	11.A. General Correspondence	1646 - #11 Potoin fon 5 years
	Correspondence Files – PJDeters, Dep. Counsel	Retain for 5 years.
	Working Files -	Destroy September 2007
	Governor's Commission on Growth in the Chesapeake Bay	
	Region - Commission	
	- Commission - Agenda/Working Papers	
	- Agenda Working Lapers - Attorney Notes	` · ·
	- Impact Fee	
	- Uniformity Standards	
	- Draft Memos-Annexation	
	- Newspaper Articles	
	- Letter of Advice	0.00
	- Water, Sewer, & Etc., Services	
	- Taxation	
	- Municipal Incorporation and Annexation Law	`
	- Annexation	
	- Financing	
	- program Components - General/Other States	
	- General/Other States - Panel Report	·
İ	- Performance, Zoning, etc.	
1	- DHCD/Economic Act	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

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Item		Potontio	
No.	11.A. General Correspondence Correspondence Files – PJDeters, Dep. Counsel Working Files - Governor's Commission on Growth in the Chesapeake Bay Region Commission Agenda/Working Papers Attorney Notes Impact Fee Uniformity Standards Draft Memos-Annexation Newspaper Articles Letter of Advice Water, Sewer, & Etc., Services Taxation Municipal Incorporation and Annexation Law Annexation Financing Program Components General/Other States	Retentio 1646 - #11 Retain for 10 years. Destroy October 2012	
	- Program Components	1646 - #11 Retain for 10 years. Destroy October 2012 1646 - #11 Retain for 10 years. Destroy October 2012	

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11. A.

Item No.		Retention
83	11.A. General Correspondence	1646 - #11
	Working Files- Judy K. Maistrellis	Retain for 5 years.
	- Complaints about Property 1989	Destroy October 2007
	- Gaymon Foreclosure - Title Insurance Claim 1992	
	- Albion Hotel Proj - Westminster Investment Prop. Ltd. Part	
	- MHRP-Oella/Sprint St/Wagandt Loan Amendment	
	- HM-MHRP-Historic Oella Ltd Part 1987-93	
	- MHRP-Cunningham-1707 Bolton St 1992-93	
1	- State Hwy Administration Easement 1993	Ì
1	- HM-Robinson/Margaretten Ground Rent Ejectment 1993	
1	- HM-Slaski, Jeanette 1992-93	
	- HM-Withrow-Release of Part of Property 1992	
	- HM-Benson-Assumption - MHRP 1992-93	
	- SLP Assumptions 1992-93	
	- HM-Sargable Partial Release - 1994	,
ļ	- MHRP-Townhouse Associates-Subordination Request 91-92	
1	- HM-MHRP Subordination-Shub, Yates, Thompson 91-92	
1	- Insured SF Construction Loans 1991	
	- MHF Revitalization Regulations-Bond Counsel Comments	
1	- Notes-MHF Revitalization Program-Amendments to Regs	
1	- MHF Revitalization Amendments & Sec Determ 91-92	
	- Opinion of Bond Counsel-MHF Reg Amendments .04 & .06 1992	
	- MHF Revit Regs (5/93)	
	- MHF Waiver-Revitalization Program-\$87,000 loan 91	
	- FNB Revitalization Det & Comm & other docs 92-94	
1	- FNMC-MHF Revitalization Det & Comm 94-96	
	- MHF/BOB Commt-Drafts after disc w/MHF, Sec, Exec	
	Staff, 1989	
:	- MHF/BOB Commt-Final Form 1990-91	
}	- MHF-Signet Bank MD - BOB Agreement 1993-94	
1	- Signet Bank/MD-Determ & Commt 1993-94	1
	- MHF Revitalization-Waiver for Signet Refinance 1992	
	- MHF Revit Comm-Hopkins FSB - 1995	
]	- First Fidelity Bank, NA/BOB-Determination & Comm 93-95	
	- MHF-Revitalization, First Union Bank - 1996	
	- Riverside Park Condominium Project -MHF Ins 1991	
	- Background-MHF Revitalization Reserves Cert 1993	
	- MHF Revitalization Program 1994 Amendments & Det 94	
1	- MHF Revit Pgrm 1994 Amendments to Regs	
	- MHF Reg Amendments-SELP & Misc Issues 1989	
	- SELP Proposed MHF Questionnaire; Counseling; SEP 89	

