

RECORDS TRANSFERENTIAL AND RECORDS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 410-799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

E

A. AGENCY 1. <i>Mary Land Dept of Aging</i>		DATE REC'D. <i>5-27-06</i>	
B. DIVISION/UNIT <i>Maryland Department of Aging Executive</i>		RM CODE <i>35.06</i>	
C. MAILING ADDRESS: <i>1007 State Office Building 301 West Preston Street Baltimore, Maryland 21201</i>		RANGE: <i>2</i>	SECTIONS <i>29</i>
D. PHONE NO. <i>(410) 767-1100 / 767-1102</i>		NO. OF CU. FT. <i>1</i>	
E. AGENCY OFFICIAL <i>Fran Shellenberger</i>			
2. BOX NUMBERS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
<i>1</i>	<i>Executive office correspondence received for the secretary Jean W. Roesser</i>		<i>Records are to be retained for 3 years until all Audit requirements have been fulfilled, then destroy.</i>
	<i>FS - correspondence received 2004</i>		<i>Schedule 1243 Item 4 1/2008</i>

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Dept. of Agriculture		ACCESSION NO. 05W882	DATE REC'D 3-11-05
B. DIVISION/UNIT Human Resource Office			RM CODE 01.01
C. MAILING ADDRESS 50 Harry S. Truman Parkway Annapolis, MD 21401		LOCATION RANGE SECTION(S) 10 33	NO. OF CU. FT. 13
D. PHONE NO. 410-841-5900		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda Alexander		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	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#2	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#3	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#4	Closed Recruitment Files - See Attached List	2094 #6 January 2008
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#6	Closed Recruitment Files - See Attached List	2094 #6 January 2008
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#9	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#10	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#11	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#12	Closed Recruitment Files - See Attached List	2094 #6 January 2008
#13	Closed Recruitment Files - See Attached List (Contractual)	2094 #6 January 2008

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DEPT. OF AGRICULTURE
CENTRAL SERVICES

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CENTRAL SERVICES

CLOSED RECRUITMENT FILES - ARCHIVES

BOX NO. 1

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Data Base Specialist I	058948	Information Technology	Ali Ali	10/17/00	3
Fiscal Administrator III	014831	Fiscal Services	Gloria Traum	5/28/99	13
Office Secretary I	051767	Plant Protection	Vada Ritchie	4/24/00	5
Office Secretary II	014899	Animal Health Headquarters	Tonya Kendrick	7/17/00	8
Office Secretary II	063353	Marketing & Ag Dev.	Diane Dorsey	1/14/00	2

BOX NO. 2

Office Secretary II	015024	Animal Health Headquarters	Regina Dorsey	12/7/00	5
Personnel Officer I		HRO	Arlette Starks-Herd	11/16/99	5
Personnel Officer III	014833	HRO	Rusty Smith	6/77/99	6
Aircraft Pilot	014943	Mosquito Control	Paul Nuwer	(conversion)	
Typist Clerk IV	Contractual	HRO	Amy Eichelman Marlie Morsell	4/13/00	2

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BOX NO. 3

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Soil Cons. Associate II	075462	Res. Cons. Baltimore Co.	Matthew Albrecht	5/11/00	7
Soil Cons. Associate II	073478	Res. Cons. Washington Co.	Christopher Herbert	9/14/00	2
Soil Cons. Planner II	056351	Res. Cons. Wash. Co.	Aaron Kensinger	6/16/00	2
Soil Cons. Planner II	075453	Res. Cons. Garrett Co.	R. Kitzmiller	1/10/00	4
Soil Cons. Planner III	075459	Res. Cons. St. Mary's Co.	Edward Dean		
Soil Cons. Associate II	075476	Res. Cons. Snow Hill	Dawn Littleton	1/11/00	4
Soil Cons. Planner III	073484	Res. Cons. Frederick	Dwight Dotterer	10/16/00	1
Soil Cons. Associate II	073490	Res. Cons. St. Mary's & Charles Co.	Brian Brookhart	9/13/00	3
Soil Cons. Planner II	075456	Res. Cons. P.G. County	Sharon Calisto	5/17/00	2
Soil Cons. Planner II	075460	Res. Cons. St. Mary's Co.	George Beavan	5/1/00	5
Conservation Specialist III	Contractual	MACS	Eric Duce	1/20/00	6
Soil Cons. Planner II	075447	Res. Cons.	William Gorski	6/27/00	2

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CENTRAL SERVICES

BOX NO. 4

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Veterinarian III - Field Insp	015038	Animal Health	David Booth	2/17/00	7
Veterinarian III Pathology		Animal Health Frederick	Victoria Laast	7/6/00	1
Soil Cons. Planner II	073148	Resource Cons. Salisbury	Anthony Riggi	8/7/01	1
Soil Cons. Planner II	057460	Res. Cons. Dorchester Co	Karen Steely	11/8/00	2
Soil Cons. Planner II	075457	Res. Cons. Queen's Anne	Julie Cissel	5/4/00	6
Soil Cons. Ass. II	057450	Just a Folder found by CAT			
Soil Cons. Planner III	073149	Closed by Program			
Soil Cons. Planner II	075449	Res. Cons.	Carrie Cochran	10/30/00	3
Soil Cons. Specialist III	055494	MACS	Michelle Esch	1/20/0	10
Soil Cons. Specialist IV	074020	Program Planning & Development	Jennifer Schaafsma	10-13-00	

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BOX NO. 5

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Office Secretary III	050614	Res. Cons. Harford Co	Margaret Jagelski	8/0/01	
Office Secretary II	074264	Nutrient Management	Monique Hamm-Boyd	10/18/01	15
Personnel Officer I	056370	HRO	Janet Waltz	8/9/01	6
Public Officer II	014952	Executive Direction	Sue DuPont	4/23/01	7

BOX NO. 6

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Res. Cons. District Supervisor	050606	Res. Cons. Queen's Anne	Steve Spielman	1/17/01	4
Res. Cons. District Supervisor	073149	Res. Cons. Caroline	Richard J. Shepard	2/1/01	2
Soil Cons. Planner II	056351	Res. Cons. Washington Co.	Ginger Noble	4/19/01	1
Fiscal Clerk II	060470	Ag Land Foundation	Janine Nutter	1/23/01	3
Soil Cons. Planner II	073486	Res. Cons. Carroll Co.	Kelly Zepp	3/27/01	2
Soil Cons. Planner II	055503	Res. Cons. Talbot Co.	John Gorski	4/26/01	2

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Soil Cons. Associate II	073479	Res. Cons. Worcester Co	Herman Purnell	4/3/01	
Soil Cons. Engineering	056353	Res. Cons. Caroline Co.	Jade Phillips		
Soil Cons. Planner III	075470	Res. Cons. Cecil Co.	Eric Webberking	1/2/01	
Soil Cons. Specialist III	074018	MACS	Mark Anderson	6-14-01	6
Soil Cons. Specialist III	Contractual	MACS	William Hare	6-15-01	
Soil Cons. Planner II	075458	Res. Cons. Charles Co.	Theodore Sufczynski	8/24/01	

BOX NO. 7

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Agri. Lab Scientist II Miro	015010	Animal Health Frederick	Victoria Ilagan	12/8/00	1
Agric. Lab Scientist I	014995	Animal Health College Park	Barry Oumou	11/1/00	
Agric. Inspector I	Contractual	Pesticides	Joyce Hennessey	3/20/00	
Agric. Lab Scientist II	015013	Animal Health Frederick	Joseph Kozup	12/8/00	
Agric. Insp. I	015021	Weights & Measures	Robinson Tata	1/23/01	
Agronomist III	056378	Plant Protection	Mark Smith	8/13/01	2
Agric. Comm. Grader Trainee	014897	Grading - Kent & Cecil Cos.	Micelle Millelot	2/27/001	3

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Administrative Officer III	073499	Nutrient Management	Earl Canter	6/16/01	4
Agric. Insp. I	063473	Plant Protection	Kimberly Rice	3/30/31	
Agric. Insp. I	053968	Turf & Seed	James Drews	3/27/01	2
Administrator II	014999	Ag Land Foundation	James Conrad	5/11/01	6
Agric. Marketing Specialist III	015000	Marketing	Connie Ruohomaki	4/23/01	
Computer Information Services Spec. I	073486	Res. Cons.	Jason Keppler	2/6/01	1
Agric. Insp. I	014931	Gregory Morris	Pesticides	6/20/01	1

BOX NO. 8

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Lab. Scientist Crab & Fish	Contractual	Animal Health College Park	Mohamed Alley	6-28-01	
Nutrient Management Specialist I	073496	Nutrient Management Denton	Howard Callahan	2-26-01	4
NM Specialist I	073497	Nutrient Management Salisbury	George Barnes	2/26/01	4
Agric. Marketing Specialist III		Aquaculture	(see notes of Rusty)		
Office Secretary II	055530	MACS	Phyllis Riggins	5/1/01	2
Office Secretary I	Contractual	State Chemist	Amy Eichelman	5/01	

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Office Secretary I	053258	HRO	Stella Ernestes	10/10/01	3
OS III		Res. Cons.	Copies of application	and non-select letters folder.	

