



# RECORDS TRANSMITTAL AND RECEIPT

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. <span style="font-size: 1.5em;">95W 256</span>	DATE REC'D <span style="font-size: 1.5em;">8-19-94</span>
B. DIVISION/UNIT State Scholarship Administration	RM CODE <span style="font-size: 1.5em;">39.01 28.04</span>	
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <span style="font-size: 1.5em;">55 19-20</span>	NO. OF CU. FT. <span style="font-size: 1.5em;">19</span>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	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
<span style="font-size: 1.5em;">I</span>  ✓1 ✓2 ✓3  ✓4  ✓5 ✓6 ✓7 ✓8 ✓9 ✓10 ✓11 ✓12 ✓13 ✓14 ✓15 ✓16 ✓17 ✓18 ✓19	<p>Senatorial, Delegates, General State Scholarship Programs [AY82-83 thru AY90-91]</p> <p>Student Files</p> <p>District 39-47 (82-90)</p> <p>District 01-38 (87-89)</p> <p>Rosters AY85-89</p> <p>Verification AY87-88</p> <p>Financial Aid Forms AY89-90</p> <p>Rosters AY85-89</p> <p>Verification AY87-89</p> <p>Financial Aid Forms AY88-90</p> <p>Old Forms and Correspondence AY87-89</p> <p>Senatorial and GSS Recipients AY88-89</p> <p>Senatorial and GSS Recipients AY88-89</p> <p>Senatorial and GSS Recipients AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>Senatorial and GSS AY88-89</p> <p>GSS &amp; 1-Year Senatorial Late Awards AY89-90</p> <p>Renewals AY89-91</p> <p>Senatorial/Delegate Districts 30-35 AY89-91</p> <p>Senatorial/Delegate Districts 14-20 AY87-91</p>	<p>Schedule 1206A-1</p> <p>Item #1</p> <p>Disposal Date: 07/01/2008</p>

~~RTS3~~  
~~S2~~

R55  
S19-20

1 Empty

S-20



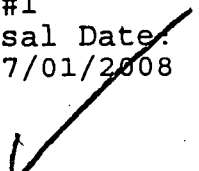
E

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

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. <b>95W1056</b>	DATE REC'D <b>2-27-95</b>
B. DIVISION/UNIT State Scholarship Administration	<b>95W1056</b>	RM CODE <b>39.01 28.04</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) <b>103 11</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p><b>G</b></p> <p>1</p> <p>2</p>	<p>Legislative Scholarships (AY 1986-1987 thru AY 1993-1994)</p> <p><u>Miscellaneous</u></p> <p>.Old Method: Legislative Districts 14-20 (87-89) .Letters from Colleges (90-93) .Legislative Responses to Questionnaire (91) .Wait List Corrections (92-93)</p> <p>.Correspondence (93-94) .Senatorial/Delegate Audit of Awards (93-94)</p>	<p>Schedule 1206A-1 Item #1 Disposal Date: 07/01/2008</p> <p></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 1. Maryland Higher Education Commission</p>	<p>ACCESSION NO.   DATE REC'D <b>95W1057</b>   <b>2-27-95</b></p>
<p>B. DIVISION/UNIT State Scholarship Administration</p>	<p>RM CODE <b>39.01 28.04</b></p>
<p>C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401</p>	<p>LOCATION   NO. OF CU. FT. RANGE   SECTION(S) <b>103</b>   <b>11</b>   <b>16</b></p>
<p>D. PHONE NO. (410) 974-5370</p>	<p>RECORDS CENTER MANAGER</p>
<p>E. AGENCY OFFICIAL Cis Whittington</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p><b>H</b></p>	<p>General State/Legislative Scholarship Programs (AY 1992 - 1993)</p> <p>Student Files Alphabetically Listed</p> <p><u>Acceptance Sheets:</u></p> <ul style="list-style-type: none"> <li>1 A - Bha</li> <li>2 Bia - Car</li> <li>3 Cas - Davis</li> <li>4 Davison - Ez</li> <li>5 F - Gy</li> <li>6 H</li> <li>7 I - Kn</li> <li>8 Ko - Ky</li> <li>9 Ma - Moo</li> <li>10 Moore, Renee - Pa</li> <li>11 Pe - Robinson, David</li> <li>12 Robinson, Deangela - Smith, L</li> <li>13 Smith, M - Tra</li> <li>14 Tre - Wilmore</li> <li>15 Wilson - Z</li> <li>16 CD Request/No Response</li> <li><u>Tracking Letters</u></li> </ul>	<p>Schedule 1206A-1 Item #1 Disposal Date: <b>07/01/2008</b></p> <p style="text-align: right;">✓</p>

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. 01W1946	DATE REC'D 5-22-01
B. DIVISION/UNIT State Scholarship Administration			RM CODE 28-04 39-01
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 32 15	NO. OF CU. FT. 7
D. PHONE NO. (410) 260-4565		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Maria Gumas		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	
AZ	1999-2000 Verification Files	Disposal Schedule 1973	
1	A - CHI Complete (BF)	Item # 1	
2	A - CHI Complete & Incomplete (BF)	Disposal Date	
3	CHI - GOO Complete & Incomplete (GH)	7/1/2008	
4	GOP - KOP Complete (SK)		
5	K - M Complete & Incomplete (DS)		
6	N - O Complete & Incomplete (DS)		
7	OTJ - SOM Failed (LA)		
	SON - Z Complete & Incomplete on another records transmittal under K1 - K2 (Aug 2000)		

R-32

S-15

⑩. Special

(5-15)

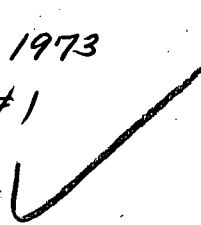


**RECORDS TRANSMITTAL AND RECEIPT**

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. <b>01W952</b>	DATE REC'D <b>5-22-01</b>
B. DIVISION/UNIT State Scholarship Administration			RM CODE <b>28-04 39.01</b>
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) <b>40 13</b>	NO. OF CU. FT. <b>16</b>
D. PHONE NO. (410) 260-4565		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Maria <del>Gomas</del> (410) 260 4506 <b>Goumas</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
J	1999-2000 Educational Assistance Awards Tracking Letters	Disposal Date 07/01/2008
1	A - BAQ	Sch. # 1973 Item # 1 
2	BAR - BRT	
3	BIO - CHY	
4	CI - DAY	
5	DI - FI	
6	FL - GY	
7	HA - HY	
8	I - KIL	
9	JKIM - LY	
10	MA - ML	
11	MO - QZ	
12	PA - RICE	
13	RICH - SHY	
14	SI - TE	
15	TG - WA	
16	WE - ZY	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - (410) 799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland Higher Education Commission		ACCESSION NO.  <b>06W892</b>	DATE RECD  <b>5-4-06</b>
B. DIVISION/UNIT OFSA			RM CODE <b>39-01</b>
C. MAILING ADDRESS 839 Bestgate Rd, Ste 400 Annapolis, MD 21401		LOCATION RANGE <b>27</b> SECTION(S) <b>22</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 260-4515		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Maria Goumas		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
G-1	02-03 EDIT REPORTS & DOE REPORTS	Schedule 2344 Item 1,C Disposal, <del>June, 2008</del> <b>7/2008</b>



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

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland Baltimore		ACCESSION NO. <b>02W854</b>	DATE REC'D <b>4-11-02</b>
B. DIVISION/UNIT Financial Services			RM CODE <b>28.01.05.00</b>
C. MAILING ADDRESS 737 West Lombard Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>108 9-10</b>	NO. OF CU. FT. <b>18-56</b> <b>38</b> <b>18</b>
D. PHONE NO. (410) 706-7295		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Wayne F. Allen <i>Wayne F. Allen</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
	General Accounting Records (1429) <u>FY 2001</u> Boxes 1 - 56 Disposal Date: 6/30/2008 Agency Code: R31  <i>Partial Disposal - Boxes - 1 - 38 = 7/2008</i>  <i>Boxes 39 Thru 56 = July 2008</i>	Sch. # <del>1429</del> <sup>2302</sup> Item # 1 July 2008  * MISSING Box # 25

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY		DISPOSAL DATE
		SCHEDULE	ITEM NO.	
	1 RESTRICTED FUNDS	1429	1	6/30/08
	2 RESTRICTED FUNDS	1429	1	6/30/08
	3 RESTRICTED FUNDS	1429	1	6/30/08
	4 RESTRICTED FUNDS	1429	1	6/30/08
	5 RESTRICTED FUNDS	1429	1	6/30/08
	6 RESTRICTED FUNDS	1429	1	6/30/08
	7 RESTRICTED FUNDS	1429	1	6/30/08
<i>Unlocated</i>	8 RESTRICTED FUNDS	1429	1	6/30/08
	9 RESTRICTED FUNDS	1429	1	6/30/08
	10 RESTRICTED FUNDS	1429	1	6/30/08
	11 RESTRICTED FUNDS	1429	1	6/30/08
	12 RESTRICTED FUNDS	1429	1	6/30/08
<i>Unlocated</i>	13 RESTRICTED FUNDS	1429	1	6/30/08
	14 RESTRICTED FUNDS	1429	1	6/30/08
	15 RESTRICTED FUNDS	1429	1	6/30/08
	16 RESTRICTED FUNDS	1429	1	6/30/08
	17 RESTRICTED FUNDS	1429	1	6/30/08
	18 RESTRICTED FUNDS	1429	1	6/30/08
	19 RESTRICTED FUNDS	1429	1	6/30/08
	20 RESTRICTED FUNDS	1429	1	6/30/08
	21 RESTRICTED FUNDS	1429	1	6/30/08
	22 RESTRICTED FUNDS	1429	1	6/30/08
	23 RESTRICTED FUNDS	1429	1	6/30/08
	24 RESTRICTED FUNDS	1429	1	6/30/08
<i>Unlocated</i>	25 RESTRICTED FUNDS	1429	1	6/30/08
	26 RESTRICTED FUNDS	1429	1	6/30/08
	27 RESTRICTED FUNDS	1429	1	6/30/08
	28 RESTRICTED FUNDS	1429	1	6/30/08
	29 RESTRICTED FUNDS	1429	1	6/30/08
	30 RESTRICTED FUNDS	1429	1	6/30/08
	31 RESTRICTED FUNDS	1429	1	6/30/08
	32 RESTRICTED FUNDS	1429	1	6/30/08
	33 RESTRICTED FUNDS	1429	1	6/30/08
	34 RESTRICTED FUNDS	1429	1	6/30/08
	35 RESTRICTED FUNDS	1429	1	6/30/08
	36 RESTRICTED FUNDS	1429	1	6/30/08
	37 RESTRICTED FUNDS	1429	1	6/30/08
	38 RESTRICTED FUNDS - Requisitions	1429	1	6/30/08
	39 SAR C1 2010 - C1 2229	1429	1	6/30/08
	40 SAR C1 2230 - C1 2559	1429	1	6/30/08
	41 SAR C1 2560 - C1 2746	1429	1	6/30/08
	42 SAR cash collections & deposits 1/00 - 12/00	1429	1	6/30/08
	43 SAR cashier's receipts 10/96 - 3/01	1429	1	6/30/08
	44 SAR CD 2000 - CD 2269	1429	1	6/30/08
	45 SAR CD 2270 - CD 2439	1429	1	6/30/08
	46 SAR CD 2440 - CD 2709	1429	1	6/30/08
	47 SAR CD 2710 - C1 2009	1429	1	6/30/08
	48 SAR Health Ins forms & waivers, trans denials	1429	1	6/30/08

*Unlocated*

*Unlocated*

*Unlocated*

*1-38  
partial  
Disp.  
7/2004*

49	SAR Health Ins waivers Fall 2000	1429	1	6/30/08
50	SAR J1 2501 - J1 2523	1429	1	6/30/08
51	SAR J1 2524 - J1 2555	1429	1	6/30/08
52	SAR J1 2556 - J1 2577	1429	1	6/30/08
53	SAR J1 2578 - J1 2596, treasurer's chg bks	1429	1	6/30/08
54	SAR J2 2646 - J3 2551	1429	1	6/30/08
55	SAR J3 2551 - J3 2671, J3 2704	1429	1	6/30/08
56	SAR A/P Refund Batches	1429	1	6/30/08

R-108

⑧ SPACE

S-9-10

(5-10)

