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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 766-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. MARYLAND AVIATION ADMINISTRATION	<b>ACCESSION NO.</b> 91W210	<b>DATE REC'D</b> 8-31-90
<b>B. DIVISION/UNIT</b> AIRPORT OPERATIONS CENTER	<b>FM CODE</b> 26-01-01	
<b>C. MAILING ADDRESS</b> TERMINAL BUILDING P.O. BOX 8766 BWI AIRPORT, MD 21240	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 37 31	<b>NO. OF CU. FT.</b> 1
<b>D. PHONE NO.</b> 301-859-7018	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Evelyn M. Kellner <i>Evelyn M. Kellner</i> Manager, Administrative Services	<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Operations Log (MAA-140) and Self Inspection Checklist (MAA-139)  JANUARY 1986 thru DECEMBER 1986	1162-A1 <i>Item A.1.</i> JANUARY 2008  <i>Disposal</i> <i>3/3/08</i> <i>CPS</i>

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. <b>99W 970</b>	DATE REC'D <b>6-9-99</b>
B. DIVISION/UNIT Office of Business Administration Finance/Audit Section			RM CODE <b>28-01-01</b>
C. MAILING ADDRESS P.O. Bo 8644 BWI Airport, MD. 21240		LOCATION RANGE SECTION(S) <b>5 27</b>	NO. OF CU. FT. <b>9</b>
D. PHONE NO. (410) 859- <del>2263</del> 7646		RECORDS CENTER MANAGER <i>JM</i>	
E. AGENCY OFFICIAL <i>Lee A. Britton</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	
1	MPLP Revenue + CPT - 4/1997 - 5/1997	1159c.1	12/2007
2	APCOA Revenue + CPT - 1/1997	1159c.1	12/2007
3	MPLP Revenue + CPT - 3/1997	1159c.1	12/2007
4	MPLP Revenue + CPT - 3/1997 - 9/1997	1159c.1	12/2007
5	MPLP Revenue + CPT - 6/1997 - 12/1997	1159c.1	12/2007
6	APCOA Correspondence - 1997	1159c.2	12/2007
7	MPLP Revenue + CPT - 8/1997 - 12/1997	1159c.1	12/2007
8	MPLP Revenue + CPT - 4/97 - 7/97	1159c.1	12/2007
9	APCOA Revenue + CPT - 1/94 - 2/95	1159c.1	12/2007

Jan. 2008

R5  
S27  
8 Empty

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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. Maryland Aviation Administration		Accession No. 0211/81	Date Rec'd 8-29-01
B. Division/Unit Office of Business Administration Finance/Audit Section		Location Range Section(s) 50 34	RM Code 26-01-01
C. Mailing Address P.O. Box 8644 BWI Airport, Md 21240			No. of Cu. Ft. 1
D. Phone No. (410) 859-7728		Records Center Manager	
E. Agency Official		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	Audit Packets + Reports (MPLP-Activity Rpt + CPT Reports)	<del>12/2007-115901</del> 1/2008 58

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DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type Or Print Clearly All Entries

Date Submitted: \_\_\_\_\_

A. Agency <b>MARYLAND AVIATION ADMINISTRATION</b>		Accession No. <b>07W385</b>	Date Rec'd <b>11-9-06</b>
B. Division/Unit <b>FINANCE/ACCOUNTING</b>		Location Range Section(s) <b>43 19</b>	RM Code <b>26-01-01</b>
C. Mailing Address <b>901 ELKRIDGE LANDING ROAD LINGHICUM MD 21090</b>		No. of Cu. Ft. <b>1</b>	
D. Phone No. <b>Lori Rowzie 410-859-7628</b>		Records Center Manager	
E. Agency Official <b>BARBARA WRIGHT - 410 855-6037</b>		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
1 of 1	<b>Accounts Receivable - Paid Bills &amp; Invoices</b>  Daily Transmittal J4007007-J5002388 7/04 - 10/04   Send to Jessup	Schedule 1159 Item B <b>JP</b>  1/08 + audits



# RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Mass Transit Administration	<b>ACCESSION NO.</b> <div style="font-size: 2em; font-weight: bold; text-align: center;">02W/300</div>	<b>DATE REC'D</b> 11-6-01
<b>B. DIVISION/UNIT</b> Office of Engineering/Construction Division	<b>LOCATION</b> RANGE: 35      SECTION(S): 22	<b>FM CODE</b> 26.01.06.00
<b>C. MAILING ADDRESS</b> 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		<b>NO. OF CU. FT</b> 1
<b>D. PHONE NO.</b> 410-767-3328	<b>RECORD CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Deno S. Yenias, Manager	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 1	Contract No. T-0471-0140      9/7/99-1/8/01 Owings Mills & N. Linthicum Station Paving Repairs <i>Main Office Files:</i> Incoming Correspondence Outgoing Correspondence Interoffice Correspondence CCR/CN Miscellaneous Correspondence Change Orders Invoices Changes & Claims' CCR/CN Changes & Claims' Change Orders Specifications & Contract Data Audit Close-out Documents <i>Field Files:</i> Insurance Bond CCR Log Notice to Proceed Status Reports Bid Tabs Request for Information Schedule Emergency Phone Numbers Pro-Construction Meetings Progress Meetings Consultant Correspondence Inspector's Daily Reports-Sept 1999 Inspector's Daily Reports- October 1999 Inspector's Daily Reports- November 1999 Incoming Correspondence Outgoing Correspondence Continued Page 2	SCHEDULE #1001 All Items January-08 <i>JF</i>

<p>1 (Continued)</p>	<p>Contract No. T-0471-0140 Owings Mills &amp; N. Linthicum Station Paving Repairs <i>Field Files: Continued</i> Transmittals to Consultant Transmittals to Contractor Certified Payrolls-Flanigan Material Certifications/Testing/Etc. Submittals Incoming-MTA Sub-Contractor Payrolls Punch List Change Order No. 1 Bid Quanty Adjustment CCR No. 001 Miscellaneous Change Action Items CCR No. 002 Accessible Parking Change Order No. 002</p>	<p>9/7/99-1/8/01</p>	<p>SCHEDULE #1001 All Items January-08</p>
	<p>Contract No. T-0295-0240 Overhead Door Replacement <i>Main Office Files:</i> Outgoing Correspondence Interoffice Correspondence Meeting Minutes Submittals RFI's Action Items Invoices</p>	<p>9/20/99-1/31/01</p>	
	<p>Contract No. T-0295-0240 Overhead Door Replacement <i>Main Files:</i> Pre-Contract Data Specifications Change Order 001 Close Out Docs</p>	<p>9/20/99-1/31/01</p>	
	<p>Contract No. T. 0444-0240 F&amp;I New Floor Coating NW Bus Div. <i>Main Office Files:</i> Incoming Correspondence Outgoing Correspondence Interoffice Correspondence Submittals Meeting Minutes Action Items Change Order 001 Invoices Pre-Contract Data Specifications Close Out Docs</p>	<p>12/20/99-1/8/01</p>	

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. <b>02W310</b>	DATE REC'D <b>11-6-01</b>
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE <b>26.01.06.00</b>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>40</b> SECTION <b>27</b>	NO. OF CU. FT <b>1</b>
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	<p><b>Patapsco Avenue LR Sta. P&amp;R Repairs</b> 10/98 - 11/00 Contract No. T-0523-0140</p> <p>General File - Main Office General File - Field Conformed Specifications Change Orders Closeout</p> <p><b>Brunswick Station Roof</b> 05/99 - 09/00 Contract No. T-0300-1740</p> <p>Specification Book Certified Payroll Change Order No. 001 Correspondence Contract Documents CSX Faxes Key Personnel Pre-Construction Meeting Miscellaneous Notes IDR's Ledger Pay Estimates Photos Punch List RFI's Status Reports Source of Supply Submittals</p>	<p>Schedule # 1001 All Items January 2007 <i>Jan. 2008</i></p> <p><i>Disposal</i> <i>3/3/08</i> <i>CPS</i></p>



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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MASS TRANSIT ADMINISTRATION 26.01.06.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT FINANCE/PAYROLL		03W279	11-19-02 RM CODE 26.01.06 01
C. MAILING ADDRESS 6 SAINT PAUL STREET PAYROLL DEPARTMENT, 8TH FLOOR BALTIMORE, MARYLAND 21202		RANGE 56	LOCATION SECTIONS 25-26 NO. OF CU. FT. 39
D. PHONE NO. (410) 767-3736		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL FRANK J. TAYLOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX #	TITLE	FROM DATE	TO DATE	DISPOSAL DATE	SCHEDULE/ITEM
21	SICK LEAVE	01/01/00	03/31/00	January-08	#992 / #1-D
22	SICK LEAVE	04/01/00	06/30/00	January-08	#992 / #1-D
23	SICK LEAVE	07/01/00	09/30/00	January-08	#992 / #1-D
24	SICK LEAVE	10/01/00	12/31/00	January-08	#992 / #1-D
25	OPERATOR EXCEPTION REPORTS	12/26/99	01/22/00	January-08	#992 / #1-D
26	OPERATOR EXCEPTION REPORTS	01/23/00	02/12/00	January-08	#992 / #1-D
27	OPERATOR EXCEPTION REPORTS	02/13/00	03/11/00	January-08	#992 / #1-D
28	OPERATOR EXCEPTION REPORTS	03/12/00	04/08/00	January-08	#992 / #1-D
29	OPERATOR EXCEPTION REPORTS	04/09/00	05/06/00	January-08	#992 / #1-D
30	OPERATOR EXCEPTION REPORTS	05/07/00	05/27/00	January-08	#992 / #1-D
31	OPERATOR EXCEPTION REPORTS	05/28/00	06/24/00	January-08	#992 / #1-D
32	OPERATOR EXCEPTION REPORTS	06/25/00	07/22/00	January-08	#992 / #1-D
33	OPERATOR EXCEPTION REPORTS	07/23/00	08/19/00	January-08	#992 / #1-D
34	OPERATOR EXCEPTION REPORTS	08/20/00	09/04/00	January-08	#992 / #1-D
35	OPERATOR EXCEPTION REPORTS	09/05/00	09/30/00	January-08	#992 / #1-D
36	OPERATOR EXCEPTION REPORTS	10/01/00	10/21/00	January-08	#992 / #1-D
37	OPERATOR EXCEPTION REPORTS	10/22/00	11/18/00	January-08	#992 / #1-D
38	OPERATOR EXCEPTION REPORTS	11/19/00	12/16/00	January-08	#992 / #1-D
39	OPERATOR EXCEPTION REPORTS	12/17/00	12/30/00	January-08	#992 / #1-D
40	OFFICE/OFFICE TRANS TIME SHEETS	01/01/00	03/31/00	January-08	#992 / #1-D



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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MASS TRANSIT ADMINISTRATION 26.01.06.01		ACCESSION NO.  <i>03W281</i>	DATE REC'D  11-19-02	
B. DIVISION/UNIT FINANCE/PAYROLL			RM CODE  26-01-06-01	
C. MAILING ADDRESS 6 SAINT PAUL STREET PAYROLL DEPARTMENT, 8TH FLOOR BALTIMORE, MARYLAND 21202		RANGE  26	LOCATION SECTIONS  26	NO. OF CU. FT.  17
D. PHONE NO. (410) 767-3736		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL FRANK J. TAYLOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

BOX #	TITLE	FROM DATE	TO DATE	DISPOSAL DATE	SCHEDULE/ITEM
02	MANAGEMENT TIME SHEETS	12/28/99	01/25/00	January-06	#992 / #1-D
03	MANAGEMENT TIME SHEETS	01/26/00	02/22/00	January-06	#992 / #1-D
04	MANAGEMENT TIME SHEETS	02/23/00	04/04/00	January-06	#992 / #1-D
05	MANAGEMENT TIME SHEETS	04/05/00	05/02/00	January-06	#992 / #1-D
06	MANAGEMENT TIME SHEETS	05/03/00	06/13/00	January-06	#992 / #1-D
07	MANAGEMENT TIME SHEETS	06/14/00	07/25/00	January-06	#992 / #1-D
08	MANAGEMENT TIME SHEETS	07/26/00	08/22/00	January-06	#992 / #1-D
09	MANAGEMENT TIME SHEETS	08/23/00	10/03/00	January-06	#992 / #1-D
10	MANAGEMENT TIME SHEETS	10/04/00	10/31/00	January-06	#992 / #1-D
11	MANAGEMENT TIME SHEETS	11/01/00	12/12/00	January-06	#992 / #1-D
12	OPERATOR HOLIDAY LISTING	01/01/00	12/31/00	January-06	#992 / #1-D
13	OTHER HOLIDAY LISTING	01/01/99	12/31/00	January-06	#992 / #1-D
14	OPERATOR ADJUSTMENTS	01/01/00	03/31/00	January-06	#992 / #1-D
15	OPERATOR ADJUSTMENTS	04/01/00	06/30/00	January-06	#992 / #1-D
16	OPERATOR ADJUSTMENTS	07/01/00	09/30/00	January-06	#992 / #1-D
17	OPERATOR ADJUSTMENTS	10/01/00	12/31/00	January-06	#992 / #1-D
18	NON-OP ADJUSTMENTS	01/01/00	12/31/00	January-06	#992 / #1-D

*7 years*  
*Corrected*

*1/2008*

### RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> Mass Transit Administration 26.01.06.01 J05		<b>ACCESSION NO.</b>  <i>04W/404</i>	<b>DATE REC'D</b> 11-14-03
<b>B. DIVISION/UNIT</b> Finance/Accounting		<b>LOCATION</b> RANGE SECTION(S) 18 33-34	<b>RM CODE</b> 26.01.06.01
<b>C. MAILING ADDRESS</b> 6 St. Paul Street 8th Floor Baltimore, Maryland 21202		<b>NO. OF CU. FT.</b> 7	
<b>D. PHONE NO.</b> 767- 3733		<b>RECORDS CENTER MANAGER</b>  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>E. AGENCY OFFICIAL</b> Ivan Rodriguez <i>[Signature]</i>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#13	Corp. Purchasing Card June/July 2000	1/1/08 <i>[Signature]</i>
14	" " " Aug/Sept. 2000	1/1/08 <i>[Signature]</i>
15	" " " Oct/Nov. 2000	1/1/08
16	" " " Dec. 2000	1/1/08
17	" " " Misc 2001	1/1/08 <i>[Signature]</i>
18	" " " Misc. 1996	7/1/04
19	F/2001 General Inventory	1/1/08

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**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 703-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Mass Transit Administration 26.01.06.01	<b>ACCESSION NO.</b>  05W1141	<b>DATE REC'D</b> 4.22.05
<b>B. DIVISION/UNIT</b> Finance/Payroll		<b>RM CODE</b> 26.01.06.01
<b>C. MAILING ADDRESS</b> 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	<b>LOCATION</b> <b>RANGE SECTION(S)</b> 20 20	<b>NO. OF CU. FT.</b> 10
<b>D. PHONE NO.</b> 767-3736	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Frank J. Taylor	<b>TO BE COMPLETED AT          STATE RECORDS MANAGEMENT CENTER</b>	

Box #	Title	Dates	Disposal Date	Schedule/Item
1	Oper. Adjustments	01/01/02 03/31/02	January-08	#992 / #1-D
2	Oper. Adjustments	04/01/02 06/30/02	January-08	
3	Oper. Adjustments	07/01/02 09/30/02	January-08	
4	Oper. Adjustments	10/01/02 12/31/02	January-08	
5	Police Adjustments	01/01/02 12/31/02	January-08	
6	Non-Op Adjustments	01/01/02 06/30/02	January-08	
7	Non-Op Adjustments	07/01/02 12/31/02	January-08	
8	Oper. Holiday Listing	01/01/02 12/31/02	January-08	
116	Pension Pay Register	01/01/00 12/31/00	January-08	
117	Office Controls	01/01/99 12/31/02	January-08	

5 years

26.01.06.03	MDOT	<b>Department of General Services</b> <b>Records Management Division</b> 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 Transit Administration Police Department			
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.				
89W637	Investigation Reports	1163	8	1977	1	1/2008	RECYCLE
89W638	General Correspondence	1163	9	1987	1	1/2008	RECYCLE
89W639	Personnel Files	1163	5	1977	1	1/2008	RECYCLE
90W8521	General Correspondence	1163	9	1987	2	1/2008	RECYCLE
05W1070	Daily Time Sheet Adjustments	1163	6	2002	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      June 30, 2008  
 Title      Date

# RECORDS TRANSMITTAL AND RECEIPT

**E**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <span style="font-size: 1.5em; margin-left: 100px;">26.01.06.03</span>	ACCESSION NO. <span style="font-size: 2em; margin-left: 20px;">89W637</span>	DATE REC'D <span style="font-size: 2em; margin-left: 20px;">12-23-88</span>
b) AGENCY DOT		
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION	LOCATION - RANGE <span style="font-size: 2em; margin-left: 20px;">38</span>	SECTION(S) <span style="font-size: 2em; margin-left: 20px;">19</span>
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	NO. OF CU. FT. <span style="font-size: 2em; margin-left: 20px;">1</span>	
e) AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO. 333-3550 21230	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 of 1	Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, MAARS, Vehicle Report, Juvenile Custody Report, ME-15 and E.S. Schaffer Report) 77-13 - 77-560 (1977)  <div style="text-align: center; font-size: 1.5em; margin-top: 20px;">30 years</div>	1163, 8, <del>12/31/2007</del>  <div style="text-align: center; font-size: 1.5em; margin-top: 20px;">1/08</div> <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">Disposed</div> <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">3/3/08</div> <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">C/S</div>

