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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY LABOR LICENSING & REGULATION		ACCESSION NO. 97W908	DATE REC'D 4-9-97
B. DIVISION/UNIT LABOR & INDUSTRY / MONTH		LOCATION RANGE SECTION(S) 102 13	FM CODE 17.05.02
C. MAILING ADDRESS 501 UT PAUL PL. RAWTO, MD 21002			NO. OF CU. FT. 3
D. PHONE NO. 410-333-8426		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL WILLIAM F GRABAU		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	HEALTH EFFECTS SPECIAL STUDIES PROJECT	7-2007
# 2	HEALTH EFFECTS SPECIAL STUDIES PROJECTS	7-2007
# 3	HEALTH EFFECTS SPECIAL STUDIES PROJECTS	7-2007 612-160 2

DISPOSED  
2/17/07  
DW

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P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Licensing & Regulation		ACCESSION NO. <b>00W936</b>	DATE REC'D <b>3-13-00</b>
B. DIVISION/UNIT Labor & Industry			RM CODE 17.05.02
C. MAILING ADDRESS 1100 North Eutaw Street 6th Floor Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <b>122 34-35</b>	NO. OF CU. FT. <b>61</b>
D. PHONE NO. (410) 767-2336		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Joe Seidel		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
1-60,60A	Compliance <b>1996</b>  see attached	<b>612-160-2</b>  <b>7/2007</b>

*DISPOSED  
2/17/07  
DW*

**F.Y. 1996 CASES**

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

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	TO	J2659-036-96
25	H2659-020-96	TO	J8945-020-96
26	J8945-021-96	TO	K5823-011-96
27	K5823-012-96	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

33	M2263-038-96	TO	M3373-008-96
34	M3373-009-96	TO	M3373-025-96
35	M3373-026-96	TO	M3668-019-96
36	M3668-020-96	TO	M5534-010-96
37	M5534-011-96	TO	M5534-033-96
38	M1534-034-96	TO	M6616-010-96
39	M6616-011-96	TO	M6616-032-96
40	M6616-033-96	TO	M7987-025-96
41	M7987-027-96	TO	M8462-017-96
42	M8462-018-96	TO	O4075-007-96
43	O4075-008-96	TO	O4075-024-96
44	O4075-025-96	TO	O4798-003-96
45	O4798-004-96	TO	P0878-006-96
46	P2020-003-96	TO	P5723-TO-96
47	P5723-015-96	TO	R2653-022-96
48	R2653-025-96	TO	R3016-027-96

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 60 A	ENCLOSURE		BOOKS, MANUALS TAPES

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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

AGENCY 1. DEPT. OF PUBLIC SAFETY AND CORRECTIONAL SERVICES		ACCESSION NO.  <i>07W8</i>	DATE REC'D <i>8-15-06</i>
B. DIVISION/UNIT, DIVISION OF PAROLE/PROBATION			RM CODE <i>23.04.30</i>
C. MAILING ADDRESS 3939 Reisterstown Rd., Rm 268 Baltimore, MD 21215		LOCATION RANGE SECTION(S) <i>32 31</i>	NO. OF CU, FT. <i>1</i>
D. PHONE NO. 410-367-6600		RECORDS CENTER MANAGER <i>Doughlass McClure</i>	
E. AGENCY OFFICIAL Rayfield Furnell, FSI/Kenneth Coleman, FSI		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.	BARNES, Karen -- WILSON, Willie 1996	SCHEDULE # <i>1461</i> Item # <i>1</i> Disposal Date-- <i>7/2007</i>  <i>DISPOSED</i> <i>7/19/07</i> <i>DW</i>



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. <b>93W1289</b>	DATE REC'D <b>4-19-93</b>
B. DIVISION/UNIT Business Office-Inmate accnts			RM CODE <b>23.05.11.01</b>
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) <b>15 1</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 301-797-2250 Ext 320 <i>n Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Gene Light</i>		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
	F/Y 1987 COMMISSARY ACCOUNT CARDS 6 boxes 7-1-86-----6-30-87	<del>July 2004</del>
1	Stephen Abbott 184480 to Larry Crapper 184090	1406-10 5 B 7/07  DJ Jensen 7/19/07 DW
2	Michael Cutter 172151 to Raymond Harris 164250	
3	Antonio Hart 184499 to Gordon Light 175542	
4	Thomas Lynch 181653 to James Queer 173340	
5	Dennis Railey 168928 to Joseph Votta 185307	
6	Ronald Waddell 180130 to Denniszouke 178807	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. <b>93W1290</b>	DATE REC'D <b>4-19-93</b>
B. DIVISION/UNIT Business Office-Inmate accounts			RM CODE <b>23.05.11.01</b>
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) <b>18 22</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. 301-797-2250 Ext 320 <i>n Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Rue Light</i>		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
	INMATE ACCOUNT LEDGERS F/Y 87 8 Boxes	July 2007
1	Stephen Abbott 184480 to James Byus 179810	<b>1406-10</b> <b>5C</b>  <b>7/07</b>  <b>DISPOSED</b> <b>7/19/87</b> <b>DW</b>
2	Don Cage 166860 to Melvin Ewing 181586	
3	Carl Fadely 183569 to James Gwynn 177811	
4	Edward Hackman 180228 to Eric Kyler 181466	
5	Theodore Labarre 180773 to Woodrow Myrick 183007	
6	Charles Nair 173433 to Gerald Ryan 181138	
7	Timothy St.John 177787 to David Tyzkiewicz 179997	
8	Samuel Umstead 183994 to Dennis Zovko 178807	

