

COMPTROLLER OF
THE TREASURY
DATA PROCESSING
DIVISION
WATERLOO

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Comptroller of the Treasury
 Reporting Agency

Central Data Processing
 Division or Bureau of Reporting Agency 75A27

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
29	Key enter tape transfers Old billing system retrienals & account information.			7/10/74 - 8/31/74 FY 1973	29	8/3/77 " "	Recycle " "

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

Paul L. Emberson
 Signature

Record Management
 Title

August 10, 1977
 Date

HALL OF RECORDS
Records Management Division
State Records Center

Date ~~May 31, 1977~~

To: Mr. Michael Qualy
Central Data Processing
Income Tax Building
Subject: Disposal Clearance

The records described below are eligible for disposal on July 1, 1977. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
75A27	29	

Disposal Authority

Description of Records:

~~Key enter tape transfers 7/10/74 - 8/31/74~~
~~Old billing system retrievals and 1973 Fy - account info.~~

Sincerely yours,

Paul C. Lamberson

State Records Center, Annapolis Maryland.

Phone 269-3017

HALL OF RECORDS
RECORDS MANAGEMENT DIVISION
RECORD CENTER

NO TRANSMITTAL

Date: June 2, 1975

TO: Comptroller of the Treasury
Central Data Processing
Income Tax Building

Dear Mr. Qualy

The records listed below, currently stored in the Record Center, are eligible for disposal in accordance with the retention period established for them:

Lot No.	Sched. No.	Item No.	Title	Dates
75A-27			Key Enter Tape Transfers	1967-1972
R. 18			7/10/74 - 8/31/74	
S. 1			Old Billing System Retrientials and 1973 Fy - Account info.	1973-1978 Year 77

These records will be disposed of during the month of July. Please post this date on your copies of the Record Transmittal Sheets. After the disposal has been accomplished, Certificates of Destruction for these records will be prepared by our office and forwarded to you for signature.

Sincerely yours,

Records Management Technician

W

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401

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

Comptroller of the Treasury

Reporting Agency

State License Bureau Accession No. 1661

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1 box	General Correspondence, budget & procurement	334	1	Jan. 1961 - June 1969	1 cu. ft.	1/2/76	waste paper
3 box	Inspectors reports & delinquent notices July 1967-June 1969 334, 7 & 8	"	"	"	3 cu. ft.	"	" "
1 box	Leave records requisitions, awards leave applications Drs. Certificates 1-1963-12-1968, 334-10 & 13	"	"	" "	1 cu. ft.	"	" "
3 box	Transmittals, invoices, disdorsing warrants-BB-1 7/1963-6/1967 334-10	"	"	" "	3 cu. ft.	"	" "
1 box	Chain Store license file 5/1967-4-1968 334-6	"	"	" "	1 cu.Ft.	"	" "
2 box	Special wholesalers & vending machine operators license & applications May 1967-April 1969 334-4,5	"	"	" "	2 cu. ft.	"	" "
1 box	Certificate of deposits, receiving warrants May 1967-June 1968 334-10	"	"	" "	1 cu. ft.	"	" "

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

Paul Chamberlain
Signature

Supply Officer I
Title

3/3/76
Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY COMPTROLLER OF THE TREASURY
 2. DIVISION STATE LICENSE BUREAU
 3. RECORD TITLE GENERAL CORRESPONDENCE
 4. DATES JAN. 1961-June 1969

DATE: 5-18-70
 LOT NO.: 1661
 RANGE: 15
 SECTION(S): 3
 RECEIVED BY: J.H.
 REMARKS:
*Disposed of
 5/2/75*

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
334	1	12/73	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

5/2/75

2 record center boxes

1 box - General correspondence, budget & procurement

3 Boxes - Inspectors reports & delinquent notices July 1967-June 1969--334, 7&8

1 Box - Leave records requisitions, awards, leave applications Drs. Certificates Jan. 1963-Dec. 1968 334-10 & 13

3 Boxes - Transmittals, invoices, disdorsing warrants - BB-1 July 1963-June 1967 334-10

1 Box - CHAIN STORE LICENSE FILE*May 1967-April 1968 334-6

2 Boxes - Special wholesalers & vending machine operators license & applications May 1967-April 1969 - 334 - 4,5

1 Box - Certificate of deposits, receiving warrants May 1967-June 1968 334-10

Signature of Agency representative:

Record Center representative:

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

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

Comptroller of the Treasury

Reporting Agency

Central Data Processing Accession No. None

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Boxes 1-32, 36, 38, 45, 49, 50, 55 59, 118-122				44 cu.ft.	2/10/76	Waste Paper

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

Paul Lombard
Signature

Supply Officer I
Title

3/3/76
Date

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Central Payroll Bureau

Reporting Agency

Accession No. 74A-15

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	1st.-2nd-3rd-4th. Quarter Books Controls E.T.R. File Maint. 1972 E.T.R. Processing Boxes- Master Cards-Deduction Cards	248 " "	8 " "		72 cu.ft.	2/18/76	Waste Paper

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

Paul Chamberlain
Signature

Supply Officer I
Title

3/3/76
Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

74A-15

1/24/74

1. FROM: (Name and Division of Transferring Agency)
CENTRAL PAYROLL BUREAU

Signature

Paul C. Lambson

Title

Supply Officer I

2. Address of Agency:
TREASURY BUILDING * 2ND FLOOR

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

[Signature]

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 8
Sections 12-14 72 cu. ft.