BOX NO. 9

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Agric. Insp. II	060473	Plant Protection	Sylvia Cheney	Contractual Conversion	12/99
Chemist I	014933	State Chemist	Luzviminda Ramallosa	Contractual Conversion	11/99
Agric. Insp. III	014942	Plant Protection	Robert Hoffstetter	7/17/00	
Account Auditor III		Fiscal Services	Elvira Aisquith	Promotion	7/30/99
Agric. Insp. II	015021	Weights & Measures	See notes on folder.		
Agric. Insp. II	056369	Pesticide Western MD	Philip Davidson	6/16/01	3
Building Services Worker II	053238	Central Services	Rosaleen Schmitt	12/27/00	
Agric. Insp. III		Mosquito Control Salisbury	Conrad Jones III	4/7/00	
Agric. Insp. II	014875	State Chemist	Karen Wick	1/28/00	
Agric. Lab. Scientist I	Contractual	Animal Health Fish Lab - CP	Tabata Offutt	8/8/00	
Autopsy Pos.		Animal Health	(folder)	1/00	
Administrative Officer III	014958	Turf & Seed	Lois Capshaw	6/8/00	

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Agric. Mar. Spec. II	014816	Marketing	Valerie Frances	5/12/00	5
Administrative Officer II	045578	Marketing	Joan Schulz	1/20/00	6
Fiscal Clerk I	014845	Central Services	Lynn McNally	12/14/00	2
Entomologist III	014942	Pesticides	Robert Hoffstetter	6/29/00	2
Fiscal Associate I	014820	Fiscal Services	Bonita Brown	3/22/00	
Fiscal Clerk I	014845	Fiscal Services	Kimberly Parker	2/8/00	4

BOX NO. 10

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Fiscal Clerk II	014825	Fiscal Services	Flor Tijam	6/15/00	3
Fiscal Clerk II	014815	Fiscal Services	Ruth Danna	6/15/00	3
Fiscal Clerk II	053958	Fiscal Services	Kimberly Parker	9/7/00	1
Lab. Tech. I General	014995	Animal Health College Park	Folder only		
Agric. Lab. Scientist I Micro	015010	Animal Health Frederick	Mary Garcia	5/30/00	
Nutrient Management Specialist II	073475	Nutrient Management Caroline Co.	Daniel Schwaninger	3/9/00	5
Metrologist I	014822	Weights & Measures	Joseph Hyla	7/25/00	4

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Nutrient Management Specialist II	073494	Nutrient Management	Robert Wevodau	1/24/00	5
Soil Cons. Planner II	055521	Res. Cons. Harford Co.	David Wilson	5/9/00	4
Seed Analyst Supervisor	014955	Turf & Seed	Jennifer Miller	7/31/00	2
Soil Cons. Associate II	075405	Res. Cons. Cecil Co.	Michael Marshall	6/25/00	
Soil Cons. Associate II	075473	Res. Cons. Talbot Co.	Aaron Kensinger	6/28/00	6
Soil Cons. Associate II	055516	Res. Cons. St. Mary's Co.	Parran Russell	7/5/00	6
Soil Cons. Associate II	075469	Res. Cons. Caroline Co.	Wilson Hignutt	5/10/00	6

BOX NO. 11

Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Administrative Officer I	057452	Ag Land Foundation	Elizabeth Weaver	4/15/02	5
Ag. Com. Grader	014904	Grading Services	James Townsend	Contractual Conversion	1/10/02
Nutrient Management Spec. I	073474	Nutrient Management	Judy McGowan	3/4/02	5
Nutrient Management Spec. I	073495	Nutrient Management	Bryan Harris	3/7/02	3
Office Secretary II	074264	3/12/02	Monique Boyd	3/13/02	14
Program Manager III	049156	Ag Land Foundation	James Conrad	7/30/02	

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Veterinarian IV	015035	Animal Health Frederick	Virginia Pierce	8/29/02	
Veterinarian III	063351	Animal Health Salisbury	Daniel Bautista	9/12/02	

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Classification	PIN#	Unit	Person Hired	Interview Date	# Interviewed
Agric. Com. Trainee	014897	Grading services	Cheryl Cook	11/19/02	8
Administrative Officer I	015158	Marketing Horse Board	John Burk	12/6/02	
Administrative Officer I	Contractual	Marketing	Toby Treem	9/16/02	
Administrative Officer II	Contractual	Animal Health	Katherine Holmes		
Agric. Marketing Spec. I	Contractual	Marketing	Victoria Gurtenboim	9/6/02	
Personnel Officer II	056370	HRO	Stacey Simmons	8/5/02	15
Asst Chief	015042	Animal Health	Fidelis Hegngi	3/29/02	2
Administrator III	014831	Fiscal Services	Joseph Lilly	5/15/02	2

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BOX NO. 13 (Contractual)

Classification	Unit	Date Closed
Office Secretary I (D. Boston)	Animal Health	
Agric. Inspector I	Pesticides	
Agric. Lab Scientist	Animal Health	
Laboratory & Field Technician	Mosquito Control	
Student Technical Assistant		
Chemist II	State Chemist	8/23/02
Administrative Officer III	Nutrient Management	12/13/02
Administrative Officer III	Marketing	10-06-02
Administrative Officer I	Class Code 2711	0/06/02

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CENTRAL SERVICES

RECORDS TRANSMITTAL AND RECEIPT

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A. AGENCY 1. Maryland Dept. of Agriculture		ACCESSION NO. 05W883	DATE REC'D 3-11-05
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CLOSED TEST FILES

BOX NO. 1

<u>Pin number</u>	<u>Opendate</u>	<u>Closing</u>	<u>Pspnum</u>	<u>Classcode</u>	<u>Class</u>
015035	01/12/2001	02/16/2001	01-3040-001	3040	Veterinarian IV
014952	01/16/2001	02/09/2001	01-2378-001	2378	Public Affairs Officer II
045587	02/13/2001	03/16/2001	01-2870-001	2870	Ag Mrktg Specialist II Seafc
014999	02/27/2001	03/13/2001	01-2587-002	2587	Administrator II
015106	04/05/2001	04/27/2001	01-3692-001	3692	Soil Cons Specialist III
056353	05/02/2001	05/25/2001	01-0196-001	0196	Soil Consv Engineering Tec
073499	05/02/2001	05/25/2001	01-2247-002	2247	Administrative Officer III
045587	07/17/2001	08/10/2001	01-2870-002	2870	Ag Marketing Specialist II
056378	07/25/2001	08/17/2001	01-2910-001	2910	Argonomist III, Turf &seed
065162	07/27/2001	08/24/2001	01-1309-001	1309	Ag Insp III, Animal.

BOX NO. 2

079268	08/29/2001	09/21/2001	01-0758-001	0758	Ag Sprv Insp I, PSC
079269	09/05/2001	09/26/2001	01-1359-002	1359	Ag Insp I, Pesticide
073495	09/24/2001	10/17/2001	01-1856-002	1856	Nutrient Mgmt Spec I
073474	09/25/2001	10/17/2001	01-1857-002	1857	Nutrient Mgmt Spec II
015039 051047	10/11/2001	10/31/2001	01-1910-002	1910	Veterinarian III - Path
014831	01/25/2002	02/11/2002		4530	Fiscal Services Admin III
015042	02/20/2002	03/13/2002	02-2834-001	2834	Asst. Chief, Animal Health
057452	02/21/2002	03/13/2002	02-3235-002	3235	Administrative Officer II
015035	02/26/2002	03/13/2002	02-3040-001	3040	Veterinarian IV-Agriculture
015041	02/26/2002	03/13/2002	02-2837-001	2837	Veterinarian III-Field
015119	03/22/2002	04/12/2002	02-1347-001	1347	Chemist II
014831	04/09/2002	04/24/2002		4530	Fiscal Services Admin III
049156	04/12/2002	05/17/2002		5478	Program Manager III