MISSING Box  
25

02W854

University of Maryland Baltimore					
Department of Financial Services					
Accession		Schedule	Item	Disposal	
No.	CU. FT.	No.	No.	Date	Note
98W699	36	2302 (1429)	1	7/1/04	
99W1034	224	2302 (1429)	1	7/1/04	
00W844	46	2302 (1429)	1	7/1/04	
02W856	11	2302 (1429)	1	7/1/04	
99W1035	49	2302 (1429)	1	7/1/04	
00W843	193	2302 (1429)	1	7/1/04	Except for Boxes 158 - 193
02W855	31	2302 (1429)	1	7/1/04	Except for Boxes 3 - 31
00W845	57	2302 (1429)	1	7/1/04	
02W249	204	2302 (1429)	1	7/1/04	
02W853	92	2302 (1429)	1	7/1/04	Except for Boxes 35 - 85
02W250	136	2302 (1429)	1	7/1/04	
02W852	237	2302 (1429)	1	7/1/04	Except for Boxes 75 - 132
04W647	20	2302 (1429)	1	7/1/04	
02W854	56	2302 (1429)	1	7/1/04	Except for Boxes 39 - 56 7/2008
04W645	139	2302 (1429)	1	7/1/04	

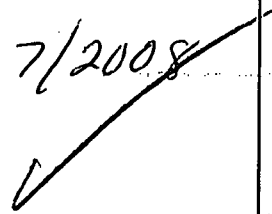


E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<b>A. AGENCY</b> 1. University of Maryland Baltimore		<b>ACCESSION NO.</b> <b>07W408</b>	<b>DATE RECEIVED</b> <b>11-14-06</b>
<b>B. DIVISION/UNIT</b> Financial Services			<b>ROOM CODE</b> <b>28.01.05-00</b>
<b>C. MAILING ADDRESS</b> Saratoga Street Garage and Offices 220 Arch Street, Office Level 2 Baltimore, Maryland 21201		<b>LOCATION</b> <b>RANGE SECTION(S)</b> <b>122 13</b>	<b>NO. OF CU. FT.</b> <b>24</b>
<b>D. PHONE NO.</b> 410-706-7295		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b> Wayne F. Allen <i>Wayne F. Allen</i>		<b>TO BE COMPLETED AT</b> <b>STATE RECORDS MANAGEMENT CENTER</b>	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b>	
	<b>General Accounting Records (2302)</b> <b>Fiscal Year: 2001</b> <b>Boxes: 1 - 24</b> <b>Disposal Date: 6/30/08</b> <b>Agency Code: R31</b>	<b>Schedule#: 2302</b> <b>Item#: 1</b> <b>Disposal Date: 6/30/08</b> <i>7/2008</i> 	

FISACL YEAR 2001

ACCESSION NUMBER:

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES	4. DISPOSAL AUTHORITY		
		SCHEDULE	ITEM NO.	DISPOSAL DATE
1	Loan bank recons Jan - June (01)	2302	1	4/30/08
2	EFT Reports Sept - Dec (01)	2302	1	
3	CCU Reports (01)	2302	1	
4	ACS Bank Recons Oct - Dec (01)	2302	1	
5	Loan Bank Recons July - Sept (01)	2302	1	
6	EFT Reports (01)	2302	1	
7	Cancelled checks Aug - Sept (01)	2302	1	
8	CCD Deposit Advice (01)	2302	1	
9	Emergency Loan Notes (01)	2302	1	
10	Cashier's Reports (01)	2302	1	
11	Cashier's Reports (01)	2302	1	
12	IRS Audit Back up (01)	2302	1	
13	Loan 'Bank Recons Jan - Mar (01)	2302	1	
14	Acs Bank Recons Apr - June (01)	2302	1	
15	ACS Recons Jan - Mar (01)	2302	1	
16	Spring & Summer Remissions (01)	2302	1	
17	Signature Machine Reports (010)	2302	1	

**FISACL YEAR** 2001

**ACCESSION NUMBER:**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DISPOSAL DATES	4. DISPOSAL AUTHORITY		
		SCHEDULE	ITEM NO.	DISPOSAL DATE
18	SAR Credit Balance Back up (01)	2302	1	6/30/06
19	98/2000 AOR & FISAP Files (00)	2302	1	
20	97/2000 Year End Closing Files - Bursar (00)	2302	1	
21	Courtesy Deposits (00)	2302	1	
22	EFT Reports June - Aug (00)	2302	1	
23	EFT Reports 1/00 - 5/00 (00)	2302	1	
24	Credit Balance Reports (00)	2302	1	

*Total Number of Boxes = 24*



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. University of Maryland, School of Medicine		ACCESSION NO.  02W/337	DATE REC'D 11-9-01
<b>B. DIVISION/UNIT</b> Office of Graduate & Continuing Medical Education			RM CODE 28.01.07
<b>C. MAILING ADDRESS</b> 655 W. Baltimore Street Room 14-015 Baltimore, MD 21201		<b>LOCATION</b> RANGE SECTION(S) 43 23-24	NO. OF CU. FT. 55
<b>D. PHONE NO.</b> 410-706-8633		RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> Robertha Simpson		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
	See attached list	Sche # 2096 Item # 1 July, 2008  ✓

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 1

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
1	VA Resident Process Correspondence (10/92)	1 (DD: 2008)
	FY 94 Housestaff Reports	1 (DD: 2008)
	Resident Database Application	1 (DD: 2008)
	Housestaff Credentialing Checklist (FY 93 & 94)	1 (DD: 2008)
	FY 95 Housestaff Reports	1 (DD: 2008)
	Anesthesiology Data Forms - FY 94	1 (DD: 2008)
	Anesthesiology Data Forms - FY 93	1 (DD: 2008)
	Dermatology Data Forms - FY 94	1 (DD: 2008)
	Dental Data Forms - FY 94	1 (DD: 2008)
	Epidemiology Data Forms - FY 93	1 (DD: 2008)
	Epidemiology/Preventive Medicine Data Forms - FY 94	1 (DD: 2008)
	Family Medicine Data Forms - FY 93	1 (DD: 2008)
	Family Medicine Data Forms - FY 94	1 (DD: 2008)
	Medicine Data Forms - FY 93	1 (DD: 2008)
	Medicine Data Forms - FY 94	1 (DD: 2008)
	Neurology Data Forms - FY 93	1 (DD: 2008)
	Neurology Data Forms - FY 94	1 (DD: 2008)
	OB/GYN Data Forms - FY 94	1 (DD: 2008)
	OB/GYN Data Forms - FY 93	1 (DD: 2008)
	Pathology Data Forms - FY 93	1 (DD: 2008)
	Pathology Data Forms - FY 94	1 (DD: 2008)
	Pediatrics Data Forms - FY 93	1 (DD: 2008)
	Pediatrics Data Forms - FY 94	1 (DD: 2008)
	Ophthalmology Data Forms - FY 93	1 (DD: 2008)
	Ophthalmology Data Forms - FY 94	1 (DD: 2008)
	Pharmacy Data Forms - FY 93	1 (DD: 2008)
	Pharmacy Data Forms - FY 94	1 (DD: 2008)
	Psychiatry - Child Data Forms - FY 93	1 (DD: 2008)
	Psychiatry - Child Data Forms - FY 94	1 (DD: 2008)
	Psychiatry Data Forms - FY 93	1 (DD: 2008)
	Psychiatry Data Forms - FY 93	1 (DD: 2008)
	Psychiatry Data Forms - FY 94	1 (DD: 2008)
Box 2	Radiation-Oncology Data Forms - FY 93	1 (DD: 2008)
	Radiation-Oncology Data Forms - FY 94	1 (DD: 2008)
	Residents Payroll - FY 94 & 95	1 (DD: 2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 2

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	Emergency Medicine Data Forms - FY 93	1 (DD: 2008)
	Surgery Data Forms - FY 93	1 (DD: 2008)
	Surgery Data Forms - FY 94	1 (DD: 2008)
	FY 92 Housestaff by Department	1 (DD: 2008)
	Housestaff Contracts - FY 92	1 (DD: 2008)
	Housestaff Contracts - FY 93	1 (DD: 2008)
	Housestaff Credentialing - FY 94	1 (DD: 2008)
	Departmental Correspondence (92 and 93)	1 (DD: 2008)
	Departmental Surveys	1 (DD: 2008)
	Anesthesiology Housestaff Data (FY 94-96)	1 (DD: 2008)
	Anesthesiology Correspondence (FY 92)	1 (DD: 2008)
	Dental Correspondence	1 (DD: 2008)
	Dental Housestaff Data (FY 94 & 95)	1 (DD: 2008)
	Dermatology Housestaff Data (FY 95 & 96)	1 (DD: 2008)
	Emergency Medicine Housestaff Data (FY 95)	1 (DD: 2008)
	Epidemiology/Prev. Med. Housestaff Data (FY 95&96)	1 (DD: 2008)
	Family Medicine Life Enrollment Forms ('92)	1 (DD: 2008)
	Family Medicine Correspondence ('93)	1 (DD: 2008)
	Family Medicine Housestaff Data (FY 94&95)	1 (DD: 2008)
	Medicine Life Enrollment Forms ('92 - '95)	1 (DD: 2008)
	Medicine Correspondence ('92 - '94)	1 (DD: 2008)
	Medicine Housestaff Data	1 (DD: 2008)
	Neurology Correspondence ('92)	1 (DD: 2008)
	Neurology Life Enrollment Forms	1 (DD: 2008)
	Neurology Housestaff Data ('92 - '96)	1 (DD: 2008)
	OB/GYN Correspondence ('92 & '96)	1 (DD: 2008)
	OB/GYN Housestaff Data (FY 95)	1 (DD: 2008)
	Ophthalmology Housestaff Data (FY 95&96)	1 (DD: 2008)
	Pediatrics Life Enrollment Forms ('92)	1 (DD: 2008)
	Pediatrics Housestaff Data (FY 94 - FY 96)	1 (DD: 2008)
	Pediatrics Subspecialties Housestaff Data (FY 94-Fy 96)	1 (DD: 2008)
	Pediatrics Correspondence ('92-'93)	1 (DD: 2008)
	Pathology Correspondence ('92)	1 (DD: 2008)
	Pathology Housestaff Data (FY 95-FY 96)	1 (DD: 2008)
	Pharmacy Housestaff Data ('92)	1 (DD: 2008)
	Psychiatry Housestaff Data ('93 - '95)	1 (DD: 2008)
	Psychiatry Life Enrollment Forms ('92)	1 (DD: 2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 3

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	Psychiatry Correspondence (FY 93)	1 (DD: 2008)
	Psychiatry-Child Correspondence ('93)	1 (DD: 2008)
	Psychiatry-Child Life Enrollment Forms ('92)	1 (DD: 2008)
	Psychiatry-Child Housestaff Data ('95-'96)	1 (DD: 2008)
	Radiology-Diagnostic Housestaff Data ('95-'96)	1 (DD: 2008)
	Radiology-Diagnostic Data Forms ('83-'92)	1 (DD: 2008)
	Radiology-Diagnostic Data Forms (FY 94)	1 (DD: 2008)
	Radiation-Oncology Housestaff Data ('95-'96)	1 (DD: 2008)
	Surgery Housestaff Data ('94-'95)	1 (DD: 2008)
	Surgery Rotation Schedules ('94-'95)	1 (DD: 2008)
	Surgery Correspondence ('92-'93)	1 (DD: 2008)
Box 3	Drug Testing Policy	1 (DD: 2008)
	Universal Precautions Policy	1 (DD: 2008)
	Maternity Leave Policy	1 (DD: 2008)
	Affiliation Agreements Budgets	1 (DD: 2008)
	Residency Coordinator's Meeting	1 (DD: 2008)
	Housestaff Profile (1992-1993 Comparison)	1 (DD: 2008)
	FY 94 Housestaff Profile Minorities	1 (DD: 2008)
	FY 93 Housestaff Profile Minorities	1 (DD: 2008)
	Economic Impact Study (FY 92-93)	1 (DD: 2008)
	Practice Management Seminar (1992)	1 (DD: 2008)
	Correspondence - Planning Your Medical Practice ('92-'93)	1 (DD: 2008)
	Correspondence - Practice Management Seminar ('93)	1 (DD: 2008)
	Housestaff Salary Matrix ('91-'92)	1 (DD: 2008)
	Salary Matrix Charts	1 (DD: 2008)
	Salary Matrix ('92-'93)	1 (DD: 2008)
	COTH Survey (FY92&93)	1 (DD: 2008)
	Resident Stipends (FY 93-94)	1 (DD: 2008)
	Fringe Benefits Analysis (VA-Funded Housestaff)	1 (DD: 2008)
	Long-term & Short-term & Life Insurance Invoices from Depts. (FY 94)	1 (DD: 2008)
	Fringe Benefits Analysis ('92-'93)	1 (DD: 2008)
	VA Medical Center Disbursement Agreements ('93-'94)	1 (DD: 2008)
	VA Medical Center Disbursement Agreements ('92-'93)	1 (DD: 2008)
	VA Medical Center Full Disbursement Agreements ('93-'94)	1 (DD: 2008)
	Resident Malpractice Insurance	1 (DD: 2008)
	Data on International Medical Graduates	1 (DD: 2008)
	Correspondence - Graduate Medical Education ('91)	1 (DD: 2008)