1st. - 2nd - 3rd - 4th. QUARTER BOOKS
CONTROLS * E.T.R. * FILE MAINT. 1972
E.T.R. PROCESSING
BOXES - MASTER CARDS-DEDUCTION CARDS

248 8
3 years

yes at top

Charles Fields

(Use Plain Unlined Paper For Continuation Sheets)

HALL OF RECORDS
RECORDS MANAGEMENT DIVISION
RECORD CENTER

Date: June 2, 1975

TO: Central Payroll Bureau
Treasury Building * 2nd Floor

Dear Mr Fields

The records listed below, currently stored in the Record Center, are eligible for disposal in accordance with the retention period established for them:

Lot No.	Sched. No.	Item No.	Title	Dates
74A-15 R. 8 S. 12-14	248	8	1st. - 4th. Quarter Book Controls * E.T.R. * File Maint. 1972 E.T.R. Processing Boxes - Master Cards-Deduction Cards	

These records will be disposed of during the month of July. Please post this date on your copies of the Record Transmittal Sheets. After the disposal has been accomplished, Certificates of Destruction for these records will be prepared by our office and forwarded to you for signature.

Sincerely yours,

Records Management Technician

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

74A-15

1/24/74

1. FROM: (Name and Division of Transferring Agency)
CENTRAL PAYROLL BUREAU

Signature
Paul C. Lamberson

Title
Supply Officer I

2. Address of Agency:
TREASURY BUILDING * 2ND FLOOR

3. TO: STATE RECORDS CENTER

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

[Signature]

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 8
Sections 12-14

72 coft

1st. - 2nd - 3rd - 4th. QUARTER BOOKS
CONTROLS * E.T.R. * FILE MAINT. 1972
E.T.R. PROCESSING
BOXES - MASTER CARDS-DEDUCTION CARDS

248 8
3 years

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401.

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

Comptroller of the Treasury

Reporting Agency

Central Data Processing Accession No. 76A2

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Data Entry Tape Transfers Partical disposal				5 cu.ft.	2/10/76	Waste Paper

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


Signature


Title


Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

76 A 2

7/21/75

From: (Name, Division, Address or Agency)

Central Data Processing

Signature

Title

Records Management Technician

Building and Room

3. Phone

Income Tax Bldg
302

267-5639

4. To: State Records Center

ANNAPOLIS

Signature: (Agency Official)

Michael Paul Chaf

6. No. of Cu.Ft.

22

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
18 2	124- 127 128- 131 132- 134 135- 138	April Billing 1975 May Billing 1975 June Billing 1975 A-2 Correspondence 1968-1972	
	139- 143	Data Entry Tape Transfers 2/10/76	
	144- 145	Accounting 8/4 73 & 74	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

Central Data Processing Accession No. 75A70

Division or Bureau

PREPARE IN DUPLICATE

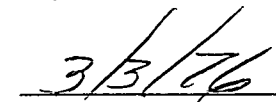
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	DPD Billing Through January 1975 Partical disposal				5 cu.ft.	2/10/76	Waste Paper

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

75A70

March 14, 1975

1. From: (Name, Division, Address or Agency)
Comptroller of the Treasury Central data Processing

Signature

Title
Record Management Technician

2. Building and Room

3. Phone

Income Tax Building

4. To: State Records Center
ANNAPOLIS

5. Signature: (Agency Official)

6. No. of Cu.Ft.

9

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R-9 S-5 and R-8 S-13</p> <p>Box # 103 in Section 14.</p>	<p>94-112</p> <p>94-98</p>	<p>DPD Billing Through January 1975</p> <p>2/10/76</p>	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

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

Comptroller of the Treasury

Reporting Agency

Central Data Processing Accession No. 75A40

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Key Entry Tape Transfers Partical Disposal			9/1/74 thru 11/30/74	3 cu.ft.	2/10/76	Waste Paper

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75A-40

12-5-74

1. FROM: (Name and Division of Transferring Agency)

Signature

Paul C. Lamerson

Title

Records Management Technician

2. Address of Agency:

3. TO: STATE RECORDS CENTER

Annapolis

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R18
S17

79-81

Key Entry Tape Transfers
9/1/74 - 11/30/74 2/10/74

79-81

82-83

Detail Billing Reports - old system
July 73 - Dec 73
Old Billing JRT's
Assoc Account

82-83

84-93

Console Logs
7/1/74 - 11/30/74

84-93

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

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

Comptroller of the Treasury

Reporting Agency

Central Data Processing Accession No. 75A27

Division or Bureau

PREPARE IN DUPLICATE

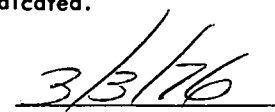
Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Key Entry Tape Transfers 7/1/74 thru 8/31/74 Partical Disposal				6 cu.ft.	2/10/76	Waste Paper

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


 Signature


 Title


 Date

RECORDS TRANSMITTAL AND RECEIPT *yes*

To Be Completed At State Records Center

Accession No.