# RECORDS TRANSMITTAL AND RECEIPT

**E**

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE  <div style="font-size: 2em; text-align: center;">26.01.06.03</div>	ACCESSION NO.  <div style="font-size: 2em; text-align: center;">89W638</div>	DATE REC'D  <div style="font-size: 2em; text-align: center;">12-23-88</div>
b) AGENCY  DOT	LOCATION - RANGE      SECTIONS <div style="font-size: 2em; text-align: center;">38                      19</div>	
c) DIVISION/UNIT  MASS TRANSIT ADMINISTRATION		
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	NO. OF CU. FT.  <div style="font-size: 2em; text-align: center;">1</div>	
e) AGENCY OFFICIAL  E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO.  333-3550	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 of 1	General Correspondence - Could contain Memos, Supervisors Reports, Officers Reports, Monthly Reports (Bus and Rail), Reimbursements, Rail General, Metro Stations, Transit Casualty and Officers Reports, Security for Divisions and General Correspondence, Gun Permit File and Equipment file. 1/1/87 - 12/31/87  <div style="text-align: center; font-size: 1.5em;">20 years</div>	<del>1163,9,12/31/ 2007</del>  <div style="font-size: 2em; text-align: center;">1/08</div>  Disposal 3/3/08 CJB

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<p>a) AGENCY CODE 1. <span style="font-size: 1.5em; font-family: cursive;">2601.06.03</span></p>	<p>ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">89W639</span></p>	<p>DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">12-23-88</span></p>
<p>b) AGENCY DOT</p>	<p>LOCATION - RANGE SECTION(S) NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">38 19 1</span></p>	
<p>c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION</p>		
<p>d) MAILING ADDRESS 1515 Washington Blvd. Baltimore, MD 21230</p>		<p>RECORDS CENTER MANAGER</p>
<p>e) AGENCY OFFICIAL E. W. Brauer, Jr. Chief of Police</p>	<p>PHONE NO. 333-3550</p>	<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<p>1 of 1</p>	<p>Personnel Files - Contains uniform equipment card, personnel data form, absentee form, discipline form and file, Maryland Police Training Commission documents, sick records, W/C records and miscellaneous data pertaining to an officer/guard. 1/1/77 - 12/31/77</p> <p>Confidential Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, Officer Reports, ME-15 and E. S. Schaffer Report) 1/1/77 - 12/31/77</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">30 years</p>	<p>1163, 5, <del>12/31/2007</del></p> <p>1163, 7, <del>12/31/2007</del></p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">1/08 Disposal 3/3/08 epg</p>

# RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. <span style="font-size: 1.5em; font-family: cursive;">26.01.06.03</span></p> <p>b) AGENCY DOT</p> <p>c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION</p> <p>d) MAILING ADDRESS 301 N. EUTAW STREET BALTIMORE, MARYLAND 21201</p> <p>e) AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE</p> <p style="text-align: right;">PHONE NO. 333-8141</p>	<p>ACCESSION NO. <span style="font-size: 2em; font-family: cursive;">90W852</span></p> <p>LOCATION - RANGE <span style="font-size: 2em; font-family: cursive;">38</span></p> <p>SECTIONS <span style="font-size: 2em; font-family: cursive;">23</span></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <span style="font-size: 1.5em; font-family: cursive;">2-14-90</span></p> <p>NO. OF CU. FT. <span style="font-size: 2em; font-family: cursive;">2</span></p> <p style="text-align: center;"><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>
<p>1 of 2</p>	<p>General Correspondence - Could contain Memos, Supervisors Reports, Officers Reports, Monthly Reports (Bus and Rail), Reimbursements, Rail General, Metro Stations, Transit Casualty and Officers Reports, Security for Divisions and General Correspondence, Gun Permit File and Equipment File. (1987)</p>	<p>1163,9,12731/2007</p> <p style="font-size: 1.5em; font-family: cursive;">1/08</p>
<p>2 of 2</p>	<p>Same as above. (1987)</p> <p style="font-size: 1.5em; font-family: cursive; margin-left: 200px;">20 years</p>	<p>do-</p> <p style="font-size: 1.5em; font-family: cursive; margin-left: 50px;">Disposal 3/3/08 CJS</p>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGE

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 1. MDOT		ACCESSION NO.  <b>05W1070</b>	DATE REC'D <b>4-5-05</b>
B. DIVISION/UNIT  MARYLAND TRANSIT ADMINISTRATION			RM. CODE <b>26.01.06.03</b>
C. MAILING ADDRESS 1040 PARK AVE, STE. 306 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) <b>35 14</b>	NO. OF. CU. FT. <b>3</b>
D. PHONE NO. 410-454-7500		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL COLONEL DOUGLAS DELEAVER CHIEF OF POLICE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY	
1 of 3	Daily timesheet adjustments, contain detailed log of officers duties on daily basis. Alvi - A. Jackson 2002	1163 , 6, 12-31-2007 <i>January 2008</i>	
2 of 3	Same as above C. Jackson - E. Smith 2002	--- do ---	
3 of 3	Same as above J. Smith - Zais 2002	--- do ---	



INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY: **Mass Transit Administration**

DIVISION/UNIT: **Human Resources/ Employment**

MAILING ADDRESS: **5th Floor  
6 St. Paul Street  
Baltimore, Maryland 21202-1614**

PHONE NO.: **410-767-3693**

AGENCY OFFICIAL: **Cecelia Hughes**

ACCESSION NO.: **03W106**

DATE REC'D: **8-16-02**

RM CODE: **26.01.06.05**

LOCATION: RANGE **110** SECTION(S) **32**

NO. OF CU. FT.: **18 1/2**

RECORDS CENTER MANAGER: \_\_\_\_\_

TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3.	1992	
1	Q. Repairman / welder, machinist (Rock & Way, Assistant Director of Bus Maintenance, Assistant Trainmaster)	1643, 2, 1/2008
2	Associate Claim Rep, Bus Operator Complaints, Bus Mechanic, Bus Supervisor (Oral Exam)	2337, 1
3	Chief of Police (+) Claims Representative (4)	1/2008 SF
4	Claims Representative (1) Corporal Sergeant Exam	"
5	Cost & Price Clerk (2) Courier Mail Service (2) Customer Relations Officer (3)	"
6	Customer Services Officer (1) Customer Services Representative (2) Diesel Mechanics (2)	"
7	Director Communications (2) Director Material Management (2)	* MISSING
8	Director Mail Services (2) Disability Certification Specialist (2) Dispatcher / Starter Exam	"
9	Electronic Technician (4) Foreman Systems Maint	Box # 1 + 2
10	General Superintendent Rail Car, Instructor Systems Maint, Instructor Rail Operations	"
11	Reliability Claims Supervisor (2), Maintenance Control Clerk, Manager Special Services (2)	"
12	Manager Systems Engineer (2), Media Relations Specialist, Open Run Mobility (2)	"
13	Part time Infos Card (2), Part time Printer, Part time Senior Maint Clerk	"
14	Public Relations Special (4) Principal Systems Engineer	"
15	Property Accountant, Senior Maint Clerk, Senior Systems Engineer (2)	"
16	Supervisor, Inventory Light Rail (3), Supervisor Revenue Control (2)	"

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 03W107	DATE REC'D 8-16-02
B. DIVISION/UNIT Human Resources Division (HRD)		LOCATION RANGE SECTION(S) 50 17-18	RM CODE 26-01-06.05
C. MAILING ADDRESS 68th Paul Street 5th Floor Baltimore 21202		NO. OF CU. FT. 16	RECORDS CENTER MANAGER
D. PHONE NO. (410) 767-3693		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Jacqueline Hughes			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1.	1996 A-Cleaner, A Repairman, Welder, Administrator II Planning, Administrator II Chief Project, Assistant Superintendent, Associate Claim Rep.	Sche. # 4643 2337	
2.	Account Auditor III, Bus Cleaners in house (2), Bus Operator (4)	Item # 1 Jan. 2008	
3.	Bus Operator Interviews	JP	
4.	Bus Operator Interviews		
5.	Bus Operator Interviews		
6.	Bus Operator Interviews, Class Analyst Interviews, Cost & Price Clerk		
7.	Customer Relations Officer, Chief Engineering, Chief Project Development Contract Compliance Officer, Cost & Price Clerk in house, Contract Services Officer, Contract Services Officer-Contractual, Diesel Mech (2) Deputy Chief Police, Electronic Technician (2)		
8.	Fiscal Specialist, Grants Administration, Illustrator, Lieman Manager Consult Services, Manager Facilities Supt, Marketing Specialist, office Secretary III		
9.	Police Officers Interviews		
10.	PT Security Guards (2), Personnel Associate II, Plumber, Police Applicants (Cert) (2)		
11.	Police Applications (2)		
12.	Police Applications (Examination)		
13.	Police Application Examination, Police Radio Communicator, Project Engineer, Resident Engineer		
14.	Resident Engineer, Response Letter, Senior Project Engineer (2)		
15.	Senior Finance Analyst, Supervisor Contractary, Supervisor		
16.	Facilities Maint, Superintendent mow, Supervisor Service & Inspect Supervisor main, Asst Agent M&C		

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

1 OF 2

A. AGENCY 1. MARYLAND TRANSIT ADMIN		ACCESSION NO. 03W108	DATE REC'D 8-16-02
B. DIVISION/UNIT HRD-MEDICAL SERVICES			RM CODE 26.01.06.05
C. MAILING ADDRESS 6 SAINT PAUL -5TH FL BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) 102 32	NO. OF CU. FT. 12
D. PHONE NO. 410-767-3850		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RICK MORSE		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	RANDOM SELECTION FILES DATES: 1-5-97 TO 3-9-97	SCHEDULE: 1643 DISPOSAL 2337
2.	RANDOM SELECTION FILES DATES: 3-10-97 TO 5-12-97	DATE: 2008
3.	RANDOM SELECTION FILES DATES: 5-19-97 TO 8-3-97	Item # 2 IF
4.	RANDOM SELECTION FILES DATES: 8-4-97 TO 12-1-97	
5.	RANDOM SELECTION FILES DATES: 12-8-97 TO 6-8-98	
6.	RANDOM SELECTION FILES DATES: 6-15-98 TO 9-13-98	
7.	RANDOM SELECTION FILES DATES: 9-14-98 TO 12-6-98	
8.	RANDOM SELECTION FILES	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

2 OF 2

A. AGENCY 1. MARYLAND TRANSIT ADMIN		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT HRD-MEDICAL SERVICES		03W108	RM CODE
C. MAILING ADDRESS 6 SAINT PAUL-STH FL. BALTIMORE, MD 21202		LOCATION RANGE SECTION(S) 102 32	NO. OF CU. FT.
D. PHONE NO. 410-767-3850		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RICK MORSE		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.	DATES: 12-7-98 TO 2-21-99 RANDOM SELECTION FILES	SCHEDULE: 1643 DISPOSAL DATE: 2008
10.	DATES: 2-22-99 TO 5-2-99 RANDOM SELECTION FILES	
* 11.	DATES: 5-24-99 TO 9-4-99 RANDOM SELECTION FILES	
12.	DATES: 9-6-99 TO 11-7-99 RANDOM SELECTION FILES	
	DATES: 11-8-99 TO 12-27-99 RANDOM SELECTION FILES	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Transit Administration		ACCESSION NO. 03W109	DATE REC'D 8-16-02
<b>B. DIVISION/UNIT</b> Human Resources Division (HRD)			RM CODE 26.01.06.05
<b>C. MAILING ADDRESS</b> 68 Paul Street 5th Floor Baltimore 21202		LOCATION RANGE SECTION(S) 102 13	NO. OF CU. FT. 10
<b>D. PHONE NO.</b> (410) 767-3693		RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> Jacqueline Hughes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1-A	3. 1993 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1-A	Acknowledgment of Conversion, Assistant Attorney General, Assistant Director of Maint, Claims Engineer, Contract Administrator	Sche. # 1643 Item # 7 Jan. 2008	
2.	Contract Administrator, Contract Requirement Officer, Customer Services Exam (2)	Sche. # 2337 Item # 1 1/2008 JF	
3.	Customer Services Exam (1), Director Operations, Dispatcher/ Starter Test, Full time Information Agent, Legal Secretary, Lineman, Manager EEO, Manager Printing		
4.	Manager Special Services (2), Marc Facilities Maint Worker I, Marketing Manager (2)		
5.	Mobility beds slips, Part time Info Coord (3)		
6.	Part time Info Coord Exam (3), Part time Reservation Clerk		
7.	Planning Positions III & IV (2) Police Officers (3)		
8.	Police Officers (1) Principal Project Engineer, Rail Supr Regional Representatives (2)		
9.	Security Police rejection letter, Senior Personnel Officer Summer Youth Program (2), Superintendent Rail Car Together Project Infor Packets		

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 03W110	DATE REC'D 8-16-02
B. DIVISION/UNIT Human Resources Division (HRD)			RM CODE 26-01-06-05
C. MAILING ADDRESS 6 St Paul Street 5th Floor Baltimore MD 21202		LOCATION RANGE SECTION(S) 48 17	NO. OF CU. FT. 6
D. PHONE NO. (410) 767-3693		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jacqueline Hughes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. 1995	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
1.		Bus Operator applicants (2), Electronic Tech, Police Officers applicants, Traffic Checkers	Sche. # 443
2.		Police Communicator II (2) Police Agility Test, Traffic Checker	Item # 2
3.		Transit Communicator Coordinator	Jan-2008
4.		Bus Operator Interviews (4)	Sche. # 2337
5.		Bus Operator applicants (4)	Item # 1
6.		Station Attendant bids, light Rail Operator bids, Extra Train Operator bids, vault puller bids, base secretary exam, maintenance control clerk bids money runner relief bids, money runner relief bids	JF/2008
6.		Open Runs bids, mobility runs bids	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. Maryland Transit Administration		<b>ACCESSION NO.</b> 03W111	<b>DATE REC'D</b> 8-16-02
<b>B. DIVISION/UNIT</b> Human Resources Division (HRD)			<b>RM CODE</b> 26-01-06-05
<b>C. MAILING ADDRESS</b> 6 St Paul Street 5th Floor Baltimore MD 21202		<b>LOCATION</b> RANGE SECTION(S) 109 7	<b>NO. OF CU. FT.</b> 3
<b>D. PHONE NO.</b> (410) 767-3693		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Jacqueline Hughes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
<b>2. BOX NUMBERS</b>	<b>3. 1994</b>	<b>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>
1		PT Security Guards (4)	Sche. # 1643 Item # 2
2		Police Radio Communicator (3) Regional Representative (2)	Jan. 2008 Sche. # 2337
3		Safety Officers (3)	Item # 1 1/2008 JF

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W994	DATE REC'D 3-30-05
B. DIVISION/UNIT Human Resources/Employment		LOCATION RANGE SECTION(S) 120 17	RM CODE 26-01-06-05
C. MAILING ADDRESS 6 St Paul Street 5th floor Baltimore Md 21202-1614		NO. OF CU. FT. 20	
D. PHONE NO. Box 410 333 0689 (410) 767-3693		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jacqueline Hughes		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.	C-Repairman, Chief Claims, Claim Representative, Chief Project Development, Claims Supervisor, Computer Specialist II, Computer Network Specialist I, Computer Network Specialist, Bus Control Tech, Bus Control Chief, FE Specialist, FE Contracted, Electronic	Sche # 2337
1.	W-Repairman Exam, Accountant, Auditor, Administrative Aide, Administrative Assistant I-II (5) Administrative officer, B-Repairman Exams	Item # 1
2.	B-Repairman Exams - (3) Bus Operators (non-cert) (2)	July 2005
3.		1/2008
4.	Electrical Engineer III, Financial Analyst, Fiscal Admin III, Instructor Rail Transp-Mech, Livonia-High Maint, mechanics	JF
4.	Mechanist Exam (1) Police Lieutenant	
5.	Bus Operator interview packages (5)	
6.	Mechanist Exam (2), manager Facilities System Engineer, Manager Project Development, Manager System Engineer, Marketing Special	
7.	Mechanics (7)	
8.	Mechanics (6)	
9.	Medical rejects (Bus Oper), office automation Tech, Personnel Officer III, Profits, Planner (Contractual), (2) Information Coordinator -1	
10.	Information Coordinator (5), Air Reservation Clerk (1)	
11.	Air Reservation Clerk (2), Air Security Guard (2) Police officer	

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W994	DATE REC'D 3-30-05
B. DIVISION/UNIT Human Resources/Employment			RM CODE 26.01.06.05
C. MAILING ADDRESS 6 St Paul Street 5th floor Baltimore Md 21202-1614		LOCATION RANGE SECTION(S) 120 17	NO. OF CU. FT. 20
D. PHONE NO. (410) 767-3693		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jacqueline Hughes		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
12.	Police officer (5)	1997 cont
13.	Police Radio Communicator (3), Police Sergeant, Programmer	
14.	Project Engineer (2), Project Engineer Civil, Regional Representative	
15.	Plumber, Record letters, Safety Office Interview, Senior Claims Representative	
15.	Superintendent Bus Maint (2), Supervisor Claims, Supervisor Fac Maint Supervisor MOW, Supervisor Bus Maint, Supervisor Trans-light Rail	
15.	Supervisor Metro	
16.	Supervisor Transportation (4), Supervisor Systems Maint	
17.	Supervisor Systems Analyst, Systems Track+Way Maintainer, Vault Puller, Station Attendant, Porter Light Rail Operator	
18.	Extra Train Operator Macey Kenner Mobility Extra Train Oper B- Repairman	
19.	Manager Human Resources, Director office of Customer Services Police officers (4)	
26.	Police officers, Maintenance Control Clerk Exam, Electronic	
20.	tech Exam, C- Repairman Notices, Mechanics notices, Reservation Clerk Notices	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-789-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

**DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<b>A. AGENCY</b> 1. Maryland Transit Administration		<b>ACCESSION NO.</b>  06W678	<b>DATE REC'D</b> 4-18-06
<b>B. DIVISION/UNIT</b> Human Resources/employment			<b>RM CODE</b> 26.01.06.05
<b>C. MAILING ADDRESS</b> 6 St Paul Street 5th floor Baltimore Md 21202-1614		<b>LOCATION</b> <b>RANGE</b> 7 <b>SECTION(S)</b> 5-6	<b>NO. OF CU. FT.</b> 30
<b>D. PHONE NO.</b> (410) 767-3693		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Jacqueline Hughes		<b>TO BE COMPLETED AT</b> STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	A-Cleaners (4)	# 2337
2.	A-Repairman Rail (3) Systems Maint (1) Facilities (1)	# 15P
3.	A-Repairman - exams (4) Accounting Auditor, Admin Asst (2) Admin Asst Facilities (1) Admin officer II - Bus Services, Admin officer III Safety, Admin officer II - Light Rail, Admin officer III - Planning	1/2008
3.	Admin officer II - Ticket Admin Specialist - house (2) Administrator III - Proc (1)	
4.	Administrators of Comm. Street Coordinator, Administrator III Chief Professional Services Unit Superintendent (4) B-Repairman exams (4)	
5.	Bus Operators (2)	
6.	Bus Operators (3)	
7.	Bus Operators (3)	
8.	Bus Operators (2)	
9.	Bus Operators (3)	
10.	Bus Operators (3)	
11.	Bus Operators (3)	
	Bus Operators (5)	

### RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 06W678		DATE REC'D 4-18-06
B. DIVISION/UNIT Human Resources/Employment				RM CODE
C. MAILING ADDRESS 6 St Paul Street 5th floor Baltimore Md 21202-1614		LOCATION RANGE SECTION(S) 7 5-6		NO. OF CU. FT. 30
D. PHONE NO. (410) 767-3693		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL J4 Jacqueline Hughes		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		
	2000			
13.	Bus Operators (3)			
14.	Bus Operators (3) C-Repairman exams, Chief Equip Engineer Chief Claims (2)			
15.	Claims Representative, Con Exp Serv Spec (Contractual) Contract Manager Cost Office Clerk, Corporal Police			
16.	Customer Service officer (3), DP-Programmer (3)			
17.	Deputy Administrator, Elect/mech Exam, Electronic Tech Rail Cob Maint, Elec/mech Repairperson, Elec/mech Interviews			
17.	Electrician, Electronic Technician, Instructor Bus Operations Instructor Bus Veh Maint, Instructor Bus Operations, Legal Secretary			
17.	Lieutenant			
18.	Sweman, Maint Engineer Rail, Manager Contracted mechanics (3)			
19.	Mechanics (6)			
20.	Personnel Associate II, Personnel officer II, Benefits Planner (4) Police Communication I			
21.	Police officers (2) P/I Information Coordinator (4)			
22.	P/I Information Coordinator (5)			
23.	P/I Information Coordinator (4)			

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. Maryland Transit Administration		ACCESSION NO. 06W678	DATE REC'D 4-18-06
B. DIVISION/UNIT Human Resources Division (HRD)		FM CODE	
C. MAILING ADDRESS 688 Paul Street 5th Floor Baltimore MD 21202		LOCATION RANGE SECTION(S) 7 5-6	NO. OF CU. FT. 30
D. PHONE NO. (410) 767-3693		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jacqueline Hughes		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	
24.	2000 IT Information Coordinator (2), Regional Planner (2) Right of Way Agent (1), Risk Management Analyst (2)		
25.	Police Sergeant (1), Police Lieutenant (2)		
26.	Safety officer (2), Senior Benefits Specialists (1) Senior Electrical Engineer, Superintendent Bus Maint (5) Superintendent Operation Scheduling		
27.	Superintendent Metro Transportation (3), Supervisor Transportation (Assistant), Supervisor Accounting, Facilities Supervisor Bus Maint (1), Supervisor Rail Maint, Supervisor Facilities Maint, Supervisor Systems Maint		
28.	Supervisor Catenary, Supervisor Service Inspection		
29.	Supervisor Transportation (4), Supervisor Metro, Supervisor MDW.		
30.	Traffic Checker (4), Transit Analyst (3) Transportation Engineer, Track+Way Maintainer (3)		



cd6 *E*

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland Transit Administration		ACCESSION NO. <b>05W1392</b>		DATE REC'D <b>6-13-05</b>
B. DIVISION/UNIT Contract Administration				FM CODE <b>26.01.06.09</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>34</b>	SECTION(S) <b>7</b>	NO. OF CU. FT <b>3</b>
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL <i>Priscilla Jeffers</i> <u>Michael Zimmerman, Director</u>		TO BE COMPLETED AT RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
<b>6</b> <b>1</b> <b>28</b>	contract #	dates: from - to		SCHEDULE #1001 All Items
	Description of box content			September 1, 2007
	CWS APPROVALS (QUARTERLY)	9/14/2000		<i>January 2008</i>  <i>3/3/08</i> <i>CPB</i>
	MTA 0669 CSXT to WMSRR Connect	7/27/1997		
	MTA 0802 A & B Mechanical Electrical	Oct-98		
	MTA 0803 Civil engineering	10/21/1998		
	MTA 0805 Structural Engineering	12/4/1998		
	MTA 0813 A & B On Call Arch... Cance	8/12/1998		
	MTA 0818 A - C Structural Design	3/18/1999		
	MTA 0822 On Call Mechanical	2/3/1999		
	MTA 0823 On Transit Project	4/6/1999		
	MTA 0825 Program Management	7/8/1998		
	MTA 0829 General Survey	9/3/1998		
MTA 0812 A & B On Call Drafting	9/4/1998			
MTA 0902 Metro News Stand Concessions	4/13/2000			

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd7

A. AGENCY Maryland Transit Administration		ACCESSION NO. <b>05W1392</b>		DATE REC'D <b>6-13-05</b>
B. DIVISION/UNIT Contract Administration				FM CODE <b>26.01.06.09</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>34</b> SECTION(S) <b>7</b>		NO. OF CU. FT <b>3</b>
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<b>29</b>	contract # [ ] dates: from - to	SCHEDULE #1001 All Items
	Description of box content	
	MBE BASIC DATA BOOK 1 & 2	2003
	CONSOLIDATED LOG BOOK	1998-2000
	Consultant Info	8/23/1999
	Procedure Files	Jan-99
Continued to page 2		

Sep-07  
*January 2008*

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Maryland Transit Administration		ACCESSION NO. <b>05W1392</b>		DATE REC'D <b>6-13-05</b>
B. DIVISION/UNIT Contract Administration				FM CODE <b>26.01.06.09</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE <b>34</b> SECTION(S) <b>7</b>		NO. OF CU. FT <b>3</b>
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS <b>7</b>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	contract #	dates: from - to	SCHEDULE #1001 All Items September 1, 2007 <i>January 2008</i>	
<b>30</b>	Description of box content			
	MTA 0612 A Cons. Survey Personnel Transit Facilities	7/22/1998		
	MTA 0682 A Gen Eng.Final Design Silver Spring	7/23/1998		
	MTA 0682 B Track work design	6/6/2002		
<i>Continued to page 2</i>				

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd 11

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <b>05W1395</b>		DATE REC'D <b>6-13-05</b>
B. DIVISION/UNIT Contract Administration		LOCATION RANGE <b>34</b> SECTION(S) <b>7</b>		FM CODE <b>26.01.06.09</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT <b>3</b>
D. PHONE NO. 410-767-3361		E. AGENCY OFFICIAL <i>Priscilla Jeffers</i> Michael Zimmerman, Director		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items September 1, 2007		
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE contract #	dates: from - to		
<b>33</b>	Description of box content			
	CL-66 Consultant and Sub	10/91-		
	CL-66 Consultant and Sub	6/91-		
	CL-811 Consultant and Sub	6/90-		
	MTA 0221 Consultant and Sub	5/88-		
	MTA 0221 Consultant and Sub	1/88-		
	MTA 0221 Consultant and Sub	1/88-		
	MTA 0225 Consultant and Sub	1/98-		
	MTA 0370 Consultant and Sub	8/96-		
	MTA 0520 Consultant and Sub	7/96-		
	MTA 0826 A & B Consultant and Sub	8/00-		
	MTA 0841 Consultant and Sub	11/98-		
	MTA 0844 Consultant and Sub	3/98-		
	MTA 0846 Consultant and Sub	1/98-		
	MTA 0848 Consultant and Sub	4/00-		
	MTA 0848 Consultant and Sub	10/99-		
MTA 0848 Consultant and Sub	7/99-			
MTA 0848 B Consultant and Sub	11/99-			
MTA 0849 Consultant and Sub	2/99-			
MTA 0855 Consultant and Sub	3/98-			

*January 2008*  
*3/3/08*  
*CPB*

A & B	Consultant and Sub	7/00-
MTA		
0905A	Consultant and Sub	6/00-
MTA 23-		
9002-2	Consultant and Sub	4/88-
MTA 23-		
9002-2	Consultant and Sub	4/88-

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd12

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <b>05W1395</b>		DATE REC'D <b>6-13-05</b>
B. DIVISION/UNIT Contract Administration		LOCATION RANGE <b>34</b> SECTION(S) <b>7</b>		FM CODE <b>26.01.06.09</b>
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT. <b>3</b>
D. PHONE NO. 410-767-3361		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Michael Zimmerman, Director				
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
<b>34</b> 1	contract #	dates: from - to		
	Description of box content	SCHEDULE #1001 All Items		
	MTA 90-57-25	3/00-	Sep-07	
	XO-50-10	Feb-93		
	XO-50-13	1995		
	XO-50-13 invoices		<i>January 2008</i>	
	XO-60-01	1993		
	XO-60-01	1992		
XO-60-01	1991			
XO-60-01	6/97-			

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd13

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <b>05W1395</b>		DATE REC'D <b>6-13-05</b>	
B. DIVISION/UNIT Contract Administration		LOCATION RANGE <b>34</b> SECTION(S) <b>7</b>		FM CODE <b>26.01.06.09</b>	
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT <b>3</b>	
D. PHONE NO. 410-767-3361		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL Michael Zimmerman, Director					
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE contract #		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items September 1, 2007		
<b>35</b>	Description of box content		<i>January 2008</i>		
	MTA 0408 MARC RAIL CAR				11/95-
	MTA 0419 Constructions Scheduling services				5/98-
	MTA 0611 A,B,C,D				Nov-95
	MTA 0611 B PROJECT PLANNING		9/98-		



E

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. <b>05W1209</b>		DATE REC'D <b>5-9-05</b>	
B. DIVISION/UNIT Finance		RANGE <b>20</b>		RM CODE <b>26.01.14</b>	
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		LOCATION SECTION(S) <b>34-35</b>		NO. OF CU. FT <b>26</b>	
D. PHONE NUMBER 410/288-8452		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Jody McCurley		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
	Description of Records		Dates		
797	Oper. Checks	85901	86085	12/19/2000	1/10/2001
798	Oper. Checks	86086	86428	1/10/2001	1/29/2001
799	Oper. Checks	86429	86520	1/29/2001	2/7/2001
800	Oper. Checks	86521	87450	2/14/2001	2/22/2001
801	Oper. Checks	87451	87500	2/22/2001	3/7/2001
802	Oper. Checks	87501	87790	2/22/2001	3/14/2001
803	Oper. Checks	87791	87950 **	3/14/2001	4/18/2001
804	Oper. Checks	88161	88371	4/18/2001	4/26/2001
805	Oper. Checks	88372	88584 ***	4/26/2001	5/23/2001
806	Oper. Checks	89491	89849	5/23/2001	6/13/2001
807	Oper. Checks	89850	89999	6/13/2001	6/27/2001
808	Oper. Checks	90000	90199	6/27/2001	7/18/2001
	Oper. Checks	90200	91061		
809	Oper. Checks	91062	91266	7/26/2001	8/1/2001
810	Oper. Checks	91267	91425	8/8/2001	8/22/2001
811	Oper. Checks	91426	91757	8/22/2001	9/12/2001
812	Oper. Checks	91758	91950	9/12/2001	9/25/2001
813	Oper. Checks	91951	92150	9/26/2001	10/17/2001
814	Oper. Checks	92151	92301	10/17/2001	10/24/2001
815	Oper. Checks	92302	93300	10/24/2001	11/19/2001
816	Oper. Checks	93301	93400	11/19/2001	11/28/2001
817	Oper. Checks	93401	93550	11/28/2001	12/7/2001
818	Oper. Checks	93551	93750	12/10/2001	12/20/2001
819	Oper. Checks	93751	93890	12/20/2001	12/27/2001
820	Oper. Checks	90274	93268	7/24/2001	11/15/2001
821	Oper. Checks	87951	88160 **	4/5/2001	4/11/2001
822	Oper. Checks	88585	89490 ***	5/16/2001	5/23/2001

#1592 Item #1  
 Disposal Date Jan. 1, 2008  
 \*\* Out of Sequence See Box #821  
 \*\*\* Out of Sequence See Box #822  
 Need to be found  
 \* Clothing Allowance Checks

JF



E

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. <b>06W432</b>		DATE REC'D <b>12-15-05</b>	
B. DIVISION/UNIT Finance		LOCATION RANGE SECTION(S) <b>20 27</b>		RM CODE <b>26.01.14</b>	
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		NO. OF CU. FT <b>11</b>			
D. PHONE NUMBER 410/288-8459		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL Celeste Green		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	
	Description of Records:		Dates:		
	Purchasing Card Logs				
<b>868</b>	PC Logs - Batches 18069-18201	1/25/2001		#1592	Item #1
<b>869</b>	PC Logs - Batches 18564-18736	3/27/2001		Disposal Date: Jan. 1, 2008	
<b>870</b>	PC Logs - Batches 18810-19031	4/27/2001			
<b>871</b>	PC Logs - Batches 19057-19172	5/27/2001			
<b>872</b>	PC Logs - Batches 19249-19394	6/27/2001			
<b>873</b>	PC Logs - Batches 19429-19593	7/27/2001			
<b>874</b>	PC Logs - Batches 19605-19813	8/27/2001			
<b>875</b>	PC Logs - Batches 19842-20015	9/27/2001			
<b>876</b>	PC Logs - Batches 20032-20203	10/27/2001			
<b>877</b>	PC Logs - Batches 20409-20667	12/27/2001			
<b>915</b>	PC Log - Batches 20244-20458	11/27/2001			











# REFERENCE REQUEST

Directions: 1. Please print or type. 2. Send all copies of form. 3. Use a separate form for each request.

<b>1. RECORDS REQUESTED</b> 2007				
a. Case Name or Title PFC STATEMENTS / INVESTMENT STATEMENTS				
b. Case Number			c. Date or Year 2002	
d. Other Information Note - This box will NOT be returned to the Record Center -				
<b>2. LOCATION OF RECORDS</b>				
a. Accession or Lot No. 06 W448		b. Box No. 909	c. Records Center location Range(s) 20 Section(s) 28	
<b>3. REQUESTOR</b>				
a. Name and Address of Requesting Agency Md TRANSPORTATION AUTHORITY 300 AUTHORITY DRIVE BALTIMORE, Md. 21222			b. Name CELESTE GREEN FINANCE	
c. Telephone No. 410-537-5712		d. E-mail Address cgreen1@mdta.state.md.us		e. Date of Request 1/24/07
3 FINANCIAL AGENCY	2 FY	5 INDEX		5 PCA
				4 AOBJ
<b>FOR RECORDS CENTER USE ONLY</b>				
<input type="checkbox"/> Records Destroyed			<input type="checkbox"/> Additional Information Needed	
<input type="checkbox"/> Records Missing From Box			_____	
<input type="checkbox"/> Records Charged Out (name and date)			_____	
_____			Date 1-25-07	Searcher's Initials 60

a. Case Name or Title  
**Investment STATEMENTS / mDTA STATEMENTS  
COPEE, CAP, + M40**

b. Case Number  
c. Date or Year  
**2002**

d. Other Information  
**JAN 25 2007**  
**NOTE - This box will NOT be returned  
to the RECORD CENTER -**

**2. LOCATION OF RECORDS**

a. Accession or Lot No. **06 W448**  
b. Box No. **910**  
c. Records Center Location  
Range(s) **20** Section(s) **28**

**3. REQUESTOR**

a. Name and Address of Requesting Agency  
**Md. TRANSPORTATION Authority  
300 Authority Drive  
Baltimore, Md. 21222**

b. Name  
**Celeste GREEN, FINANCE**

c. Telephone No. **410-537-5712**  
d. E-mail Address **cgreen@mdta.state.md.us**  
e. Date of Request **1/24/07**

3	2	5	5	4
FINANCIAL AGENCY	FY	INDEX	PCA	AOBJ

**FOR RECORDS CENTER USE ONLY**

Records Destroyed  
 Records Missing From Box  
 Records Charged Out (name and date)

Additional Information Needed

Date **1-25-07** Searcher's Initials **[Signature]**

DGS 550-8 (Rev. 7/02) Mailing Address: State Records Management Center  
P.O. Box 275  
Jesse, Maryland 20794

# REFERENCE REQUEST

Directions: 1. Please print or type. 2. Send all copies of form. 3. Use a separate form for each request.