University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 4

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	UNUM Correspondence	1 (DD: 2008)
	Correspondence - Resident Program Review	1 (DD: 2008)
	GME Correspondence ('91-'92)	1 (DD: 2008)
	Pharmacy Reaccreditation Survey ('86)	1 (DD: 2008)
	Housestaff Applications - '99	1 (DD: 2008)
Box 4	Fellowship Applications - '98	1 (DD: 2008)
	National Residency Matching Program (1998)	1 (DD: 2008)
	Database Reports ('97-98)	1 (DD: 2008)
	Database Reports ('92-95)	1 (DD: 2008)
	ERAS Application Forms ('98)	1 (DD: 2008)
	Housestaff Applications (1997)	1 (DD: 2008)
	Housestaff Reports - Medicine (FY 97-98)	1 (DD: 2008)
	Housestaff Reports - Epidemiology/Preventive Med. (FY 96-98)	1 (DD: 2008)
	Housestaff Reports - Family Medicine (FY 96-98)	1 (DD: 2008)
	Housestaff Correspondence (92-93)	1 (DD: 2008)
	Housestaff Salary Distribution (FY 95)	1 (DD: 2008)
	Housestaff Reports - Ophthalmology (FY 98)	1 (DD: 2008)
	Housestaff Reports - Internal Medicine (FY 98)	1 (DD: 2008)
	Housestaff Reports - Pediatrics/Emergency Medicine (FY 98)	1 (DD: 2008)
	Housestaff Reports - OB/GYN (FY 98)	1 (DD: 2008)
	Housestaff Reports - Neurology (FY 98)	1 (DD: 2008)
	Housestaff Reports - Surgery (FY 97&98)	1 (DD: 2008)
	Housestaff Reports - Radiation Oncology (FY 98)	1 (DD: 2008)
	Housestaff Reports - Pediatrics (FY 96 -98)	1 (DD: 2008)
	Housestaff Reports - Addiction Psychiatry	1 (DD: 2008)
Box 5	Housestaff Reports - Psychiatry (FY 96)	1 (DD: 2008)
	Housestaff Reports - Anesthesiology (FY 96-98)	1 (DD: 2008)
	Housestaff Reports - Dermatology (FY 98)	1 (DD: 2008)
	Housestaff Reports - Child Psychiatry (FY 96-98)	1 (DD: 2008)
	Housestaff Reports - Diagnostic Radiology (FY 97-98)	1 (DD: 2008)
	Housestaff Reports - Pathology (FY 96)	1 (DD: 2008)
	Housestaff Salary Distribution Reports (FY 96)	1 (DD: 2008)
	AAMC Electronic Residency Service ('94-97)	1 (DD: 2008)
	AAMC Faculty Roster ('94)	1 (DD: 2008)
	AAMC Medicare HCF Proposal ('98)	1 (DD: 2008)
	AAMC/SRE Survey ('96)	1 (DD: 2008)
	Accreditation: (CAHEA) ('94-95)	1 (DD: 2008)

University of Maryland  
Office of Graduate & Continuing Medical Education  
655 West Baltimore Street  
Baltimore Maryland 21201  
(410) 706-8633  
Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096  
Page 5

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	ACGME General Requirements ('93-98)	1 (DD: 2008)
	ACGME Institutional Policy Review Document ('90-93)	1 (DD: 2008)
	Credentials of Residents ('93-94)	1 (DD: 2008)
	Clinical Rotation Schedules ('94-97)	1 (DD: 2008)
	Drug Testing Policies - Dept. of VA ('92-93)	1 (DD: 2008)
	Letter of Agreement Between the Education Commission for Foreign Medical Graduates & University of MD ('96)	1 (DD: 2008)
	Fees Associated With Residents ('93-98)	1 (DD: 2008)
Box 6	Graduate Medical Education Committee Mail List ('91-99)	1 (DD: 2008)
	GME Policy Committee ('91-97)	1 (DD: 2008)
	Foreign Medical Graduates ('92-95)	1 (DD: 2008)
	GME Generalist Projections ('88-95)	1 (DD: 2008)
	GME Policy Structure ('90)	1 (DD: 2008)
	GME - Resident & Faculty Evaluations ('91-93)	1 (DD: 2008)
	GME - Specialties Match ('91)	1 (DD: 2008)
	Immunizations Policy ('91-92)	1 (DD: 2008)
	Legal Issues/Problems ('93)	1 (DD: 2008)
	Medical Genetics ('92)	1 (DD: 2008)
	Preceptor Database ('98)	1 (DD: 2008)
	Problem Based Learning Community Based Teaching	1 (DD: 2008)
	State Accounts Grant ('92-93)	1 (DD: 2008)
	Benefits ('83-97)	1 (DD: 2008)
	Salaries ('94-95)	1 (DD: 2008)
	Residents Funding Source ('92-93)	1 (DD: 2008)
	Residents Salaries ('92-94)	1 (DD: 2008)
	Consolidation of Resident Salaries ('93-94)	1 (DD: 2008)
	Resident Rotation Schedules ('92)	1 (DD: 2008)
	Resident Contracts/Housestaff Agreements ('94-95)	1 (DD: 2008)
	Resident Salaries ('96-97)	1 (DD: 2008)
	Resident Salaries ('94-95)	1 (DD: 2008)
	Resident Salaries ('93-94)	1 (DD: 2008)
	Resident Salaries ('97-98)	1 (DD: 2008)
	Resident Salaries ('92-93)	1 (DD: 2008)
	Sources of Funding ('88-93)	1 (DD: 2008)
Box 7	Uniform Testing Committee ('98)	1 (DD: 2008)
	Unlicensed Medical Practitioners ('92-94)	1 (DD: 2008)
	U.S. Medical License Examinations (USML) ('94-97)	1 (DD: 2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 6

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	Western Maryland Area Health Education Center – Annual Report ('96-97)	1 (DD: 2008)
	Association of American Colleges (AAMC) – ('90-91)	1 (DD: 2008)
	AAMC Faculty Roster Alumni Report ('93)	1 (DD: 2008)
	AAMC – GEA/SRE ('97)	1 (DD: 2008)
	AAMC – GME Activity Report ('83-87)	1 (DD: 2008)
	AAMC GME Tracking Survey ('93-94)	1 (DD: 2008)
	AAMC Group on Educational Affairs	1 (DD: 2008)
	AAMC – Graduate Medical Education: Its Past, Its Present and Its Future, by Dr. August G. Swanson, M.D.	1 (DD: 2008)
	AAMC – Institutional Profile System	1 (DD: 2008)
	AAMC Graduating Questionnaire ('92)	1 (DD: 2008)
	UMMS Pending Accounts Payable ('91)	1 (DD: 2008)
	ACGME ('91)	1 (DD: 2008)
	ACGME Fees ('88-89)	1 (DD: 2008)
	GME Correspondence ('89-92)	1 (DD: 2008)
	ACGME Institutional Appendix ('88)	1 (DD: 2008)
	Ambassador's Program ('92)	1 (DD: 2008)
	AMA Resident Section ('93)	1 (DD: 2008)
	AMA Surveys ('93-95)	1 (DD: 2008)
	Annual Contract – UMMS/SOM ('93)	1 (DD: 2008)
	Annual Residency Reports ('90-91)	1 (DD: 2008)
	Application for Residency ('91-94)	1 (DD: 2008)
	Budget No. 8724 ('88-92)	1 (DD: 2008)
	Clinical Fellowships ('92)	1 (DD: 2008)
	Clinical Administrators Meetings ('+91-94)	1 (DD: 2008)
	Clinical Privileges ('93)	1 (DD: 2008)
	SM Clinical Outreach Report ('92)	1 (DD: 2008)
	Community Accreditation of Allied Health ('93)	1 (DD: 2008)
	Computer Hints	1 (DD: 2008)
Box 8	COTH Survey ('94)	1 (DD: 2008)
	COTH Survey ('92-93)	1 (DD: 2008)
	COTH Survey ('91)	1 (DD: 2008)
	Council of Clinical Chiefs ('92)	1 (DD: 2008)
	Cultural Diversity Training ('94-95)	1 (DD: 2008)
	Disability Insurance ('92)	1 (DD: 2008)
	Disability Insurance – UNUM ('92)	1 (DD: 2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 7

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	Fitness for Duty Policy ('92)	1 (DD: 2008)
	GME Bulletin ('91)	1 (DD: 2008)
	GME Characteristics - JAMA ('91)	1 (DD: 2008)
	GME Sponsorship	1 (DD: 2008)
	GME Taskforce ('85)	1 (DD: 2008)
	Governmental Relations ('95)	1 (DD: 2008)
	Housing (Bob Tennebaum) ('92)	1 (DD: 2008)
	HSCRC - Finance Direct Medical Education ('85)	1 (DD: 2008)
	Institutional Data ('89)	1 (DD: 2008)
	LCME Surveys ('92)	1 (DD: 2008)
	Marketing Oversight Committee ('92)	1 (DD: 2008)
	Maryland Medical Center Insurance Program ('92)	1 (DD: 2008)
	Medical Legal Education ('92)	1 (DD: 2008)
	Medical Service Plan ('91)	1 (DD: 2008)
	Medical Staff Bylaws ('92)	1 (DD: 2008)
	Medicare - Payment for Direct Medical Education ('89)	1 (DD: 2008)
	National Health Services Corp. (NASE) ('96)	1 (DD: 2008)
	National Association of Managed Care Physicians ('93)	1 (DD: 2008)
	National Board of Medical Examiners ('91)	1 (DD: 2008)
	NRMP Matching Program ('94)	1 (DD: 2008)
Box 9	NRMP Matching Program ('93)	1 (DD: 2008)
	NRMP Matching Program ('92-93)	1 (DD: 2008)
	Occupational Exposures ('92-93)	1 (DD: 2008)
	Primary Care Residencies ('74-92)	1 (DD: 2008)
	Residency Corporation ('84)	1 (DD: 2008)
	Pre-employment Physical - UMMS ('92)	1 (DD: 2008)
	Pre-clinical Requirements Group ('92)	1 (DD: 2008)
	Residency Brochures	1 (DD: 2008)
	Resident Database ('95)	1 (DD: 2008)
	Residents Manuals ('88-97)	1 (DD: 2008)
	Residents - Minority ('91-95)	1 (DD: 2008)
	Residents - Parking ('89-92)	1 (DD: 2008)
	Correspondence (Dr. E. Rogers, Investigator) ('92)	1 (DD: 2008)
	School of Medicine Associate Programs ('91)	1 (DD: 2008)
	School of Medicine- Housestaff Grants & Loans ('90-98)	1 (DD: 2008)
	Student Loan Deferment ('90-95)	1 (DD: 2008)
	UM School of Medicine - History ('88)	1 (DD: 2008)

University of Maryland  
Office of Graduate & Continuing Medical Education  
655 West Baltimore Street  
Baltimore Maryland 21201  
(410) 706-8633  
Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 8