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CLOSED TEST FILES

BOX NO. 3

Pin number	Opendate	Closing	Pspnum	Classcode	Class
015029	07/02/2002	08/30-2002		2833	Chf Animal Health
063351	07/02/2002	08/39/02	01-1910-002	1910	Veterinarian III- Pathology
014897	09/23/2002	10/22/2002	00-3157-002	3157	Ag Commodity Grader Trainee
	02-09-1998	03/04/1998	98-3314-001- 001,2,3	3314	Soil Conservation Associate
	1/31/2000	02/18/2000	00-0517-001-001	0517	Soil Conservation Planner I
015010	04/20/2000	05/26/2000	00-0783-001-001	0783	Ag Lab Scientist II - Micro
073496	05/22/2000	06/16/2000	00-1856-001-001	1856	Nutrient Management Spec. I
073497	08-25-2000	09/22/2000	00-1856-002-001	1856	Nutrient Management Spec. I
014995	07/14/2000	08/11/2000	00-0777-001-001	0777	Ag Laboratory Scientist I-IV
050606 075458	10/27/2000	11/17/2000	00-4331-001-001	4331	Resource Cons Dist Supvr.
014854	09/26/2000	10/20/2000	00-3666-002-001	3666	Metrologist I
015021	09/29/2000	10/20/2000	00-2888-001-001	2888	Ag Inspector Ii Wgts & Meas
015021	09/29/2000	12/08/2000	00-2896-001-001	2896	Ag Inspector I Wgths & Meas
045587	02/13/2001	03/16/2001	01-2870-001	2870	Ag Mrktg Specialist II Seafood
079269	09/05/2001	09/26/01	01-1359-002	1359	Ag. Insp. I, Pesticide
015119	03/22/2002	04/12/2002	02-1347-001	1347	Chemist II

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1-16	<i>See attached list</i>	1026, 2 1/1/08

**CONSERVATION GRANTS PROGRAM
FILES WHICH HAVE EXPIRED
ARCHIVED TO JESSUP**

<u>BOX #</u>	<u>DESCRIPTION</u>	<u>FILE NUMBERS</u>	<u>DISPOSAL DATE</u>
1	2002 Closed Cover Crop	2002-0027 to 2002-0200	01/01/08
2	2002 Closed Cover Crop	2002-0201 to 2002-0400	01/01/08
3	2002 Closed Cover Crop	2002-0401 to 2002-0620	01/01/08
4	2002 Closed Cover Crop	2002-0621 to 2002-1553	01/01/08
5	2002 Closed MACS Projects	1984-0381 to 0986-0398	01/01/08
6	2002 Closed MACS Projects	1986-0407 to 0986-1023	01/01/08
7	2002 Closed MACS Projects	1986-1030 to 1987-0196	01/01/08
8	2002 Closed MACS Projects	1987-0200 to 1987-1146	01/01/08
9	2002 Closed MACS Projects	1987-1152 to 1992-0042	01/01/08
10	2002 Closed MACS Projects	1992-0072 to 1992-0616	01/01/08
11	2002 Closed MACS Projects	1993-0060 to 1997-0404	01/01/08
12	2002 Closed MACS Projects	1997-0409 to 1998-2577	01/01/08
13	2001 Closed Nutrient Management	2001-1107 to 2001-2388	01/01/08
14	2001 Closed Nutrient Management	2002-0024 to 2002-3164	01/01/08
15	2002 Closed Manure Transport Projects	2002-0937 to 2002-2563	01/01/08
16	2002 Closed Manure Transport Projects	2002-2609 to 2002-3162	01/01/08

DEPARTMENT OF GENERAL SERVICES
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. Department of Juvenile Services	Accession No. <div style="font-size: 2em; text-align: center;">06W453</div>	Date Rec'd <div style="font-size: 1.5em; text-align: center;">12-16-05</div> RM Code <div style="font-size: 1.5em; text-align: center;">32.02</div>
B. Divison/Unit Office of Human Resources	Location Range Section(s)	No. of Cu. Ft.
F. Mailing Address 120 W. Fayette Street Baltimore, Maryland 21201	<div style="font-size: 2em; text-align: center;">49 4</div>	<div style="font-size: 2em; text-align: center;">4</div>
G. Phone No. (410) 230-3461	Records Center Manager <div style="font-size: 1.5em; text-align: center;"><i>Gabriel Pope</i></div>	
H. Agency Official Kathryn Marr	To Be Completed At State Records Management Center	
4. Box Numbers	5. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 2 3 4	Inactive Contract Files A - D 2002 " " " E - Ma 2002 " " " Mb - Se 2002 " " " Sf - Z 2002	 <div style="font-size: 1.2em;">Sale # 2368 - 1</div> <div style="font-size: 1.2em;">2007 1/08</div> <div style="font-size: 1.5em; text-align: center;">JPA</div> <div style="font-size: 1.2em;">2007</div> <div style="font-size: 1.2em;">2007</div> <div style="font-size: 1.2em;">2007</div>

OGS 550-5 (Rev. 12/88)

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**DEPARTMENT OF GENERAL SERVICES
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. Department of Juvenile Services		Accession No. 06W454	Date Rec'd 12-16-05
			RM Code 32.02
B. Divison/Unit Office of Human Resources		Location Range Section(s)	No. of Cu. Ft.
F. Mailing Address 120 W. Fayette Street Baltimore, Maryland 21201		49 4	7
G. Phone No. (410) 230-3461		Records Center Manager <i>Gabriel Lopez</i>	
H. Agency Official Kathryn Marr		To Be Completed At State Records Management Center	

4. Box Numbers	5. Description of Records With Inclusive Dates			4. Disposal Authority Schedule, Item No. Disposal Date
1	Inactive Personnel Files	A - C	2002	Sche.# 2368 # 1 2007 1/2008 JP 2007
2	" "	D - F	2002	2007
3	" "	G - Johnson	2002	2007
4	" "	Jones - Mo	2002	2007
5	" "	Mp - Ro	2002	2007
6	" "	Rp - T	2002	2007
7	" "	U - Z	2002	2007

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32.05	DJS	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.
Reporting Agency			
Department of Juvenile Services Youth Centers			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
05W688	Client Releases	1384	12	1998	17	1/2008	RECYCLE
05W689	Client Releases	1384	12	1999	21	1/2008	RECYCLE

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

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

Records Center Manager
Title

June 30, 2008
Date

E

DEPARTMENT OF GENERAL SERVICES
 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. Department of Juvenile Services		Accession No. 05W688	Date Rec'd 12-23-04
B. Division/Unit Youth Centers		Location Range Section(s)	RM Code 32.05
C. Mailing Address 326 Queen City Drive Cumberland, Maryland 21502		1 21-22	No. of Cu. Ft. 17
D. Phone No. (301) 777-2482		Records Center Manager	
E. Agency Official Dale Schroyer/Dan Hoyle		To Be Completed At State Records Management Center	

2. Box Numbers 14	3. Description of Records with Inclusive Dates + 7 = 21 yrs old 2005 -	4. Disposal Authority Schedule, Item No. Disposal Date
-----------------------------	---	--

1	<i>14 years old</i>	1998 CLIENT RELEASES - ADAMS to BLASÉ	JP Retention and Disposal Schedule #1384, Item 12. Retain for two (2) years following youth's release or until youth's 21st birthday, whichever is sooner, then destroy. <i>Jan. 2006</i> <i>2008</i>
2		1998 CLIENT RELEASES - BEAVER to CARTER	
3		1998 CLIENT RELEASES - CAYABYAB to DAVIS	
4		1998 CLIENT RELEASES - DENICOLIS to FOX	
5		1998 CLIENT RELEASES - FOY to HALL	
6		1998 CLIENT RELEASES - HAMILTON to HILL	
7		1998 CLIENT RELEASES - HOLLAND to JOHNSON-BEY	
8		1998 CLIENT RELEASES - JOLLEY to KOROMA	
9		1998 CLIENT RELEASES - KRAINER to LOYAL	
10		1998 CLIENT RELEASES - MADDOX to MONTGOMERY	
11		1998 CLIENT RELEASES - MOORE to OSBORNE	
12		1998 CLIENT RELEASES - PAJAK to QUEEN	
13		1998 CLIENT RELEASES - RAMIREZ to SCHMITT	
14		1998 CLIENT RELEASES - SCHNEEMAN to SNELL	
15		1998 CLIENT RELEASES - SOLANO to THURMAN	
16		1998 CLIENT RELEASES - TRACEY to WILKUS	
17		1998 CLIENT RELEASES - WILLIAMS to ZEIGLER	

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
STATE RECORDS CENTER
P.O. BOX 275
JESSUP, MARYLAND 20794-0275
410-799-1379

December 14, 2005

32.05
MR. DALE SCHROYER
DJJ YOUTH CENTER
326 QUEEN CITY DRIVE
CUMBERLAND, MARYLAND 21502

SUBJECT: DISPOSAL CLEARANCE

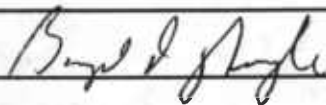
The records listed on attached sheet are eligible for disposal. They will be destroyed as scheduled if no reply is received by January 13, 2006. If you do not concur in this action, please return this letter and justify continued retention on the space below. Cite Accession Number and include a new disposal for these records.