JAN 25 2007

<b>1. RECORDS REQUESTED</b>				
a. Case Name or Title <b>INVESTMENT STATEMENTS, PARKING GARAGE STATEMENTS</b>				
b. Case Number			c. Date or Year <b>2002</b>	
d. Other Information <b>Note - This box will NOT be returned to the Record Center -</b>				
<b>2. LOCATION OF RECORDS</b>				
a. Accession or Lot No. <b>06 W448</b>		b. Box No. <b>911</b>	c. Records Center location Range(s) <b>20</b> Section(s) <b>28</b>	
<b>3. REQUESTOR</b>				
a. Name and Address of Requesting Agency <b>MD TRANSPORTATION AUTHORITY 300 AUTHORITY DRIVE BALTIMORE, MD. 21222</b>			b. Name <b>CELESTE GREEN, FINANCE</b>	
c. Telephone No. <b>410-537-5712</b>		d. E-mail Address <b>CGREEN@MDTA.STATE.MD.US</b>		e. Date of Request <b>1/24/07</b>
3 FINANCIAL AGENCY	2 FY	5 INDEX		5 PCA
4 AOBJ				
<b>FOR RECORDS CENTER USE ONLY</b>				
<input type="checkbox"/> Records Destroyed			<input type="checkbox"/> Additional Information Needed	
<input type="checkbox"/> Records Missing From Box			_____	
<input type="checkbox"/> Records Charged Out (name and date)			_____	
_____			Date <b>1.25.07</b>	Searcher's Initials <b>[Signature]</b>





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 TRANSPORTATION		Accession No. <b>03W339</b>	Date Rec'd <b>12-13-02</b>
B. Division/Unit OFFICE OF MINORITY BUSINESS ENTERPRISE (MBE)		Location Range Section(s)	RM Code <b>26-01-15</b>
C. Mailing Address PO BOX 8755 BWI AIRPORT, MD 21240-0755		<b>120 12-13</b>	No. of Cu. Ft. <b>36</b>
D. Phone No. 410-865-1265		Records Center Manager	
E. Agency Official CATHERINE SVOBODA		To Be Completed At State Records Management Center	

Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
01- <del>36</del>	PLEASE SEE ATTACHED	SCHEDULE 1980 ITEM 2  Jan. 2008 JP

NAME	STORBOX
AJ INSULATION INC.	1
ARVEN MOVING & STORAGE SYSTEM, INC.	1
CCD TECHNICAL, LLC	1
CINA LEGAL SERVICES, LLC	1
COMPUTER CONSTRUCTION DOCUMENTS	1
ENGINEERING SOLUTIONS, INC.	1
GEORGIA DETENTION WINDOW, INC.	1
HARBOR CRISIS MENTAL HEALTH ASSOCIATES, INC.	1
KING'S TRUCKING, INC.	1
MJR ENTERPRISES, INC.	1
ONLINE COMPUTER TECHNOLOGIES, LLC	1
PORTER EDUCATION & COMMUNICATIONS	1
QUIRAUK MOUNTAIN WORKS, LLC	1
TCOR, INC.	1
TRANZCO	1

NAME	STORBOX
ASSISTED FLANIGAN CARE INC.	2
BELLISSIMA NURSING AGENCY, INC.	2
CAMELOT LEARNING, LLC	2
CRUSADER CHEMICAL CO., INC.	2
HARRIS, HARVEY CONTRACTORS INC.	2
HEBREW QUALITY INSULATION	2
JSI CONSULTANTS, INC.	2
MANAGEMENT ASSISTANCE & CONCEPTS CORPORATION	2
MCKENZIE GROUP, INC., THE	2
MERSON, ANIS, M.D.	2
MEV ENTERPRISES	2
RJO PRODUCTS AND SERVICES	2
SK DESIGN GROUP	2
TUCKER CONSTRUCTION GROUP, INC.	2

NAME	STORBOX
P.I.K.E. ENTERPRISES, INC.	3
PARAMOTION TELECOMMUNICATIONS INC.	3
PERSONAL CARE CLEANING SERVICE	3
PINN COMMUNICATIONS CORPORATION	3
SPARKLE PROFESSIONAL CLEANING SVC., INC.	3
SUGGS TRANSPORTATION SERVICES, INC.	3
SWANK SIGN ERECTION, INC.	3
THATCHER LAW FIRM, LLC THE	3

NAME	STORBOX
BOSTON COMPANY, THE	4
BUSINESS DEVELOPMENT CORP.	4
CONDORTECH SERVICES, INC.	4
EAGLE ACCOUNTING SERVICES	4
FER DESIGN GROUP	4
FORUM CATERERS, INC., THE	4
FREDERICK BROADCASTING LLC	4
HEACO INC.	4
KATCEF ASSOCIATES, INC.	4

NAME	STORBOX
ALTERNATIVES IN HEALTH CARE MANAGEMENT, INC.	5
BRUINS INTERNATIONAL	5
DEB-COR MECHANICAL CORPORATION	5
JORY DESIGN ASSOCIATES, INC.	5
PLAYGROUNDS UNLIMITED, INC.	5
RAVEN TRANSPORTATION, INC.	5
SCOTT'S CONTRACTING DBA	5
SOURCE ONE TECHNOLOGY, INC.	5
SPECTRUM DRAFTING	5
STRAIGHT TALK PRODUCTIONS, INC.	5
TELESCIENCE INTERNATIONAL, INC.	5

NAME	STORBOX
BUSINESS PLUS CORP. OF NEW JERSEY	6
COUSAR PAINTING COMPANY	6
UNITED PRISON EQUIPMENT, INC.	6
US HOLDINGS, LLC	6
VANITA ENTERPRISES, INC.	6
VOSO ASSOCIATES	6
WIDENER RESEARCH, INC.	6

NAME	STORBOX
ADVICE UNLIMITED, LLC	7
ALTRENCH UTILITIES, INC.	7
ARKTX, INC.	7
BAYNARD INSURANCE AGENCY, INC.	7
CIRCLE SAFETY & HEALTH CONSULTANTS	7
CLARK, E. & ASSOCIATES	7
CONSOLIDATED TELECOMMUNICATIONS, INC.	7
CUCO & SONS, INC.	7
DIAMOND CONTRACTING, LLC	7
ECONOMIC & TECHNICAL CONSULTANTS, INC.	7
ELECTRONIC LEARNING FACILITATORS, INC.	7

NAME	STORBOX
J.L. SOFTWARE CONSULTING, LLC	8
LEWIS SCULLY GIONET, INC.	8
LEWIS, R. T.	8
MAC/MYC, INC.	8
MEDICAL PATIENT NETWORK	8
METTERS INDUSTRIES, INC.	8
MYCA GROUP, INC. DBA	8
ORO FINANCIAL, INC.	8

NAME	STORBOX
FURNITURE SERVICES UNLIMITED, INC.	9
GLOBAL PEST MANAGEMENT, INC.	9
GRAN-TEC BUILDING & EXCAVATION, INC.	9
HOOD, C. J., CO., INC.	9
IBIDE INTERNATIONAL CORPORATION	9
ICAS, INC	9
INFINITY CONSULTING SERVICES, INC.	9

NAME	STORBOX
CBX TECHNOLOGIES	10
MCA SYSTEMS, INC.	10
MCCRAE, LARRY C., INC.	10
MGM CONSTRUCTION	10
POLOTE CORP., THE	10
POWELL, S. CONSTRUCTION COMPANY	10
S & G TRANSPORTATION	10
SIMS, DIANA C. & ASSOCIATES	10
SPB ENTERPRISES	10
STUDIO WANDA	10

NAME	STORBOX
ABACUS TECHNOLOGY CORPORATION	11
ACCESS COMMUNICATIONS, LTD	11
BLOOMIN' NATIVES NATURAL HERITAGE RESCUE, INC.	11
GENTREX ELECTRICAL SUPPLY CORPORATION	11
COMPLETE BUSINESS SERVICES, INC.	11
CONSOLIDATED INDUSTRIES, INC.	11
CURTIS & SON INC.	11
EARTHLY PURSUITS, INC.	11

NAME	STORBOX
ENVIRONMENTAL SCIENCES CORPORATION	12
FREE STATE REPORTING INC.	12
GALE-WIND TECHNOLOGY	12
HEALTH MANAGEMENT, INC.	12
JAMES PARKER TRUCKING	12
LAKIN & MOATS ARCHITECTS, P.A.	12

NAME	STORBOX
BOZMAN CONSULTING AND MANAGEMENT, INC.	13
BOZZUTO CONSULTING GROUP	13
CARPET FOR PENNIES, LLC	13
CRYSTAL WINDOW & DOOR SYSTEMS, LTD	13
CRYSTAL WINDOWS CAPITAL CORP.	13
FRASCA & ASSOCIATES, LLC	13
GALAXY PAINTING & DECORATING, INC.	13
INTERIOR ENVIRONMENTS, INC.	13
J.M. DORSEY, INC.	13
MERCER GROUP, INC., THE	13
MR. T'S HOME REMEDIES	13
SAGEX, INC.	13
STEWART'S MANAGEMENT	13
TENEXO SYSTEMS	13
WGYC	13

NAME	STORBOX
ACCESS GROUP, THE, INC.	14
ADVANCED TRANSIT MANUFACTURING, INC.	14
CLAXTON, MAC N., P.A.	14
CREATIVE IDEAS	14
D.T READ STEEL COMPANY, INC.	14
DELTA CABLE, INC.	14
DIGI-PHOTO, INC.	14
ENROUTE SOLUTIONS, INC.	14
GLAZIER'S EXTRODINAIRE, INC.	14
KRW CONSTRUCTION COMPANY, INC.	14
MARNIC TECHNOLOGIES, INC.	14
MONTGOMERY SENTINEL PUBLISHING, INC.	14
OPCO/OFFICE PRODUCTS COMPANY	14
PRECISION HOME & COMMERCIAL IMPROVEMENT, INC.	14
Q INFO SYSTEMS MANAGEMENT, INC.	14
QUALITY SECURITY SOLUTIONS, INC.	14
ROSKIN CONSULTING	14
ST. PAUL COMMUNITY DEVELOPMENT CORPORATION	14

NAME	STORBOX
CATAPULT TECHNOLOGY, LTD.	15
INTERNATIONAL COMPUTER SERVICES, INC.	15
J K CONTRACTING, LLC	15
RFB SECURITY, INC.	15
RJS ELECTRIC, LLC	15
RUFFIN EM, LLC	15
STEEL PRODUCTS, INC.	15
TECHNICAL CONNECTIONS, INC.	15
TELCOM CONSULTING GROUP, INC.	15
THOMAS GOSS GROUP, LLC, THE	15
TOTAL BOILER CONTROL, INC.	15

NAME	STORBOX
ALLIED COMMUNICATIONS, INC.	16
BOOTH CONSULTING, LLC	16
DANIEL B. ENTERPRISES, INC.	16
EMERALD ENTERPRISES, LLC	16
GDS+, INC.	16
GDS, INC.	16
LEVENTIS FACILITIES MAINTENANCE CO., INC.	16
MOTTA & ASSOCIATES	16
OCEAN PAINTING LLC	16
ROYALLE DINING SERVICES	16
SECOND PHASE LLC	16

NAME	STORBOX
EDUCATIONAL MEDIA, INC.	17
ENVIRONMENTAL MANAGEMENT AND DESIGN SERVICES, INC.	17
EXECUTIVE SECURITY & ENGINEERING TECHNOLOGIES, INC.	17
FEDERAL MICRO SYSTEMS, INC.	17
FIBERNET ENGINEERING & CONSTRUCTION, INC.	17
FINE LINE SERVICES, INC.	17
FRANK, MYRA L. & ASSOCIATES, INC.	17
FREBON INTERNATIONAL CORPORATION	17
GARBLA AUTO SERVICE	17
MARYLAND NEW DIRECTIONS, INC.	17

NAME	STORBOX
BEARES, SANDRA L.	18
BESTBET OFFICE ESSENTIALS	18
BURKETT, NATHANIEL TRUCKING	18
BURTON & BURTON PAINTING	18
CALVERTON CONCRETE, INC.	18
CAP COMPUTER CONSULTANTS, INC.	18
CARTER FUEL OIL CO.	18
CENTENNIAL ONE, INC.	18
CENTURY TECHNOLOGIES, INC.	18
CHRISTIAN BROTHERS INCORPORATED	18

NAME	STORBOX
A.C. TOURS, INC.	19
ALHO MASONRY, INC.	19
ALL CLEAN MAINTENANCE	19
ALLEN & COMPANY MOVING/STORAGE	19
ALLSTATE PROFESSIONAL MOVERS, INC.	19
ALPHA OFFICE SUPPLIES, INC.	19
ALSTON & BYRD ATTORNEYS AT LAW	19
AMCI-ALLIED MEDICAL CONSULTANTS, INC.	19
ANSWER TEMPS, INC., THE	19
ASF SYSTEMS, INC.	19
ASPEN DESIGN INC.	19
ASSOCIATED ENVIRONMENTAL TECHNOLOGIES	19
AWIN CORPORATION	19

NAME	STORBOX
TRIAD ENERGY RESOURCES CORPORATION	20
UNITED COMMUNICATIONS SYSTEMS, INC.	20
UNITED CONCRETE CO., INC.	20
WIGLEY, SUSAN C. ARCHITECT, INC.	20
XI SYSTEMS, INC.	20

NAME	STORBOX
CLASSIC PRESS, INC.	21
CONSTRUCTION CONSULTANTS ASSOC., INC.	21
CONTRACT COMPLIANCE, INC.	21
CONTRACTING SERVICES & SUPPLIES, INC.	21
COVE CORPORATION	21
CRIP'S FLORIST II	21

NAME	STORBOX
STRUCTURAL STEEL PRODUCTS CORPORATION	22
SWING-LO SUSPENDED SCAFFOLD CO.	22
SYSTEMS APPLICATIONS, INC.	22
TECHNOLOGY & MANAGEMENT APPLICATIONS, INC.	22
TLC BALTIMORE AMBULANCE SERVICE	22
TRANS-MANAGEMENT SYSTEMS CORPORATION	22

NAME	STORBOX
METRINKO, MARYANN & ASSOCIATES, LLC	23
MTI CONSTRUCTION COMPANY, INC.	23
MUMBY, SIMMONS, & COLLIER DENTAL MGMT CONSULTANTS, PC	23
OAKLAND MILLS VILLAGE DOLLAR STORE, INC.	23
ON POINT COMMUNICATIONS & TECHNOLOGY, INC.	23
OPPORTUNITY SYSTEMS, INC.	23
PACIFIC RIM RESOURCES, INC.	23
PATIENT CARE DOCUMENTATION, INC.	23

NAME	STORBOX
RMD CONCESSIONS, LLC	24
RMD HOLDINGS LLC	24
S & W INNOVATIVE SOLUTIONS, INC.	24
SAFETY COMPLIANCE SERVICES, INC.	24
SALES & MARKETING ASSISTANCE CORPORATION	24
SEAL TECH CAULKING	24
SEUNARINE, HOLLIS M.D. P.A.	24
SIERRA INSULATION CO.	24
SILVER SPRING FIRE PROTECTION, INC.	24
SOAP-N-SUDZ CLEANING SERVICE	24
SOFTECH SYSTEMS, INC.	24

NAME	STORBOX
PERFECT WORD, THE	25
POTOMAC REHABILITATION SERVICES, P.A.	25
POWELL CONSTRUCTION, INC.	25
POWER PRESSURE WASH SERVICE	25
PROFESSIONAL TRAINING SYSTEMS INC.	25
PSYCHOLOGICAL CARE & SUPPORT SERVICES	25
QUEEN'S EXTERMINATING CO.	25
QUILLE'S PARKING SERVICE, LIMITED	25
R.K. CONTRACTORS, INC.	25
REC-CREATIVE, INC.	25
REYES INDUSTRIES, INC.	25

NAME	STORBOX
JAI MEDICAL SYSTEMS	26
JEM ENTERPRISES	26
JONES OF ANNAPOLIS, INC.	26
JONES, SHIRLEY AND ASSOCIATES	26
LOW & ASSOCIATES, INC.	28
MCGRATH CONSTRUCTION CORP.	26
MEGA-TECH, INC.	26

NAME	STORBOX
HANDY, TIMOTHY P. & ASSOCIATES	27
HARRINGTON, MARILYN	27
HOLLAND DESIGN	27
HW & W INCORPORATED	27
INFORMATION SYSTEMS SOLUTIONS INTERNATIONAL, INC.	27
J & F FARMS LANDSCAPING, INC.	27
J. SIMMONS GROUP, INC.	27
J.L.M. CONSTRUCTION, INC.	27

NAME	STORBOX
A PLUS ONE CONTRACTING, INC.	28
AMERICA WORKS OF MARYLAND, INC.	28
AMERICAN MINORITY BUSINESS FORMS, INC.	28
COTNER, LANA A.	28
DURAFORCE CLEANING SERVICE INC.	28
GLOBAL INVESTIGATIVE SERVICES, INC.	28
JUMAR INTERNATIONAL INC.	28
KRAMER LOGISTICS, INC.	28
L & M ENVIRONMENTAL SERVICES	28
OPERON PARTNERS, LLC	28
POND POINT MANAGEMENT, LLC	28
PREMIER REMODELERS, INC.	28
ROYSTER, ROBERT T/A	28
S.H.A. CONTRACTING CO.	28
SYSTEMS MANAGEMENT ASSOCIATES, INC.	28
TELE-NET, INC.	28
TEXAS COMMERCIAL FENCE, INC.	28
WHITE GLOVE SERVICE, INC.	28

NAME	STORBOX
DELMARVA TRAILER SALES & RENTALS, INC.	29
EAST BALTIMORE ENTERPRISE, INC.	29
JA PRODUCTIONS, INC.	29
JEDA TRUCKING, INC.	29
MEGA MIX CORPORATION	29
MENVU DISTRIBUTORS INCORPORATED	29
MINORITY BUSINESS DIRECTORY	29
PATUXENT ELECTRICAL SERVICES, INC.	29
PRESIDIO CORPORATION, INC., THE	29
R.E. HARRINGTON PLUMBING AND HEATING COMPANY	29
SHARECHIVE, LLC	29
STRATA ENGINEERING, LLC	29
UPTON GROUP, THE	29