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	Correspondence (U of Maryland, Baltimore) ('92-96)	1 (DD: 2008)
	University Physicians ('92)	1 (DD: 2008)
	UNUM ('93-96)	1 (DD: 2008)
	Residency Coordinators Meeting ('91)	1 (DD: 2008)
	Practice Management Courses ('91-92)	1 (DD: 2008)
	Resident Problems ('91-93)	1 (DD: 2008)
	Dr. Dillon Correspondence ('94)	1 (DD: 2008)
	Residents Professional Development	1 (DD: 2008)
	Residents Program Marketing Plan ('88)	1 (DD: 2008)
	Resident Seminars ('91-94)	1 (DD: 2008)
	Residents Training Brochure ('83-93)	1 (DD: 2008)
	Residents Work Schedule ('88)	1 (DD: 2008)
	Royal College - Canada Correspondence ('91-93)	1 (DD: 2008)
	University of MD Medical System External Disaster Plan	1 (DD: 2008)
	AMA Physician Profile Service - Materials to Verify Physician Credentials	1 (DD: 2008)
	Housestaff by Department - Anesthesiology (FY 95)	1 (DD: 2008)
	International Medical Graduates (FY 96)	1 (DD: 2008)
	Practice Plan & Paid Housestaff ('94-97)	1 (DD: 2008)
	Affiliated Training Sites ('95-96)	1 (DD: 2008)
10	VA Invoices (FY 93)	3 (DD: 2005)
	UNUM Invoices (FY 93)	3 (DD: 2005)
	Long Term Disability & Life Insurance Invoices (FY 93)	3 (DD: 2005)
	UNUM Self-Billing LTD and STD Insurance Invoice (FY 96)	3 (DD: 2005)
Box 11	98-99 Grand Rounds Application	4 (DD:2008)
	98-99 Grand Rounds Evaluations	4 (DD:2008)
Box 12	97-98 Grand Rounds Application	4 (DD:2008)
	97-98 Grand Rounds Evaluations	4 (DD:2008)
	97-98 State Account Disbursements	4 (DD:2008)
	97-98 Telecommunications Forms	4 (DD:2008)
	97-98 UMB Foundation Disbursements	4 (DD:2008)
	97-98 Deposits	4 (DD:2008)
Box 13	96-97 State Account Disbursements	4 (DD:2008)
	96-97 UMB Foundation Disbursements	4 (DD:2008)
	96-97 Grand Rounds Evaluations	4 (DD:2008)
Box 14	94-95 Disbursements	4 (DD:2008)
	94-95 UMB Foundation Disbursements	4 (DD:2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096  
 Page 9

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
	94-95 State Account Disbursements	4 (DD:2008)
	95-96 State Account Disbursements	4 (DD:2008)
	94-95 State Account Disbursements	4 (DD:2008)
	95-96 State Account Disbursements	4 (DD:2008)
	95-96 UMB Foundation Disbursements	4 (DD:2008)
	98-99 Invoices	4 (DD:2008)
Box 15	94-95 CME Files	4 (DD:2008)
Box 16	94-95 CME Files	4 (DD:2008)
Box 17	94-95 CME Files	4 (DD:2008)
Box 18	94-95 CME Files	4 (DD:2008)
Box 19	95-96 CME Files	4 (DD:2008)
Box 20	95-96 CME Files	4 (DD:2008)
Box 21	95-96 CME Files	4 (DD:2008)
Box 22	95-96 CME Files	4 (DD:2008)
Box 23	95-96 CME Files	4 (DD:2008)
Box 24	96-97 CME Files	4 (DD:2008)
Box 25	96-97 CME Files	4 (DD:2008)
Box 26	96-97 CME Files	4 (DD:2008)
Box 27	96-97 CME Files	4 (DD:2008)
Box 28	23 <sup>rd</sup> Family Medicine Review Course FM950625 / Telemedicine 12/05/96	4 (DD:2008)
Box 29	1997-1999 CME Outreach Invitations	4 (DD:2008)
Box 30	1997-1999 CME Outreach Invitations	4 (DD:2008)
Box 31	1997-1999 CME Outreach Invitations and Disclosures	4 (DD:2008)
Box 32	1995, 1996, 1997, 1998, CME Brochures	4 (DD:2008)
Box 33	1997-1999 CME Outreach Invitations	4 (DD:2008)
Box 34	20 <sup>th</sup> Family Medicine Review Course June 20-24, 1994	4 (DD:2008)
Box 35	13 <sup>th</sup> OB/GYN Course 06/23-24/ 1994 / Update Infectious Disease 11/05/92	4 (DD:2008)
Box 35	1995, 1996, 1997, 1998 Chief Medical Residents Files	4 (DD:2008)
Box 36	22 <sup>nd</sup> Family Medicine Review Course - June 17-21, 1996	4 (DD - 2008)
Box 37	The Transformation of Public Mental Health Systems: A National Forum - January 29-31, 1998	4 (DD - 2008)
Box 38	23 <sup>rd</sup> Family Medicine Review Course - June 16-20, 1997	4 (DD - 2008)
Box 39	Visiting Professor Program 1993-1996	4 (DD - 2008)
Box 40	Rounds and Conferences - 1996-1997	4 (DD - 2008)
Box 41	Mood Disorders; Treatment of Schizophrenia; and 3-D Ultrasound - May - October 1997	4 (DD - 2008)
Box 42	24 <sup>th</sup> Family Medicine Review Course - June 22-26, 1998	4 (DD - 2008)

University of Maryland  
 Office of Graduate & Continuing Medical Education  
 655 West Baltimore Street  
 Baltimore Maryland 21201  
 (410) 706-8633  
 Agency Official: Robertha Simpson

Shipment No.: \_\_\_\_\_ Schedule No.: 2096

Page 10

Box Numbers	Description of Records With Inclusive Dates	Disposal Authority Schedule, Item No., Disposal Date
Box 43	Heart Disease in Women; Renal and Pancreas Transplant (cancelled); Coach; and Orthopedic Symposium - March - December 1998	4 (DD - 2008)
Box 44	Celiac Disease - 1995 and Diagnosis and Treatment of Depression 1996	4 (DD - 2008)
Box 45	1996-1999 Preparing Documents for ACCME	4(DD:2008)
Box 45	1996-1997 Visiting Professor	4(DD:2008)
Box 45	1997-1998 Visiting Professor	4(DD:2008)
Box 45	1998-1999 Visiting Professor	4(DD:2008)
Box 46	Oct. 1995 - Dec. 1995 CME Programs	4(DD:2008)
Box 46	98-99 Foundation Account	4(DD:2008)
Box 46	98-99 State Account	4(DD:2008)
Box 46	Nov. 97 - Oct. 99 Daily Gift Deposits	4(DD:2008)
Box 47	1997-1998 CME Outreach Programs	4(DD:2008)
Box 47	1997-1998 CME Programs	4(DD:2008)
Box 48	97-98 CME Programs	4(DD:2008)
Box 49	97-98 CME Programs	4(DD:2008)
Box 50	98-99 CME Programs	4(DD:2008)
Box 51	98-99 CME Programs	4(DD:2008)
Box 52	98-99 CME Programs	4(DD:2008)
Box 53	Nov. 1997 Dr. Conley Monograph - Psychotic Disorders	4(DD:2008)
Box 53	Nov. 1998 MPE Communications Monograph	4(DD:2008)
Box 53	June, 1998 - Dec. 99 Redefining the Natural History of MS	4(DD:2008)
Box 53	Jan. 97 - Dec. 98 TJN Communications, Inc. - Gastroesophageal Reflux Dis	4(DD:2008)
Box 53	12/16/97 - Audiovisual Conference - Pharamaeconomics of Atypical Antipsychotic Medications	4(DD:2008)
Box 53	Nov. 1995 - Nov. 1998 CD-Rom Based Interactive Multimedia Radiology Teaching File	4(DD:2008)
Box 53	Nov. 97 - Jan. 21 Endocrinology Update in Practicing Physicians	4(DD:2008)
Box 54	Jan. - Mar. 1999 Enduring Materials - Solutions in Psychosis	4(DD:2008)
Box 54	Sept. 96 - Sept. 98 CD-ROM Interactive Multimedia Radiology	4(DD:2008)

Box 55 93-94 CME Files





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. <b>University of Maryland College Park</b>		ACCESSION NO.  <b>05W6</b>	DATE REC'D <b>7-2-04</b>
B. DIVISION/UNIT <b>Department of Architecture, Engineering and Construction</b>			RM CODE <b>28-01-09</b>
C. MAILING ADDRESS  <b>0600 Service Building #003 College Park, Maryland 20742</b>		LOCATION RANGE SECTION(S) <b>114 13</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO.  <b>(301) 405- 3463</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  <b>Marwan Bannourah / Campus Projects</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
CMP-020	Project Files 1992 D-900221 - D-91022, D-910232 - D-920072	2019, 13, 2008
CMP-021	Project Files 1993 D-91022, D-930126H, E-91022, D-930127B, E-910272N, E-890341B, E-890210, D-890167, D-880114, D-890026	2019, 13, 2008 <i>July 2008</i>
CMP-034	Project Files 1988 D-880464	2019, 13, 2008
CMP-035	Project Files 1988 D-880464	2019, 13, 2008
CMP-039	Project Files 1990 D-900158	2019, 13, 2008
CMP-047	Project Files 1988 D-880113	2019, 13, 2008
CMP-048	Project Files 1988 U-000-892-002	2019, 13, 2008
CMP-064	Project Files 1988 D-770330, E-670267, D-880065, D-890179	2019, 13, 2008

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

A. AGENCY 1. <b>University of Maryland College Park</b>		ACCESSION NO. <b>05W06</b>	DATE REC'D <b>7.2.04</b>
B. DIVISION/UNIT <b>Department of Architecture, Engineering and Construction</b>			RM CODE <b>28.01.09</b>
C. MAILING ADDRESS <b>0600 Service Building #003 College Park, Maryland 20742</b>		LOCATION RANGE SECTION(S) <b>114 13</b>	NO. OF CU. FT. <b>8</b>
D. PHONE NO. <b>(301) 405- 3463</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Marwan Bannourah / Campus Projects</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
CMP-020	Project Files 1992 D-900221 - D-91022, D-910232 - D-920072	2019, 13, 2008
CMP-021	Project Files 1993 D-91022, D-930126H, E-91022, D-930127B, E-910272N, E-890341B, E-890210, D-890167, D-880114, D-890026	2019, 13, 2008
CMP-034	Project Files 1988 D-880464	2019, 13, 2008
CMP-035	Project Files 1988 D-880464	2019, 13, 2008
CMP-039	Project Files 1990 D-900158	2019, 13, 2008
CMP-047	Project Files 1988 D-880113	2019, 13, 2008
CMP-048	Project Files 1988 U-000-892-002	2019, 13, 2008
CMP-064	Project Files 1988 D-770330, E-670267, D-880065, D-890179	2019, 13, 2008



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

*P1 of 1*

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <b>BOW760</b>	DATE REC'D <b>12-20-99</b>
E. DIVISION/UNIT			RM CODE <b>25.01</b>
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		LOCATION RANGE SECTION(S) <b>22 10</b>	NO. OF CO. FT. <b>5</b>
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		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	INV./ACCT. 1/97- 2/98 COMM. PAPER	Sche. # 1824 7/2008
2	" " FY 95- FY 98 FUND FINANCIALS	Item # 1 2008
3	" " 3/98- 6/98 COMM. PAPER	2008
4	" " 7/98- 12/98 COMM. PAPER	2008
5	" " 7/97- 6/98 CASH SHEETS INT. MGRS	2008



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

<b>A. Agency</b> 1. Health Claims Arbitration Office	Accession No. 99W75	Date Rec'd 7-15-98
<b>B. Division/Unit</b>	Location Range                  Section(s) 55                  4-7	RM Code 09.04
<b>C. Mailing Address</b> 6 St. Paul Street, Suite 1501 Baltimore, MD 21202	142	No. of Cu. Ft.
<b>D. Phone No.</b> (410) 767-8200	Records Center Manager	
<b>E. Agency Official</b> Harry L. Chase, Director	<b>To Be Completed At</b> <b>State Records Management Center</b>	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1205	Medical Malpractice Dockets - Various Filing Dates	July, June 2008 2008
1206	" " " " " "	" Sch. # 1611
1207	" " " " " "	" # 1
1208	" " " " " "	Disposal
1209A	" " " " " "	7/28/08
1209B	" " " " " "	CPS
1210	" " " " " "	* Missing Box
1211	" " " " " "	# 1231
1212	" " " " " "	" "
1213	" " " " " "	" "
1214	" " " " " "	" "
1215A	" " " " " "	" "
1215B	" " " " " "	" "
1216	" " " " " "	" "
1217	" " " " " "	" "
1218	" " " " " "	" "
1219	" " " " " "	" "
1220	" " " " " "	" "
1221	" " " " " "	" "
1222	" " " " " "	" "
1223	" " " " " "	" "
1224	" " " " " "	" "

**STATE OF MARYLAND**  
EXECUTIVE DEPARTMENT

PARRIS N. GLENDENING  
GOVERNOR



**HEALTH CLAIMS ARBITRATION OFFICE**

HARRY L. CHASE, DIRECTOR

WILLIAM DONALD SCHAEFER TOWER  
6 ST. PAUL STREET, SUITE 1501  
BALTIMORE, MARYLAND 21202-1608  
(410) 767-8200  
TDD (410) 333-3098  
FAX (410) 333-6247  
OUTSIDE BALTIMORE 1.800.492.1951