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3 Empties



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 Department Of Housing & Community Development		ACCESSION NO.  <b>05W1640</b>	Date Rec'd <b>12-16-04</b>
B. DIVISION/UNIT Division of Credit Assurance-  Maryland Housing Fund			Rm Code  <b>06-03-00</b>
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)  <b>41 13-14</b>	NO. OF CUBIC FT.  <b>23</b>
D. PHONE NO.  410-514-7310		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 - 23	Accounting/Financial Records - DCA  Claims paid on insurance policy- FY 1997  Retain 7 years	Schedule # 927  Item #4 A  Disposal date 6/30/07 <b>July 2007</b> <b>DZSROJEN</b> <b>7/17/07</b> <b>DCW</b>	



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 Department Of Housing & Community Development		ACCESSION NO. <b>05W641</b>	Date Rec'd <b>12.16.04</b>
B. DIVISION/UNIT Credit Assurance - Maryland Housing Fund			Rm Code <b>06.03.00</b>
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>41 14</b>	NO. OF CUBIC FT. <b>12</b>
D. PHONE NO. 410-514-7310		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 - 12	Accounting/Financial records  Claims and Working Files - FY 1997  Retain for 7 years	Schedule #927  Item #4 A  Disposal date 07/01/2007  <i>DZSP/SEN 7/17/07 DW</i>	

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7/7/04

**FILE COPY**

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 P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development		ACCESSION NO. <b>05W1642</b>	Date Rec'd <b>12.16.04</b>
B. DIVISION/UNIT Credit Assurance - Maryland Housing Fund			Rm Code <b>06.03.00</b>
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>41 20</b>	NO. OF CUBIC FT. <b>7</b>
D. PHONE NO. 410-514-7310		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	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	Schedule #927  Item # 4-a  Disposal date 07/01/2007  <i>DISPOSED</i> <i>7/17/07</i> <i>DW</i>	



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD		ACCESSION NO. <b>05W797</b>	DATE REC'D <b>1-13-05</b>
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY			RM CODE <b>06.03.02</b>
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>13 17-18</b>	NO. OF CU. FT. <b>64</b>
D. PHONE NO. 410-514-7421		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad <i>Anne P. Konrad</i> 1/5/05		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
<p>Box 739 to 800</p> <p>ADDED 788-A 789-B</p>	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p><i>General Ledger</i></p> <p>Inclusive Dates: <b>01/1999 to 6/2002</b></p>	<p>Retain for five (5) years, then destroy.</p> <p>Schedule <u>1208</u></p> <p>Item #3</p> <p>Destroy Year <u>2007</u></p> <p><i>July 2007</i></p> <p><i>DISPOSED 7/16/07 DW</i></p>

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

Schedule No.

1208

Page 1 of 1

Agency  
 DHCD

Division/Unit  
 CDA Finance/Single Family

Item No	Description	Retention
3	<p><u>CDA FINANCE</u></p> <p>All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity.</p> <p>Box 739 to 800</p> <p>General Ledger</p> <p>Inclusive Dates:          01/1999 to 6/2002</p>	<p>Retain for five (5) years, then destroy.</p> <p>Destroy Year <u>2007</u></p>

Approved by Department, Agency, or Division Representative.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Type Name \_\_\_\_\_

Title \_\_\_\_\_

Schedule Authorized by State Archivist.

Date \_\_\_\_\_

Signature \_\_\_\_\_



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 Department Of Housing & Community Development		ACCESSION NO. <b>03W357</b>	Date Rec'd <b>12-16-02</b>
B. DIVISION/UNIT <b>CDA-OPERATIONS</b>			Rm Code <b>06.03.05</b>
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) <b>19 27</b>	NO. OF CUBIC FT. <b>3</b>
D. PHONE NO. <b>410-514-7400</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>R. CALLISON</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<b>1</b>	<b>FY 1994 INTERNAL MGMT. REPORT</b> <b>FY 1995- INTERNAL MGMT. REPORT.</b> <b>FY 1996- INTERNAL MGMT. REPORT</b> <b>FY 1997- INTERNAL MGMT. REPORT.</b>	<b>Schedule 1208</b> <b>Supplement</b> <b>Item 31</b>  <b>July 2007</b> <b>DISPOSED</b> <b>7/16/07</b> <b>DLW</b>	

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 Department Of Housing & Community Development		ACCESSION NO.	Date Rec'd
B. DIVISION/UNIT <i>CDA-OPERATIONS</i>			Rm Code
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CUBIC FT.
D. PHONE NO. <i>410-514-7400</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>R. CALLISON</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>2</i>	<i>FY 1998 - INTERNAL MGMT. REPORT FY 1999 - INTERNAL MGMT. REPORT. 1-2/2000 INTERNAL MGMT. REPORT BACKUP 3-4/2000 INTERNAL MGMT. REPORT BACKUP</i>	<i>Schedule 1208 Supplement Item 31</i>	



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**RECORDS TRANSMITTAL AND RECEIPT**

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development		ACCESSION NO.	Date Rec'd
B. DIVISION/UNIT			Rm Code
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S)	NO. OF CUBIC FT.
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3	7-8/2000 INTERNAL MANAGEMENT RPT. B'UP 9-10/2000 INTERNAL MANAGEMENT RPT. BACKUP 11-12/2000 INTERNAL MANAGEMENT RPT. BACKUP <del>5/00</del> 5-6/00 INTERNAL MANAGEMENT RPT. BACKUP	Schedule 1208 Supplement Item 31	

<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>	PAGE NO. <b>1</b>
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Dept. of Housing & Community Development	Division of <i>Development Finance</i> <i>Community Development ADM.</i>
AGENCY	DIVISION