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s de la companya de la companya de la companya de la companya de la companya de la companya de la companya de	RECORDS RETENTION AND DISPOSAL	PAGE NO. 15	
	Dept. of Housing & Community Development	Office of the Attorney Genera	al
	AGENCY	DIVISION	
Item No.	Description	Retention - Control	
84 85	WNFitzpatrick - Working Files - Housing Revenue Bonds Parity Issue (MF) Dec 99 MF Parity Deal "Winter Parity" HRB 1999 Series Churchill Bolton House Westfields 1999 Fall Fannie Mae Financing WNFitzpatrick - Working Files	1646 - #11 Retain for 5 years. Destroy October 2007.	
86	1998 Revision of MHF Disclosure Part I 1998 Revision of MHF Disclosure Part II Disclosure Updates & Revisions		
00	WNFitzpatrick - Working Files MHF Solutions 1997 -1998 Includes Proposed Loan Sale MHF Solutions 1997-1998 - Part III MHF & Moody's Work 1999-2000		
87	WNFitzpatrick - Working Files MF Bonds General 1997 MF Bonds General Bonds General - Folder 1 Bonds General - Folder 2 WNFitzpatrick - Working Files		
00	MF Bonds General Bonds General – Folder 1 & 2		

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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11.A.

PAGE NO.

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100		10
Item No.	Description	Retention
89	11.A. General Correspondence	1646 - #11
	WNFitzpatrick - Working Files -	Retain for 5 years.
	New Indentures	Destroy October 2007
	Paths of Loveton-Shade Tree Trace Refunding	-
	Refunding 1996 Development of OS	
	SF 10 Year Rule	
	SF Bonds Structuring	
90	WNFitzpatrick - Working Files	
	Disclosure	
	MF Administration	
	MF 95 B, C & D	
	Refunding 1996 – Dev of OS II	
	SF Bonds 10 Year Rule	
91	WNFitzpatrick - Working Files	,
1	SF House Price Limits for MMP	
	Discussions w/Legg Mason re Possible New Study	
92	WNFitzpatrick - Working Files	
	12/96-6/97 Moody's Review & Threatened Downgrade	
	of CDA Bonds	
	12/96-6/97 – Moody's Downgrade – Part II	
93	WNFitzpatrick - Working Files	
ļ	SF Bonds – 99 1&2 SFPB & 98 Resid Rev Series D	
	& 1999 C&D	
١	SF General Folder 1 & 2	
94	WNFitzpatrick - Working Files	
	SF General – Folder 1	,
	SF General – Folder 2	
95	WNFitzpatrick - Working Files –	
	Avalon Ridge/Lee Refinancing – Folder 1 & 2	
	Chase Ridge/Chase Lea Default	
	College Estates	
	MF Bonds 2000/HRB 2000A	
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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

SCHEDULE NO.

1646 #11.A

PAGE NO.

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Item No.	1 Description	Retention
96	WNFitzpatrick - Working Files Moody's 12/96-6/97 Moody's Review and Threatened Downgrade of CDA Bonds	1646 - #11 Retain for 5 years. Destroy October 2007.
97	SJCohen – Working Files 1990 SPIF Documents SJCohen – Working Files Bonds-Homeownership	
98	Margaret McFarland, AAG/Counsel Misc Bond Correspondence GNMA 1988 IRS Audit of Bond Projects 1988 Legislative Audit Bond Trustees Bank One Investment Agreement Float on Income under Bond Indenture 5% Arbitrage Arbitrage Rebate Report Log Genera Bond Reserve Fund (GBRF) Forward Commitment #'s Fin Adv/Bond counsel-Proc MURF Coltin Boykin Legal Services CDA/MHF Insurance Agreement	

DEPARTMENT OF GENERAL SERVICES SCHEDULE DGS 550-1 NO: 1646 #11.A **Records Management Division** Rev. 8/2000 PAGE NO. RECORDS RETENTION AND DISPOSAL SCHEDULE 18 Office of the Attorney General **Dept. of Housing & Community Development** DIVISION Description Retention 1646 - #11 Sandra J. Cohen, AAG - Working Files 98 Bond correspondence files Retain for 5 years. cont'd Trustee Procurement **Destroy October 2007 Fidelity Bond Matters** Deposit Trust Company **HUD Mortgage Assignment Form** Soldiers & Sailors Relief Act Request for Business Use of Residence **Indemnity & Instructions** MD/Delaware Loan 1991-92 Volume Cap Mortgage Insurance Requirement Procedures 99 Outside Counsel Bills - FY98/99 Schedule Approved by Department, Agency, or Division Representative Schedule Authorized by Hall of Records Commission Date Title State Archivist Signature Date