Box Numbers	Description of Records with Inclusive Dates	Disposal Date
1225	Medical Malpractice Dockets - Various Filing dates	June 2008
1226	"	
1227A		
1227B		
1228		
1229		
1230		
1231	MISSING	
1232		
1233		
1234		
1235		
1236		
1237		
1238		
1239		
1240		
1241		
1242		
1243		
1244		
1245		
1246		
1247		
1248		
1249		
1250		
1251		
1252		
1253		
1254		
1255A		
1255B		
1256		
1257		
1260		
1261A	MISSING	
1261B		
1262		
1263		
1264		
1265		
1266		
1267		

**STATE OF MARYLAND**  
**EXECUTIVE DEPARTMENT**

**PARRIS N. GLENDENING**  
**GOVERNOR**



**HEALTH CLAIMS ARBITRATION OFFICE**

**HARRY L. CHASE, DIRECTOR**

**WILLIAM DONALD SCHAEFER TOWER**  
**6 ST. PAUL STREET, SUITE 1501**  
**BALTIMORE, MARYLAND 21202-1608**  
**(410) 767-8200**  
**TDD (410) 333-3098**  
**FAX (410) 333-6247**  
**OUTSIDE BALTIMORE 1-800-492-1951**

Box Numbers	Description of Records with Inclusive Dates	Disposal Date
1268		
1269		
1270		
1271 ✓		
1272		
1273		
1274		
1275		
1276		
1277		
1278		
1279		
1280		
1281 ✓		
1282		
1283		
1284		
1285A		
1285B		
1286		
1287		
1288		
1289		
1290 ✓		
1291		
1292		
1293		
1294		
1295		
1296		
1297		
1298		
1299		
1300 ✓		
1301		
1302		
1303		
1304		
1305		
1306		
1307		
1308		
1309		
1310 ✓		



**STATE OF MARYLAND  
EXECUTIVE DEPARTMENT**

**PARRIS N. GLENDENING  
GOVERNOR**



**HEALTH CLAIMS ARBITRATION OFFICE**

**HARRY L. CHASE, DIRECTOR**

WILLIAM DONALD SCHAEFER TOWER  
6 ST. PAUL STREET, SUITE 1501  
BALTIMORE, MARYLAND 21202-1806  
(410) 767-8200  
TDD (410) 333-3096  
FAX (410) 333-6247  
OUTSIDE BALTIMORE 1-800-492-1951

Box Numbers	Description of Records with Inclusive Dates	Disposal Date
1313		
1314		
1315		
1316		
1317		
1318		
1319		
1320		
1321		
1322 ✓		
1323		
1324		
1325		
1326		
1327		
1328		
1329		
1330		
1331		
1332 ✓		
1334		
1335		
1336		
1337		
1338		137
1339		
1340		

R55

S3-7 36 Entry SPACES

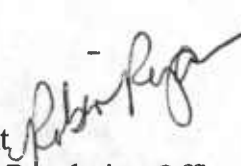
12  
42  
42  
42  
4  
142



WILLIAM DONALD SCHAEFER TOWER  
6 ST. PAUL STREET, SUITE 1501  
BALTIMORE, MARYLAND 21202-1608  
410-767-8200  
410-333-6247 FAX  
TTY USERS CALL VIA MD RELAY  
OUTSIDE BALTIMORE: 1-800-492-1951

## Memorandum

TO: Gabriel Lopez  
Records Center Manager

FROM: Robin Ryan, Executive Assistant   
Health Care Alternative Dispute Resolution Office

DATE: June 10, 2008

SUBJECT: Disposal Clearance

In response to your recent letter regarding the disposal schedule for our boxes maintained in your facility, I am attaching a copy of your letter with our request to continue to maintain our records.

A review of the Record Transmittal and Receipt for Accession No. 03W1107 reflects a disposal date of July 2008. This date, however, was calculated incorrectly. Our Retention Schedule requires that we maintain records at your facility for seven years. Therefore, the disposal date for these records should be July 2010.

Our records located in Accession No. 95W0075 are due for disposal, and may therefore be destroyed at this time.

Thank you for your assistance in this matter.

Attachment



**RECORDS TRANSMITTAL & RECEIPT**

ACCESSION No:

03W723

DATE RECORDS RECEIVED:

3-21-03  
09.05

FROM: (NAME & DIVISION OF TRANSFERRING AGENCY):  
OFFICE OF THE SECRETARY OF STATE

SIGNATURE:

ADDRESS OF AGENCY:  
STATE HOUSE, ANNAPOLIS MD 21401

TITLE:

43

AGENCY OFFICIAL (SIGNATURE):

*[Signature]* 3/19/03

TO: STATE RECORDS CENTER

Building & Room No:

Telephone No:

440-974-5521

RECORDS LOCATION CENTER	BOX NUMBERS	DESCRIPTION:	DISPOSAL AUTHORITY
R-164 S-20-21	43 BOXES	<p>Charities Division</p> <ul style="list-style-type: none"> <li>• Registry Forms</li> <li>• Re-Numerals Forms</li> </ul> <p>TOTAL FORMS 1-43</p>	<p>Schultz 7871 E1045 7/8/2008 July 2008</p> <p>✓</p> <p>* MISSING BOX # 4</p>

R. 164

S. 20-21

(1) SPACE  
(5-21)

**RECORDS TRANSMITTAL & RECEIPT**

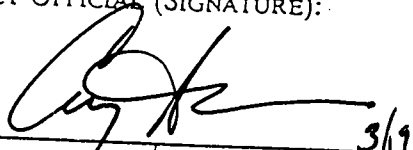
ACCESSION NO: **03W724**      DATE RECORDS RECEIVED: **3-21-03**  
**09.05**

FROM: (NAME & DIVISION OF TRANSFERRING AGENCY):  
 OFFICE OF THE SECRETARY OF STATE

SIGNATURE: \_\_\_\_\_

ADDRESS OF AGENCY:  
 STATE HOUSE, ANNAPOLIS MD 21401

TITLE: \_\_\_\_\_ **53**

AGENCY OFFICIAL (SIGNATURE):  
 **3/19/03**

TO: STATE RECORDS CENTER

Building & Room No: \_\_\_\_\_ Telephone No: **410-974-5521**

RECORDS LOCATION CENTER	BOX NUMBERS	DESCRIPTION	DISPOSAL AUTHORITY
<b>R-154</b> <b>S-3-4</b>	<b>52 BOXES</b>	<p><b>Charities Division</b></p> <ul style="list-style-type: none"> <li>o Renewal Files</li> <li>o Registrant Files</li> </ul> <p><b>TOTAL Boxes 1-52</b></p>	<p><b>Scuttle #1891</b></p> <p><b>Item #5</b></p> <p><b>3/2008</b></p> <p><b>July 2008</b></p>
<p>* PLUS</p>	<p><b>Box 33-A</b></p>		
	<p><b>Total - 53</b></p>		
	<p><b>Boxes</b></p>		

R-154

S-3-4

① SPACE

(5-4)





**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <i>COLLEGE OF SOUTHERN MARYLAND</i> <i>(formerly Charles County Community College)</i>		ACCESSION NO.	DATE REC'D
1.		<i>04W1043</i>	<i>6-1-04</i>
B. DIVISION/UNIT <i>DIVISION OF STUDENT</i> <del>6-1-1</del> <i>Services/Financial Assistance</i>			RM CODE
C. MAILING ADDRESS <i>P.O. Box 910, 8730 MITCHELL RD</i> <i>La Plata, Maryland 20646-0910</i>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <i>(301) 934-2251 ext. 7531</i>		<i>41</i> <i>1</i>	<i>17</i>
E. AGENCY OFFICIAL <i>Chad A. Norcross, Director of Financial Asst.</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<i>STUDENT FINANCIAL ASSISTANCE RECORDS</i> <i>2001-2002 SCHOOL YEAR INCLUSIVE</i> <i>7/1/2001 - 6/30/2002</i>	<i>Schedule #1531</i> <i>Item #1</i> <i>Disposal Date:</i> <i>7-1-2008</i>
<i>1</i>	<i>A - to Behneman-Stanish, Amy</i>	<i>✓</i>
<i>2</i>	<i>BEITZ, WILLIAM to BROMLEY, PRISCILLA</i>	
<i>3</i>	<i>BROOK, BRENDA to CHARLES, Fiordaliza</i>	
<i>4</i>	<i>CHARLES, JOHN to CRAVEN, DIERDRE</i>	
<i>5</i>	<i>CRAWFORD, KATHY to DOWNING, JENNIFER</i>	
<i>6</i>	<i>DOUSEY, MARLENE to FRISCHHOIZ, PHIL</i>	
<i>7</i>	<i>FROSTBUTTER, LEIGH to HARMON, PAMELA</i>	
<i>8</i>	<i>HARMON, WILLIAM to HUDDLESTON, KIMBRE</i>	
<i>9</i>	<i>HUDDLESTON, TIMOTHY to KOEGEL, Amy</i>	
<i>10</i>	<i>KOEGEL, MARCIA to MARSHALL, Detrina</i>	
<i>11</i>	<i>MARSHALL, KARIE to MORRIS, JASON</i>	
<i>12</i>	<i>MORRISON, JOSEPHINE to PEREZ, DENNIS</i>	
<i>13</i>	<i>PERKINS, SHELLY to RITCH, James</i>	
<i>14</i>	<i>RITTER, CASIE to SIMON, PADRES</i>	
<i>15</i>	<i>SIMONE, KIMBEELY to TAYLOR, KRISTAN</i>	

*16 TAYLOR, PAUL to WEIGAND, JOHN*  
*17 WEIMERT, MA to ZIMMERMAN, MA*



E

DEPARTMENT OF GENERAL SERVICES – STATE RECORDS MANAGEMENT CENTER  
 P.O. BOX 204, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

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

A. AGENCY 1.College of Southern Maryland		ACCESSION NO. <b>06W23</b>	DATE REC'D <b>7-5-05</b>
B. DIVISION/UNIT <i>Accounting and Budgeting</i>			RM CODE <b>28.03.01.03</b>
C. MAILING ADDRESS 8730 Mitchell Road La Plata, mD 20646		LOCATION RANGE SECTION(S) <b>48 16-17</b>	NO. OF CU. FT. <b>21</b>
D. PHONE NO. 301-934-7840		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jill Wathen		<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	
FY02-01	accounts payable vouchers 7/15/02-7/11/02	1669 Item #11 July 1, 2008	
FY02-02	accounts payable vouchers 7/16/01-7/25/01	1669 Item #11 July 1, 2008	
FY02-03	accounts payable vouchers 7/31/01-8/8/01	1669 Item #11 July 1, 2008	
FY02-04	accounts payable vouchers 8/12/01-8/22/01	1669 Item #11 July 1, 2008	
FY02-05	accounts payable voucher refund check copies 8/27/01-9/5/01	1669 Item #11 July 1, 2008	
FY02-06	accounts payable vouchers 9/10/01-9/17/01	1669 Item #11 July 1, 2008	
FY02-07	accounts payable vouchers 9/19/01-9/26/01	1669 Item #11 July 1, 2008	
FY02-08	accounts payable vouchers 9/28/01-10/08/01	1669 Item #11 July 1, 2008	
FY02-09	accounts payable voucher 10/10/01-10/29/01	1669 Item #11 July 1, 2008	
FY02-10	accounts payable voucher 10/29/01-11/12/01	1669 Item #11 July 1, 2008	
FY02-11	accounts payable vouchers 11/14/01-11/28/01	1669 Item #11 July 1, 2008	
FY02-12	Accounts payable vouchers 11/30/01-12/12/01	1669 Item #11 July 1, 2008	
FY02-13	Accounts Payable vouchers 11/17/01-1/7/02	1669 Item #11 July 1, 2008	
FY02-14	accounts payable vouchers 1/9/02-1/23/02	1669 Item #11 July 1, 2008	
FY02-15	accounts payable vouchers 1/28/02-2/11/02	1669 Item #11 July 1, 2008	
FY02-16	accounts payable vouchers 2/13/02-2/25/02	1669 Item #11 July 1, 2008	
FY02-17	accounts payable vouchers 2/28/02-3/3/02	1669 Item #11 July 1, 2008	
FY02-30	accounts payable voucher 3/18/02-4/3/02	1669 Item #11 July 1, 2008	
FY02-31	accounts payable voucher 4/8/02-4/17/02	1669 Item #11 July 1, 2008	
FY02-32	Accounts payable voucher 4/24/02-5/8/02	1669 Item #11 July 1, 2008	
FY02-33	accounts payable voucher 5/13/02-5/20/02	1669 Item #11 July 1, 2008	