Item No.	Description	Retention
1	FY 1994 Internal Management Report	Retain in office for two (2) years, then store for five (5) years, then destroy.
	FY 1995 " "	
	FY 1996 " "	
	FY 1997 " "	
2	FY 1998 Internal Management Report	
	FY 1999 " "	
	FY 2000(1-2) " "	
	FY 2000(3-4) " "	
3	FY 2000 (7-8) Internal Management Report	
	FY 2000(9-10) " "	
	FY 2000(11-12) " "	
	FY 2000(5-6) " "	

Schedule Approved by Department, Agency, or Division Representative 11/21/02 <i>Ron Callison</i> <i>Administrator</i> Date Signature Title	Schedule Authorized by Hall of Records Commission _____ Date State Archivist
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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 <b>Department Of Housing &amp; Community Development</b>		ACCESSION NO.	Date Rec'd <b>5-14-02</b>
B. DIVISION/UNIT <b>Office of the Attorney General</b>		<b>D2W1000</b>	Rm Code <b>06.04</b>
C. MAILING ADDRESS <b>Cindi Foard Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032</b>		LOCATION RANGE SECTION(S) <b>13 23-24</b>	NO. OF CUBIC FT. <b>22</b>
D. PHONE NO. <b>410-514-7094</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Cindi Foard</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <b>36 - 57</b>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES <b>CORRESPONDENCE</b>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <b>2285 1646 - # 11. A. Retain for 5 years. Destroy February 2007. July 2007 DISPOSED 7/16/07 DW</b>	

Department of General Services - State Records Management Center  
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**RECORDS TRANSMITTAL AND RECEIPT**

Directions-Please Type or Print Clearly All Entries

A. AGENCY <b>Department Of Housing &amp; Community Development</b>		ACCESSION NO.	Date Rec'd	
B. DIVISION/UNIT <b>Office of the Attorney General</b>			Rm Code	
C. MAILING ADDRESS <b>Cindi Foard Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032</b>		LOCATION RANGE SECTION(S)	NO. OF CUBIC FT.	
D. PHONE NO. <b>410-514-7094</b>		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
<b>36 - 57</b>	<b>CORRESPONDENCE</b>	<b>1646 - # 11. A. Retain for 5 years. Destroy February 2007.</b>		

DGS 550-1 Rev. 8/2000	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>Records Management Division</b>	SCHEDULE NO. <b>1646 #11.A</b>
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<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>	PAGE NO. <b>2</b>
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<b>Dept. of Housing &amp; Community Development</b>	<b>Office of the Attorney General</b>
AGENCY	DIVISION

Item No.	Description	Retention
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36	<p><b>Correspondence Files – Bill Fitzpatrick</b>            Single Family (MMP) Program Projects            MMP Power of Attny -Closing Documents            Electronically Filed Tax Returns            MMP-Purchase of First lien DOT where Second Mortg held                by another party            AHMED-Khanan Loan - Foreign Spouse            SF Program - General Notes &amp; Memo            Judy Maistrellis - checklists            SF Recapture - Interplay w/"HOME" Loans            MMP - Resident Aliens            MMP/Tax Filings Triggered by Foreclosure - Inquiry 12/94            MMP - Refinancing of Construction &amp; Bridge Financing            Home Federal - S.F application            SF Issue re Whether to include Soft Second Loans in                "acquisition cost"            Bailee Letter            MMP-Joint Tenant vs. TIC            SF Gail Bird Default (termites)            Bus Use Affidavit Question            MMP Lamartina Loan - Failure to Disclose Income</p> <p><b>Correspondence Files – Hans Froelicher</b>            DHCD MF Loan Sale - Barrueta &amp; Associates &amp; DHCD            (Walker Mill Gardens Loan Sale)</p>	<p>1646 - #1  <b>Retain for 5 years. Destroy            February 2007</b></p>
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Schedule Approved by Department, Agency, or Division Representative 2/11/02 _____ Date Signature	Schedule Authorized by Hall of Records Commission _____ Date State Archivist
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*Counsel*  
 \_\_\_\_\_  
 Title

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
37	<p><b>Correspondence Files – Judy K. Maistrellis</b></p> <p>MPDU - State Level (1996) 1996 and 1997 Legislation 1998 Legislation Review EMA Counseling Training (1/18/90 &amp; 1/19/90) (2/7/90 &amp; 2/8/90) D. Foster - 4903 Hazelwood Ave - Balto MD FE_EMA Loan Docs (1996) Program Not Opened Subordination of HUD - 2<sup>nd</sup> 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) CDA Residential Mortgage Program Regs (Mmp) (1998) AELR Reg Review (1997) Regulations-1996 Impact Statements-Final Xn Memo Form 1999 RFP/Bond Counsel/Confidential</p>	<p><b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
38	<b>Correspondence Files – Judy K. Maistrellis</b> REMP JKM Reader Files (1996-97)	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>
39	<b>Correspondence Files – Judy K. Maistrellis</b> <b>HRB NRMSIR (10/99)_ MH HRB NRMSIR</b> NRMSIR Notes & Correspondence 9/30/00 NRMSIR Prep Notes 10-2000 RRB NRMSIR Prep 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) No NRMSIR Filing 10-99  <b>MHF Disclosure</b> 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	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
42	<p><b>Correspondence Files – Anthony J. Mohan - Notes</b> Bolton House Westfields Willows</p> <p>Misc Ongoing Projects - Notes Auburn Manor Bohagers North East Elderly Windsor Valley Restructuring Alice Ann Apts Emersan Temple Gardens Allegany Towers Hillside PR Apts Kingsley Park - York Park North Avenue Terraces Windsor Valley</p> <p>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</p>	<p><b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p> <p><b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
43	<p><b>Correspondence Files – Anthony J. Mohan - Notes</b> Eastdale &amp; Villages at Laurel Appealate Work - John Wallace vs State of MD South Gate Village Stewardtown Surburban park Village (Gaithersburg) Telephone Apts</p> <p><b>Correspondence Files – William N. Fitzpatrick, Jr. - Notes</b> <b>CDA/MF Loan Docs (Loan Attny Work Group)</b></p>	<p><b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p>
44	<p><b>Correspondence Files – Anthony J. Mohan - Notes</b> 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</p>	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
45	<b>Correspondence Files – Anthony J. Mohan - Notes</b>  Redwood 2000 MF NRMSIR Maple Ave	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>
46	<b>Correspondence Files – Teri Drakopulos - Notes</b> Parkwood Limited Partnership Myers Rd Partnership Howard Co Innovations Oak Crest Bay Breeze Indecco Apts Michael Dzama Loan Restructure 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	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
46 cont'd	<b>Correspondence Files – Peter F. Engel - Notes</b> 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	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