NAME	STORBOX
TIDEWATER EQUIPMENT COMPANY, INC.	30

NAME	STORBOX
AMERICAN MERCHANDISER SYSTEMS, LLC	31
BLACKSTONE ENTERPRISES, INC.	31
BOO ENTERPRISES, INC.	31
MERCIER'S INC.	31
NETWORK CONNECTIVITY SOLUTIONS CORP.	31
OFFICE COMPATIBLES	31
WELDING ROD, THE	31

NAME	STORBOX
ABBY ENTERPRISES, LLC	32
ALPHA COMPUTING GROUP, INC.	32
BENNETT CONSTRUCTION, INC.	32
E G PAINTING COMPANY	32
HIS WILL NOT MINE, INC.	32
HOWERTON, EDNA	32
INTEGRATED RESOURCES	32
INTERIORS BY HELEN, INC.	32
KRAMER, M.B., INTERIORS, INC.	32
RADCO ENTERPRISES	32
VICTORIA'S PRINTING CORPORATION	32

NAME	STORBOX
DSR, INC.	33
LANDEX OF MARYLAND, INC.	33
MID ATLANTIC CABLE INSTALLATION, LLC	33
NATUREWORKS CLEARWATER ASSOCIATES	33
PAN AMERICAN SERVICES, INC.	33
RAJAN CONSTRUCTION, LLC	33
TRANSOLUTIONS, LLC	33

NAME	STORBOX
AIR CARGO EXPRESS, INC.	34
DANNEE', INC.	34
DEHORN CORPORATION	34
DESIGN EXCHANGE, INC.	34
DKI GROUP ENGINEERS, INC.	34
DOBBINS, A.G. & ASSOCIATES	34
DTL, INC. JANITORIAL SERVICE	34
DUFFIELD HAULING, INC.	34

NAME	STORBOX
ALTER COMMUNICATIONS, INC.	35
AREA ELECTRIC, INC.	35
BUCKNER CRANE AND RIGGING, INC.	35
CURBS, ETC., INC.	35
INTERBORO PACKAGING CORPORATION	35
MATHUR, PRAMILA	35
NICK-O-MAR CORPORATION	35
NORTH CAROLINA MUTUAL LIFE INSURANCE CO.	35
NORTHERN VIDEO SYSTEMS, INC.	35
NORTHERN VIDEO SYTEMS, INC.	35
VISUM TECHNOLOGIES, INC.	35

NAME	STORBOX
ALEXANDRIA CONSULTING GROUP, INC.	36
COMPLIANCE GATEWAY, INC.	36
EFFECTIVE INTERNET SOLUTIONS, LLC	36
HOPCO CONSTRUCTION, LLC	36
OLDE TOWNE CONSULTING, LLC	36
RTR TECHNOLOGIES, INC.	36
WRITE WOMAN COMPUTER PRODUCTS, INC.	36

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 TRANSPORTATION		Accession No. <b>03W340</b>	Date Rec'd <b>12-13-02</b>
B. Division/Unit OFFICE OF MINORITY BUSINESS ENTERPRISE (MBE)		Location Range Section(s) <b>141 3-4</b>	RM Code <b>26-01-15</b>
C. Mailing Address PO BOX 8755 BWI AIRPORT, MD 21240-0755		No. of Cu. Ft. <b>60</b>	
D. Phone No. 410-865-1265		Records Center Manager	
E. Agency Official CATHERINE SVOBODA		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	
41-100	PLEASE SEE ATTACHED.	Sche. # 1980 Item # 2 JAN. 2008 JF	

NAME	STORBOX
A & R DEVELOPMENT CORPORATION	41
A-1 AMERICAN POWERWASHING/PAINTING	41
ACCESS 1 COMPUTERS	41
ACETECH, INC.	41
ADVANCE BANK	41
ADVANCED ENGINEERING, INC.	41
AFRO AMERICAN NEWSPAPER	41
ALL SEASON CONTROL, INC.	41
ALLEN CONSULTING, INC.	41
AMERICAN LABORATORY TECHNOLOGIES, INC.	41
AMERICAN TECHNOLOGY INTERNATIONAL, INC.	41

NAME	STORBOX
DONLEY CONSTRUCTION, LLC	42
DONNA'S CONTEMPORARY DESIGNS	42
EBONY GRAPHICS	42
ELECOM	42
EMPRESSIONS AUTO BODY & PAINT, LLC	42
ENTERPRISE BANCORP INCORPORATED	42
ENTERPRISE CARPET SERVICE, INC.	42
EQUATOR HOME IMPROVEMENTS T/A	42
ESPINA STONE COMPANY	42
FARRINGTON ASSOCIATES, INC.	42
FARSONS ENTERPRISE, INC.	42
FAST AND NEAT PAINTING COMPANY, INC.	42
FIDDLERS HILL PRINT SPECIALIST, INC.	42

NAME	STORBOX
INTEGRATED SYSTEMS ANALYSTS, INC.	43
INTERNATIONAL AG ENTERPRISES, INC.	43
IRON KINGDOM, LLC	43
J & J AUTO BODY, INC.	43
JMR CONCRETE CONSTRUCTION, INC.	43
JOE, ISAAC JR.	43
KRT, INC.	43

NAME	STORBOX
MILANI, PATRICE EXERCISE EQUIPMENT, INC.	44
MITCHELL & TITUS, LLP	44
MONTAGE, INC.	44
MYERBERG & COMPANY, L.P.	44

NAME	STORBOX
NAVY, MARSHALL & ASSOCIATES, P.C.	45
ONYX TRUCKING, INC.	45
OPTION ONE COMMUNICATIONS	45
P.G. CONTRACTORS, INC.	45
PAINTSMITH PAINTING CONTRACTORS	45
PAP SECURITY PRINTING, INC.	45

NAME	STORBOX
BAJWA, SATINDERPAL S.	98
INTEGRATED PACKAGING CORPORATION, INC.	98
INVESTIGATIVE TESTING & ENGINEERING, INC.	98
RAFAEL VINOLY ARCHITECTS P.C.	98
S & C TRUCKING	98
SULLER, JONI LYNN	98
SYSTEM X, INC.	98
T.S.T MASONRY, INC.	98
TRI STATE SUPPLY, INC.	98
UNITED DRILLING, INC.	98
WHITE'S INFORMATION SYSTEMS, INC.	98

NAME	STORBOX
JARMON CONSTRUCTION & HAIG ENT.	99

NAME	STORBOX
A TOUCH OF E.I.F.S., INC.	100
AMBRIEL COMMUNICATIONS, INC.	100
ATLANTIC CONSTRUCTION, LLC	100
COMPEL CONSTRUCTION, INC.	100
COMPLIANCE RESEARCH GROUP	100
DIVERSIFIED ENVIRONMENTAL, INC.	100
DIVERSIFIED ENVIRONMENTAL, LLC	100
EDGE SYSTEMS, LLC	100
HAUF & ASSOCIATES, LLC	100
HILL'S CAPITOL PARKING OF AMERICA, INC.	100
JCL CONTRACTOR, INC.	100
KAUFMAN, LEVINE & PARTNERS, INC.	100
SUPREME BAKERY, INC.	100
SUPREME OASIS DELI	100
VON EIFF, INC.	100



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Motor Vehicle Administration		ACCESSION NO. <b>98W69</b>	DATE REC'D <b>8-1-97</b>
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE <b>26-02-06</b>
C. MAILING ADDRESS 6601 Ritchie Highway Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>5 13</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ruth D. Burrell</i> Ruth D. Burrell		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
	REGISTRATION CARD FILE	
1	AAA002 - GAV541 1986- 1987	<i>Item 9 of</i> Schedule 1716 Disp. Dt: <del>Dec., 2007</del> <i>Jan., 2008</i>
2	GAV545 - KEX834 1986- 1987	
3	KEX835 - NPE198 1986- 1987	
4	NPE200 - Y15136 1986 -1987	
5	Y15137 - MS MGR 1986 - 1987	
6	NACERA - 2R02599 1986- 1987	
	NON RESIDENT PERMIT - EXEMPT CERTIFICATION	

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1716

Page 7 Of 12

Agency  
 MOTOR VEHICLE ADMINISTRATION

Division/Unit  
 VEHICLE REGISTRATION DIVISION

Item No.	Description	Retention
9	<p><u>Validated Registration Application File</u></p> <ul style="list-style-type: none"> <li>a. Tag and sticker numbers</li> <li>b. Vehicle, make, year, vehicle identification number (VIN) and title number</li> <li>c. Class, weight, fee and expiration date</li> <li>d. Owner's soundex, name and address</li> <li>e. Date validated and fee collected</li> </ul>	<p>Microfilm and destroy original records. Retain roll film for twenty (20) years; one (1) year at MVA and nineteen (19) years at Records Center, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. <b>98W 70</b>	DATE REC'D <b>8-1-97</b>
B. DIVISION/UNIT VEHICLE REGISTRATION REGISTRATION/TITLE FILE		RM CODE <b>26.02.06</b>	
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, Md 21062		LOCATION RANGE SECTION(S) <b>41 34</b>	NO. OF CU. FT. <b>3</b>
D. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ruth D. Burrell</i> Ruth D. Burrell		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
	ARIRS EXPIRATION YEAR 1986 - 1987	
	FILM ROLL NUMBER	
1	1-102	Item 9 of Schedule 1716 Disposal DT: <del>Dec., 2007</del> Jan., 2008  <i>*Missing Box #3</i>
2	103-204	
3	205-252	

R41  
S34

*[Handwritten signature]*

6 empties

Missing Box # 3

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 1716

Page 7 Of 12

Agency  
 MOTOR VEHICLE ADMINISTRATION

Division/Unit  
 VEHICLE REGISTRATION DIVISION

Item No.	Description	Retention
9	<p><u>Validated Registration Application File</u></p> <ul style="list-style-type: none"> <li>a. Tag and sticker numbers</li> <li>b. Vehicle, make, year, vehicle identification number (VIN) and title number</li> <li>c. Class, weight, fee and expiration date</li> <li>d. Owner's soundex, name and address</li> <li>e. Date validated and fee collected</li> </ul>	<p>Microfilm and destroy original records. Retain roll film for twenty (20) years; one (1) year at MVA and nineteen (19) years at Records Center, then destroy.</p>

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration		ACCESSION NO. <b>02W768</b>	DATE REC'D <b>2-28-02</b>
B. DIVISION/UNIT Vehicle Services Registration/Title File		RANGE <b>68</b>	SECTION(S) <b>14</b>
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) <b>68 14</b>	NO. OF CU. FT. <b>22</b>
D. PHONE NO. (410) 768-7328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell, Section 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	
	45 DAY PERMITS	1716, 4, Jan., 2008	
20	5608428 - 5613411 (2/00 - 1/00)	<i>3/3/08</i> <i>CPB</i> <i>Disposal</i>	
21	5669704 - 5578739 (1/00 - 10/99)		
22	5603617 - 5605346 (7/99 - 10/99)		
23	5632758 - 5487438 (9/99 - 3/98)		
24	5497902 - 5401742 (2/98 - 5/97)		
25	5373594 - 5475125 (8/99 - 11/98)		
26	5411180 - 5467966 (97 - 98) not in order		
27	5495151 - 5371861 (97 - 98) " " "		
35	5334753 - 5364042 (9/96 - 10/96)		
36	5160000 - 5163207 (97 - 98)		
37	5409231 Permis Not in Order 5518123 (12/97 - 4/98)		
107	5734646 - 5823253 (7/01 - 7/01)		
108	5807706 - 5714548 (7/01 - 9/01)		
109	5796176 - 5700806 (8/01 - 8/01)		
110	5730276 - 5821009 (10/01 - 11/01)		
111	5809902 - 5673421 (10/01 - 3/00)		
112	5673422 - 5477796 (3/00 - 5/99)		
114	5360481 - 5669091 (4/99 - 7/00)		
115	5568663 - 5505105 (2/99 - 2/99)		
116	5505104 - 5706484 (1/99 - 10/00)		
117	5712225 - 5673635 (10/00 - 8/00)		
118	5618531 - 54410003 (9/01 - 4/96)		

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration		ACCESSION NO.  02W768	DATE REC'D 02-28-02
B. DIVISION/UNIT Vehicle Services Registration/Title File			RM CODE 26-02-06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 68 14	NO. OF CU. FT. 22
D. PHONE NO. (410) 768-7328		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell, Section 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
	45 DAY PERMITS	
20	5608428 - 5613411 (2/00 - 1/00)	1716, 4, Jan., 2008
21	5669704 - 5578739 (1/00 - 10/99)	
22	5603617 - 5605346 (7/99 - 10/99)	
23	5632758 - 5487438 (9/99 - 3/98)	
24	5497902 - 5401742 (2/98 - 5/97)	
25	5373594 - 5475125 (8/99 - 11/98)	
26	5411180 - 5467966 (97 - 98) not in order	
27	5495151 - 5371861 (97 - 98) " " "	
35	5334753 - 5364042 (9/96 - 10/96)	
36	5160000 - 5163207 (97 - 98)	
37	5409231 Permis Not in Order 5518123 (12/97 - 4/98)	
107	5734646 - 5823253 (7/01 - 7/01)	
108	5807706 - 5714548 (7/01 - 9/01)	
109	5796176 - 5700806 (8/01 - 8/01)	
110	5730276 - 5821009 (10/01 - 11/01)	
111	5809902 - 5673421 (10/01 - 3/00)	
112	5673422 - 5477796 (3/00 - 5/99)	
114	5360481 - 5669091 (4/99 - 7/00)	
115	5568663 - 5505105 (2/99 - 2/99)	
116	5505104 - 5706484 (1/99 - 10/00)	
117	5712225 - 5673635 (10/00 - 8/00)	
118	5618531 - 54410003 (9/01 - 4/96)	

R-68

S-14

Ⓟ SPACE

(S-14)



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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. <b>06W532</b>	DATE REC'D <b>3-21-06</b>
B. DIVISION/UNIT VEHICLE SERVICES			RM CODE <b>26.02.06</b>
C. MAILING ADDRESS 6601 RITCHIE HIGHWAY, N.E. GLEN BURNIE, MARYALND 21062		RANGE: LOCATION SECTION(S) <b>19 31</b>	NO. OF CU. FT. <b>12</b>
D. PHONE NO. 410-787-2931		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY KEOGH, SECTION 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	
24 24A 25 25A 26 26A 27 27A 28 28A 29 29A	<b>Stolen and Recovered Reports</b>  July 2004 July 2004 August 2004 August 2004 September 2004 September 2004 October 2004 October 2004 November 2004 November 2004 December 2004 December 2004	1716-A1 #14  January 2008  <b>JP</b>	



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

**RECORDS TRANSMITTAL AND RECEIPT**

E

CTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Motor Vehicle Administration	ACCESSION NO. <b>98W533</b>	DATE REC'D <b>12-2-97</b>
DIVISION/UNIT Office of the Attorney General		RM CODE <b>26.02.11</b>
MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062	LOCATION RANGE SECTION(S) <b>139 17</b>	NO. OF CU. FT. <b>11</b>
PHONE NO. (410) 768-7416	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Jonathan Acton, II - Room 200	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box #1	<p><b>ADMIN. APPEAL FILES - CLOSED 6/92 - 12/92</b></p> <p>A - Br</p> <p>ABRAMSON, KATHLEEN MARIE            ACTON, ROBERT JOSEPH            AMOSS, RONNIE EUGENE            ANDIA, WALDO C.            ASH, JOHN KENNETH LAYTON            ASHTON, ALAN SCOTT            AVALLONE, DWIGHT E.            BARGER, DENNIS ALFRED            BAYLOR, IVAN, JR.            BENTLEY, WALTER            BENNETT, CHESTER            BONOLIS, VINCENT PAUL            BOUNDS, GEORGE BRENT            BROOKE, BOYLE R.</p>	<p>Schedule <sup>2320</sup> <del>1646</del>            Item 5            Jan 2008</p> <p><i>JP</i></p>

ADMIN. APPEAL FILES - CLOSED 6/92 - 12/92

Box #2 - Boy - Cu

BOYUNG, JAMES A.  
BRAZEROL, KENNETH N.  
BREADS, ROBERT ANTHONY  
BRIGGS, JOSEPH N.  
BROOKS, WANDA FIELDS  
BUNKER, DALE LEE  
BURROUGHS, JOHN, JR.  
CAREY, ANTHONY P.  
CARROLL, MICHELE  
CECIL, TIMOTHY ERIN  
CHASE, RONALD E.  
CULWELL, MATTHEW THOMAS

Box #3 - Bu - Fe

BURT, MICHAEL EMMETT  
BUTLER, EDWARD R.  
CONLEY, MARK JOSEPH  
CORBIN, DONALD LEE  
CURTO, PAUL CHRISTOPHER  
DAN, CHARLES GEORGE JR.  
DAVIS, MICHAEL PATRICK  
DEMSKI, MARK CHARLES  
DEVINE, ROBERT E., II  
DICKMAN, STUART H.  
DRESSER, FRANK  
ECKENRODE, JOSEPH T.  
EDGERTON, SCOTT GEORGE  
EMERY, BEVERLY GAIL  
FARINA, KEVIN BLAIR  
FARMER, GEORGE JAMES, III  
FARRA, CHARLES NELSON  
FERRIS, TROY LEE  
FEFEL, JOHN OLIVER, JR.  
FENTON, GLORIA

Box #4 - Fi - Has

FINAZZO, MICHAEL A.  
FISCHER, RAY A.  
FLEMKE, CARL FREDERICK  
FORD, MARK FRANCIS  
FORNEY, STEVEN LEE  
FRANCE, JACOB HERSCHEL  
GAFFNEY, DANIEL J.  
GALLAGHER, TIMOTHY JOHN  
GIBLETTE, JOHN FRANKLIN  
GRABIS, JOHN A., JR.  
GRAY, JAMES G.  
GRAY, JEFFREY SCOTT

ADMIN. APPEAL FILES - CLOSED 6/92 - 12/92

Box # 4 (continued)

HARFELD, JEFFREY SCOTT  
HARFELD, MARC RICHARD  
HARPOLE, CHARLES ALAN  
HARRIS, VERNON EDWIN  
HASCHERT, JAMES V.