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W137	Statement of Transactions	1908	3	FY 1986	2	7/2008	RECYCLE
01W208	Property Control Reports	1909	2	FY 1998	5	7/2008	RECYCLE
03W684	Voucher Batches	1908	10	FY 2001	17	7/2008	RECYCLE
04W500	Program Files, Course Files for IRESL	1927	3	FY 2001	2	7/2008	RECYCLE
04W501	Program Files, Contract Classes / MTA	1927	3	FY 2001	3	7/2008	RECYCLE
05W16	Health Services / Medical Records	1922	2	7/1998 to 6/2002	1	7/2008	RECYCLE
05W23	Class Files	1927	6	FY 2001	7	7/2008	RECYCLE
06W307	Program Files, Class Rosters	1927	3	FY 2002	5	7/2008	RECYCLE
06W308	Program Files, Budget Book	1927	3	FY 2002	1	7/2008	RECYCLE
06W309	Program Files, Payroll Timesheets	1927	3	FY 2002	1	7/2008	RECYCLE
06W310	Class Files, Continuing Professional Education	1927	6	FY 2003	2	7/2008	RECYCLE
06W624	Class Files, Client in Workforce Solutions	1927	6	FY 2003	2	7/2008	RECYCLE

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

Charlie P. Lopez  
Signature

Records Center Manager  
Title

Dec. 30, 2008  
Date

**RECORDS TRANSMITTAL AND RECEIPT**

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

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO.  01W137	DATE REC'D 9-26-00
B. DIVISION/UNIT Business Office			RM CODE 28.03.02
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) 22 32	NO. OF CU. FT. 2
D. PHONE NO. (410) 541-2227 - Mr. Glass (410) 541-2549 - Records Mgr.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Arthur Glass, Controller		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	Statement of Transactions, FY86, AMO-91 (FBM091)	Sch. 1908; Item 3 disposal 7/1/2008
2	Statement of Transactions, FY86, AMO-91 (FBM-091)	Sch. 1908; Item 3 disposal 7/1/2008

**RECORDS TRANSMITTAL AND RECEIPT**

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

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. <b>01W208</b>	DATE REC'D <b>10-10-00</b>
B. DIVISION/UNIT Property Control (Fixed Assets) (part of the Business Office)			RM CODE <b>28-03-02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <b>35 4-5</b>	NO. OF CU. FT. <b>5</b>
D. PHONE NO. (410) 541-2227 - Mr. Glass, Controller (410) 541-2549 - Records Mgr.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Arthur Glass, Controller		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	Property Control Reports(forms) for discarded (retired) equipment from 1982-6/30/98 FY98, inventory numbers 00013 - 08400	Sch. 1909; Item 2 disposal 7/1/2008	
2	Property Control Reports(forms) for discarded (retired) equipment from 1982-6/30/98 FY98, Inventroy numbers 08401-17100	Sch. 1909; Item 2 disposal 7/1/2008	
3	Property Control Reports(forms) for discarded (retired) equipment from 1982-6/30/98 FY98, inventory numbers 17101 - 20200	Sch. 1909; Item 2 disposal 7/1/2008	
4	Property Control Reports(forms) for discarded (retired) equipment from 1982-6/30/98 FY98, inventroy numbers 20201 - 24650	Sch. 1909; Item 2 disposal 7/1/2008	
5	Property Control Reports(forms) for discared (retired) equipment form 1982-6/30/98 FY98, inventory numbers 24651-34704	Sch. 1909; Item 2 disposal 7/1/2008	

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. Anne Arundel Community College		ACCESSION NO. <i>03W684</i>	DATE REC'D <i>3-14-03</i>
B. DIVISION/UNIT Business Office/Accounts Payable			RM CODE <i>28.03.02</i>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <i>148 17</i>	NO. OF CU. FT. <i>17</i>
D. PHONE NO. (410) 777-2227, Mr. Glass (410) 777-2549, Records Mgr.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Arthur Glass, Director of Business & Financial Resources		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER <input checked="" type="checkbox"/>	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	Vouchers FY2001, #0020601-0022509; 7/1/00-6/30/01; Batches 001-028	Sch. 1908; Item 10 disposal 7/01/2008	
2	Vouchers FY2001, #0022510-0024290; 7/1/00-6/30/01; Batches 029-065	Sch. 1908; Item 10 disposal 7/01/2008	
3	Vouchers FY2001, #0024291-0025541; 7/1/00-6/30/01; Batches 066-108	Sch. 1908; Item 10 disposal 7/01/2008	
4	Vouchers FY2001, #0025542-0027518; 7/1/00-6/30/01; Batches 109-150	Sch. 1908; Item 10 disposal 7/01/2008	
5	Vouchers FY2001, #0027519-0030503; 7/1/00-6/30/01; Batches 151-194	Sch. 1908; Item 10 disposal 7/01/2008	
6	Vouchers FY2001, #0030504-0032540; 7/1/00-6/30/01; Batches 195-235	Sch. 1908; Item 10 disposal 7/01/2008	
7	Vouchers FY2001, #0032541-0034536; 7/1/00-6/30/01; Batches 236-277	Sch. 1908; Item 10 disposal 7/01/2008	
8	Vouchers FY2001, #0034537-0036111; 7/1/00-6/30/01; Batches 278-318	Sch. 1908; Item 10 disposal 7/01/2008	
9	Vouchers FY2001, #0036112-0037573; 7/1/00-6/30/01; Batches 319-359	Sch. 1908; Item 10 disposal 7/01/2008	
10	Vouchers FY2001, #0037574-0040911; 7/1/00-6/30/01; Batches 360-401	Sch. 1908; Item 10 disposal 7/01/2008	
11	Vouchers FY2001, #0040912-0043553; 7/1/00-6/30/01; Batches 402-448	Sch. 1908; Item 10 disposal 7/01/2008	
12	Vouchers FY2001, #0043554-0045835; 7/1/00-6/30/01; Batches 449-487	Sch. 1908; Item 10 disposal 7/01/2008	
(continued on the next page)			



**Department of General Services**  
**P.O. Box 275, Jessup, MD 20794**  
**Records Transmittal and Receipt**  
**(continued)**

**Agency: Anne Arundel Community College**  
**Division/Unit: Business Office/Accounts Payable**  
**Address: 101 College Parkway**  
**Arnold, MD 21012**

**Phone No.: (410) 777-2227 Business Office**  
**(410) 777-2549 Records Manager**

**Agency Official: Arthur Glass, Director of Business & Financial Resources**

<u>2. Box No.</u>	<u>3. Description of Records with Dates</u>	<u>4. Disposal Authority</u>
13	Vouchers FY2001, #0045836-0047509; 7/1/00-6/30/01; Batches 488-530	Sch. 1908; Item 10 disposal 7/01/2008
14	Vouchers FY2001, #0047510-0049049; 7/1/00-6/30/01; Batches 531-570	Sch. 1908; Item 10 disposal 7/01/2008
15	Vouchers FY2001, #0049050-0050585; 7/1/00-6/30/01; Batches 571-619	Sch. 1908; Item 10 diaposal 7/01/2008
16	Vouchers FY2001, #0050586-0052073; 7/1/00-6/30/01; Batches 620-650	Sch. 1908; Item 10 disposal 7/01/2008
17	Vouchers FY2001, #0052074-0053955; 7/1/00-6/30/01; Batches 651-691	Sch. 1908; Item 10 disposal 7/01/2008

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**

<b>A. AGENCY</b> 1. Anne Arundel Community College		ACCESSION NO.  <i>04W500</i>	DATE REC'D <i>11-26-03</i>
<b>B. DIVISION/UNIT</b> Continuing Education/IRESL			RM CODE <i>28.03.02</i>
<b>C. MAILING ADDRESS</b> 101 College Parkway Arnold, MD 2012		LOCATION RANGE      SECTION(S) <i>22      19</i>	NO. OF CU. FT.  <i>2</i>
<b>D. PHONE NO.</b> Records Officer 410-777-2549 Continuing Education -410-777-2662		RECORDS CENTER MANAGER	
<b>E. AGENCY OFFICIAL</b> Robert O. Felter, Records Officer Laura Weidner, Dir. of IRESL		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	Program Files, course files for IRESL, 7/1/2000-6/30/2001 .. 1 of 2	Sch.1927; Item #3 6/30/2008
2	Program Files, course files for IRESL, 7/1/2000-6/30/2001 .. 2 of 2	Sch 1927; Item #3 6/30/2008  <i>7/08</i>

*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. Anne Arundel Community College		ACCESSION NO. <i>04W501</i>	DATE REC'D <i>11-26-03</i>
B. DIVISION/UNIT Continuing Education/IRESL			RM CODE <i>28.03.02</i>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <i>22 19</i>	NO. OF CU. FT. <i>3</i>
D. PHONE NO. Records Officer 410-777-2549 Continuing Education-410-777-2662		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Officer Laura Weidner, Dir. of IRESL		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Program Files, Contract classes/MTA, OIC, IEC, ORCC, & AAMC box 1 of 1	Sch.1927; Item#3 disposal 7/1/2008
2	Program Files, includes financial files & MTA records ..... box 1 of 2	Sch.1927; Item#3 disposal 7/1/2008
3	Program Files, includes financial files & ORCC records .... box 2 of 2	Sch.1927; Item#3 disposal 7/1/2008
<i>F4-2001</i>		

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO.  05W116	DATE REC'D 7.5.04
B. DIVISION/UNIT Health Services			RM CODE 28.03.02
C. MAILING ADDRESS 101 College Parkway Arnold, Maryland 21012		LOCATION RANGE SECTION(S) 26 30	NO. OF CU. FT 1
D. PHONE NO. Records Retention 410-777-2549 Health Services 410-777-2480		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention Beth Mays, Health Services		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.	Medical Records, 7/1/1998-6/30/2002 box 1 of 1 .....	Sch. 1922; item 2 disposal 6/30/2008  July 2008

*E*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		<i>OSW 23</i>	DATE REC'D <i>7.5.04</i>
B. DIVISION/UNIT Continuing Education			RM CODE <i>28.03.02</i>
C. MAILING ADDRESS 101 College Parkway Arnold, Maryland 21012		R. LOCATION <i>26</i>	S. NO. OF CU. FT. <i>30</i>
D. PHONE NO. Records Retention 410-777-2549 Integrated Reading 410-777-2662		RECORDS CENTER	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention Laura Weidner, Integrated Reading		TO BE COMPLETED AT RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	class files, (student folders) A-C, Integrated reading/English as a second language box 1 of 7 .....	Sch 1927 dispose 6/30/2008 <i>Item No. 6</i>
2	class files (student folders) C-E Integrated Reading English as a second language, box 2 of 7 .....	Sch 1927 dispose 6/30/2008 <i>July 2008</i>
3	class files, (student folders) E-H Integrated Reading English as a Second Language, box 3 of 7 .....	Sch 1927 dispose 6/30/2008
4	class files, (student folders) I-M, Integrated Reading, English as a Second Language, 4 of 7 ..	Sch. 1927 dispose 6/30 2008
5.	Class files, (student folders) M-P Integrated Reading, English as a Second Language. <i>5 of 7</i> .....	Sch. 1927 dispose 6/30/2008
6	class files, (student folders) P-S Integrated Reading, English as a Second Language, 6 of 7 ...	Sch 1927 dispose 6/30/2008
7	Class files, (student folders) S-W Integrated Reading, English as a Second Language, 7 of 7 ...	Sch 1927 dispose 6/30/2008 <i>Items No. 6</i>

*FY-2001*

E

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		06W307	DATE REC'D 11-10-05
B. DIVISION/UNIT Continuing Education			RM CODE 28.03.02
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) 52 28	NO. OF CU. FT. 5
D. PHONE NO. 410 777-2549		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention		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	Program Files, 7/1/2001-6/30/2002; Northrop Grumman Computer Training; student opinion forms (evaluations) Spring FY 2002.	Sch. No. 1927 - 3 Dispose 7/1/2008	
2	Program Files, 7/1/2001-6/30/2002; class rosters; NBP 460-902 To NGT 542-208.	Sch. No. 1927; - 3 Dispose 7/1/2008	
3	Program Files, 7/1/2001-6/30/2002; class rosters for Northrop Grumman; NGT 405-303 to 482-301.	Sch. No. 1927; - 3 Dispose 7/1/2008	
4	Program Files, 7/1/2001-6/30/2002; class rosters and student opinion forms; NGT 430-301 to NGT 479-902.	Sch. No. 1927; - 3 Dispose 7/1/2008	
5	Program Files, 7/1/2001-6/30/2002; NGT403-305 to NGT498-901.	Sch. No. 1927 - 3 Dispose 7/1/2008	