SCHEDULE NO.

**1646 #11. A.**

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Item No.		Retention
47	<p><b>Correspondence Files – Peter F. Engel - Notes</b> Plan of Action FHA Project #000-92504-LDP Glenreed Apartments - Lanham MD</p> <p>Plan of Action FHA Project #000-55066-LDC Willow Creed Apartment Gaithersburg MD</p>	<p><b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
48	<b>Correspondence Files--William N. Fitzpatrick, Jr. -Notes</b> Bond Counsel Selection - 1999  <b>Correspondence Files – Anthony J. Mohan - Notes</b> ALI/ARC Merger	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>
49	<b>Correspondence Files – Anthony J. Mohan - Notes</b> RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program  <b>Correspondence Files – Hans Froelicher - Notes</b> RFP 2001 -1 Foreclosure and Bankruptcy Counsel for DHCD's SF Program  <b>Correspondence Files--William N. Fitzpatrick, Jr. -Notes</b> Legislation Notes  <b>Correspondence Files--William N. Fitzpatrick, Jr. -Notes</b> Electronic Disclosure, Bidding; Internet & Information	<b>1646 - #1</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

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

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

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**1646 #11. A.**

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Item No.		Retention
53	Correspondence Files—Peter F. Engel -Notes Hollins Market Mews	1646 - #1 Retain for 5 years. Destroy February 2007



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
54	<p><b>CORRESPONDENCE - PIA - HANS FROELICHER IV</b></p> <ul style="list-style-type: none"><li>4028 Freddy Mac-MMP Disclosure</li><li>4033 Espo/Terhane/PIA</li><li>4035 Teri - Child Care</li><li>4036 HAP Contract</li><li>4037 Division NR - Tax Credit</li><li>4038 Misc Requests</li><li>4039 MCIA - Bell Boyd &amp; Lloyd</li><li>4040 NC Child Care</li><li>4041 Pentridge Apts</li><li>4042 MCIA - Hunter Interests Inc.</li><li>4043 Get Out the Name Campaign</li><li>4047 PIA - Pentridge</li><li>4048 Mangers, Logan</li><li>4053 Pioneer Drive</li><li>4055 ACLU - PIA Request</li></ul> <p><b>CORRESPONDENCE - PROCUREMENT NOTES - HANS FROELICHER IV</b></p> <ul style="list-style-type: none"><li>3094 KreditBank</li><li>3095 Town Properties/Note Payoff</li><li>3096 Arthur Anderson - Audit</li><li>3097 O'Brien Partners/Guthorn</li><li>3098 Auctioneer - MHF</li><li>3100 Main-Contract JPPM</li></ul>	<p>1646 - #11. A. <b>Retain for 5 years. Destroy February 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
55	<p><b>CORRESPONDENCE - NOTES- HANS FROELICHER IV</b></p> <p>Public Ethics                      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 &amp; 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<sup>nd</sup> Request                      Cushman &amp; Wakefield of Maryland, Inc. dispute                      CARC – K. Boland – Ethics                      Constellation – MHT                      PIA/Gilchrest</p>	<p><b>1646 - #11. A.</b>  <b>Retain for 5 years. Destroy</b>  <b>February 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
<b>55</b> <b>cont'd</b>	<b>CORRESPONDENCE - HANS FROELICHER IV</b> Weber Release Ray A. Hinkle 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	<b>1646 - #11. A.</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
56	<p><b>CORRESPONDENCE - NOTES-</b> <b>HANS FROELICHER IV</b> Bogman 200 Contract 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 &amp; 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 &amp; II) Barrister - 12/200 Newsletter 5047F Breeden v Macharia 4044F Lease Negotiations &amp; Agmt for Orioles Stadium Camden Yards-Steve Sullivan OAG Neighborhood Housing Services of Baltimore Inc. Fairground Apts MD Historical Trust &amp; DNR re Archeology MF Info Systems RFP NBDP-Collection Chips Rotisserie Plus Ethics Commission List Church/State Cases, etc. Termination-Probate 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 Reporting Balto City Condemnation 3077 Procurement Indemnification Issues</p>	<p><b>1646 - #11. A.</b> <b>Retain for 5 years. Destroy</b> <b>February 2007</b></p>

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

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

E

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

**RECORDS TRANSMITTAL AND RECEIPT**

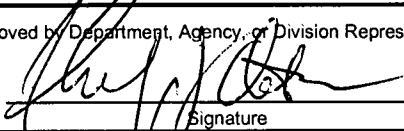
Directions-Please Type or Print Clearly All Entries