Box #5 - HE -KE

HERR, MICHAEL TEVIS  
HILL, CARMAN EUGENE  
HILL, GREGORY  
HOPEWELL, ANTHONY  
HUDSON, JOSEPH PATRICK  
IRBY, STANLEY ROBERT  
JACOBSON, RAYMOND ALEXANDER  
JONES, BRENDA J.  
JONES, EARNEST, JR.  
JONES, TROY VAN  
KEEFER, RONALD LEWIS  
KELLY, ROBERT DAVID  
KENDALL, JOHN ELLSWORTH MASON  
KENNISON, MICHAEL

Box # 6 - KI - MAG

KIM, STEPHEN T.  
KIMBLE, WILLIAM ALLEN  
KIRBY, CYNTHIA RAUSCH  
KLUGE, JOHN WILLY  
KNISLEY, CHARLES WILLIE  
KOEHN, MARK J.  
KORDULAK, RONALD  
KRANKOWSKI, THOMAS  
LAUER, JAMES JOSEPH  
LEE, SANDRA  
LITVINUCK, GREGORY WALTER  
LITTLE, CHARLES E. JR.  
LODOWSKI, JULIANNE MARINA  
MACDONALD, DONALD FRANCIS  
MACRAE, RONALD WAYNE  
MADARY, KIMBERLY A.  
MAGURN, WENDY M.

Box # 7 - MAK - MO

MAKOWSKI, JOSEPH DANIEL  
MALINOWSKI, ANTHONY  
MARBURY, LIONEL DWIGHT  
MARKOW, CHRISTOPHER WILLIAM  
MCCALL, HERBERT HAROLD, JR.

ADMIN. APPEAL FILES - CLOSED 6/92 - 12/92

Box #7 (continued)

MCGARTH, THOMAS  
MCNEAL, WILLIAM JOSEPH  
MCQUEEN, ISAACIER  
MEEHAN, DANIEL JUDE  
MESSINEO, MICHAEL WAYNE  
MILLER, CHARLES EDWILL  
MILLER, JOHN C.  
MONROE, CAROLE CHRISTINE  
MOORE, TRACI ANN  
MORRIS, CAROLE

Box # 8 - MU - RU

MUFFOLETTO, CARL VERNE  
NATIONAL INDUSTRIES, INC.  
NICKENS, SAMUEL  
NICKEL, SCOTT RICHARD  
NOVAK, STEVEN FRANCIS  
OLSEN, RICHARD ANDREW  
PERKINS, DEAN CLAYTON  
PETRUCCY, SHAWN  
SMITH, PHILIP JOSEPH  
PITCHERELLO, JOSEPH A.  
POTTER, JAMES W.  
PUMPHREY, MONICA L.  
RHODES, FRANK E.  
RIMBEY, NANCY LEE  
ROBERTS, ANTHONY DEAN

Box # 9 - RU - SEI

ROBERTS, ANTHONY DEAN  
RODRIGUEZ, CHRISTOPHER J.  
ROGERS, BERTHA  
ROGERS, CHARLES AMOS  
ROSENGRANT, DIANA S.  
ROSS, CUSTER WILLIAM  
ROTUNDO, MICHAEL Q.  
RUSSELL, RICHARD BERND  
SADLER, JOHN J.  
SATER, WALTER HOMER  
SCHWARTZ, DEBRA MARCENE  
SEITZ, EDWARD CHARLES

ADMIN. APPEAL FILES - CLOSED 6/92 - 12/92

Box #10 - SH - TOG

SHEETS, JAMES E.  
SLS MOTOR CARS, INC.  
SMALLBROOK, SCOTT KEITH  
SMITH, CHARLES ALAN  
SMITH, WILLARD F.  
STEPHEN, OLIN WAYNE  
STOECKER, STEPHAN C.  
SULLIVAN, KEVIN  
TART, HERBERT JR.  
TAYLOR, PHILLIP H.  
TAYMAN, JOHN THOMAS  
TAYLOR, ROBB MICHAEL  
TERRY, GREGORY D.  
THORNE, FRANCIS B.  
TIGHE, THOMAS MICHAEL  
THOMPSON, HOLLYE D.  
TOGIAS, KONSTADINOS ADONIOS

Box #11 - WA - WR

WADDLE, CHARLES WILLIAM  
WARD, TIMOTHY J.  
WAUGH, KENNETH OLIVER JR.  
WEIDEL, STEVEN  
WILLIAMS, CHRISTINA  
WINCHESTER, RICHARD BRUCE  
WISNIEWSKI, MARION JOSEPH  
WOLFE, DAVID SCOTT  
WOODRING, MICHAEL T.  
WRIGHT, ORVILLE KENNETH



EE

**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. State Highway Administration		Accession No. <b>07W762</b>	Date Rec'd <b>4/5/07</b>
			RM Code <b>26.03.01</b>
B. Division/Unit Project Planning Division		Location Range                      Section(s)	No. of Cu. Ft.
C. Mailing Address 707 North Calvert Street Baltimore, Maryland		<b>21                      15</b>	<b>/</b>
D. Phone No. 410-545-8502 / 410-545-8503		Records Center Manager	
E. Agency Official Brenda Howell / Diane Rathmann		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
1 Box	<u>Accounting Records</u> Year ending 2000 - Time Cards Box #1		Disposal Authority Schedule - 2421  Item No - 1B.  Disposal date - January, 2008

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. State Highway Administration		Accession No. <b>07W768</b>	Date Rec'd <b>4/5/07</b>																										
			RM Code <b>26.03.01</b>																										
B. Division/Unit Project Planning Division		Location Range                      Section(s)	No. of Cu. Ft.																										
C. Mailing Address 707 North Calvert Street Baltimore, Maryland		<b>11                      16</b>	<b>3</b>																										
D. Phone NO. 410-545-8502 / 410-545-8503		Records Center Manager																											
E. Agency Official Brenda Howell / Diane Rathmann		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																										
3 Boxes	<u>Accounting Records</u> Closed 2000, Consultant Contract Invoices with any correspondence.  <table border="0"> <tr> <td>Box #1</td> <td>Box #3</td> </tr> <tr> <td>BCS 93-20A</td> <td>BCS 86-12C</td> </tr> <tr> <td>BCS 94-01A</td> <td>BCS 87-22B</td> </tr> <tr> <td>BCS 94-01B</td> <td>BCS 88-01</td> </tr> <tr> <td></td> <td>BCS 88-02</td> </tr> <tr> <td>Box #2</td> <td>BCS 88-05B</td> </tr> <tr> <td>BCS 92-21</td> <td>BCS 88-11A</td> </tr> <tr> <td>BCS 93-05B</td> <td>BCS 88-20D</td> </tr> <tr> <td>BCS 93-01</td> <td>BCS 89-02A</td> </tr> <tr> <td></td> <td>BCS 89-02B</td> </tr> <tr> <td></td> <td>BCS 89-02C</td> </tr> <tr> <td></td> <td>BCS 89-12A</td> </tr> <tr> <td></td> <td>BCS 90-08A</td> </tr> </table>		Box #1	Box #3	BCS 93-20A	BCS 86-12C	BCS 94-01A	BCS 87-22B	BCS 94-01B	BCS 88-01		BCS 88-02	Box #2	BCS 88-05B	BCS 92-21	BCS 88-11A	BCS 93-05B	BCS 88-20D	BCS 93-01	BCS 89-02A		BCS 89-02B		BCS 89-02C		BCS 89-12A		BCS 90-08A	Disposal Authority Schedule - <b>2421</b>  Item No <b>JAF</b>  Disposal date - January, 2008
Box #1	Box #3																												
BCS 93-20A	BCS 86-12C																												
BCS 94-01A	BCS 87-22B																												
BCS 94-01B	BCS 88-01																												
	BCS 88-02																												
Box #2	BCS 88-05B																												
BCS 92-21	BCS 88-11A																												
BCS 93-05B	BCS 88-20D																												
BCS 93-01	BCS 89-02A																												
	BCS 89-02B																												
	BCS 89-02C																												
	BCS 89-12A																												
	BCS 90-08A																												

26.03.05	MDOT	<b>Department of General Services</b> <b>Records Management Division</b> <b>7275 Waterloo Road (Rte. 175)</b> <b>P.O. Box 275</b> <b>Jessup, Maryland 20794-0275</b>	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance & Program Management			
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.				
88W473	Cut-Off Tickets	1813	3	1977	3	1/2008	RECYCLE
03W361	Receipts & Disbursements	1808	4	1998 - 2000	18	1/2008	RECYCLE
03W373	R & D Cashiers Report	1811	3	1997 - 1999	76	1/2008	RECYCLE
06W252	R & D Outdoor Advert	1811	3	FY 2001	1	1/2008	RECYCLE
06W255	R & D Logo	1811	3	FY 2000	1	1/2008	RECYCLE
05W1129	FARS - Equipment Usage	1649	12, 13, 14	2004	25	1/2008	RECYCLE
06W1050	R & D C/R Back Up	2396	1	FY 2000	4	1/2008	RECYCLE
06W1051	R & D Check Copies	2396	1	FY 2000	2	1/2008	RECYCLE
06W1052	R & D C//R Back Up	2396	1	FY 2000	1	1/2008	RECYCLE
06W1053	R&D C/R Back Up	2396	1	2000	1	1/2008	RECYCLE
06W1054	R&d C/R Back Up	2396	1	2000	1	1/2008	RECYCLE
06W1055	R&D C/R Back Up	2396	1	2001	1	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

RECORDS TRANSMITTAL AND RECEIPT

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

PLEASE TYPE OR PRINT CLEARLY

1. a. AGENCY CODE 26.03.05		ACCESSION NO. 88W473	DATE RECEIVED 12-11-87
b. AGENCY State Highway Administration		RANGE 107	LOCATION SECTIONS 27
c. DIVISION UNIT Office of Finance & Program Management			
d. MAILING ADDRESS 707 N. Calvert Street Baltimore, Md. 21202		RECORDS CENTER MANAGER	
e. AGENCY OFFICIAL <i>William B. ...</i>		PHONE NO. 333-1442	
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 ✓ CUT-OFF-TICKETS PRIOR 1977 A-HA
- 2 ✓ CUT-OFF-TICKETS PRIOR 1977 HE-Q
- 3 ✓ CUT-OFF-TICKETS PRIOR 1977 R-Z

1813 #3	01/08
<del>731-4</del>	01/08
731-4	01/08
731-4	01/08

JF

~~R-54~~ R-107  
~~S-17~~ S-27

3 Empty Spaces

R-107

S-27

E

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

Directions: Please Type or Print Clearly All Entries  
**R & D Box Transmittal Accident Invoices**

A. Agency 1. State Highway Administration		Accession No. <b>03W361</b>	Date Rec'd <b>12-24-02</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>26 30</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		No. of Cu. Ft. <b>18</b>	
D. Phone No. (410) 545-5703		Records Center Manager	
E. Agency Office Jacqueline A. S		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	Description of Records		4. Disposal Authority Schedule, Item No., Disposal Date
1	<b>Gabriel,</b>		7/2005 <i>sch#</i> <b>1808</b>
2	Here are some of the		9/2005
3			11/2005 <i>Item#</i>
4	Accession you wanted for		<b>4</b>
5	the other will take a		2/2006
6	little longer because of		3/2006
7	the year end closing. Any		5/2006
8	question call me.		7/2006
9			8/2006
10			10/2006
11			12/2006
12			1/2007
13			3/2007
14			5/2007
15			7/2007
16			8/2007
17			9/2007
18			10/2007
	AA005900 - AA006099		11/2007
	AA006100 - AA006299 10/8/00 - 12/13/00		12/2007

*Handwritten note on lined paper:*  
 Gabriel,  
 Here are some of the  
 Accession you wanted for  
 the other will take a  
 little longer because of  
 the year end closing. Any  
 question call me.  
 Thank you  
 Rosina  
 545-5697

E

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

Directions: Please Type or Print Clearly All Entries  
**R & D Box Transmittal Accident Invoices**

A. Agency 1. State Highway Administration		Accession No.  <b>03W361</b>	Date Rec'd <b>12-24-02</b>
			RM Code <b>26.03.05</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>26 30</b>	No. of Cu. Ft. <b>18</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		Records Center Manager	
D. Phone No. (410) 545-5703		<b>To Be Completed At State Records Management Center</b>	
E. Agency Official Jacqueline A. Steffy			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
1	AA000004 – AA002399 7/26/96 – 7/23/98	7/2005 <i>ser.# 1808</i>	
2	AA002400 – AA002699 7/23/98 – 9/28/98	9/2005	
3	AA002700 – AA002999 9/28/98 – 11/18/98	11/2005 <i>Item# 4</i>	
4	AA003000 – AA003299 11/18/98 – 2/5/99	2/2006	
5	AA003300 – AA003599 2/5/99 - 3/25/99	3/2006	
6	AA003600 – AA003799 3/26/99 – 5/19/99	5/2006	
7	AA003800 – AA003999 5/19/99 – 7/1/99	7/2006	
8	AA004000 – AA004199 7/2/99 – 8/13/99	8/2006	
9	AA002400 – AA004399 8/16/99 – 10/6/99	10/2006	
10	AA004400 – AA004599 10/6/99 – 12/9/99	12/2006	
11	AA004600 – AA004899 12/10/99 – 1/27/00	1/2007	
12	AA004900 – AA005099 2/2/00 – 3/23/00	3/2007	
13	AA005100 – AA005299 3/23/00 – 5/24/00	5/2007	
14	AA005300 – AA005499 5/24/00 – 7/12/00	7/2007	
15	AA005500 – AA005699 7/12/00 – 8/10/00	8/2007	
16	AA005700 – AA005899 8/10/00 – 9/11/00	9/2007	
17	AA005900 – AA006099 9/11/00 – 10/18/00	10/2007	
18	AA006100 – AA006299 10/8/00 – 12/13/00	11/2008 12/2007	

R-26  
S-30

① SPACE  
(S-30)

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

Directions: Please Type or Print Clearly All Entries  
**R & D Box Transmittal Accident Invoices**

A. Agency 1. State Highway Administration		Accession No. <b>03W361</b>	Date Rec'd <b>12-24-02</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>26 30</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		Records Center Manager <i>Robert Poppy</i>	No. of Cu. Ft. <b>18</b>
D. Phone No. (410) 545-5703			To Be Completed At <b>State Records Management Center</b>
E. Agency Official Jacqueline A. Steffy			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
1	AA000004 - AA002399 7/26/96 - 7/23/98	# NC 4 7/2005 1808 9/2005 11/2005 2/2006 3/2006 5/2006 7/2006 3/2006 10/2006 12/2006 1/2007 3/2007 5/2007 7/2007 8/2007 9/2007 10/2007 12/2007 1/2008	
2	AA002400 - AA002699 7/23/98 - 9/28/98		
3	AA002700 - AA002999 9/28/98 - 11/18/98		
4	AA003000 - AA003299 11/18/98 - 2/5/99		
5	AA003300 - AA003599 2/5/99 - 3/25/99		
6	AA003600 - AA003799 3/26/99 - 5/19/99		
7	AA003800 - AA003999 5/19/99 - 7/1/99		
8	AA004000 - AA004199 7/2/99 - 8/13/99		
9	AA002400 - AA004399 8/16/99 - 10/6/99		
10	AA004400 - AA004599 10/6/99 - 12/9/99		
11	AA004600 - AA004899 12/10/99 - 1/27/00		
12	AA004900 - AA005099 2/2/00 - 3/23/00		
13	AA005100 - AA005299 3/23/00 - 5/24/00		
14	AA005300 - AA005499 5/24/00 - 7/12/00		
15	AA005500 - AA005699 7/12/00 - 8/10/00		
16	AA005700 - AA005899 8/10/00 - 9/11/00		
17	AA005900 - AA006099 9/11/00 - 10/18/00		
18	AA006100 - AA006299 10/8/00 - 12/13/00		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <b>SHA</b>		ACCESSION NO. <b>03W373</b>	DATE REC'D <b>12-26-02</b>
B. DIVISION/UNIT <b>R+D DIVISION</b>			RM CODE <b>06.03.05</b>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <b>41 6-8</b>	NO. OF CU. FT. <b>76</b>
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	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	R+D DIVISION '93 TO 1998 CLOSEOUT MISC	1811-3
21	CASHIER'S OFFICE 9-98 TO 1-99 CASH RECEIPT + SPECIFICATION CHECK COPIES	
41	AGING REPORTS 7/96 TO 2/97	1/2008
61	R+D CASHIER'S OFFICE 12/1/98 TO 1/29/99 C/R BACKUP FY 1999	SF
71	CASH REC. BACKUP 3/97 TO 4/14/97	
76	7/97 TO 2/98 ACCOUNTS RECEIVABLE AGING REPORTS 7/97, REVENUE DETAIL REPORTS 10/97-2/98	

R-41

① SPACE

5-6-8 (5-8)