Sincerely,


Gabriel Lopez
Records Center Manager

Because of potential litigation, our Attorney General has requested that
these records be retained for an indefinite period of time. Please
reschedule disposal of these items, Accession Number 05W688, for
January of 2008.

DGS 550-7


Assistant Superintendent
D.J.S. Youth Centers

JAN 19 2006

Julio

RECORDS MANAGEMENT
STATE RECORDS CENTER

E

DEPARTMENT OF GENERAL SERVICES
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. Department of Juvenile Services		Accession No. 05W689	Date Rec'd 12-23-04
B. Division/Unit Youth Centers		Location Range Section(s)	RM Code 32.05
C. Mailing Address 326 Queen City Drive Cumberland, Maryland 21502		1 16-17	No. of Cu. Ft. 21
D. Phone No. (301) 777-2482		Records Center Manager	
E. Agency Official Dale Schroyer/Dan Hoyle		To Be Completed At State Records Management Center	

2. Box Numbers 14	3. Description of Records with Inclusive Dates + 7 = 21 yrs old ——— 2006	4. Disposal Authority Schedule, Item No. Disposal Date
-----------------------------	--	--

1	<i>14 years old</i> 1999 CLIENT RELEASES - ADAMS to BAKER	JF Retention and Disposal Schedule #1384, Item 12. Retain for three (3) years following youth's release or until youth's 21st birthday, whichever is sooner, then destroy. <i>Jan. 2008</i>
2	1999 CLIENT RELEASES - BANGURA to BLUE	
3	1999 CLIENT RELEASES - BOCCAHELLA to BUTLER, CLINTON	
4	1999 CLIENT RELEASES - BUTLER, DELONTE to COYNER	
5	1999 CLIENT RELEASES - CRAIG to DENNIS	
6	1999 CLIENT RELEASES - DERRIEN to FENWICK	
7	1999 CLIENT RELEASES - FERGUSON to FULLER	
8	1999 CLIENT RELEASES - GARDNER to GREENE	
9	1999 CLIENT RELEASES - GRIFFEN to HENSON	
10	1999 CLIENT RELEASES - HEPHNER to JEFFREYS	
11	1999 CLIENT RELEASES - JENKINS to JOHNSON	
12	1999 CLIENT RELEASES - JONES to LEE	
13	1999 CLIENT RELEASES - LEWIS to MBELE	
14	1999 CLIENT RELEASES - McBRIDE to MOORE	
15	1999 CLIENT RELEASES - MORGAN to OWENS	
16	1999 CLIENT RELEASES - PADEN to RAUSCH	
17	1999 CLIENT RELEASES - REED to SANTMYER	
18	1999 CLIENT RELEASES - SCHRIEFER to SPAN	
19	1999 CLIENT RELEASES - SPARKS to THOMPSON	
20	1999 CLIENT RELEASES - THRASH to WEIGLE	
21	1999 CLIENT RELEASES - WEST to ZIMMERMAN	

25.01	MSRA	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.
Reporting Agency			
Maryland Retirement & Pension System			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
76B-25	Employees Retirement withdrawn Accounts Files	1824	3 B	1975	42	1/2008	RECYCLE
76B-30	Teachers Withdrawn	1824	3 B	1975	43	1/2008	RECYCLE
03W266	Data Control / Retired	1824	4 B	1999 - 2001	349	1/2008	RECYCLE

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

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

Records Center Manager
Title

June 30, 2008
Date

AND RECEIPT

CB.

25.01

Accession No.

Date Received

76B-28

Dec. 3, 1975 ✓

1. From: (Name, Division, Address or Agency)

Signature

Retirement System
1 West Preston St.
Baltimore, MD 21201

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

42 cu. ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

37
Range ~~21~~
Section
~~1-2~~
12

1-42

1975
Employees Retirement withdrawn Accounts File
0-210-238

~~2031~~
~~N/S~~
~~690-10~~
~~item 5~~
945 #5
~~2029~~
1/08
1824 - 3B
1/08
Disposal
3/3/08
CB

1848-1700

3177

(Use Plain Unlined Paper For Continuation Pages)

CB

RECORDS TRANSMITTAL

E

AND RECEIPT

25.01

Complete at State Records Center

Accession No.

Date Received

76B30

11-17-75

1. From: (Name, Division, Address or Agency)

*Retirement Records
Teachers*

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

43

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*R 35
S 18/19*

1-43

*① — 156297
1975?
Teachers
Withdrawn*

*94-50
item 5
~~2029~~
JF 1/08
1824-3B
1/08*

5407 - 5449

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RECORDS TRANSMITTAL AND RECEIPT

1 of 12

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W1266	DATE REC'D 11-8-02
B. DIVISION/UNIT Data Control / Retired			RM CODE 25.01
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S) *** SEE BELOW ***	NO. OF CU. FT. 349
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Retirement	Sche # 1824 Title # 4B 12/03 1/08
	*** LOCATION ***	
1	BOXES - 1 - 336 RANGE - 170 SECTION - 8-16	12/04
2		12/03
3		12/04
4		12/04
5		11/04
6		12/04
7		12/03
8		12/04
9		12/04
10		12/04
11		12/04
12		12/04
13		12/04
14		12/04
15		12/04
16		12/04
17		12/04
18		12/03
19		12/03
20		12/03
21		12/03
22		12/04
23		12/04
24		12/03
25		12/04
26		12/03
27		12/04
28		12/04
29		12/05
30		12/03

RECORDS TRANSMITTAL AND RECEIPT

1 of 12

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W266	DATE REC'D 11-8-02
B. DIVISION/UNIT Data Control / Retired			RM CODE 25.01
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT. 349
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Retirement	Sch. # 1824 Title # 4/B
1	Control 1999 Earnings Limitation	12/03
2	Control 6/2001 EDite Update	2/04
3	Control FY 2001 Check Register JCL's	12/03
4	Control 12/2001 JCL's 3 of 3	12/04
5	Control 12/2001 Health Deductions	12/04
6	Control Stop payment Tax Deductions	11/04
7	Control 12/2001 EDite Update	12/04
8	Control 1999 Earnings Limitation DEFset	12/03
9	Control 7/01 to 12/01 Check Rec. Print outs	12/04
10	Control Deductions 12/01 1 of 2	12/04
11	Control Deductions/TABS 11/2001	12/04
12	Control up Dates / TABS 9/1/01	12/03
13	Control JCL's 2/01 2 of 2	12/04
14	Control JCL's 6/2001 4 of 4	12/04
15	Control Address changes, Tax Deductions Refunds	10/04
16	Control JCL 10/01 3 of 3	12/04
17	Control 5/01 Edit up Dates	12/04
18	Control EDits up Dates 1 onx Pay 2/01	12/03
19	Control Address Change Annual Recredits	12/03
20	Control 1999 Earnings Limitation	12/03
21	Control JCL's 6/01 2 of 4	12/03
22	Control Ded 10/01	10/04
23	Control 10/01 EDits + up Dates	12/04
24	Control 4/01 Address changes + Retiree Ded.	12/03
25	Control JCL 10/01	12/04
26	Control Address changes 5/01	12/03
27	Control	12/04
28	Control 2000 year end Jobs	12/04
29	Control JCL's 4/02 2 of 3	12/05
30	Control JCL's 10/01	12/03

RECORDS TRANSMITTAL AND RECEIPT

2 of 12

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Retired		RM CODE	
C. MAILING ADDRESS 120 East Baltimore St. Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Data Control Retirement	
31	Control Deductions 2/01	12/03
32	Control JCL 1/01 2 of 3	12/03
33	Control JCL For Keeps + Drop 1/01	12/03
34	Control 1999 Earnings Limitation	12/03
35	Control	12/04
36	Control 7/00 2706	12/05
37	Control Deductions / Schedule 3/02 1 of 2	12/05
38	Control Health Update 2001	12/03
39	Control Health Update 1/02 4 of 6	12/05
40	Control 1999 12/2000 Benefits	12/07
41	Control 1999 12/2000 Benefits	12/07
42	Control 1999 Cy 2001	12/04
43	Control Deductions 1/02 1 of 6	12/05
44	Control JCL 2/02 1 of 3	12/05
45	Control 2/02 JCL 2 of 3	12/05
46	Control Refund 2000	12/04
47	Control Health Up Date 1/02 3 of 6	12/05
48	Control Tabs 392 Keep + Drop 7/01	12/06
49	Control One pay 2002	12/06
50	Control Edite up Date 6/02	12/04
51	Control 290	6/04
52	Control up Date 2001	12/04
53	Control JCL's April 2002 1 of 3	12/05
54	Control Health Deductions Tax Ded. 7/01	12/03
55	Control JCL's Aug 2001 1 of 2	12/03
56	Control 7/01 CPI CPI	12/03
57	Control 7/01 CPI	12/03
58	Control JCL's Keep 3/02 2 of 3	12/05
59	Control Check Register Oct / Dec 2001	