A. AGENCY <b>Department Of Housing &amp; Community Development</b>		ACCESSION NO.	Date Rec'd
B. DIVISION/UNIT <b>Office of the Attorney General</b>		03W/353	12-16-02 Rm Code 06.04
C. MAILING ADDRESS <b>Cindi Foard Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032</b>			LOCATION RANGE SECTION(S) 20 3-4
D. PHONE NO. 410-514-7094		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
58-99	CORRESPONDENCE	2285 <del>1646- # 11. A.</del> Retain for 5 years. Destroy <del>February</del> 7/2007. July 2007  * MISSING Box # 80  Disposed 7/16/07 DW	

DGS 550-1 Rev. 8/2000	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>Records Management Division</b>	SCHEDULE NO. <b>1646 #11. A.</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		PAGE NO. <b>2</b>

<b>Dept. of Housing &amp; Community Development</b>	<b>Office of the Attorney General</b>
AGENCY	DIVISION

Item No.	Description	Retention
58	11. A. General Correspondence <b>CORRESPONDENCE - Hans Froelicher</b> PIA - Indian Recognition	Retain for 5 years. Destroy February 2007.
59	<b>CORRESPONDENCE - Outside Counsel Bills -</b> <b>Wanda Watkins</b> FY-87 - 90	
60	<b>CORRESPONDENCE - Outside Counsel Bills -</b> <b>Wanda Watkins</b> FY-89 & 92	
61	<b>CORRESPONDENCE - Outside Counsel Bills -</b> <b>Wanda Watkins</b> FY-91	
62	<b>CORRESPONDENCE - Outside Counsel Bills -</b> <b>Wanda Watkins</b> FY-93	

Schedule Approved by Department, Agency, or Division Representative 10/8/02  <u>Dep Counsel</u> Date Signature Title	Schedule Authorized by Hall of Records Commission _____ Date State Archivist
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**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
63	<b>CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins</b> FY-94 Strathdale Revolving Credit Trans	1646 - #11. A. Retain for 5 years. Destroy September 2007
64	<b>CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins</b> FY-95 & 96	
65	<b>CORRESPONDENCE - Ethics</b> 1981-1983	
66	<b>CORRESPONDENCE - Outside Counsel Bills - Wanda Watkins</b> Pd Invoices 6/96-99 CDA Finance FY-97 Invoices	