Date Records Received

75A-27

10-23-74

FROM: (Name and Division of Transferring Agency)

Signature

Paul C Lamberson

Title

Records Management Technician

2. Address of Agency:

3. TO: STATE RECORDS CENTER

Annapolis

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

Michael Paul Chudy

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*Range 18
Section 1*

67-72

*Key Entry Tape Transfers
7/01/74-8/31/74 2/10/76*

67-72

73-78

*OLD Billing System Retrievals and
1973 F4-Account. info.*

~~*73-78*~~

77

10

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

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

Data Processing

Reporting Agency

Division or Bureau

Submit in Duplicate
 Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
75W6	Data Processing Miscellaneous Items FY72			Fiscal 1972	65	10/31/75	incinerator

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

Paul Lomberson
 Signature

Supply Officer I
 Title

10/31/75
 Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75W-6

Date Records Received

August 5, 1974

FROM: (Name and Division of Transferring Agency) **Data Processing**

Signature

Title

Records Management Technician

2. Address of Agency:

Annapolis

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Section 14

65

Data Processing Miscellaneous Items FY ~~1974~~

10/31

72

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSALData Processing

Reporting Agency

Division or Bureau

Submit in Duplicate
Retain one copy and forward
original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
75W7	Data Processing Miscellaneous Items FY 71			Fiscal Year 1971	75	10/31/75	incinerator

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

Paul C. Lamberson
Signature

Supply Officer I
Title

10/31/75
Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75W-7

Date Records Received

August 5, 1974

FROM: (Name and Division of Transferring Agency)

Data Processing

Signature

Title

Records Management Technician

2. Address of Agency:

Annapolis

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Sections 15 -
16

75

Data Processing Miscellaneous Items FY ~~1975~~

71

10/31

(Use Plain Unlined Paper For Continuation Sheets)

128-3

3/7

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 6/13/69 ✓
 Lot No.: 1541
 Range: 7
 Section(s) 7
 Received by: J. Hirsch
 Remarks:

- 1. Agency: Comptroller of the Treasury -----
- 2. Division: Data Processing Division -----
- 3. Record Title: Accounting Records -----
- 4. Inclusive Dates: 1961-1968 -----

5. Schedule No. --	6. Item No. --	7. Scheduled Disposal Date: 1972	8. Actual Disposal Date:
-----------------------	-------------------	-------------------------------------	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

*128/1874
 forwarded but
 retained
 5/8/72
 9-ws.*

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

WATERLOO

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Comptroller of the Treasury

Reporting Agency

Data Processing Division - Lot 1541

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Accounting Records	Non-Scheduled		1961-1968	3 cu. ft.	12-19-73	Waste Paper

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

Paul C. Lamberson
Signature

Supply Officer I
Title

1/7/74
Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75W-7

Date Records Received

August 5, 1974

1. FROM: (Name and Division of Transferring Agency)
Data Processing

Signature

Title

Records Management Technician

2. Address of Agency:
Annapolis

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Sections 15 -
16

75

Data Processing Miscellaneous Items FY 1975

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75W-6

Date Records Received

August 5, 1974

1. FROM: (Name and Division of Transferring Agency) **Data Processing**

Signature

Title

Records Management Technician

2. Address of Agency:

Annapolis

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Section 14

65

Data Processing Miscellaneous Items FY 1974

(Use Plain Unlined Paper For Continuation Sheets)

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

75W-8

Date Records Received

8/5/74

1. FROM: (Name and Division of Transferring Agency)

Data Processing

Signature

Title **Records Management Technician**

2. Address of Agency:

Annapolis

3. TO: STATE RECORDS CENTER

Waterloo

4. Agency Official (Signature)

5. Building & Room No.

6. Telephone No.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 13
Section 17

24

Data Processing Miscellaneous Items FY 76

(Use Plain Unlined Paper For Continuation Sheets)

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Data Processing

Reporting Agency

Budget and Fiscal Planning 2050

Division or Bureau

Submit in Duplicate
 Retain one copy and forward
 original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Office files	250	14-15	1969-1970	1	7/14/75	burned in incinerator

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

Paul C. Lamberson
 Signature

Supply Officer I
 Title

8/25/75
 Date

HALL OF RECORDS
RECORDS MANAGEMENT DIVISION
RECORD CENTER

Date: June 2, 1975

TO: Budget and Fiscal Planning
Data Processing
301 West Preston St.
Baltimore, Md.

Dear Mr. Duff

The records listed below, currently stored in the Record Center, are eligible for disposal in accordance with the retention period established for them:

Lot No.	Sched. No.	Item No.	Title	Dates
2050 R-15 S-2	250	14-15	Office Files - requisitions, revenue, payrolls, transmittal time sheets. 1 box	1969-1970

These records will be disposed of during the month of July 7, 1975. Please post this date on your copies of the Record Transmittal Sheets. After the disposal has been accomplished, Certificates of Destruction for these records will be prepared by our office and forwarded to you for signature.

Sincerely yours,

Records Management Technician

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

D

1. AGENCY BUDGET & FISCAL PLANNING
 2. DIVISION DATA PROCESSING
 3. RECORD TITLE OFFICE FILES
 4. DATES FISCAL YR. 1969-1970

DATE: 1-19-73
 LOT NO.: 2050
 RANGE: 15
 SECTION(S): 2
 RECEIVED BY: MM
 REMARKS:

5. SCHEDULE NO. 250	6. ITEM NO. 14-15	7. SCHEDULED DISPOSAL DATE July 1975 or audit	8. ACTUAL DISPOSAL DATE 7-14-75
----------------------------	--------------------------	--	--

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

1 record center Box

FY 70	requisitions
FY 69 & 70	revenue
FY 69 & 70	payrolls
FY 69 & 70	transmittals
6/69-5/71	time sheets