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

Directions: Please Type or Print Clearly All Entries

*A - AGING REPORTS & SCHEDULES*

A. Agency 1. State Highway Administration		Accession No. <b>03W373</b>	Date Rec'd <b>12-26-02</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>41 6-8</b>	RM Code <b>26.03</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		No. of Cu. Ft. <b>76</b>	
D. Phone No. (410) 545-5703		Records Center Manager	
E. Agency Official Jacqueline A. Steffy		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
<i>2 62</i>	A / R Aging Schedules Period Ending 6/98 DAFR 9760	<i>6/2005</i>	
<i>4 52</i>	Aging Reports DAFR 9760 4/97 - 6/97	<i>6/2004</i>	
<i>15 76</i>	1) Accounts Receivable Aging Reports 7/31/97 2) Revenue Detail Report 10/97-2/98	<i>2/2005</i>	
<i>22 55</i>	1) Revenue Detail Reports 11/97-2/98 2) Accounts Receivable Aging Reports 7/97/8/98	<i>7/2005</i>	
<i>34 73</i>	Accounts Receivable Aging Reports, GL Fund Detail, Trial Balance Reports 1997-1998	<i>7/2005</i>	
<i>35 74</i>	Aging Reports Accounts Receivable, Revenue Reports 1997-1998	<i>7/2005</i>	
<i>61 19</i>	Monthly Reports 1/96 - 3/96	<i>3/2003</i>	
<i>66 46</i>	Aging Reports FY 1997 - FY 1998	<i>7/2005</i>	
<i>70 41</i>	Aging Reports 7/96 to 2/97	<i>2/2004</i>	

*Hold until  
1/2008*

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

Directions: Please Type or Print Clearly All Entries

*A - AGING REPORTS & SCHEDULES*

A. Agency 1. State Highway Administration		Accession No. <b>03W373</b>	Date Rec'd <b>12-26-02</b>
			RM Code <b>26.03</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>41 6-8</b>	No. of Cu. Ft. <b>76</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		Records Center Manager	
D. Phone No. (410) 545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jacqueline A. Steffy			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
<del>2</del> 62	A / R Aging Schedules Period Ending 6/98 DAFR 9760	6/2005	
<del>4</del> 52	Aging Reports DAFR 9760 4/97 - 6/97	6/2004	
<del>15</del> 76	1) Accounts Receivable Aging Reports 7/31/97 2) Revenue Detail Report 10/97-2/98	2/2005	
<del>22</del> 55	1) Revenue Detail Reports 11/97-2/98 2) Accounts Receivable Aging Reports 7/97/8/98	7/2005	
<del>34</del> 73	Accounts Receivable Aging Reports, GL Fund Detail, Trial Balance Reports 1997-1998	7/2005	
<del>35</del> 74	Aging Reports Accounts Receivable, Revenue Reports 1997-1998	7/2005	
<del>61</del> 19	Monthly Reports 1/96 - 3/96	3/2003	
<del>66</del> 46	Aging Reports FY 1997 - FY 1998	7/2005	
<del>70</del> 41	Aging Reports 7/96 to 2/97	2/2004	

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

Directions: Please Type or Print Clearly All Entries

*C - CASH RECEIPTS*

A. Agency 1. State Highway Administration		Accession No. <b>036373</b>	Date Rec'd <b>12.26-02</b>
B. Division/Unit Receipts & Disbursements		Location Range Section(s) <b>41 6-8</b>	RM Code <b>26.03.0</b>
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202		No. of Cu. Ft.	
D. Phone No. (410) 545-5703		Records Center Manager	
E. Agency Official Jacqueline A. Steffy		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
<i>51</i>	<b>Journal Entries:</b> 10/16/96 Thru 10/18/96 and 11/14/96 7/23/97 Thru 8/8/97 and 8/15/97 9/26/97 Thru 11/28/97 and 8/12/97 7/7/97 Thru 7/25/97 and 8/11/97, 8/12/97, 8/13/97 9/11/97 Thru 12/8/97 1/29/98 Thru 8/7/98 and 11/4/98 1/21/99 Thru 6/23/99 <b>Cash Receipts Journal: FY 1998</b>	<b>6/2006</b>	
<i>710</i>	<b>Clean House - Cabinet</b> 1 Summary of G/L Acct 1190 for month of May 1995 2 Revenue Transaction Analysis August 31, 1994 3 Miscellaneous Letters 4 Letters regarding problems that need to be solved 5 Journal Entry Forms 6 Third Party Purged Projects 7 Closed Receipts and Disbursement Files 5/26/95 8 Sent to Waterloo 9 Cash Receipt Journal 6/1996 10 Journal Entries FY 1997 11 CCU 1197 12 Cash Receipt Breakdown 1996 13 Reconciliation Log Sheets 14 Trial Balance Copies 15 Questionable Items 16 Bank Reconciliation - Rental Escrow Account: 5/91-12/91; 1/92-2/92; 1/93-12/93; 1/94-6/94.		

	17 Bank Reconciliation – Special Right-of-Way: 1/94–6/94; 1/93–12/93; 1/92–12/92; 1/91–12/91; 10/90– 12/90.	
	18 Bank Reconciliation – Working Fund Account: 1/94-6/94; 93; 92; 91; 9/90-12/90; 1/99, 2/99, 3/99.	3/2006
42 63	Paid Payroll and Short Term advances Back-up & check Copies for 11/98-6/99	6/2006
13 64	Cash Receipts Daily Back-up 4/00-5/00	5/2007
20 67	Cash Receipts Back ups 4/26/96 to 6/30/96	6/2003
24 56	Cashier's Office Cash Receipts Back-ups on FMIS	7/2007
25 57	Cash Receipts Back ups 11/96-12/96	12/2003
26 58	Cash Receipts Check Copies and Specifications Check Copies 2/99-6/99	6/2006
28 60	Cash Receipt Back-up and Copies of Checks 9/96-10/96	10/2003
29 70	8/1/96-8/30/96 Specifications Back-ups 11/1/96 10/96 7/96	8/2003
<del>30</del>	<del>Long Term Adv. Recons. Petty Cash Reimbursement forms, Bus Pass Doc. Good Fund REC. '87 Dates: 1987, 1990, 1994, 1995</del>	—
31 71	Cash Receipts Back-up 3/97 – 4/14/97	4/2004
32 72	Cash Receipts Check Copies 7/96-12/96	12/2003
40	<del>Bus Pass Documents Specifications Back-ups 1/96-9/96</del>	
42	<del>Cash Receipts Back up 1/26/96 – 2/23/96</del>	

43 49	Cash Receipts Back up 6/30/98 FY 1998	6/2005
44 50	Cash Receipt Back up 2/18/98 - 3/17/98 FY 1998	3/2005
45 65	Cash Receipt Back up Check copies 4/96-7/96	7/2003
46 66	Cash Receipt Back up 2/24/96 - 4/24/96	4/2003
47 54	Paid Advances Entire Year Check Copies 1/96 - 6/96	6/2003
51 68	Stars Daily Cash Receipt FY 96	7/2003
52 69	Cash Receipt Back-up 4/15/97 - 5/97	5/2004
58	<del>Certificates of Deposits 7/1/95 - 6/30/96</del>	
59	<del>Various Box - Paid Advances, Bid Summary Bus Pass Sales Back-ups, Planning Programming</del>	
68 39	C/R Back-ups FY 1999 3/6/99 - 4/22/99	4/2006
76 38	C/R Back-up 8/17/98 - 10/16/98	10/2005
77 43	Specification Check Copies 4/97 - 8/98	8/2005
78	C/R Back-up 10/16/98 - 11/30/98	11/2005
79 32	C/R Back-up 1/1/98 - 2/17/98	2/2005
80 33	Deposit Slips 4/1/97 - 12/97	12/2004
82 76	C/R Check Copies 1/98	1/2005
84 28	Deposit Slips 7/98 - 6/99	6/2006
85 29	C/R Back-up 6/1/99 - 6/30/99	6/2006
88 36	C/R Back-up FY 1998 paid MdTA Inc. 8/1/98 to 8/31/98	8/2005
92 37	Working Fund Reconciliation (\$100,000.00) 12/96 - 6/98	6/2005

<del>93</del> 42	C/R Back-up 7/1/98 - 8/14/98	8/2005
<del>94</del> 13	C/R Back-up FY '98 and 6/30/97	6/2004
<del>96</del> 22	C/R Back-up FY 1999	7/2006
<del>97</del> 14	C/R Back-up FY 1998	7/2005
<del>98</del> 21	C/R & Specification Check Copies 9/98 - 1/99	1/2006
<del>99</del> 4	Working Fund Reconciliations 6/95 - 6/98	6/2005
<del>100</del> 61	C/R Back-up 12/1/98 - 1/29/99	1/2006
<del>102</del> 17	C/R Back-up 4/23/99 - 5/28/99	5/2006
<del>103</del> 20	C/R Back-up 6/1/97 - 6/30/97	6/2004
<del>104</del> 11	Petty Cash Reimbursements Back-up Check Copies 7/96 - 6/99	6/2006
<del>105</del> 18	C/R Back-up 11/19/97 - 12/31/97	12/2004
<del>106</del> 12	C/R Back-ups FY '98 10/1/97 to 11/18/97	11/2004
<del>107</del> 5	Row Reconciliation 1995 through 10/1/99 and working Fund Reconciliation 5/95 to 11/95 1995 to 1999	11/2006
<del>109</del> 16	C/R Back-up 8/26/97 - 9/30/97	9/2004
<del>110</del> 9	Deposit Slips 1/98 - 6/98	6/2005
<del>111</del> 8	C/R Check Copies 7/97 - 12/97	12/2004
<del>113</del> 6	Deposit Slips 7/1/96 - 3/31/97	3/2004

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

Directions: Please Type or Print Clearly All Entries

*B-BILLING*

A. Agency 1. State Highway Administration		Accession No.	Date Rec'd
			RM Code
B. Division/Unit Receipts & Disbursements		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 707 North Calvert Street, Baltimore MD 21202			
D. Phone No. (410) 545-5703		Records Center Manager	
E. Agency Official Jacqueline A. Steffy		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
<del>3</del> 53	Accident JE Detail September 1997 Cash Receipt Journal 1996	9/2004	
<del>69</del> 40	Paid Accident Invoices 4/97 – 8/97 AA800 to AA1199	8/2004	
<del>83</del> 27	Accident Invoices 12/96 – 4/97	4/2004	
<del>88</del> 25	B.C.S. No Billings 3/98 to 9/98	9/2005	
<del>87</del> 24	BC No Billing 12/98 to 3/99	3/2006	
<del>95</del> 23	Paid Accident Invoices 4/98 to 6/98	6/2005	
<del>408</del> 15	Finals 1996		

112 7

Micro Film FMIS Billing FY 1998 – FY 1999

7/2006

DGS 550-5 (Rev. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

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

Directions: Please Type or Print Clearly All Entries

*D-INVOICES*

A. Agency 1. State Highway Administration		Accession No.	Date Rec'd																																																																					
			RM Code																																																																					
B. Division/Unit Receipts & Disbursements		Location Range Section(s)	No. of Cu. Ft.																																																																					
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<del>19</del> 2	Invoices, Cash Receipts, Journals / Back-ups 1994 to 1997	7/2004																																																																						
48 48	<b>Closed Projects in Box 13</b> <table border="0"> <thead> <tr> <th>Project #</th> <th>Third Party</th> <th>Date Closed</th> </tr> </thead> <tbody> <tr><td>AA682Q52</td><td>Dorchester Limited</td><td>11/18/97</td></tr> <tr><td>AW180M9M</td><td>Wicomico County</td><td>11/25/97</td></tr> <tr><td>AW180M9N</td><td>Worcester County</td><td>11/25/97</td></tr> <tr><td>AW455M54</td><td>Charles County</td><td>12/15/97</td></tr> <tr><td>AW456M-459-785</td><td>Frederick County</td><td>11/17/97</td></tr> <tr><td>AW456-468-785</td><td>Carroll County</td><td>11/17/97</td></tr> <tr><td>AW456-478-785</td><td>Shell Oil Company</td><td>11/17/97</td></tr> <tr><td>AW456-489-785</td><td>Frederick County</td><td>11/17/97</td></tr> <tr><td>AW456-499-785</td><td>Carroll County</td><td>11/17/97</td></tr> <tr><td>AW533M91</td><td>Dept of Natural Resources</td><td>12/15/97</td></tr> <tr><td>AW799-921-615</td><td>Washington County</td><td>11/17/97</td></tr> <tr><td>AW799-922-115</td><td>Wicomico County</td><td>11/17/97</td></tr> <tr><td>AW799-924-015</td><td>Baltimore City</td><td>11/17/97</td></tr> <tr><td>BA818-502</td><td>Baltimore County</td><td>4/7/97</td></tr> <tr><td>BA960M59</td><td>Baltimore County</td><td>11/24/97</td></tr> <tr><td>FR242M51</td><td>City of Frederick</td><td>11/17/97</td></tr> <tr><td>FR254M92</td><td>Commonwealth of Virginia</td><td>11/18/97</td></tr> <tr><td>HA983M29</td><td>Harford County</td><td>12/10/97</td></tr> <tr><td>M 248-501</td><td>W.S.S.C.</td><td>10/6/94</td></tr> <tr><td>M 248-501</td><td>C &amp; P</td><td>10/6/94</td></tr> <tr><td>M 971-502</td><td>City of Gaithersburg</td><td>3/24/94</td></tr> <tr><td>P 802-501-371</td><td>W.S.S.C.</td><td>7/3/97</td></tr> </tbody> </table>	Project #	Third Party	Date Closed	AA682Q52	Dorchester Limited	11/18/97	AW180M9M	Wicomico County	11/25/97	AW180M9N	Worcester County	11/25/97	AW455M54	Charles County	12/15/97	AW456M-459-785	Frederick County	11/17/97	AW456-468-785	Carroll County	11/17/97	AW456-478-785	Shell Oil Company	11/17/97	AW456-489-785	Frederick County	11/17/97	AW456-499-785	Carroll County	11/17/97	AW533M91	Dept of Natural Resources	12/15/97	AW799-921-615	Washington County	11/17/97	AW799-922-115	Wicomico County	11/17/97	AW799-924-015	Baltimore City	11/17/97	BA818-502	Baltimore County	4/7/97	BA960M59	Baltimore County	11/24/97	FR242M51	City of Frederick	11/17/97	FR254M92	Commonwealth of Virginia	11/18/97	HA983M29	Harford County	12/10/97	M 248-501	W.S.S.C.	10/6/94	M 248-501	C & P	10/6/94	M 971-502	City of Gaithersburg	3/24/94	P 802-501-371	W.S.S.C.	7/3/97	7/2004	
Project #	Third Party	Date Closed																																																																						
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P 802-501-371	W.S.S.C.	7/3/97																																																																						

<del>74</del> 30	Paid Billings, General Paid, Complete Payment Printout 9/98 - 5/99	5/2006
<del>72</del> 34	General Billings FY 1998 - FY 1999	7/2006
<del>73</del> 45	Paid Acct. Inv. 8/97 - 11/97	11/2004
<del>74</del> 44	BW999 FY99 to FY00	7/2007
<del>75</del> 35	FMIS AC Old Invoices Storage Box FY 1998 -1999	7/2006

707 North Calvert Street  
Baltimore, Md. 21202  
Phone: (410) 545-5786  
Fax: (410) 209-5044



# Fax

To: Cabriel or Karin From: Carol  
 Fax: 410 799-8532 Date: 1-8-07  
 Phone: 410 799-1930 Pages: 9  
 Re: Disposal Clearance CC: 410 545-5768

Urgent  For Review  Please Comment  Please Reply  Please Recycle

Comments: Karin attached are (7) Disposal Clearance sheets. For each accession number it will say destroy or Do Not Destroy with new date and justification.