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
67	<b>CORRESPONDENCE-Hans Froelicher - Misc</b> <ul style="list-style-type: none"><li>- 3012 RFP - MHF Asset Manager</li><li>- 1007 Title Co/CDA</li><li>- 4004 Del Rawlings - CDA Borrowers</li><li>- 4003 Modula Homes/AJ Crow</li><li>- 3110 Lease/NBDP/Balto</li><li>- 3108 Scarfield</li><li>- 3107 Turf Valley</li><li>- 3102 Space Planners</li><li>- 3103 Auctioneer/Fox Contract</li><li>- 3104 CDA/Survey</li><li>- 3105 MHF Exemption</li><li>- 1118 Pat Massey</li><li>- 1117 St Annes - Grave Removal</li><li>- Tobacco-Time Certification</li><li>- 110005 JPPM/DGS Issues</li><li>- 5006 Davis, Clidel/Agnes</li><li>- 5040 MF Bond Defaults</li><li>- 5038 Kline v. Glendening</li><li>- 5032 NBDP Defaulted Loans</li><li>- 5036 Robinwood -Interest Issues</li><li>- 5026 2<sup>nd</sup> Reversionary Partnership v CDA</li><li>- 4044 IRS - Tax Credit</li><li>- 4045 Dissclose to General Assembly</li><li>- 4051 Brown, Errol/BDM</li><li>- 4052 Layfield</li><li>- 4020 ABT/HUD Tax Credits</li><li>- 1035 Foreclosure of Time Shares for Consumer Protection - Central Collection Unit</li></ul>	<b>1646 - #11. A.</b> <b>Retain for 5 years. Destroy</b> <b>September 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
68	<b>CORRESPONDENCE-Hans Froelicher - Misc</b> <ul style="list-style-type: none"><li>- 2031 Williams/Joseph, Gloria - Plus Exhibits</li><li>- 2032 Kiewe, Roy</li><li>- 2035 Tibbs-Back Pay</li><li>- 2036 HSMC- Appting Authority</li><li>- 2037 Rasmussen - CDS Arrest</li><li>- 2038 Discipline Action JPPM/BDM</li><li>- 2041 FMLA Arnie</li><li>- 2042 Evans, Lisa Grievance Appeal</li><li>- 2044 Tutin, ML</li><li>- 2045 McHugh, Sarane Conflict of Interest</li><li>- 2048 Johnson, Joe</li><li>- 2049 Collective Bargaining Order and Related Matters</li><li>- 2051 Davidson/Brand</li><li>- 2052 Johnson, Joe</li><li>- 2054 Motruk, Teresa</li><li>- 2055 Stewart, Barbara</li><li>- 2056 Webster, Kenneth-Reprimand</li><li>- 2058 Day, Adna</li><li>- 2059 Clough, Wyatt</li><li>- 2064 AFSCME - Draft Union Proposal - '98</li><li>- 2068 Goldman, Jeff</li><li>- 2069 Cage, Juanita</li><li>- 2070 Scheiner, M.</li></ul>	<b>1646 - #11. A.</b> <b>Retain for 5 years. Destroy</b> <b>September 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
69	<p><b>CORRESPONDENCE-Hans Froelicher - Misc/PIA</b></p> <ul style="list-style-type: none"><li>- 4000 General Law</li><li>- 4001 Berger/801 Eastern Ave</li><li>- 4002 Megarity/Renaissance</li><li>- 4005 David Conn/Strathdale</li><li>- 4007 Underwater Archeology</li><li>- 4008 Bagby Furn/Little Italy</li><li>- 4009 Ron Brown/Belle Haven</li><li>- 4010 MF Housing Institute/database</li><li>- 4012 MHF/MF Housing Institute</li><li>- 4013 ACLU-PRHP</li><li>- 4014 Audit/Montgomery Co Hoc</li><li>- 4015 DeHarder/Tax Credits</li><li>- 4017 Addison-Elder Housing</li><li>- 4018 Mt Aventine/HCP</li><li>- 4019 State Police/OAG</li><li>- 4022 Ober/Kaler</li><li>- 4025 HCP - African-American Historical Prop</li><li>- 4026 HUD - IG Gompers</li><li>- 4027 William-Fisher</li><li>- 4029 Liberty Rd</li><li>- 4030 Jackson-Whittaker - Frankford - Strathdale</li><li>- 4031 Otter, Ed</li><li>- 4032 Immanuel/HCP</li><li>- Manders PIA - Crisfield/Phoenix</li></ul>	<p><b>1646 - #11. A.</b> <b>Retain for 5 years. Destroy</b> <b>September 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
70	<b>CORRESPONDENCE-Hans Froelicher - Working Files</b> - Geomet Weatherization Contract thru Village House	1646 - #11. A. Retain for 5 years. Destroy September 2007
71	<b>CORRESPONDENCE-MMcFarland - Working Files</b> - Admin-Personnel Files - 1984	
72	<b>CORRESPONDENCE-MMcFarland/Hans Froelicher - Working Files</b> - Personnel - Yvonne Hardy - Friedman Appeal - Dominic Quaglione-1989 - Brenda Townsend-Milton - 1989 - Walls	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
73	<b>Correspondence Files – Hans Froelicher IV Sr. Litigation Attorney - Working Files</b> <ul style="list-style-type: none"><li>- 2012 Shaw, Archie</li><li>- 2014 Gover, W. - HSMC</li><li>- 2015 Worker's Comp - Harris</li><li>- 2016 Townsend, Cindy</li><li>- 2018 Rathier, R./HSMC</li><li>- 2019 St Mary's Seasonal Employees</li><li>- 2020 HSMC - Unemployment Claim - Murphy, A.M.</li><li>- 2021 Falk, David - Russian Time</li><li>- 2022 JHR - Personnel System Recommendations</li><li>- 2023 Ryans, L</li><li>- 2024 Anderson, J.</li><li>- 2026 Michael Brown - Discrimination</li><li>- 2027 McDonald, Craig</li></ul>	<b>1646 - #11 Retain for 5 years. Destroy March 2007</b>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
74	<p><b>Correspondence Files – MMcFarland</b> <b>Counsel - Working Files</b></p> <ul style="list-style-type: none"><li>- CDA/GEN ADMIN - 1980 Correspondence NJ Finance Agency Audit</li><li>- TEFRA Governor's Approval - July 17, 1984</li><li>- TEFRA Governor's Approval - Jan 19, 1983 - June 21, 1984</li><li>- CDA Admin - 1974 Correspondence Organization</li><li>- CDA/GEN ADMIN - 1975 Correspondence Organization</li><li>- CDA/GEN ADMIN - 1976 Correspondence Organization</li><li>- CDA/GEN ADMIN - 1979 Correspondence Organization</li><li>- CDA/Gen Admin - Financing Ninety-Ten Problems</li><li>- MHF Pending Project-Downing St Station</li><li>- HCD/MHF/Projects/MF Blair Gardens</li><li>- HCD/MHF- Insured Projects Sugar Hill</li><li>- HCD/MHF-Insured Projects Sugar Hill - Loan Documents</li><li>- HCD/MHF-Insured Projects Sugar Hill - Correspondence</li><li>- Sugar Hill Final Closing - 6/14/83</li><li>- MHF-HOC of Montgomery Co 1985 Series B Financing</li><li>- HCD/Gen Admin-Home Equity Conversion - Draft Docs</li><li>-</li><li>-</li><li>-</li><li>-</li></ul>	<p><b>1646 - #11</b> <b>Retain for 5 years.</b> <b>Destroy October 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
75	<p><b>Correspondence Files – Hans Froelicher - AAG</b></p> <p><b>Working Files - Procurement</b></p> <ul style="list-style-type: none"> <li>- MBPS Computer and Instruction</li> <li>- Bond Street Debarment</li> <li>- CAA Guide Book</li> <li>- CDBG/Delmar/Pumping Station</li> <li>- St. Mary's/Russo</li> <li>- Banneker/Security System</li> <li>- RFP-MHF Asset Manager African -American History Museum RFP-consulting</li> <li>- Temp Accountant for CDA</li> <li>- John S. Conner, Inc. Contract</li> <li>- Contract w/NAHRO for Home Training</li> <li>- RAXCO, Inc.</li> <li>- BTG Tech/Printers</li> <li>- IFB MHF/Construction Consulting Services</li> <li>- CGMS, Inc.</li> <li>- Donald Shomette Contract</li> <li>- IFB Architectural Collections &amp; BD Collection</li> <li>- MCAT</li> <li>- MHF-Engineer Consultant for Mt. Pleasant</li> <li>- RFP Information Builders, Inc. Software</li> <li>- Data Search-Breach of Contract</li> <li>- Sea Colony Aqua Sports/Submarine/HCP</li> <li>- Lanocha construction Debarment</li> <li>- Hallahan-Bidder Disclosure</li> <li>- Thurgood Marshall Memorial</li> <li>- HCP-Lowery Contract</li> <li>- Cost Estimator-CDA, R.L. Patch</li> <li>- JPPM-IFB-Computer Graphics</li> <li>- KPMG-Peat Marwick Amendment</li> <li>- NBDP (Bill 404) &amp; RFP</li> <li>- IFB-CDAx3</li> <li>- HCP-Seal Colony Research for U1105 Historic Shipwreck Preserve</li> <li>- Data Search Contract Amendment</li> <li>- MHF-Legg Mason Mt. Pleasant Apartments</li> <li>- HCP-HSMC-Toilets</li> <li>- DGS MD Vendors Policy/Legislation</li> <li>- MHF-RPP for Actuaries</li> <li>- OS-IFB Vax Maintenance</li> <li>- HCP-RFP Heritage Resource Study</li> <li>- FHA MOU</li> </ul>	<p><b>1646 - #11</b></p> <p><b>Retain for 5 years.</b></p> <p><b>Destroy September 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
76	<p><b>Correspondence Files – Hans Froelicher - AAG</b>  <b>Working Files - PIA</b></p> <ul style="list-style-type: none"> <li>- PIA Requests - General</li> <li>- PIA Requests - General - 1988</li> <li>- Open Meetings (Misc)</li> <li>- PIA Info Act Open Meetings Manual 1992</li> <li>- PIA Gen Dept &amp; ADM Files - Grants to Religious Institutions</li> <li>- Gen Dept &amp; ADM Files - Religious Organizations</li> <li>- Gen Dept &amp; ADM Files - Kosher Kitchen Q - MBHP</li> <li>- Gen De[t &amp; ADM Files - Watch List</li> <li>- PIA Renaissance Request</li> </ul>	<p><b>1646 - #11</b>  <b>Retain for 5 years.</b>  <b>Destroy October 2007</b></p>
77	<p><b>Correspondence Files – Hans Froelicher - AAG</b>  <b>Working Files - BR/FC</b></p> <ul style="list-style-type: none"> <li>- Hunt - Jones - 1995</li> </ul>	
78	<p><b>Correspondence Files - Roger Fink/Hans Froelicher - AAG - Working Files</b></p> <ul style="list-style-type: none"> <li>- Landlord Tenant Law Study Commission Reorg (1991)</li> <li>- Grievance - Fowler JHR/PJD</li> <li>- OS/Gen Admin/New Building Lease</li> <li>- Sublease Agreement</li> <li>- MHT Retreat/Worker's Compensation Law</li> <li>- 45 Calvert St - Sick Bldg Infor</li> <li>- AG Opinion &amp; Misc Research</li> <li>- Settlement of Cases/Appeal Misc.</li> </ul>	