✓

E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO.  <b>06W308</b>	DATE REC'D <b>11-10-05</b>
B. DIVISION/UNIT  <b>Continuing Education</b>			RM CODE <b>28-03-02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <b>52 28</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410-777-2549		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention		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	Program Files, other materials, budget book FY02 in computer training; 7/1/2001-6/30/2002.	Sch. No. 1927; - 3 Dispose 7/1/2008  


E

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. <b>06W309</b>		DATE REC'D <b>11-10-05</b>
B. DIVISION/UNIT <b>Continuing Education</b>				RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <b>52 28</b>	NO. OF CU. FT. <b>1</b>	
D. PHONE NO. 410 777-2549		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Robert O. Felter, Records Retention		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	Program Files: Other Materials; Payroll Timesheets in Occupational Skills; 7/1/2001-6/30/2002	Sch. No. 1927 - 3 Dispose 7/1/2008 



E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. <b>06W310</b>	DATE REC'D <b>11-10-05</b>
B. DIVISION/UNIT <b>Continuing Education</b>			RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE <b>52</b>	SECTION(S) <b>28</b>
D. PHONE NO. 410 777-2549		NO. OF CU. FT. <b>2</b>	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Class Files, A-M, Continuing Professional Education; the Committee on Nursing and Allied Health; 7/1/2002-6/30/2003.	Sch. NO. 1927, <b>6</b> Dispose 7/1/2008
2	Class Files, N-Z, Continuing Professional Education; the Committee on Nursing and Allied Health; 7/1/2002-6/30/2003.	Sch. No. 1927, <b>6</b> Dispose 7/1/2008

✓

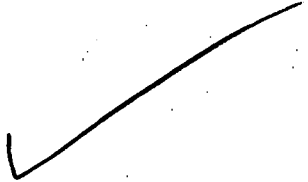
DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 410-799-1379)

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Anne Arundel Community College		ACCESSION NO. <b>06W624</b>	DATE REC'D <b>3-30-06</b>
B. DIVISION/UNIT Continuing Education			RM CODE <b>28.03.02</b>
C. MAILING ADDRESS 101 College Parkway Arnold, MD 21012		LOCATION RANGE SECTION(S) <b>16 23</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410 777-2549		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Robert O. Felter, Records Retention		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	Class Files - for D&D Client in Workforce Solutions; 7/1/1999-6/30/2003; box 1 of 2 .	Schedule 1927; Item 6 Disposal 7/1/2008
2	Class Files - for D&D Client in Workforce Solutions, 7/1/1999-6/30/2003; box 2 of 2	Schedule 1927; Item 6 Disposal 7/1/2008





DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D 8-16-04
B. DIVISION /UNIT DBS/ACCOUNTING BRANCH		05W41	RM CODE 07-01
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201		LOCATOR RANGE SECTIONS 15 5-7	NO. OF CU. FT 111
D. PHONE NO. (410) 767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		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	FY01 EXPENDITURE TLS 1101014005 - 1231014005		7/1/2008
2	FY00 JA 002380 - JA 002897	Sched #	7/1/2008
3	FY99 PR 18 TO 20 PAY JOBS LABOR REPORTS		7/1/2008
4	FY01 YR END D100	1993	7/1/2008
5	FY01 CANCELLATIONS		7/1/2008
6	FY00 JE JA 002913 - JA 003271	Item #	7/1/2008
7	FY00 CANCELLATIONS JULY 99 THRU JUNE 00		7/1/2008
8	FY00 AID TO EDU TLS ARC #00060493 - 00070670	2	7/1/2008
9	FY00 EXPENDITURE TLS 810573 - 810590		7/1/2008
10	FY99 PAY JOBS LABOR REPORTS	✓	7/1/2008
11	FY00 EXPENDITURE TLS 810425 - 810438		7/1/2008
12	FY01 301001 - 301168		7/1/2008
13	FY00 PR ACCOUNTS RECEIVABLE		7/1/2008
14	FY00 DAILY HISTORY DETAIL DAFR 2271		7/1/2008
15	FY99 PR 03 - PR 04 PAY JOBS LABOR REPORTS		7/1/2008
16	FY00 CANCELLATIONS 400138 - 400340		7/1/2008
17	FY01 ENC REPORTS 811100 - 811260		7/1/2008
18	FY00 EXPENDITURE TLS 810471 - 810483		7/1/2008
19	FY00 EXPENDITURE REPORTS 810635 - 810809		7/1/2008
20	FY00 EXPENDITURE REPORTS 810460 - 810635		7/1/2008
21	FY00 EXPENDITURE TLS 810408 - 810424		7/1/2008
22	FY00 AID TO EDU 44S & 45S REFUNDS		7/1/2008
23	FY00 PR CHECK REGISTER REG PAYROLL		7/1/2008
24	FY00 AID TO EDU TLS ARC #00019025 - 00025140		7/1/2008
25	FY00 PR REG PR NOTICE 9/14/00 - 12/26/00		7/1/2008
26	FY99 PR REG PR 13 - 14 TO 10 - 15 ADJ PAY JOBS		7/1/2008
27	FY00 PR 3/21/00 - 6/13/00 REG		7/1/2008
28	FY00 AID TO EDU TLS ARC #00034472 - 00045412		7/1/2008
29	FY01 CANCELLATIONS 401001 - 401159		7/1/2008
30	FY99 PR 15 - 17 PAY JOBS LABOR REPORTS		7/1/2008
31	FY00 PR CHECK REGISTER 3/21/00 - 5/30/00 REG		7/1/2008
32	FY00 PR PAY JOBS AND JE REGULAR		7/1/2008
33	FY01 DDS TLS 1207014014 - 1228014005		7/1/2008
34	FY00 EXPENDITURE TLS 810368 810439 - 810454		7/1/2008
35	FY00 AID TO EDU TLS ARC #00030905 - 00033151		7/1/2008
36	FY00 POS FOR DDS #000001 - 000142		7/1/2008
37	FY99 & 00 PR CHECK REGISTER PPE 13 - 15 PPE 26		7/1/2008
38	FY98 & 99 PR REGISTER BOOK FOR FY98 BK FOR FY99		7/1/2008

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

<b>A. AGENCY</b> DEPARTMENT OF EDUCATION 36.01.01		<b>ACCESSION NO.</b>  05W41	<b>DATE REC'D</b> 8-16-04
<b>B. DIVISION /UNIT</b> DBS/ACCOUNTING BRANCH			<b>RM CODE</b> 07-01
<b>C. MAILING ADDRESS</b> 200 W BALTIMORE STREET BALTIMORE MD 21201		<b>LOCATOR</b> RANGE SECTIONS 15 5-7	<b>NO. OF CU. FT</b> 111
<b>D. PHONE NO.</b>  (410) 767-0130		<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>  SAUL LILIENFELD		<b>TO BE COMPLETED AT</b> STATE RECORDS MANAGEMENT CENTER	
<b>2. BOX NUMBERS</b>	<b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b>	<b>4. DISPOSAL AUTHORITY SCHEDULE ITEM NO DISPOSAL DATE</b>	
39	FY00 EXPENDITURE TLS 810484 - 810499	7/1/2008	
40	FY01 EXPENDITURE TLS R07 2001 06064005 - 06214005	7/1/2008	
41	FY00 AID TO EDU ARC # 00025900 - 00030560	7/1/2008	
42	FY00 AID TO EDU FINANCE STATUS REPORTS	7/1/2008	
43	FY00 JA 003272 - JH	7/1/2008	
44	FY01 EXPENDITURE TLS R07 1003014004 - 1023014004	7/1/2008	
45	FY00 CANCELLATIONS 409328 - 409498 400015 - 400134	7/1/2008	
46	FY99 POS 336-09558 - 551-01979	7/1/2008	
47	FY00 AID TO EDU TLS 00000089 - 00015308	7/1/2008	
48	FY00 GEN ACCT VENDORS	7/1/2008	
49	FY00 EXPENDITURE TLS 810517 - 810532	7/1/2008	
50	FY00 AID TO EDU TLS ARC #00071069 - 00071654 REFUND LOG	7/1/2008	
51	FY00 EXPENDITURE TLS R07 09194004 - 10164005	7/1/2008	
52	FY99 CANCELLATIONS # 409009 - 409327	7/1/2008	
53	FY01 DDS POS # 001001 - 011170 FY02 002001 - 002109	7/1/2008	
54	FY00 DDS POS # 000143 - 000289	7/1/2008	
55	FY01 EXPENDITURE TLS R07 01034005 - 02124006	7/1/2008	
58	FY00 EXPENDITURE TLS R07 11274004 - 12294005	7/1/2008	
57	FY00 AID TO EDU TLS ARC #00045515 - 00059778	7/1/2008	
58	FY99 PR CHECK REGISTER 918198	7/1/2008	
59	FY00 PR PAY JOBS REFLECTIONS	7/1/2008	
60	FY00 POS 224-04305 - 550-02330	7/1/2008	
61	FY00 PR REG PAYROLL NOTICE 5/30/00 - 9/5/00	7/1/2008	
62	FY00 EXPENDITURE TLS 810868 - 810884	7/1/2008	
63	FY00 PR PAY JOBS REFLECTIONS	7/1/2008	
64	FY99 PR PAY JOBS DISTRIBUTION OF LABOR REPORTS	7/1/2008	
65	FY99 PR CONTRACTUAL PAY ,PTR,ENC EXP REPORTS	7/1/2008	
66	FY00 PR 6/29/99 - 3/7/00	7/1/2008	
67	FY00 ENC REPORTS 811261 - 811414	7/1/2008	
68	FY00 PR CONTRACTUAL TIMESHEETS PR 15 - 26	7/1/2008	
69	FY99 PR 6/30/98 - 6/15/99 REGULAR ETR	7/1/2008	
70	FY99 PR PAY JOB REPORTS	7/1/2008	
71	FY00 EXPENDITURE TLS 810850 - 810867	7/1/2008	
72	FY00 EXPENDITURE TLS 810833 - 810849	7/1/2008	
73	FY01 DDS EXPENDITURE TLS 1103014014 - 1213014015	7/1/2008	
74	FY00 EXPENDITURE TLS 810608 - 810627	7/1/2008	
75	FY00 & FY99 PR REG PAYROLL NOTICES	7/1/2008	
76	FY01 ENCUMBRANCE REPORTS 811563-811721	7/1/2008	

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D 8-16-04
B. DIVISION /UNIT DBS/ACCOUNTING BRANCH		D5W41	RM CODE 07.01
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201		LOCATOR RANGE SECTIONS 15 5-7	NO. OF CU. FT 111
D. PHONE NO. (410) 767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		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	
77	FY00 PR CONTRACTUAL CONTRACTS MEMOS	7/1/2008	
78	FY99 INTERNAL AUDIT RECORDS AND RETENTION	7/1/2008	
79	FY99 INTERNAL AUDIT RECORDS AND RETENTION	7/1/2008	
80	FY00 M & T TLS 909013 - 909026	7/1/2008	
81	FY00 ENC REPORTS 880001 - 880052	7/1/2008	
82	FY00 PR CONTRACTUAL TIMESHEETS PR # 1 - 14	7/1/2008	
83	FY01 EXPENDITURE TLS 810293 - 810307	7/1/2008	
84	FY00 EXPENDITURE TLS 810816 - 810832	7/1/2008	
85	FY01 EXPENDITURE TLS R07 0801014005 - 0828014005	7/1/2008	
86	FY01 EXPENDITURE TLS 810278 - 810292	7/1/2008	
87	FY01 EXPENDITURE TLS 810308 - 810324	7/1/2008	
88	FY01 ENC REPORTS 881084 - 881206	7/1/2008	
89	FY01 EXPENDITURE TLS 811019 - 811037	7/1/2008	
90	FY01 EXPENDITURE TLS 811280 - 811299	7/1/2008	
91	FY01 EXPENDITURE TLS 811417 - 811437	7/1/2008	
92	FY01 EXPENDITURE TLS 811341 - 811346 811101 - 811115	7/1/2008	
93	FY00 EXPENDITURE TLS 810799 - 810815	7/1/2008	
94	FY01 EXPENDITURE TLS 810260 811261 - 811279	7/1/2008	
95	FY01 EXPENDITURE TLS 811145 - 811164	7/1/2008	
96	FY01 EXPENDITURE TLS 811320 - 811340	7/1/2008	
97	FY01 EXPENDITURE TLS 811438 - 811458	7/1/2008	
98	FY00 EXPENDITURE TLS 810782 - 810798	7/1/2008	
99	FY99 PR REGULAR IEPP, SAL ADJ, DISTRIBUTIONS	7/1/2008	
100	FY 01 DORS PO'S REG 3	7/1/2008	
101	FY00 EXPENDITURE TLS 810765 - 810781	7/1/2008	
102	FY00 EXPENDITURE TLS 810751 - 810764,811057-811059	7/1/2008	
103	FY01 POS REGION 7,5 AND 2	7/1/2008	
104	FY00 ENCUMBRANCE TL880017-TL880034	7/1/2008	
105	FY00 EXPENDITURE TLS 810390 - 810407	7/1/2008	
106	FY99 POS 104 - 115 CKS RET FROM ANNAP 2/5/97 - 6/28/00	7/1/2008	
107	FY00 EXPENDITURE TLS 810885 - 810903	7/1/2008	
108	FY00 EXPENDITURE TLS 810904 - 810924	7/1/2008	
109	FY01 EXPENDITURE TLS 811202 - 811221	7/1/2008	
110	FY01 EXPENDITURE TLS 811376 - 811396	7/1/2008	
111	FY01 EXPENDITURE TLS 811708 - 811725	7/1/2008	