10. NUMBER OF CUBIC FEET

Signature of Agency representative:

Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency

CENTRAL DATA PROCESSING

Division or Bureau

77A2

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
<i>1</i>	<i>BILLING</i>	<i>-</i>	<i>-</i>	<i>JAN. 1976 to JUNE 1976</i>	<i>21</i>	<i>8/1/79</i>	<i>BURN</i>

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

Paul W. Lamberson
 Signature

Service Spec.
 Title

8/25/79
 Date

3

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

77A2

July 6, 1976

Signature

Title

Record Management Technician

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

2. Building and Room

3. Phone

Income Tax Bldg.
Room 302

267-5630

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

21 cu. ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 12
Section 10

170-173
174-177
178-181
182-184
185-187
188-190

January 1976 Billing
February 1976 Billing
March 1976 Billing
April 1976 Billing
May 1976 Billing
June 1976 Billing

(Use Plain Unlined Paper For Continuation Pages)

RM-

2/24/7

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

COMPTROLLER

Reporting Agency

GAS TAX

Division or Bureau

76A-4

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	MOTOR CARRIER F/M CHANGES	-	-	4/73 to 5/74	6	8/1/79	BURN

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

Paul Lamberson
 Signature

Service Spec.
 Title

8/2/79
 Date

AND RECEIPT

Motor Carrier F/M Changes

No.

Date Received

76A-4

7/30/75

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

Signature

Gasoline Tax

Title

Records Management Technician

2. Building and Room

3. Phone

*Treasury Building
319*

267-5608

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Sara E. Willson

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

Range 8
Section 6

1	04/73-04/73
2	05/73-07/73
3	08/73-11/73
4	12/73-03/74
5	03/74-03/74
6	04/74-05/74

Retain for
5 years
1980

8/1/79

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

Comptrol
 Reporting Agency
Gas Tax 76A-3
 Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Motor Carrier F/M Canc.	-	-	6/73-3/74	6	8/1/79	Burn

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

Paul Emberson
 Signature

Service Spec
 Title

8/25/79
 Date

AND RECEIPT

Motor Carrier F/M Cancellation

No.

Date Received

76A-3

7/30/75

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

Signature

Gasoline Tax

Title

Records Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

Treasury Bldg.
319

267-5608

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Sara E. Willson

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 8	1	06/73 - 09/73	Retain for 5 years 1980
Section 6	2	09/73 - 09/73	
	3	12/73 - 12/73	
	4	12/73 - 12/73	
	5	12/73 - 03/74	
	6	03/74 - 03/74	
		a/1/79	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CONTROLLER OF TREASURY

Reporting Agency

DATA PROCESSING DIV.

Division or Bureau

79A-2

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	MISC ACCOUNTING CONSOLE HARDCOPY			5/78	13	8/1/79	BURN

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

Paul Lamberson
 Signature

Service Spec.
 Title

8/25/79
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

79A 2
(page 1 of 5)

8/24/78

From: (Name, Division, Address or Agency)

Comptroller of the Treasury
Data Processing Division
State Income Tax Building, Anna. Md.

Signature

Title Records Management Technician

Building and Room

3. Phone

Income Tax Bldg.
Room 302

269-3630 269-3141

4. To: State Records Center

Signature: (Agency Official)

James R. Cannon

6. No. of Cu.Ft.

1 (26 cu. ft. total for
this transmittal)

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R 12. S 10-11	252	COMPLETE BILLING INFORMATION FOR APRIL 1978 <i>Carted Prof.</i> <i>8/1/79</i>	April 1981

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

From: (Name, Division, Address or Agency)

Compt Treasury
Data Processing Div.
State Income Tax Bldg Annapolis

Signature

Title

Building and Room

Income Tax
Room 302

3. Phone

269-3141

4. To: State Records Center

Signature: (Agency Official)

6. No. of Cu.Ft.

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	253	Misc Accounting	6/80
	254	Misc Accounting - Invoices	6/79
	255	Misc Accounting - Invoices	6/79
	256	" " " "	6/79
	257	" " " "	6/80
	258	" " " "	6/81
	259	June Information - Billing (1978)	6/80
	260	Misc Accounting Invoices	6/80
	261	May Billing (1978)	5/81
	262	Misc Billing	6/81

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

Signature

Title

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

Van T. Jones
Data Processing Div

2. Building and Room
Income Tax
Rm 310

3. Phone
269 - 3631

4. To: State Records Center

5. Signature: (Agency Official)

Van Jones

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

266 ✓
267 ✓
268 ✓
269 ✓
270 ✓

Console Hardcopy 05/04/78 - 05/09/78
Console Hardcopy 05/10/78 - 05/15/78
Console Hardcopy 05/16/78 - 05/21/78
Console Hardcopy 05/22/78 - 05/26/78
Console Hardcopy 05/27/78 - 05/31/78

05/09/79
05/15/79
05/21/79
05/26/79
05/31/79

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

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

Van T. Jones
Data Processing Div

Signature

Title

2. Building and Room

Income Tax Bldg
rm 310

3. Phone

269-3631

4. To: State Records Center

5. Signature: (Agency Official)

Van T. Jones

6. No. of Cu.Ft.

7. Records Location
(Center)

8. Box Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

271 ✓

Console Hardcopy 06/01/78 thru 06/06/78

06/06/79

272 ✓

Console Hardcopy 06/07/78 thru 06/12/78

06/22/79

273 ✓

Console Hardcopy 06/13/78 thru 06/17/78

06/17/79

274 ✓

Console Hardcopy 06/19/78 thru 06/22/78

06/22/79

275 ✓

Console Hardcopy 06/23/78 thru 06/29/78

06/29/79

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

From: (Name, Division, Address or Agency)