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
79	<p><b>11.A. General Correspondence</b> <b>Correspondence Files – PJDeters, Dep. Counsel</b> <b>Working Files -</b> Governor's Commission on Growth in the Chesapeake Bay Region</p> <ul style="list-style-type: none"><li>- Commission</li><li>- Agenda/Working Papers</li><li>- Attorney Notes</li><li>- Impact Fee</li><li>- Uniformity Standards</li><li>- Draft Memos-Annexation</li><li>- Newspaper Articles</li><li>- Letter of Advice</li><li>- Water, Sewer, &amp; Etc., Services</li><li>- Taxation</li><li>- Municipal Incorporation and Annexation Law</li><li>- Annexation</li><li>- Financing</li><li>- program Components</li><li>- General/Other States</li><li>- Panel Report</li><li>- Performance, Zoning, etc.</li><li>- DHCD/Economic Act</li></ul>	<p><b>1646 - #11</b> <b>Retain for 5 years.</b> <b>Destroy September 2007</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
80	<p><b>11.A. General Correspondence</b>  <b>Correspondence Files – PJDeters, Dep. Counsel</b>  <b>Working Files -</b>                      Governor's Commission on Growth in the Chesapeake Bay Region</p> <ul style="list-style-type: none"> <li>- Commission</li> <li>- Agenda/Working Papers</li> <li>- Attorney Notes</li> <li>- Impact Fee</li> <li>- Uniformity Standards</li> <li>- Draft Memos-Annexation</li> <li>- Newspaper Articles</li> <li>- Letter of Advice</li> <li>- Water, Sewer, &amp; Etc., Services</li> <li>- Taxation</li> <li>- Municipal Incorporation and Annexation Law</li> <li>- Annexation</li> <li>- Financing</li> <li>- Program Components</li> <li>- General/Other States</li> <li>- Panel Report</li> <li>- Performance, Zoning, etc.</li> <li>- DHCD/Economic Act</li> </ul>	<p><b>1646 - #11</b>  <b>Retain for 10 years.</b>  <b>Destroy October 2012</b></p>
81	<p><b>11.A. General Correspondence</b>  <b>Correspondence Files – PJDeters, Dep. Counsel</b>  <b>Working Files -</b></p> <ul style="list-style-type: none"> <li>- 2020 Commission - Economic Growth</li> </ul>	<p><b>1646 - #11</b>  <b>Retain for 10 years.</b>  <b>Destroy October 2012</b></p>
82	<p><b>11.A. General Correspondence</b>  <b>Correspondence Files – PJDeters, Dep. Counsel</b>  <b>Working Files</b></p> <ul style="list-style-type: none"> <li>- 2020 Commission - Economic Growth</li> </ul>	<p><b>1646 - #11</b>  <b>Retain for 10 years.</b>  <b>Destroy October 2012</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Item No.		Retention
83	<p><b>11.A. General Correspondence</b>  <b>Working Files- Judy K. Maistrellis</b></p> <ul style="list-style-type: none"> <li>- Complaints about Property 1989</li> <li>- Gaymon Foreclosure - Title Insurance Claim 1992</li> <li>- Albion Hotel Proj - Westminster Investment Prop. Ltd. Part</li> <li>- MHRP-Oella/Sprint St/Wagandt Loan Amendment</li> <li>- HM-MHRP-Historic Oella Ltd Part 1987-93</li> <li>- MHRP-Cunningham-1707 Bolton St 1992-93</li> <li>- State Hwy Administration Easement 1993</li> <li>- HM-Robinson/Margaretten Ground Rent Ejectment 1993</li> <li>- HM-Slaski, Jeanette 1992-93</li> <li>- HM-Withrow-Release of Part of Property 1992</li> <li>- HM-Benson-Assumption - MHRP 1992-93</li> <li>- SLP Assumptions 1992-93</li> <li>- HM-Sargable Partial Release - 1994</li> <li>- MHRP-Townhouse Associates-Subordination Request 91-92</li> <li>- HM-MHRP Subordination-Shub, Yates, Thompson 91-92</li> <li>- Insured SF Construction Loans 1991</li> <li>- MHF Revitalization Regulations-Bond Counsel Comments</li> <li>- Notes-MHF Revitalization Program-Amendments to Regs</li> <li>- MHF Revitalization Amendments &amp; Sec Determ 91-92</li> <li>- Opinion of Bond Counsel-MHF Reg Amendments .04 &amp;.06 1992</li> <li>- MHF Revit Regs (5/93)</li> <li>- MHF Waiver-Revitalization Program-\$87,000 loan 91</li> <li>- FNB Revitalization Det &amp; Comm &amp; other docs 92-94</li> <li>- FNMC-MHF Revitalization Det &amp; Comm 94-96</li> <li>- MHF/BOB Commnt-Drafts after disc w/MHF, Sec, Exec Staff, 1989</li> <li>- MHF/BOB Commnt-Final Form 1990-91</li> <li>- MHF-Signet Bank MD - BOB Agreement 1993-94</li> <li>- Signet Bank/MD-Determ &amp; Commt 1993-94</li> <li>- MHF Revitalization-Waiver for Signet Refinance 1992</li> <li>- MHF Revit Comm-Hopkins FSB - 1995</li> <li>- First Fidelity Bank,NA/BOB-Determination &amp; Comm 93-95</li> <li>- MHF-Revitalization,First Union Bank - 1996</li> <li>- Riverside Park Condominium Project -MHF Ins 1991</li> <li>- Background-MHF Revitalization Reserves Cert 1993</li> <li>- MHF Revitalization Program 1994 Amendments &amp; Det 94</li> <li>- MHF Revit Pgrm 1994 Amendments to Regs</li> <li>- MHF Reg Amendments-SELP &amp; Misc Issues 1989</li> <li>- SELP Proposed MHF Questionnaire;Counseling; SEP 89</li> </ul>	<p>1646 - #11  <b>Retain for 5 years.</b>  <b>Destroy October 2007</b></p>