- 05W1127 - Destroyed
- 06W0251 - Destroyed
- 06W0254 - Destroyed
- 79C0127 - Destroyed
- 97W0132 - Destroyed
- 97W0160 - Destroyed
- 97W0231 - Destroyed
- 97W1273 - Destroyed

87W0259 - Do Not Destroy

03W0373 - Do Not Destroy

\* 87W568 - Destroyed Box  
 Number only: 1, 2, 3, 4, 5  
 8, 9, 10, 11, 12, 13, 14, 15, 18  
 19, 20, 21, 22, 23, 24, 25  
 27, 28, 29, 30, 31, 32, 33, 34  
 35, 36

\* DO NOT DESTROY: 6, 7, 16, 17, 26, 37, 38

①

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

DECEMBER 11, 2006

*Accession #  
03W0373*

26.03.05  
MS. CAROLYN DIXON  
MDOT SHA OFFICE OF FINANCE  
707 N. CALVERT ST. MAIL STOP 504  
BALTIMORE, MD 21202

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 11, 2007. 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,

*Hold ✓*

Gabriel Lopez  
Records Center Manager

*Keep 03W0373 until 1/2008  
because these files must be kept for seven  
years and that Norman C. Gabriel  
times it to 2008. 1/4/07*

9

Page No. 1  
01/03/07

AGENCY HOLDINGS IN RECORDS CENTER

ACCESSION NO. NO. CUBIC FEET RANGE SECTIONS SCHEDULES ITEMS DISP

\*\* RECORD MANAGEMENT CODE 26.03.05

	17	4 03	1649	12,13,14	1/07
<del>05W1127 - D</del>	1	23 26	1811	3	1/07
<del>06W0251 - D</del>	1	23 26	1811	3	1/07
<del>06W0254 - D</del>	3	7 28	1813	3	1/07
<del>79C0127 - D</del>	1	1 18	1807	4	<del>1/07</del> 1/08
<del>87W0259 - DO NOT Destroy</del>	38	34 04-05	1197	1	7/07 <del>1/07 A</del> 1/08
<del>87W0568 - Partial -</del>	2	172 23	1648	2B	1/07
<del>97W0132 - D</del>	24	18 01-04	1648	2A	1/07
<del>97W0160 - D</del>	1	9 26	1648	2A	1/07
<del>97W0231 - D</del>	4	166 07	1648	2B	1/07
<del>97W1273 - D</del>	74	41 06-08	2401		<del>1/07 P</del> 1/08
<del>03W0373 - Partial Disposal</del>					
** Subtotal **	166				
*** Total ***	166				

Hold -  
Partial -

HOLD

→ 87W568 - Boxes - 17, 37, 38 Keep until 7/2007

→ 87W568 - Boxes - 6, 7, 16, 26 - until 1/2008

Total - 7 Boxes

(11)  
(3)

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

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. <b>06W252</b>	Date Rec'd <b>10-25-05</b>
			RM Code <b>26-03-05</b>
B. Division/Unit <b>R&amp;D - Cashiers Office</b>		Range <b>23</b>	Location Section(s) <b>26</b>
C. Mailing Address <b>707 N. Calvert Street, Baltimore, MD 21202</b>		No. of Cu. Ft. <b>1</b>	
D. Phone No. <b>410-545-5703</b>		Records Center Manager	
E. Agency Official <b>Jackie Steffy</b>		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
73	Outdoor Advert AF000919 - AF001549 FY01 Scanned	02/08 - 1811 -- 3  <i>Jan. 2008</i>	

E

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

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. <b>06W255</b>	Date Rec'd <b>10-25-05</b>
			RM Code <b>26.03.05</b>
B. Division/Unit <b>R&amp;D - Cashiers Office</b>		Range <b>23</b>	Location Section(s) <b>26</b>
C. Mailing Address <b>707 N. Calvert Street, Baltimore, MD 21202</b>		No. of Cu. Ft. <b>1</b>	
D. Phone No. <b>410-545-5703</b>		Records Center Manager	
E. Agency Official <b>Jackie Steffy</b>		<b>To Be Completed At State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates		4. Disposal Authority Schedule, Item No., Disposal Date
148	Logo AE000003 - AE000389 FY00 Scanned		09/07 - 1811 - 3 <b>Jan. 2008</b>

**RECORDS TRANSMITTAL AND RECEIPT**

DEPARTMENT OF GENERAL SERVICES

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. MARYLAND STATE HIGHWAY ADMIN.		Accession No.  05W1129	Date Rec'd 4-20-05 RM Code 26-03-05
B. Division/Unit FARS		Location Range Section(s) 53 35	No. of Cu. Ft. 25
C. Mailing Address 707 N. Calvert Street		Records Center Manager	
D. Phone No. 410-545-5697		To Be Completed At State Records Management Center	
E. Agency Official			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
1	July 2004 Equipment usage (00's-1's)	Item #	1649; 07/2007
2	July 2004 Equipment usage (2's-9)	12, 13, 14	1649; 07/2007
3	June 2004 Equipment usage (2's-9)		1649; 06/2007
4	Oct 2004 Equipment usage (2-9)		1649; 10/2007
5	March 2004 Equipment usage (3-9)		1649; 03/2007
6	Dec 2004 Equipment usage (2-9)		1649; 12/2007 1/08
7	Dec 2004 Equipment usage (0-1)		1649; 08/2007
8	Sept 2004 Equipment usage (3-9)		1649; 05/2007
9	Feb 2004 Equipment usage (0-1)		1649; 07/2007
10	June 2004 Equipment usage (0-1)		1649; 06/2007
11	Oct 2004 Equipment usage (0-1)		1649; 10/2007
12	Sept 2004 Equipment usage (0-2)		1649; 09/2007
13	March 2004 Equipment usage (0-2)		1649; 03/2007
14	April 2004 Equipment usage (2-9)		1649; 04/2007
15	April 2004 Equipment usage (0-1)		1649; 04/2007
16	May 2004 Equipment usage (3-9)		1649; 05/2007
17	May 2004 Equipment usage (0-2)		1649; 05/2007
18	Nov 2004 Equipment usage (2-9)		1649; 11/2007 1/08

19	Jan 2004 Equipment usage (0-1)	1649; 01/2007
20	Feb 2004 Equipment usage (2-9)	1649; 02/2007
21	Jan 2004 Equipment usage (2-9)	1649; 01/2007
22	Nov 2004 Equipment usage (0-1)	1649; 11/2007
23	Feb 2004 Equipment usage (2-9) <i>mv</i>	1649; 02/2007
24	Aug 2004 Equipment usage (0-2)	1649; 08/2007
25	Aug 2004 Equipment usage (3-9) <del>mv</del>	1649; 08/2007

E

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1050</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202			No. of Cu. Ft. <b>4</b>
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

114	C/R Back Up. From 7/1/99 To 8/12/99. FY2000	Not Scanned	12/07 - 2396
128	C/R Back Up - 11/10/99 Thru 12/30/99	Not Scanned	12/07 - 2396
142	Cashier Office Reconciliation FY 97; 98 and 00	Not Scanned	12/07 - 2396
143	Cashier Office/Bank Accts/ Bid Dates Rec. 1998 - 00	Not Scanned	12/07 - 2396

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*1/2008*

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1051</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. <b>2</b>	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

115	C/R Back Up. From 10/1/99 To 11/9/99. FY2000	Not Scanned	11/07 - 2396
126	C/R and Specs, Check Copies. 7/99 Thru 11/99. FY00	Not Scanned	11/07 - 2396

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1052</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. <b>1</b>	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

116 C/R Back Up. From 8/13/99 To 9/30/99. FY2000

Not Scanned

09/07 - 2396

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1053</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>26.03-05</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. <b>1</b>	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

201 Cash Receipt Back Up - 10/26/00 - 11/30/00

Not Scanned

11/08 - 2396

*Item 1*

*1/2008  
JF*

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1054</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>26.03.05</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. <b>1</b>	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

202 Cash Receipt Back Up - 12/00-10/25/00

Not Scanned

10/08 - 2396

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*1/2008*

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. <b>06W1055</b>	Date Rec'd <b>5-31-06</b>
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) <b>15 23</b>	RM Code <b>260305</b>
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. <b>1</b>	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

204 Cash Receipt Back Up - 12/01/00-01/9/01

Not Scanned

01/08 - 2396

*Item 1*  
*1/2008*  
*JF*



**RECORDS TRANSMITTAL AND RECEIPT**

*E*

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. <i>03W/263</i>	DATE REC'D <i>10-31-02</i>
B. DIVISION/UNIT EMPLOYEE SERVICES DIVISION			RM CODE <i>26.03.08.00</i>
C. MAILING ADDRESS 707 NORTH CALVERT STREET, ROOM C610 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) <i>50 31</i>	NO. OF CU. FT. <i>7</i>
D. PHONE NO. (410) 545-5791		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Darnell Winkler</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
	Employees Personnel Folders - Inactive "1998"	Sch.# 1822 Item # 14 Disposal Date <i>2008</i> <i>JP</i>
1	Abell - Burley	
2	Califano - Franklin	
3	Garcia - Jones	
4	Kuzio - Myers	
5	NGuyen - Russ	
6	Saccenti - Tucker	
7	VanLuven - Young	



DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE: 410-799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

<p>1. Agency: <b>State Highway Administration</b></p> <p>B. Division/ Unit: <b>Office of Consultant Services</b></p> <p>C. Mailing Address <b>707 North Calvert Street C-405 Baltimore, MD 21202</b></p> <p>D. Phone No. <b>410-545-0437</b></p> <p>E. Agency Official <b>Jill P. Welsh</b></p>	<p style="text-align: center;">Accession No.</p> <p style="font-size: 2em; text-align: center;">04W1399</p>	<p style="text-align: center;">Date Rec'd</p> <p style="font-size: 1.5em; text-align: center;">11-14-03</p> <p style="text-align: center;">RM Code</p> <p style="font-size: 1.5em; text-align: center;">26.03.09</p>				
	<p style="text-align: center;">Location</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Range</td> <td style="width: 40%; text-align: center;">Section(s)</td> </tr> <tr> <td style="font-size: 2em; text-align: center;">38</td> <td style="font-size: 2em; text-align: center;">30-32</td> </tr> </table>	Range	Section(s)	38	30-32	<p style="text-align: center;">No. of Cu. Ft.</p> <p style="font-size: 2em; text-align: center;">67</p>
Range	Section(s)					
38	30-32					
	<p>Records Center Manager</p> <p><b>To Be Completed At State Records Management Center</b></p>					

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
1	Consultant Contract Files 1987 - 2002	Sched. # 2224 <i>JF</i> Item #1 Disposal Date: 1/1/08
2	Consultant Contract Files 1987- 2002	Same as Box #1
3	Consultant Contract Files 1987 - 2002	Same as Box #1
4	Consultant Contract Files 1987 - 2002	Same as Box #1
5	Consultant Contract Files 1987 - 2002	Same as Box #1
6	Consultant Contract Files 1987 - 2002	Same as Box #1
7	Consultant Contract Files 1987 - 2002	Same As Box #1
8	Consultant Contract Files 1987 - 2002	Same as Box #1
9	Consultant Contract Files 1987 - 2002	Same as Box #1
--CONTINUED ON NEXT PAGE--		

DGS 550-5 (Rev. 12/88)      USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
10	Consultant Contract Files 1987 - 2002	Sched. # 2224 Item #1 Disposal Date: 1/1/08
11	Consultant Contract Files 1987- 2002	Same as Box #1
12	Consultant Contract Files 1987 - 2002	Same as Box #1
13	Consultant Contract Files 1987 - 2002	Same as Box #1
14	Consultant Contract Files 1987 - 2002	Same as Box #1
15	Consultant Contract Files 1987 - 2002	Same as Box #1
16	Consultant Contract Files 1987 - 2002	Same As Box #1
17	Consultant Contract Files 1987 - 2002	Same as Box #1
18	Consultant Contract Files 1987 - 2002	Same as Box #1
19	Consultant Contract Files 1987- 2002	Same as Box #1
20	Consultant Contract Files 1987 - 2002	Same as Box #1
21	Consultant Contract Files 1987 - 2002	Same as Box #1
22	Consultant Contract Files 1987 - 2002	Same as Box #1
23	Consultant Contract Files 1987 - 2002	Same as Box #1
24	Consultant Contract Files 1987 - 2002	Same As Box #1
25	Consultant Contract Files 1987 - 2002	Same as Box #1
26	Consultant Contract Files 1987 - 2002	Same as Box #1
27	Consultant Contract Files 1987- 2002	Same as Box #1
28	Consultant Contract Files 1987- 2002	Same as Box #1
29	Consultant Contract Files 1987 - 2002	Same as Box #1
30	Consultant Contract Files 1987 - 2002	Same as Box #1
31	Consultant Contract Files 1987 - 2002	Same as Box #1
32	Consultant Contract Files 1987 - 2002	Same as Box #1
33	Consultant Contract Files 1987 - 2002	Same As Box #1
34	Consultant Contract Files 1987 - 2002	Same as Box #1
35	Consultant Contract Files 1987 - 2002	Same as Box #1

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
36	Consultant Contract Files 1987 - 2002	Sched. # 2224 Item #1 Disposal Date: 1/1/08
37	Consultant Contract Files 1987- 2002	Same as Box #1
38	Consultant Contract Files 1987 - 2002	Same as Box #1
39	Consultant Contract Files 1987 - 2002	Same as Box #1
40	Consultant Contract Files 1987 - 2002	Same as Box #1
41	Consultant Contract Files 1987 - 2002	Same as Box #1
42	Consultant Contract Files 1987 - 2002	Same As Box #1
43	Consultant Contract Files 1987 - 2002	Same as Box #1
44	Consultant Contract Files 1987 - 2002	Same as Box #1
45	Consultant Contract Files 1987- 2002	Same as Box #1
46	Consultant Contract Files 1987 - 2002	Same as Box #1
47	Consultant Contract Files 1987 - 2002	Same as Box #1
48	Consultant Contract Files 1987 - 2002	Same as Box #1
49	Consultant Contract Files 1987 - 2002	Same as Box #1
50	Consultant Contract Files 1987 - 2002	Same As Box #1
51	Consultant Contract Files 1987 - 2002	Same as Box #1
52	Consultant Contract Files 1987 - 2002	Same as Box #1
53	Consultant Contract Files 1987- 2002	Same as Box #1
54	Consultant Contract Files 1987- 2002	Same as Box #1
55	Consultant Contract Files 1987 - 2002	Same as Box #1
56	Consultant Contract Files 1987 - 2002	Same as Box #1
57	Consultant Contract Files 1987 - 2002	Same as Box #1
58	Consultant Contract Files 1987 - 2002	Same as Box #1
59	Consultant Contract Files 1987 - 2002	Same As Box #1
60	Consultant Contract Files 1987 - 2002	Same as Box #1
61	Consultant Contract Files 1987 - 2002	Same as Box #1

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
62	Consultant Contract Files 1987 - 2002	Sched. # 2224 Item #1 Disposal Date: 1/1/08
63	Consultant Contract Files 1987- 2002	Same as Box #1
64	Consultant Contract Files 1987 - 2002	Same as Box #1
65	Consultant Contract Files 1987 - 2002	Same as Box #1
66	Consultant Contract Files 1987 - 2002	Same as Box #1
67	Consultant Contract Files 1987 - 2002	Same as Box #1



**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

1. Agency: <b>State Highway Administration</b>  B. Division/ Unit: <b>Administrator's Office</b>  C. Mailing Address <b>P.O. Box 717  Baltimore, MD 21203-0717</b>  D. Phone No. <b>410-545-0401</b>  E. Agency Official <b>Gerry Fletcher</b>	Accession No.	Date Rec'd	
	02W841	4-7-02	
	Location	RM Code	
	26-03-20		
	Range	Section(s)	No. of Cu. Ft.
	1	18-19	22
	Records Center Manager		
<b>To Be Completed At State Records Management Center</b>			

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
1	1997 General Correspondence Files: Pinks: A-E	Sched. # 1872 Item #1 Disposal Date: 1/1/08
2	1997 General Correspondence Files: Pinks: F-K	Same JP
3	1997 General Correspondence Files: Pinks: L-R	Same
4	1997 General Correspondence Files: Pinks: S-Z	Same
5	1997 General Correspondence Files: Pinks: Iannucci-Winstead	Same
6	1997 General Correspondence Files: Subjects: AASHTO-Highway Development	Same
7	1997 General Correspondence Files: Subjects: HOV-Noise	Same
8	1997 General Correspondence Files: Subjects: Personnel-Traffic	Same
9	1997 General Correspondence Files: Subjects: Training-WWB	Same
--CONTINUED ON NEXT PAGE--		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date <sup>3</sup>
10	1997 General Correspondence Files: Counties: Allegany-Calvert	Same
11	1997 General Correspondence Files: Counties: Caroline-Kent	Same
12	1997 General Correspondence Files: Counties: Montgomery-Prince George's	Same
13	1997 General Correspondence Files: Counties: Queen Anne's - Worcester	Same
14	1997 General Correspondence Files: ICC-1	Same
15	1997 General Correspondence Files: ICC-2	Same
16	1997 General Correspondence Files: ICC-3	Same
17	1997 General Correspondence Files: ICC-4	Same
18	1997 General Correspondence Files: ICC-5	Same
19	1997 General Correspondence Files: ICC-6	Same
20	1997 General Correspondence Files: ICC-7	Same
21	1997 General Correspondence Files: ICC-8	Same
22	1997 General Correspondence Files: ICC-9	Same

R-1  
S-18-19



DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE: 410-799-1379)  
**RECORDS TRANSMITTAL AND RECEIPT**

Directions: Please Type or Print Clearly All Entries

1. Agency: STATE HIGHWAY ADMINISTRATION  B. Division/Unit Deputy Administrator's Office  C. Mailing Address P.O. Box 717 Baltimore MD 21203-0717  D. Phone No. 410-545-0402  E. Agency Official Lorraine Moore	Accession No.  <span style="font-size: 2em;">02W1843</span>	Date Rec'd <span style="font-size: 1.5em;">4-7-02</span>
	RM Code <span style="font-size: 1.5em;">26.03.21</span>	
	Location  Range Section(s)  <span style="font-size: 2em;">10</span> <span style="font-size: 2em;">34</span>	No. of Cu. Ft.  <span style="font-size: 3em;">5</span>
	Records Center Manager	
	<b>To Be Completed At  State Records Management Center</b>	

2. Box Number	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
1	1997 Pinks, Districts, Counties, Subjects: A – Bridges	Schedule: #1873 Item #1 Disposal Date: 1/1/08
2	1997 Subjects: Budget – E	(same) <span style="float: right; font-weight: bold;">JF</span>
3	1997 Subjects: F – L	(same)
4	1997 Subjects: M – Risk Management	(same)
5	1997 Subjects: Rotation Program - Z	(same)
6		
7		
8		
9		

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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. UmAB Dental School		ACCESSION NO. 02W01	DATE REC'D 7-6-01
B. DIVISION/UNIT CENTRAL RECORDS			RM CODE 28-01-01
C. MAILING ADDRESS 666 W. BALTIMORE ST BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 36 3-4	NO. OF CU. FT. 80
D. PHONE NO. 410 706-3437		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Sharon Wyatt		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1-80 #70 BOXES	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES DENTAL RECORDS ARCHIVED 2000	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Sche # <del>0218</del> Item # 1 Jan <del>2007</del> 2008	
		* MISSING Box # 22, 23, 24, 25, 75, 77, 80	