RECORDS TRANSMITTAL AND RECEIPT

3 OF 12

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Retired		RM CODE	
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, Md. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Data Control - Retired	
60	Control Edits/ update 3/02 1392 Tabs	12/05
61	Control Deductions 8/01	12/03
62	Control JCLs 4/2002 3 of 3	12/03
63	Control FY 2002	12/05
64	Control Check Register 7/01	12/06
65	Control Deductions 2002	12/05
66	Control JCL Check Register FY 2002	12/05
67	Control Address Change TAX Deductions	12/03
68	Control JCLs June 2002 2 of 3	12/05
69	Control Tabs/ Edits + updates/ 392's 8/01	12/03
70	Control JCLs 1/02 2 of 2	12/05
71	Control 1099 Cy 2002	12/04
72	Control Address Change 2/02	12/05
73	Control VOID over 2K FY 2002 VOID	12/04
74	Control over 2K FY 2002	12/03
75	Control JCLs 9/01 3 of 3	12/05
76	Control Ove pay FY 2002	12/06
77	Control 1099 Benefits 12/01	12/06
78	Control update Tabs + 392 1/02	12/05
79	Control JCL Drop/ Keep 2/02 3 of 3	12/05
80	Control Deceased 1099 Cy 2000	12/04
81	Control Tax Deductions, Health + Agency Ded. 7/02	12/05
82	Control Health update 1/02 5 of 6	12/05
83	Control Health up Date 1/02 2 of 6	12/05
84	Control Refund Tabs FY 2001	6/04
85	Control JCL 1/02 1 of 2	12/05
86	Control Tax Deductions C + R Refunds 8/01	8/03
87	Control 1099 Benefits Jan- Dec 2001	12/06
88	Control One pay Dis Schedules 1/02	12/05
89	Control Health up Date 1/02 6 of 6	12/05

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

4 of 12

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control / Retired		LOCATION RANGE SECTION(S)	RM CODE
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, MD. 21202		NO. OF CU. FT.	
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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	
	Data Control Retired		
90	Control 1099 12/00 Benefits		
91	Control Deductions w/ Dates 1/01 1 OF 3		12/04
92	Control Deductions w/ Dates 1/01 1 OF 3		12/03
93	Control 1/01 Address Changes (AWC) Records		12/03
94	Control Deductions + 392's 3/01 2 OF 2		12/03
95	Control JCL's 2/01 1 OF 2		12/04
96	Control Edit w/ Date 7/00		12/05
97	Control FY 1999 Stats		12/03
98	Control JCL's 8/00 3 OF 3		12/03
99	Control over 2K's		12/04
100	Control over 2K's OFFsets 2001		7/04
101	Control JCL's 10/01 2 OF 3		12/04
102	Control Address Changes Deduction 5/01		12/06
103	Control 4/02 Schedules Keep Drop		12/03
104	Control Deductions 6/02 12 OF 1		12/07
105	Control Earnings Limitation Cy 1999		12/07
106	Control JCL 6/01 3 OF 4		12/03
107	Control FY 2001 Check Register		12/04
108	Control Health 1/01		7/05
109	Control TABS + 392's 6/01		12/03
110	Control JCL 12/01 2 OF 3		12/05
111	Control JCL 6/01 1 OF 4		12/05
112	Control Name Changes Deductions 39, 53		12/05
113	Control Record Check Files FY 2001		12/05
114	Control JCL 1/01 3 OF 3		12/05
115	Control FY 01 Check Register		12/03
116	Control Earnings Limitation Folder OFFset		12/04
117	Control Edit Keep Drop one pays 11/01		12/03
118	Control Deductions 4/02 1 OF 12		12/04
119	Control Recon Tapes FY 2002		12/07
			12/05

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

5 of 12

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control / Retired		LOCATION RANGE SECTION(S)	RM CODE
C. MAILING ADDRESS 120 East Baltimore St. Rm # 1532 Baltimore, MD. 21202		NO. OF CU. FT.	
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Data Control - Retired	
120	Control Deduction up Date 1101 30F3	12/03
121	Control 927 BF KID # 26	12/05
122	Control Tapes Disk 2000	12/04
123	Control Earnings Limitation Folder Offset	12/03
124	Control JCL 12/01 10F3	12/04
125	Control Stop payment address changes	12/05
126	Control Deductions 7/01 20F3	12/05
127	Control Health up Date 2/02 10F2	12/05
128	Control 5/02 Elite / up Date	12/05
129	Control 1099 Benefits Tax Plan 2001	12/06
130	Control PRTJO # 3215	12/06
131	Control JCL 20F3 7/01	12/06
132	Control Deductions Schedules 2/02	12/05
133	Control Deductions 7/01 30F3	12/05
134	Control JCL 5/02 30F3	12/05
135	Control address change Taxes (CR 12/01)	12/05
136	Control JCLs 3/02 10F3	12/05
137	Control TAX Deductions 8/01	12/05
138	Control Becon Printouts FY 2001	12/05
139	Control Tabs Keep Wraps 3/02	12/05
140	Control CR address change Name Change	12/07
141	Control Health Deductions CR Address	12/07
142	Control Deductions 9/01 20F2	12/05
143	Control PRTJO 87A # 3215	12/05
144	Control PRTJO 87A # 3215	12/05
145	Control Schedules	12/05
146	Control address change Name Change	12/05
147	Control Tabs up Date 2/02	12/04
148	Control over 2K FY 02	12/05
149	Control JCL 6/02 10F3	12/04
		12/05

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Retired		RM CODE	
C. MAILING ADDRESS 120 East Baltimore St. Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		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
	Data Control - Retired	
150	Control EDits update 4/02 TABS	12/05
151	Control Deductions 4/02	12/05
152	Control Ponto 14A #5830 PRTJ074 2000	12/05
153	Control JCL 7/01 30F3	12/05
154	Control EDite/updates 392 TABS 9/01	12/06
155	Control JCL 5/02 10F3	12/05
156	Control Deductions 5/02	12/05
157	Control JCLs 9/01 10F3	12/05
158	Control Deductions 3/02 20F2	12/04
159	Control JCLs 5/02 20F3	12/05
160	Control TABS Keep Drop # 292's	12/05
161	Control JCLs Drop 3/02 30F3	12/05
162	Control EDits/Update TABS 4/01	12/05
163	Control Tax Deduction changes C+R	12/05
164	Control JCL's 9/01 20F3	12/05
165	Control JCLs 8/01 20F2	12/05
166	Control Edit Update 7/01	12/05
167	Control Health update 2/02 20F3	12/05
168	Control Check Register 1-4 2002	12/05
169	Control PRTJ07A 3215	12/05
170	Control Deductions 9/01 10F2	12/05
171	Control PRTJ07A 3215	12/05
172	Control PRTJ07A 3215	12/05
173	Control Address Name Changes Ded	12/03
174	Control Mis Fy 2002	12/05

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active		RM CODE	
C. MAILING ADDRESS 120 East Baltimore St. Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		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
175	Cross Foot 1 FY 02 7x1 7x2 7x2A3 = 11 7x2A x13 + 15	6/04
176	" " 2 " 6x3 7x3 7x4 8x1 8x2 + 8x3	"
177	" " 3 " 8x5 9x1	"
178	" " 4 " 8x4 9x2	"
179	" " 5 " 9x4 10x1 10x2	"
180	" " 6 " 10x3 10x4 11x1 11x2 11x3 11x4 10x4	"
181	" " 7 " 1x1 1x2 1x3 2x2 2x4 3x1 3x2	"
182	" " 8 " 12x1 12x2 12x3 12x4 1x1 1x2	"
183	" " 9 " 4x1 4x3 4x2 4x4 7x4 6/6/02 7/02	"
184	" " 10 " 6x4 6x3 5x5 4x2 5x4 5x1 6x1 5x3	"
185	" " 11 " 6x4 7x1 PR 7x1 2 PR	"
186	" " 12 " 7x3 7x4 PR 2nd 6	"
187	" " 13 " 7x2 PR	"
188	FY 02 People part 12x1 12x2 Payroll	7/04
189	FY 02 #6801 Hard Copy	7/04
190	Buy Backs (Backup) Exp 7/17/03	12/05
191	Buy Backs (Copy) 2/3/01 2/16/01	12/05
192	2905 (Orange)	6/04
193	FY 02 10x3 ADJ # 5-10 10x4 ADJ 1-9 People Part	7/04
194	FY 02 11x4 only people Part	7/04
195	FY 2002 Validations 1x3 PR Book 1+2 1x3 AT	12/04
196	FY 2002 Validations 4x1 Payroll 3x3 AT # 11	12/04
197	FY 2002 Validations 1x5 AT # 12	12/04
198	FY 02 Hard Copy 2 of 2 Loc 6701 Com. Pay Roll	7/04
199	FY 02 People Part 7x3 7x4 8x1 9x2 Payroll	"
200	FY 02 Hard Copy Loc # 7201 202 Pay Roll 2 of 2	"
201	FY 02 Folders 9x2 ADJ 6-8 9x3 ADJ 1-10 9x4	"
202	FY 02 Folders 8x5 ADJ # 7 Joe's Spec 9x1 ADJ H	"
203	FY 02 Folders 9x4 ADJ # M+B5	"
204	FY 02 People Part 10x4 10x5 Payroll	"
205	FY 02 Hard Copy Loc # 7301 Payroll	"