DGS 550-1 Rev. 8/2000	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>Records Management Division</b>	SCHEDULE NO. <b>1646 - #11.A.</b>
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<b>Dept. of Housing &amp; Community Development</b>		<b>Office of the Attorney General</b>
AGENCY		DIVISION
Item No.	Description	Retention
	<p><b>11.A - General Correspondence</b></p> <p><b>84 WNFitzpatrick - Working Files -</b> 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</p> <p><b>85 WNFitzpatrick - Working Files</b> 1998 Revision of MHF Disclosure Part I 1998 Revision of MHF Disclosure Part II Disclosure Updates &amp; Revisions</p> <p><b>86 WNFitzpatrick - Working Files</b> MHF Solutions 1997-1998 Includes Proposed Loan Sale MHF Solutions 1997-1998 - Part III MHF &amp; Moody's Work 1999-2000</p> <p><b>87 WNFitzpatrick - Working Files</b> MF Bonds General 1997 MF Bonds General Bonds General - Folder 1 Bonds General - Folder 2</p> <p><b>88 WNFitzpatrick - Working Files</b> MF Bonds General Bonds General - Folder 1 &amp; 2</p>	<p><b>1646 - #11</b> <b>Retain for 5 years.</b> <b>Destroy October 2007.</b></p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

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

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
96	<b>WNFitzpatrick - Working Files</b> Moody's 12/96-6/97 Moody's Review and Threatened Downgrade of CDA Bonds	<b>1646 - #11</b> <b>Retain for 5 years.</b> <b>Destroy October 2007.</b>
97	<b>SJCohen - Working Files</b> 1990 SPIF Documents SJCohen - Working Files Bonds-Homeownership	
98	<b>Margaret McFarland, AAG/Counsel</b> 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	

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<b>Dept. of Housing &amp; Community Development</b>		<b>Office of the Attorney General</b>	
AGENCY		DIVISION	
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>	
<b>98</b> cont'd	<b>Sandra J. Cohen, AAG - Working Files</b> Bond correspondence files Trustee Procurement 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	<b>1646 - #11</b> <b>Retain for 5 years.</b> <b>Destroy October 2007</b>	
<b>99</b>	<b>Outside Counsel Bills - FY98/99</b>		
Schedule Approved by Department, Agency, or Division Representative		Schedule Authorized by Hall of Records Commission	
Date	Signature	Title	Date State Archivist