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

1

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO.	DATE REC'D 6-13-06
B. DIVISION /UNIT DBS/ACCOUNTING BRANCH		06W1124	RM CODE 07.01
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201		LOCATOR RANGE SECTIONS 147 25-26	NO. OF CU. FT 79
D. PHONE NO. (410) 767-0130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE 1993 ITEM NO DISPOSAL DATE 7/1/2008

1	FY01	DORS	PO'S REGION 1 & 2	1993	ITEM #2	7/1/2008
2	FY01	DORS	EXP TL'S 811136-811144	1993	ITEM #2	7/1/2008
3	FY01	DBS/AP	CREDIT CARDS STATEMENTS 9/00-6/01	1993	ITEM #2	7/1/2008
4	FY01	DBS/ACCT	2001 YEAR END CLOSING	1993	ITEM #2	7/1/2008
5	FY01	DBS/ACCT	2001 YEAR END CLOSING	1993	ITEM #2	7/1/2008
6	FY01	DBS/ACCT	2001 YEAR END CLOSING	1993	ITEM #2	7/1/2008
7	FY01	DORS	EXP TL'S 811503-811525	1993	ITEM #2	7/1/2008
8	FY01	DBS/ACCT	VERIZON REPORTS 1/01-2/01	1993	ITEM #2	7/1/2008
9	FY01	DBS/ACCT	2001 YEAR END CLOSING	1993	ITEM #2	7/1/2008
10	FY01	DBS/ACCT	VERIZON	1993	ITEM #2	7/1/2008
11	FY01	DORS	TL'S 810700-810715	1993	ITEM #2	7/1/2008
12	FY01	DORS	TL'S 811651-811670	1993	ITEM #2	7/1/2008
13	FY01	DORS	TL'S 811747-811768	1993	ITEM #2	7/1/2008
14	FY01	DORS	TL'S 811715-811746	1993	ITEM #2	7/1/2008
15	FY01	DORS	TL'S 811690-911707	1993	ITEM #2	7/1/2008
16	FY01	DORS	CANC BATCHES 400201-400404	1993	ITEM #2	7/1/2008
17	FY01	DORS	TL'S 811595-811613	1993	ITEM #2	7/1/2008
18	FY01	DORS	TL'S 811038-811056	1993	ITEM #2	7/1/2008
19	FY01	DORS	TL'S 811671-811689	1993	ITEM #2	7/1/2008
20	FY01	DORS	TL'S 811081-811100	1993	ITEM #2	7/1/2008
21	FY01	DORS	TL'S 811060-811080	1993	ITEM #2	7/1/2008
22	FY01	DORS	TL'S 811397-811416	1993	ITEM #2	7/1/2008

## DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

2

23	FY01	DORS	TL'S 811633-811650	1993	ITEM #2	7/1/2008
24	FY01	DORS	TL'S 811459-811478	1993	ITEM #2	7/1/2008
25	FY01	DORS	TL'S 811576-811594	1993	ITEM #2	7/1/2008
26	FY01	DORS	TL'S 811480-811502	1993	ITEM #2	7/1/2008
27	FY01	DORS	TL'S 811222-811240	1993	ITEM #2	7/1/2008
28	FY01	DORS	TL'S 811564-811575	1993	ITEM #2	7/1/2008
29	FY01	DORS	✓ TL'S 811564-811575)	1993	ITEM #2	7/1/2008
30	FY01	DORS	TL'S 811769-811790	1993	ITEM #2	7/1/2008
31	FY01	DORS	TL'S 811791-811805/ 811347-811356	1993	ITEM #2	7/1/2008
32	FY01	DORS	TL'S 811356-811366	1993	ITEM #2	7/1/2008
33	FY01	DORS	TL'S 811116-811135	1993	ITEM #2	7/1/2008
34	FY01	DORS	ENCUM TL'S 880142-881032	1993	ITEM #2	7/1/2008
35	FY01	DORS	TL'S 811300-811319	1993	ITEM #2	7/1/2008
36	FY01	DORS	TL'S 20010409-4-004/ 20010507-4-006	1993	ITEM #2	7/1/2008
37	FY01	DORS	TL'S 811546-811563	1993	ITEM #2	7/1/2008
38	FY01	DORS	TL'S 811165-811184	1993	ITEM #2	7/1/2008
39	FY01	DBS	PR CONTRACTUAL CONTRACTS	1993	ITEM #2	7/1/2008
40	FY01	DORS	TL'S 20010312-4-004/ 20010406-4-005	1993	ITEM #2	7/1/2008
41	FY01	DORS	EXP TL'S 811241-811258	1993	ITEM #2	7/1/2008
42	FY01	HDQTRS	CREDIT CARDS 8/00-6/01	1993	ITEM #2	7/1/2008
43	FY01		GRANTS ACCT TL'S ✓ 0067041-01077955	1993	ITEM #2	7/1/2008
44	FY01	HDQTRS	CREDIT CARDS 11/00-5/01	1993	ITEM #2	7/1/2008
45	FY01	DBS	NOTICE OF GRANT AWARDS 130000-190022	1993	ITEM #2	7/1/2008
46	FY01	AID TO ED	GRANTS TL01028252- 1050472	1993	ITEM #2	7/1/2008
47	FY01	HDQTRS	CREDIT CARDS 7/00-5/01	1993	ITEM #2	7/1/2008
48	FY01	HDQTRS	CREDIT CAREDS 8/00-6/01	1993	ITEM #2	7/1/2008
49	FY01	HDQTRS	CREDIT CARDS 9/00-4/01	1993	ITEM #2	7/1/2008
50	FY01	HDQTRS	CREDIT CARDS 7/00-6/01	1993	ITEM #2	7/1/2008
51	FY01	AID TO ED GRANT	TL01000095-01021371	1993	ITEM #2	7/1/2008
52	FY01	AID TO ED GRANT	CREDITS 5/00-12/00	1993	ITEM #2	7/1/2008
53	FY01	AID TO ED GRANT	TL01022016-01029695	1993	ITEM #2	7/1/2008
54	FY01	AID TO ED GRANT	TL01051793-01066743	1993	ITEM #2	7/1/2008
55	FY01	AID TO ED GRANT	CREDITS CARDS 6/00-6/01	1993	ITEM #2	7/1/2008
56	FY01	DORS	EXP TL'S 811526-811845	1993	ITEM #2	7/1/2008
57	FY01	DORS	TL'S 20010213-4-005/ 20010309-4-005	1993	ITEM #2	7/1/2008
58	FY01	DORS	TL'S 20000818-4-005/ 20000915-4-008	1993	ITEM #2	7/1/2008
59	FY01	DORS	CERTIFICATE OF DEPOSITS	1993	ITEM #2	7/1/2008
60	FY01	DORS	BUDGET CREDITS 209026-820003	1993	ITEM #2	7/1/2008
	FY01	DORS	& 8200144 & 821001-821008	1993	ITEM #2	7/1/2008
61	FY01	HDQTRS	WORKING FUND 1/00-6/01	1993	ITEM #2	7/1/2008
62	FY01	DORS	TL'S TL'S 20000713-4-003/ 20000817-4-005	1993	ITEM #2	7/1/2008
63	FY01	DORS	CREDIT CARDS 8/00-5/01	1993	ITEM #2	7/1/2008
64	FY01	HDQTRS	VENDOR MAINTENCE 3/01-6/01	1993	ITEM #2	7/1/2008



65	FY01	DORS		EXP TL'S 810949-811018	1993	ITEM #2	7/1/2008
66	FY01	HDQTRS		MILAGE CARDS 7/00-6/01	1993	ITEM #2	7/1/2008
67	FY01	HDQTRS		JOURNAL ENTR JA004304- JA005284	1993	ITEM #2	7/1/2008
68	FY01	HDQTRS		JOURNAL ENTR JA005285- JA006015	1993	ITEM #2	7/1/2008
69	FY01	HDQTRS		JOURNAL ENTR JA003775- JA004302	1993	ITEM #2	7/1/2008
70	FY01	HDQTRS	PR	CONTR TIMESHEETS, EAC EXP PR # 16-26	1993	ITEM #2	7/1/2008
71	FY01	HDQTRS	AR	CERTIFICATE OF DEPOSITS 7/00-12/00	1993	ITEM #2	7/1/2008
72	FY01	HDQTRS	AR	CERTIFICATE OF DEPOSITS 1/01-6/01	1993	ITEM #2	7/1/2008
73	FY01	HDQTRS	PR	CONTRACT TIMESHEETS PR#1-15	1993	ITEM #2	7/1/2008
74	FY01	AID TO ED		CERTIFICATE OF DEPOSITS 7/00-6/01	1993	ITEM #2	7/1/2008
75	FY01	HDQTRS		JOURNAL ENTR JA006016- JA006600	1993	ITEM #2	7/1/2008
76	FY01	HDQTRS		TL'S 5/11/01-5/14/01	1993	ITEM #2	7/1/2008
77	FY01	HDQTRS		DAFR2271 2/6/01-5/7/01	1993	ITEM #2	7/1/2008
78	FY01	HDQTRS		WORKING FUND 2/01-6/01	1993	ITEM #2	7/1/2008
79	FY01	HDQTRS		WORKING FUND 9/00-2/01	1993	ITEM #2	7/1/2008



**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Dept of Human Resources		ACCESSION NO. <b>04W254</b>	DATE REC'D <b>10-2-03</b>
3. DIVISION/UNIT Child Care Administration - Reg III			RM CODE <b>07.15.08</b> <del>14.06.02</del>
2. MAILING ADDRESS 409 Washington Avenue Suite LL8 Towson, Maryland 21204		LOCATION RANGE SECTION(S) <b>32 20-21</b>	NO. OF CU. FT. <b>13</b>
4. PHONE NO. 410-583-6202		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Thomas Wyatt		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
	Closed C.C. Homes & Centers 7/1/02 - 6/30/03	5 yrs Sch # 1778 Item # 21 July, 2007 2008
1.	A - BH	
2.	BI - Coop	
3.	COR - ESP	
4.	EST - GO	
5.	GR - HOOD	
6.	HON - KIND	
7.	KING - Little Owl	
8.	Little Slip - MES	
9.	MI - PAT	
10.	PAU - R	
11.	S - SU	
12.	SY - TU	
13.	U - Z	

**RECORDS TRANSMITTAL AND RECEIPT**

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Dept. of Human Resources		ACCESSION NO. <b>05W40</b>	DATE REC'D <b>8-16-04</b>
3. DIVISION/UNIT Child Care Administration, Reg. III		BM CODE <b>07.15.08</b> <del>11-06-02</del>	
2. MAILING ADDRESS 409 Washington Avenue, Suite LL8 Towson, Maryland 21204		LOCATION RANGE SECTION(S) <b>12 12</b>	NO. OF CU. FT. <b>8</b>
4. PHONE NO. 410-583-6201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Diane Pennell		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
	Closed C.C. Homes & Centers 7-1-03 - 9-30-03	
1	A - Co	Sch # 1778 Item # 21 July, 2008
2	Cr - Gr	
3	H - Johnson, P.	
4	Johnson, S - K	
5	L - N	
6	O - R	
7	S - V	
8	W - Z	