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active		RM CODE	
C. MAILING ADDRESS 120 East Baltimore St. Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		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
206	Fy02 Hard Copy hcc-7201-02 Payroll 1 of 2	7/04
207	Fy02 Hard Copy #6901 2 of 2	"
208	Fy02 Payroll People Part 8x3 8x4 8x5	"
209	Fy02 People Part Payroll 11x3 only	"
210	Fy02 Only People Part 11x1 Payroll	"
211	Fy02 People Part Payroll 9x3 9x4	"
212	Fy02 Payroll Peoples Part 12x3 12x4	"
213	Fy02 Folder 8x2 ADJ # 1-2 8x3 ADJ # 1-8	"
214	Fy02 Payroll Peoples Part 9x1 9x2	"
215	Fy02 Payroll Peoples Part 10x1 10x3	"
216	Fy02 Payroll Peoples Part 10x2 only	"
217	Fy02 Folders 8x4 ADJ # 3-11 8x5 ADJ # 1-5	"
218	Fy02 Hard Copy #6601 + 02 Payroll	"
219	Fy02 Peoples Part 10x3 ADJ # 1-7 ADJ 10x4 (Paw)	"
220	Enrollment Val. 9/1/01 9/1/01 for Jan 01 - June 01	01/28/04
221	Ret. Mem. Buybacks Unpaid Bills 8/1/01 11/1/01	12/3/04
222	Enrollment Ben. Bat. 18-35 2 of 3	01/28/04
223	Ben. Changes Batches 39-71	12/20/03
224	Enrollments Ben. Batches 236-38 SRA60 B126 127 128	01/28/04
225	Enrollment Batches 1-15 11/01	12/20/03
226	Enrollment Batches 33-45 SRA60 Batches B18-B22	" "
227	Ben Val 11/22/00 7/13/01 Enrollment updates 1 of 1	01/28/04
228	Enrollment Batches 1-15 1 of 3	12/20/03
229	Enrollment Batches 10/1/01 16-32	12/20/03
230	Enrollments + Ben Bat. 1-15 3/1/01 End Cycle Date	4/19/03
231	Fy02 Hard Copy #6901 Payroll	7/04
232	Enrollment Ben. 1-17 1 of 3	1-28/04
233	Enroll. Val. 6/01 7/01 8/01 1 of 1	1/28/04
234	Enroll + Ben. Bat. 15-18 1-6 1-5 2 of 2	10/20/03
235	Enrollment Ben. Bat. 1-14 60 Forms B104 + B105 1 of 2	10/2/03

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active		RM CODE	
C. MAILING ADDRESS 120 East Baltimore Street 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
236	Enrollment 11/1/01 Batches 16-29 2 of 3	12/20/03
237	405 Unposted 8/2/01 12/01 7x3 unposted 9/24/01	01/29/04
238	Fy02 Folders 7x4 ADS# 1-3 8x19 DT-6 8x2	7/04
239	Enroll. Bat. 30-33 Form 60 Bat. B123-B124-B125	12/20/03
240	Payroll ADS Unit 1999-2000 10 month Report	7/1/04
241	Payroll ADS Unit 9/99 to 12/00 ant. 2 to Def. Acat.	7/1/04
242	Check Register April - June 01	7/04
243	JCL 5/01 2 of 4	7/4
244	JCL 5/01 3 of 4	7/4
245	Fy 2002 Hard Copy Central Payroll #6701	7/4
246	Deductions 5/01	7/4
247	Deduction updates 4/01	7/4
248	MSR 37 Transfer Forms MSRA 42 10/1/99 10/2000	7/04
249	Fy 2001 Ref Tabs	6/04
250	JCL 5/01 1 of 4	7/04
251	JCL 5/01 4 of 4	7/04
252	JCL 4/01 1 of 3	12/04
253	7/4	7/1/04
254	Miss 7/4's Special Project	7/1/05
255	509 Refund + Mis. Refund problem	7/4
256	JCL 4/01 3 of 3	7/4
257	JCL 4/01 2 of 3	7/4
258	Deduction 6/01	7/04
259	Buy backs Backup 10/1/01 - 10/29/01	7/04
260	AD Dress Changes 12/29/99 - 8/22/00 60 Forms	1/28/04
261	Buy backs unpaid Bills 5/02 6/02	7/04
262	Validations 4x2 payroll 6x1 Payroll Bk 2	7/04
263	Fy 2002 4x4 payroll 5x1 payroll Validations	7/04
264	Fy 2002 1x2 PR (Book 142) 1x4 ADS#1 Val.	7/04
265	2 AD's orange	6/04
266	Fy 2002 10x1 ADT 10x4 ADT Val.	7/04

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active		RM CODE	
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, MD 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		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
267	Fy 2002 Val. 10x5 AJ#1 11x1 AJ#6 11x3 ADJ	7/04
268	Fy 2002 Val. 12x2 PR 12x2 AJ#2 12x3 ADJ	7/04
269	Fy 2002 Val 1x1 PR 1x2 ADJ	7/04
270	Fy 2002 Val 3x3 payroll: 3x2 AJ#2	7/04
271	Fy 2002 Val 12x1 Payroll BK 1+2 12x1 ADJ#2	7/04
272	Fy 2002 Val. 12x4 PR 12x4 ADJ#2 1x1	7/04
273	Fy 2002 Val 3x2 PR 3x1 AJ#2 3x2 AJ#1	7/04
274	Fy 2002 Val 3x1 PR 3x1 AJ#1 3x3 AJ#2	7/04
275	Fy 2002 Val 3x4 Payroll 3x4 AJ#2	7/04
276	Fy 2002 Val 10x3 ADJ 1x4 1x2 11x2	7/04
277	Validations 2x3 AJ#1 2x3 PR 2x4 AJ#1	7/04
278	Fy 2002 Val. 4x3 AJ#1 4x3 AJ#2 4x3 PR 4x4 AJ#1	7/04
279	Fy 2002 Val. 7x1 A Payroll 7x1 B Payroll	7/04
280	Fy 2002 Val 1x5 PR 2x1 AJ#2	7/04
281	Fy 2002 Val 9x3 ADJ#2 9x4 ADJ#1 9x4 ADJ#2	7/04
282	Buybacks (Backup) Bills unpaid 2/01-5/01	7/04
283	Fy 2002 Val. 7x4 ADJ - Final AJ update	7/04
284	4/21/01 - 5/9/01	7/04
285	2 nd Job Final Notice 7380 Invoices	7/05
286	2 nd invoices 8/02	7/05
287	Buybacks (Backup) 8/20/01 9/29/01	7/04
288	Bifurcated 2 nd Invoice Billing Sheets	7/05
289	Enrollment + Bene. Bat. 37 Ben Changes Bat 2538	10/2/03
290	Fy 2002 Val 8x5 PR 9x1 PR	7/04
291	2 nd invoices 6504, 6506, 7106, 7304, 7706, 6604	7/05
292	Invoices, Payroll adj 7125, 7126, 8802, 7425, 8411	7/05
293	Fy 2002 Val. 8x3 ADJ#2 8x4 ADJ#2 8x5 AD	7/04
294	Payroll adj; 2 nd invoices 8102 7804 9504	7/05
295	Payroll Adj 2 nd invoices 4502, 6902, 7411, 8106, 6511	7/05
296	Unpaid Buybacks 12/14/00 1/19/00	7/04
297	Enrollment Bene. Batch 36, 60 Forms B106-B111	10/03