Van T. Jones
Dat a Processing Div

Signature

Title

Building and Room
Income Tax Bldg
Rm 310

3. Phone
269-3631

4. To: State Records Center

Signature: (Agency Official)

Van T. Jones

6. No. of Cu.Ft.

Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
	276	Console Hardcopy 06/30/78 thru 06/08/78	07/08/79
	277	Console Hardcopy 07/10/78 thru 07/13/78	07/13/79
	278	Console Hardcopy 07/14/78 thru 07/19/78	07/19/79
	279	Console Hardcopy 07/20/78 thru 07/25/78	07/25/79
	280	Console Hardcopy 07/26/78 thru 07/31/78	07/31/79

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

DECAL & FLEET CANCELLATIONS

Accession No. 76A43	Date Received February 18, 1976
------------------------	------------------------------------

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

GASOLINE TAX

Signature

Title
Record Management Technician

2. Building and Room
319
TREASURY BLDG.

3. Phone
267-5608

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7 cu. ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 13 Section 17-18	1	02/27/74 - 05/13/74	RETAIN FOR 5 YEARS
	2	05/14/74 - 07/05/74	
	3	07/09/74 - 09/03/74	
	4	09/04/74 - 11/06/74	
	5	11/12/74 - 02/04/75	
	6	1973-74 - NOT CANCELLED	
	7	1974-75 - NOT CANCELLED	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

COMPTROLLER

Reporting Agency

GAS TAX

Division or Bureau

76A43

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	DECAL + FLEET CANCELLATIONS	—	—	2/27/74 to 2/4/75	7	8/1/79	BURN

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

Paul Chamberlain
 Signature

Service Spec.
 Title

8/25/79
 Date

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CONTROLLER

Reporting Agency

GAS TAX

Division or Bureau

76444

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	REPORTS & DEL. NOTICES DECALS & RENEWALS	—	—	1972 - 1976	6	8/1/79	BURN

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

Paul Lamberson
 Signature

Service Spec
 Title

8/25/79
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

76A44

Signature

Title

MOTOR CARRIER RET. MAIL

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

GASOLINE TAX

2. Building and Room

3. Phone

319

4. To: State Records Center

TREASURY BLDG

267-5608

5. Signature: (Agency Official)

6. No. of Cu.Ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R13 S18	1	1972 - REPORTS & DEL. NOTICES	RETAIN FOR 5 YEARS
	2	1973 " "	
	3	1974 " "	
	4	1974 DECALS & RENEWALS	
	5	1975 " "	
	6	1976 " "	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

CONTROLLER

Reporting Agency

GAS TAX

Division or Bureau

76A42

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	MOTOR CARRIER F/m NEW ACCOUNTS	-	-	10/71 - 8/75	10	8/1/79	BURN

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

Paul Embury
 Signature

Service Spec
 Title

8/25/79
 Date

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

MOTOR CARRIER FIRM NEW ACCOUNTS

Accession No. 76A42	Date Received February 18, 1976
------------------------	------------------------------------

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

Signature

GASOLINE TAX

Title
Record Management Technician

2. Building and Room

3. Phone

TREASURY BLDG.
319

267-5608

4. To: State Records Center
Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

10 cu. ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 13 Section 17	1	10/71 - 02/72	RETAIN FOR 5 YEARS
	2	03/72 - 06/72	
	3	07/72 - 11/72	
	4	12/72 - 03/73	
	5	04/73 - 06/73	
	6	07/73 - 01/74	
	7	02/74 - 06/74	
	8	07/74 - 12/74	
	9	01/75 - 04/75	
	10	05/75 - 08/75	

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

COMPTROLLER

Reporting Agency

GAS TAX

Division or Bureau

75A-30

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	GAS TAX DIV. MOTOR VEHICLE FUEL TAX AUDITS	-	-	F.Y. 1972-73	??	8/4/79	BURN

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

Paul Cambuser
 Signature

Service Spec.
 Title

8/25/79
 Date

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center ✓

Accession No.