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active			RM CODE
C. MAILING ADDRESS 120 East Baltimore St. Rm 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		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	
298	Payroll Adj 2 nd Invoices 7402, 7602, 7802, 8125-8425	7/05	
299	Enrollment + Ben. Batches (17) 9/01 10F3	10/03	
300	Fy 2002 Val 11X1 PR 11X2 PR	7/04	
301	Enroll + Ben. Bat. 51-54 40 Forms B101, B102	10/03	
302	Fy 2002 Val. 11X3 PR 11X4 PR	7/04	
303	Payroll Adj 2 nd Invoices 4852, 6534, 7426, 7525	7/05	
304	Enroll + Ben. Batches 1-14 60 Forms B99-B100	10/03	
305	Enroll Ben. Batches 15-36 20F3	10/03	
306	Fy 2002 Val. 10X2 PR 10F2 10X2 PR 20F2	7/04	
307	Fy 2002 Val 8X5 AD #2 9X1 AD #1 9X2	7/04	
308	Payroll Adj. 2 nd Billing Job 57	7/05	
309	Batches - B39 + B40 SRA 60 Forms 1/2000	2/03	
310	Fy 2002 6X3 Payroll 6X4 Payroll Validations	7/04	
311	Fy 2002 5X2 PR BK1; 5X2 PR BK2 Val.	7/04	
312	Fy 2002 1X4 Payroll 1X4 AS #2 Val.	7/04	
313	Fy 2002 7X2 Payroll Val.	7/04	
314	Fy 2002 Val. 7X3 PR 7X4 PR	12/04	
315	Enroll. Ben. Batches 33 20F4	10/03	
316	Enroll. Ben. (prior Feb Bat. 26-30) March 16-19	4/03	
317	Bun. Backs Backup unpaid Bills 3/1-7/1 Pd 1-01-601	7/04	
318	Bun. Backs 3/20/01-4/18/01	5/03	
319	Payroll Adj. Bifurcated 2 nd Invoices 20F3	7/05	
320	Enroll + Ben. Batches 15-24 Ben. changes Bat 560-584	4/03	
321	Enroll + Ben. Bat. 1-14 10F4	10/03	
322	Payroll Adj. Bifurcated 2 nd Invoices	7/05	
323	Payroll Adj. 2 nd Invoices 7102, 7202, 7502	7/05	
324	Fy 2002 Val. 10X4 PR 10X5 PR	7/04	
325	Control 2001 Plan	12/03	
326	Ben. Val. 11/18/99 - 3/12/01 Alph listing 7-17-99 5/23/00	7/05	
327	Enroll + Ben. Bat. 52 & 54 5/17 through 5/20 61 Batches	8/03	
328	Payroll Adj. 2 nd Job 57	7/05	

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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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MD. State Retirement Agency		ACCESSION NO. 03W266	DATE REC'D
B. DIVISION/UNIT Data Control - Active			RM CODE
C. MAILING ADDRESS 120 East Baltimore Street Rm # 1532 Baltimore, MD. 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Sykes		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
329	405 Unposted 7x1 (2000) through 845 (2000)	10/03
330	Ben. Val. # 459 - 569	10/03
331	Fy2002 Val. 8x1 PR 8x2 PR 1 of 2 8x2 PR 2 of 2	7/04
332	Enroll + Ben. Batches 34-50 3 of 4	10/03
333	Payroll AD, 270 Invoices 4602	7/05
334	Enroll. T/Ben. Val. For Mar. 01 Cont. 5/00-6/00	10/03
335	Payroll AD, 29 Invoices 8828, 8825, 8604, 8826	7/05
336	Fy2002 Val. 8x3 PR 8x4 PR	7/04
337	Enroll. Val. 12/00-1/01-2/01 1 of 1	6/03
338	Payroll AD, 2 Invoices 2702, 8202 8402	7/05
339	Enroll + Ben. Batches 21-35 2 of 3	10/03
340	Fy2002 Val. 9x2 PR 9x3 PR	7/04
341	Enroll + Ben. Batches 4-20 1 of 3	10/03
342	Fy2002 Val. 9x4 PR 1 of 2 9x4 PR 2 of 2	7/04
343	Fy2002 2x2 PR; Val. 2x2 AS #2	7/04
344	Fy2002 Val. 4x1 AS #1; 4x2 PR 4x3 AS #2	7/04
345	Fy2002 Val. 4x2 AS #1; 4x4 AS #2	7/04
346	Fy2002 Val. 5x5 payroll 8K2 3x4 AS #1 4x1	7/04
347	Fy2002 Val. 1x3 AS #2; 1x3 AS #1; 2x1 AS #1	7/04
348	Fy2002 Val. 2x2 PR 2x2 AS #1; 2x3 AS #2	7/04
349	Fy2002 Val. 5x4 Payroll 5x5 Payroll 13K1	7/04

R-170
S-8-16

BOXES
~~1-336~~
1-336

R-157
S-12

BOXES
332-349 MISSING NO -
BOX - 73

~~27, 28, 29~~
~~78, 79, 80, 81~~
~~225~~

09.05	EXECUTIVE	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.
Reporting Agency			
Office of the Secretary of State			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W532	Notarys	1891	19	2002	9	1/2008	RECYCLE
04W533	Special Police Commissions	1891	23	2002	2	1/2008	RECYCLE

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

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

Records Center Manager
 Title

June 30, 2008
 Date

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

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Office of The Secretary of State</i>		ACCESSION NO. <i>04W532</i>	DATE REC'D <i>12-15-03</i>
B. DIVISION/UNIT			RM CODE <i>09.05</i>
C. MAILING ADDRESS <i>State House, Annapolis, MD 21401</i>		LOCATION RANGE SECTION(S) <i>34 23-24</i>	NO. OF CU. FT. <i>9</i>
D. PHONE NO. <i>410 974 5530</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ramon Ric Morris</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
	<p><i>NOTARY S</i></p> <ul style="list-style-type: none"> <i>- New Applications</i> <i>- Renewal Applications</i> <p><i>9 Boxes</i></p>	<p><i>Sche. # 1891</i></p> <p><i>Item # 19</i></p> <p><i>Jan. 2008</i></p> <p><i>JF</i></p>

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Office of The Secretary of State</i>		ACCESSION NO.	DATE REC'D <i>12-15-03</i>
B. DIVISION/UNIT		<i>04W533</i>	RM CODE <i>09.05</i>
C. MAILING ADDRESS <i>State House, Annapolis, MD 21401</i>		LOCATION RANGE SECTION(S) <i>34 22-23</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. <i>410 974 5530</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>RAMOND Ric Morris</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
	<i>SPECIAL Police COMMISSIONS 2 Boxes</i>	<i>Sche. # 1891 Item # 23 Jan. 2008</i>

09.06	EXECUTIVE	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.
Reporting Agency			
Governor's Office for Children, Youth & Family / Community Partnership			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
03W460	Lisa L Tracking Forms	2225	1	1997 - 1998	14	1/2008	RECYCLE

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

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

Records Center Manager
Title

June 30, 2008
Date

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. Gov. Office For children Youth & Fam.		ACCESSION NO. 03W460	DATE REC'D 1-24-03
B. DIVISION/UNIT Community Partnership		LOCATION RANGE SECTION(S) 10 7-8	RM CODE 09.06
C. MAILING ADDRESS 301 West Preston St Room 1502 Baltimore, MD 21201			NO. OF CU 14
D. PHONE NO. 410 707-1214 410-412 8314		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. Musa To Fana		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	Lisa L Tracking Forms	Schedule # 2225 Disposal Date 12/31/07 Item # 1 Jan. 2008 JF

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>OCYE Community Partnership Unit</i>		ACCESSION NO. <i>03W460</i>	DATE REC'D
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) <i>10 7-8</i>	RM CODE
C. MAILING ADDRESS <i>Room 1502 301 West Preston Street Baltimore MD 21201</i>		NO. OF CU. FT.	
D. PHONE NO. <i>410 767-6264</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Musa Tofana</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
<i>2</i>	<i>Lisa C Reports 6/20/97 - 11/8/98</i>	<i>Item 8 Schedule # 2225 Disposal Date: 12/31/07</i>

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Governor's Office for Children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Partnership Unit			RM CODE
C. MAILING ADDRESS Room # 1502 301 West Preston Street Baltimore MD 21201		LOCATION RANGE SECTION(S) 10 7-8	NO. OF CU. FT.
D. PHONE NO. 410 767-6264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
3	<p>'Lisa L.' Tracking Forms 7/96-12/96</p> <p>'Lisa L.' Review Mgmt Meeting 6/96</p>	<p>Schedule: 2025 Item # 1 Disposal Date: 12/31/07</p> <p>Schedule # 2025 Item # 2 Disposal Date: 12/31/07</p>