Date Records Received

75A-30

11-4-74

1. FROM: (Name and Division of Transferring Agency)
Comptroller of the Treasury
Gasoline Tax Division

Signature
Paul C. Sambersen
Title
Records Management Technician

2. Address of Agency:
State Treasury Building
Annapolis, Maryland

3. TO: STATE RECORDS CENTER
Annapolis

4. Agency Official (Signature)

5. Building & Room No.
State Treasury Building
Room 319

6. Telephone No.
267-5603

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range 11 Sections 11-14

Gasoline Tax Division Motor Vehicle Fuel Tax Audits

Fiscal Year 1972-73	Audit No.
6834 - 6885	6834 - 6885
" " "	" " 6886 - 6921
" " "	" " 6922 - 6949
" " "	" " 6950 - 6962
" " "	" " 6963 - 6977
" " "	" " 6978 - 6981
" " "	" " 6982 - 6997
" " "	" " 6998 - 7020
" " "	" " 7021 - 7022
" " "	" " 7023 - 7030
" " "	" " 7031 - 7047
" " "	" " 7048 - 7071
" " "	" " 7072 - 7086
" " "	" " 7087 - 7104
" " "	" " 7105 - 7123
" " "	" " 7124 - 7136
" " "	" " 7137 - 7153
" " "	" " 7154 - 7180
" " "	" " 7181 - 7202
" " "	" " 7243 - 7219
" " "	" " 7220 - 7230
" " "	" " 7231 - 7244
" " "	" " 7245 - 7258
" " "	" " 7259 - 7277
" " "	" " 7279 - 7293
" " "	" " 7294 - 7324
" " "	" " 7325 - 7337
" " "	" " 7338 - 7357
" " "	" " 7358 - 7374
" " "	" " 7375 - 7391
" " "	" " 7392 - 7420
" " "	" " 7421 - 7442
" " "	" " 7439 - 7449
" " "	" " 7450 - 7457

5 years or Audited by Legislative Auditors then destroy.

(Use Plain Unlined Paper For Continuation Sheets)

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY (SCHEDULE AND ITEM NO.)
	Gasoline Tax Division Motor Vehicle Fuel Tax Audits	
35	Fiscal Year 1972-73 Audit No. 7458 - 7477	5 years or audited by Legislative Auditors then destroy.
36	" " " " " 7478 - 7500	
37	" " " " " 7501 - 7518	
38	" " " " " 7519 - 7534	
39	" " " " " 7535 - 7549	
40	" " " " " 7550 - 7558	
41	" " " " " 7559 - 7588	
42	" " " " " 7589 - 7609	
43	" " " " " 7610 - 7629	
44	" " " " " 7630 - 7639	
45	" " " " " 7640 - 7673	
46	" " " " " 7674 - 7683	
47	" " " " " 7684 - 7700	
48	" " " " " 7701 - 7716	
49	" " " " " 7717 - 7737	
50	" " " " " 7738 - 7748	
51	" " " " " 7749 - 7761	
52	" " " " " 7762 - 7790	
53	" " " " " 7791 - 7817	
54	" " " " " 7818 - 7843	
55	" " " " " 7844 - 7870	
56	" " " " " 7871 - 7889	
57	" " " " " 7890 - 7908	
58	" " " " " 7909 - 7935	
59	" " " " " 7936 - 7948	
60	" " " " " 7949 - 7963	
61	" " " " " 7964 - 7991	
62	" " " " " 7992 - 8014	
63	" " " " " 8015 - 8050	
64	" " " " " 8051 - 8079	
65	" " " " " 8080 - 8106	
66	" " " " " 8107 - 8118	
67	" " " " " 8119 - 8140	
68	" " " " " 8141 - 8166	
69	" " " " " 8167 - 8196	
70	" " " " " 8197 - 8227	
71	" " " " " 8228 - 8246	
72	Schedule 10's - 1970	"
73	" " 1971	"
74	" " 1972	"
75	Reciprocal Audits	"
76	" "	"
77	Miscellaneous Audits	"

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

COMPTROLLER

Reporting Agency

ADMISSIONS & AMUSEMENT TAX

Division or Bureau

76A62

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	DEADWOOD TICKETS FEB. 1975 - APR. 1975	—	—	FEB. 1975 - APR 1975	7	8/1/79	BURN

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

Paul Lamberson
 Signature

Service Spec
 Title

8/25/79
 Date

AND RECEIPT

Accession No.

Date Received

76A62

May 6, 1976

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

Signature

ADMISSIONS AND AMUSEMENT TAX DIVISION

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

STATE TREASURY BLDG

ROOM 302

267-5001

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Rlvalianti, Chief

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-13

1 of 7

Deadwood Tickets - February, 1975 - April, 1975

June 1979

2 of 7

Deadwood Tickets - February, 1975 - April, 1975

S-10

3 of 7

Deadwood Tickets - February, 1975 - April, 1975

4 of 7

Deadwood Tickets - February, 1975 - April, 1975

5 of 7

Deadwood Tickets - February, 1975 - April, 1975

6 of 7

Deadwood Tickets - February, 1975 - April, 1975

7 of 7

Deadwood Tickets - February, 1975 - April, 1975

8/31/75

(Use Plain Unlined Paper For Continuation Pages)

AND RECEIPT

Accession No.

Date Received

76 A 62

May 6, 1976

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

ADMISSIONS AND AMUSEMENT TAX DIVISION

Signature

Title

Record Management Technician

2. Building and Room

STATE TREASURY BLDG
ROOM 302

3. Phone

267-5001

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

Rlvalianti, Chief

6. No. of Cu.Ft.

7

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-13

S-10

- 1 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 2 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 3 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 4 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 5 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 6 of 7 Deadwood Tickets - February, 1975 - April, 1975
- 7 of 7 Deadwood Tickets - February, 1975 - April, 1975

June 1979

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER

Reporting Agency

ACCIDENT REPORTS

Division or Bureau

945

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	ACCIDENT REPORTS	-	-	1964 - 1969	2	8/1/79	BURN

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

Paul Lamberson
 Signature

Service Spec
 Title

8/25/79
 Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER
 2. DIVISION Annapolis
 3. RECORD TITLE Accident Reports
 4. DATES 1964 - 1969

DATE: 12/5/72
 LOT NO.: 945
 RANGE: 13
 SECTION (S): 9
 RECEIVED BY: GWS
 REMARKS:
 To be destroyed
 December, 1987

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
475	33	15 years after deposit in Records Center	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

2 R. C. Boxes, #1 - 2

10. NUMBER OF CUBIC FEET

2 cu. ft.