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Governor's Office for Children Youth & Fam.</i>		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT <i>Community Partnership</i>		LOCATION	RM CODE
C. MAILING ADDRESS <i>301 West Preston St. Baltimore MD 1502 room 21201</i>		RANGE 10	SECTION(S) 7-8
D. PHONE NO. <i>410 767-0204</i>		NO. OF CU. FT.	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
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
21	MART Folders 1/2/97 — 2/13/98	Item 2 Schedule # 2225 Disposal Date: 2/13/07

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office for children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community			RM CODE
C. MAILING ADDRESS 301 West Preston St. Room # 1502 Baltimore, Md 21201		LOCATION RANGE SECTION(S) 10 7-8	NO. OF CU. FT.
D. PHONE NO. 410 767-1224		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
5	Lisa L Tracking Forms 1/96 - 12/31/96	2225 - Schedule # Item # 1 Disposal Date: 12/31/07

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office For Children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership		RM CODE	
C. MAILING ADDRESS 301 West Preston St. 1502 room # Baltimore MD 21201		LOCATION RANGE SECTION(S) 10 7-8	NO. OF CU. FT.
D. PHONE NO. 410-717-1264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musa Fofana		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
6	LISA 2 Tracking Forms 8/19/96 — 4/10/98	Sched 2225 Item # 1 Disposal Date: 12/31/07

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Governor's Office For Children Youth & Fam.		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. 1502 Baltimore, MD 21201			NO. OF CU. FT.
D. PHONE NO. 410 767-1214		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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	
7	Lisa L. Training Forms 2/22/95 - 12/22/95	Item # 1 Schedule # 2225 Disposal Date: 12/31/07	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office For Children Youth's Fam		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St Room # Baltimore, MD 21201		NO. OF CU. FT.	
D. PHONE NO. 410-767-6264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
8	Lisa L. Reports 6/5/97-12/30/97	Item# 8 Schedule # 2225 Disposal Date 12/31/07

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Gov. Office for Children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership Unit		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. Room 1502 Baltimore MD 21201		NO. OF CU. FT.	
D. PHONE NO. 410 727-6264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
9	Multi-Agency Review Team Folders (1997) 10/96-12/97	Schedule # 2225 Item # 2 Disposal date 12/31/97

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office for Children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership Unit		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. Room 1502 Baltimore, MD 21201		NO. OF CU. FT.	
D. PHONE NO. 410 777-2264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musii Fafana		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 10	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 'Lisa L' Training manual	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # 2225 Item # 4A Dispose 12/31/07	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office for children Youth & Families		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership Unit		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. Room 1503 Baltimore, MD 21201		NO. OF CU. FT.	
D. PHONE NO. 410 767-1264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu ToFana		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 11	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 'Lisa Li' Training Manuals	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # 2225 Item # 4 A Retain 5 yrs. Dispose of other 12/31/07	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1501 Office for Children Youth & Fam.		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership Unit		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. Room # 1502 Baltimore, MD 21201			NO. OF CU. FT.
D. PHONE NO. 410 7167-1264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
13	<p>① Lisa L Training manuals 1/1995 - 12/31/95 Lisa L Training Agendas 1995-12/95</p> <p>② Lisa L Report</p> <p>③ Resource Info Manuals / Folders / Brochures</p>	<p>4A and 4B Retain permanently 1 copy of manual</p> <p>Item 8</p> <p>Item 6 Schedule #'s 2225 Disposal Date: 12/31/07</p>

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Gov. Office For Children Youth & Fam.		ACCESSION NO. 03W460	DATE REC'D
B. DIVISION/UNIT Community Partnership Unit		LOCATION RANGE SECTION(S) 10 7-8	RM CODE
C. MAILING ADDRESS 301 West Preston St. Room 1502 Baltimore, md 21201		NO. OF CU. FT.	
D. PHONE NO. 410-767-6264		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Musu Fofana		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
14	Training manuals	Item #4A Schedule # 2225 Disposal Date: 12/31/07

R-10
S-7-8

5 SPACES

02.02 SDAT	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.
Reporting Agency		
Assessment & Taxation - Personnel		
Division or Unit		

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CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W44	Closed Personnel Files & Medical Records	2084	1 & 2	1997	3	1/2008	RECYCLE

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

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

Records Center Manager
 Title

June 30, 2008
 Date

RECORDS TRANSMITTAL AND RECEIPT

ACTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY ASSESSMENTS + TAXATION		ACCESSION NO. 04W44	DATE REC'D 8-11-03
3. DIVISION/UNIT PERSONNEL			RM CODE 02.02
2. MAILING ADDRESS 300 W. PRESTON ST ROOM 511 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 63 12.	NO. OF CU. FT. 3
4. PHONE NO. 10-767-1140 FAX-410-333-7216		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL John N. FLYNN		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
3	Closed Personnel Files + Medical Records 1/1/97 to 12/31/97	Sche. # 2084 Item # 1 + 2 Jan. 2008
↓		
BOX		
1	Letters A to G	
2	Letters G to R	
3	Letters S to Z	

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Route 175)
 P.O. Box 275
 Jessup, MD 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

ASSESSMENTS + TAXATION
 Reporting Agency
PERSONNEL
 Division or Bureau

Prepare In Duplicate
 Retain one copy and forward original
 To above address

No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Closed Personnel Files + Medical Files	2084	1+2	1/1/97 to 12/31/97	3 Boxes	1/1/2008	Shred

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

Signature
 DGS 550-2

Title

Date

E

DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget + Management - Baltimore		Accession No. 06W361	Date Received 11-28-05
B. Division/Unit OPSB - Employee Benefits Division		Location Range Section 5 3-4	RM Code 03.02.01
C. Mailing Address 301 W. Preston St. Rm 510 Baltimore, Md 21201		No. of Cu. Ft. 17	
D. Phone (410) 767-4775		Records Center Manager	
E. Agency Official Anne Seek		To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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1	Yr. 2000 Correspondence Casefile #	00-12-001 to 00.12.27	1631 item 1 1/2008
2		00.12.271 to 00.01.265	
3		00.01.266 to 00.02.051	
4		00.02.052 to 00.02.301	
5		00.02.302 to 00.03.129	
6		00.03.130 to 00.03.356	
7		00.03.357 to 00.04.094	
8		00.04.095 to 00.04.254	
9		00.04.255 to 00.05.259	
10		00.05.260 to 00.06.149	
11		00.06.150 to 00.06.667	
12		00.06.668 to 00.08.069	
13		00.08.070 to 00.09.007	
14		00.09.008 to 00.10.075	
15		00.10.077 to 00.11.041B	
16		00.11.042 to 00.11.229	
17		00.11.230 to 00.11.325	

E

DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Manager		Accession No. 06W366	Date Received 11-28-05
B. Division/Unit Office of Personnel Services and Benefits Employee Benefits Division		Location Range Section	RM Code 03-02-01
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201		5 4	No. of Cu. Ft. 26
D. Phone 410-767-4690	Records Center Manager		
E. Agency Official Anne M. Seek	To Be Completed At State Records Management Center		

2. Box Number	Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
	Year 2000 Direct Pay Documentation	Schedule # 1698 Item No.1 1831
1	Payment Coupons 1/3/2000 - 1/31/2000	Retain for 7 years, then destroy
2	Payment Coupons 3/21/2000- 3/31/2000	
3	Payment Coupons 4/27/2000 - 5/16/2000	
4	Payment Coupons 5/17/2000 - 5/6/2000	
5	Payment Coupons 6/12/2000 - 7/3/2000	
6	Payment Coupons 7/5/2000 - 7/31/2000	
7	Payment Coupons 8/1/2000 - 8/22/2000	
8	Payment Coupons 8/23/2000 - 9/11/2000	
9	Payment Coupons 9/12/2000 - 10/03/2000	
10	Payment Coupons 10/4/2000 - 10/26/2000	
11	Payment Coupons 10/27/20 - 11/15/2000	
12	Payment Coupons 11/16/20 - 12/04/2000	
13	Payment Coupons 12/5/20 - 12/29/2000	
14	Contractual renewal - Address Changes/cancels/ NSF Year 2000	1/2008
15	Contractual Forms EN0001 - EN0033 Year 2000	
16	Contractual Forms EN0034 - EN0074 Year 2000	
17	Contr EN0074 - EN0057 & Retiree reports Year 2000	
18	COBRA/LAW enrollment Jan - March Year 2000	
19	COBRA/LAW enrollment April - July Year 2000	
20	Returned forms - 99-2000 refunds Year 2000	
21	Vendor Payment Reports Year 2000	
22	Vendor enrollment Reports Year 2000	
23	Contractual warning and Term letters Year 2000	
24	COBRA Notification rejections Year 99 & 00	
25	Returned Worksheet - COBRA & LAW refund Year 2000	
26	Positive File for vendor (effective 1/1/2000) Year 2000	

R-5

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(S) space.

Missing Box # 3