Paul; 101
Mr. Shamel has verbally authorized the destruction of all records indicated on the attached. I told him you would do the verification & disposal.

Signature of Agency representative:
Fredrick A. Shamel

Record Center representative:

Total - 240 cu. ft

ANNA

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE Accident Reports

4. DATES 1964 - 1969

DATE: 12/5/72

LOT NO.: 945

RANGE: 13

SECTION(S): 9

RECEIVED BY: GWS

REMARKS:

To be destroyed
December, 1987

5. SCHEDULE NO. 475	6. ITEM NO. 33	7. SCHEDULED DISPOSAL DATE 15 years after deposit in Records Center	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

2 R. C. Boxes, #1 - 2

10. NUMBER OF CUBIC FEET

2 cu. ft.

Signature of Agency representative:

Fredrick A. ...

Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER

Reporting Agency

ANNAPOLIS

Division or Bureau

943

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	INVESTMENTS AND COLLATERAL INS. FILE	-	-	F.Y. 1964 - 1967	2	8/1/79	BURN

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

Paul Chamberlain
 Signature

Service Spec.
 Title

8/25/79
 Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE Investments and Collateral Insurance File

4. DATES FY 1964 - 1967

DATE:	12/5/72
LOT NO.:	943
RANGE:	13
SECTION(S):	9
RECEIVED BY:	GWS
REMARKS:	

5. SCHEDULE NO. 471	6. ITEM NO. 2	7. SCHEDULED DISPOSAL DATE Permanent	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES 2 R. C. Boxes, #1 - 2	10. NUMBER OF CUBIC FEET 2 cu. ft.
--	---

Signature of Agency representative: Frederick A. Hansen

Record Center representative: _____

(ANNA)

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER
2. DIVISION Annapolis
3. RECORD TITLE Investments and Collateral Insurance File
4. DATES FY 1964 - 1967

DATE: 12/5/72
LOT NO.: 943
RANGE: 13
SECTION(S): 9
RECEIVED BY: GWS
REMARKS:

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
471	2	Permanent	

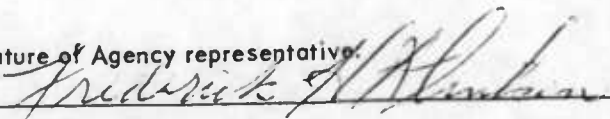
9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

2 R. C. Boxes, #1 - 2

10. NUMBER OF CUBIC FEET

2 cu. ft.

Signature of Agency representative:



Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURY
 Reporting Agency

Division or Bureau

296

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	PAY WARRANTS	-	-	F.Y. 1961- FY 1962	68	8/1/79	BURN

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

Paul Chamberlain
 Signature

Service Spec.
 Title

8/25/79
 Date

PROJECT.

RECORDS TRANSMITTAL SHEET

(Prepare in triplicate)

1. AGENCY STATE TREASURER

2. DIVISION _____

3. RECORD TITLE PAY WARRANTS

4. DATES FY 1961 - 1962

DATE: 2/26/65 02

LCT NO.: 296

RANGE: 13

SECTION(S): 4-6

RECEIVED BY:

REMARKS: Part of FY 1961 Filmed 1/18/66 - Not reported 6/11/66
STILL PARTIALLY FILMED
(8/23/66)

FY
 (FY 1963 TO DATE
 REMAIN IN TREASURER'S
 OFFICE AS OF 1/2/72)

5. SCHEDULE NO. G - 3	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE 3 yrs.-audit-microfilm-destroy	8. ACTUAL DISPOSAL DATE:
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

Boxes
 68 ~~cu. ft.~~

68 cu. ft.

[as of 1/1/72 - Fred Klecker - Treasurer's office reports 7/1/62 to date remain in their office]

Signature of Agency representative:
Michael J. Potthast
 HR-RM 11 (Rev.)

Record Center representative:
CO Brown *pet*

~~F. WATERWOOD~~ Annapolis

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY Treasurer - Annapolis
 2. DIVISION _____
 3. RECORD TITLE Receiving Warrants
 4. DATES July 1, 1962 - -

DATE:
 LOT NO.: 296
 RANGE:
 SECTION(S):
 RECEIVED BY:
 REMARKS:

5. SCHEDULE NO. <u>G-3</u>	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE <u>3 yrs - audit - microfiche copy</u>	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

R19-R18

10. NUMBER OF CUBIC FEET

[as of 3/3/61 - Fred Klunker - Treasurer's Office reports - 7/1/62 to date remain in their office]

Signature of Agency representative:

Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Division or Bureau

298

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	DISPENSING VOUCHERS FINANCIAL RESP.	-	-	F.Y. 1955 - 1962	7	8/1/79	BURN

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

Paul Lambertson
 Signature

Service Spec
 Title

8/25/79
 Date

RECORDS TRANSMITTAL SHEET
(Prepare in triplicate)

AGENCY STATE TREASURER
 2. DIVISION _____
 3. RECORD TITLE DISBURSING VOUCHERS - FINANCIAL RESPONSIBILITY
ACCOUNT
 4. DATES FY 1956 - 1963

DATE: 2/26/65
 LOT NO.: 298
 RANGE: # 10
 SECTION(S): # 1
 RECEIVED BY:
 REMARKS: **ACMORY**

5. SCHEDULE NO. <u>non-included</u>	6. ITEM NO. <u>32</u>	7. SCHEDULED DISPOSAL DATE <u>5 years in office - 15</u> <u>years in R.C. - Destroy</u>	8. ACTUAL DISPOSAL DATE:
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

7 Boxes # 1-7

10. NUMBER OF CUBIC FEET

7 cu. ft.

Signature of Agency representative: _____

Record Center representative: _____

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURY

Reporting Agency

ANNAPOLIS

Division or Bureau

940

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	PAYROLL JOURNALS	-	-	F.Y. 1970 F.Y. 1972	45	8/1/79	BURN

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

Paul R. Lamberson
 Signature

Service Spec.
 Title

8/25/79
 Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE Payroll Journals

4. DATES FY 1970 - FY 1972

DATE:	12/5/72
LOT NO.:	940
RANGE:	13
SECTION(S):	6 - 9
RECEIVED BY:	GWS
REMARKS:	Permanent or microfilm

5. SCHEDULE NO. G-2	6. ITEM NO. 1	7. SCHEDULED DISPOSAL DATE Permanent or microfilm	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

45 R.C. Boxes, #1 - 45

#1 - 12, FY 1970

#13 - 39, FY 1971

#40 - 45, FY 1972

10. NUMBER OF CUBIC FEET

45 cu. ft.

Signature of Agency representative: *Fredrick H. Albin*

HR-RM 11 (Rev.)

Record Center representative: _____

"Annapolis"

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE Payroll Journals

4. DATES FY 1970 - FY 1972

DATE: 12/5/72

LOT NO.: (1034) ~~949~~ 1034

RANGE: 13

SECTION(S): 6 - 9

RECEIVED BY: GWS

REMARKS:
Permanent or microfilm

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
G-2	1	Permanent or microfilm	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

45 R.C. Boxes, #1 - 45

#1 - 12, FY 1970

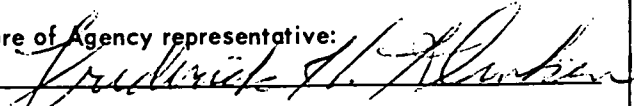
#13 - 39, FY 1971

#40 - 45, FY 1972

10. NUMBER OF CUBIC FEET

45 cu. ft.

Signature of Agency representative:



HR-RM 11(Rev.)

Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER

Reporting Agency

ANNAPOLIS

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	DIST. OF CHARGE	-	-	1970-1971	3	8/1/79	BURN

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

Paul Lamborn
 Signature

Service Spec.
 Title

8/25/79
 Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER
2. DIVISION Annapolis
3. RECORD TITLE Distribution of Charges
4. DATES 1970 - 1971

DATE:	12/5/72
LOT NO.:	946
RANGE:	13
SECTION(S):	9
RECEIVED BY:	GWS
REMARKS:	

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
472	1	3 years - audit - destroy	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

3 R. C. Boxes, #1 - 3

U.F.M.
Signature of Agency representative:
Fredrick A. Linber

10. NUMBER OF CUBIC FEET

3 cu. ft.

Record Center representative:

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER
 2. DIVISION Annapolis
 3. RECORD TITLE Distribution of Charges
 4. DATES 1970 - 1971

DATE: 12/5/72
 LOT NO.: 946
 RANGE: 13
 SECTION(S): 9
 RECEIVED BY: GWS
 REMARKS: (ANNA)

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
472	1	3 years - audit - destroy	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES
 3 R. C. Boxes, #1 - 3

10. NUMBER OF CUBIC FEET
 3 cu. ft.

V.F.M.
 Signature of Agency representative:
Fredrick A. Almben

Record Center representative:

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 302
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER

Reporting Agency

ANNAPOLIS

Division or Bureau

942

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	GENERAL CORRESP.	-	-	1964-1966	4	8/1/79	BURN

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

Paul Cameron

Signature

Service Spec.

Title

8/25/79

Date

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE General Correspondence (General File)

4. DATES 1964 - 1966

DATE:	12/5/72
LOT NO.:	942
RANGE:	13
SECTION(S):	9
RECEIVED BY:	GWS
REMARKS:	

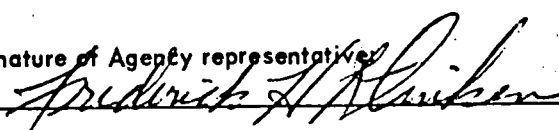
5. SCHEDULE NO. 475	6. ITEM NO. 39	7. SCHEDULED DISPOSAL DATE 3 years - destroy	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

4 R. C. Boxes, #1 - 4

10. NUMBER OF CUBIC FEET

4 cu. ft.

Signature of Agency representative:


Record Center representative:

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY STATE TREASURER

2. DIVISION Annapolis

3. RECORD TITLE General Correspondence (General File)

4. DATES 1964 - 1966

DATE: 12/5/72

LOT NO. (1030) ~~542~~

RANGE: 13

SECTION(S): 9

RECEIVED BY: GWS

REMARKS:
Annapolis

5. SCHEDULE NO. 475	6. ITEM NO. 39	7. SCHEDULED DISPOSAL DATE 3 years - destroy	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

4 R. C. Boxes, #1 - 4

Signature of Agency representative:
Frederick H. ...

10. NUMBER OF CUBIC FEET

4 cu. ft.

Record Center representative: