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

Reporting Agency

\_\_Central Data Processing

75A27

Division or Bureau of Reporting Agency

I tem No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive	Volume	Date of	Method
140.	Include Title and/of Form Number	Schedule No.	Item No.	Dates of Records Disposed of	(Cubic or Linear Feet)	of Disposal	of Disposal
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.

Vaul Lamburen Signature

Record Management

August 10, 1977

TH9

Date

### HALL OF RECORDS Records Management Division State Records Center

Date	Mour.	21	107	7
	1.16.3	74.	エフエ	

Mr. Michael Qualy
Central Data Processing
Subject Tax Building
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
Disposal Authority		
Description of Records:		
Key enter tape transfe	rs 7/10/74 - 8/31/74	
Old billing system ret	riena;s and 1973 Fy -	account info.
Sincerely yours,		
Paul C. Lamberson		
State Records Center,	Annapolis Maryl	and.
269-3017		

No tansnitta,

## HALL OF RECORDS RECORDS MANAGEMENT DIVISION RECORD CENTER

Date: June 2, 1975

TO: Comptoller of the Treasurg 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 R. 18 S. 1		Key Enter Tape Transfers 7/10/74 - 8/31/74	1967-1972
		Old Billing System Retrienals and 1973 Fy - Account info.	1973-1978 Ye Ar
			1 /

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 Technecian

Hall of Records Commission Records Management Division Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Comptroller of the Treasury

Reporting Agency

State License Bureau Acession No. 1661

Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

		Authori For Dis		Inclusive				
No. Description of Records Include Title and/or Form Number	No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol
l box	General Correspondence, budget & procurement	334	1	Jan. 1961 - June 1969	l cu. ft.	1/2/76	waste paper	
3 box	Inspectors reports & delinquent notices July 1967-June 1969 334, 7 & 8	99	11.	11	3 cu. ft.	"	11 17	
1 box	Leave records requistions, awards leave applications Drs. Certificates 1-1963-12-1968, 334-10 & 13	***	n	99 99	l cu. ft.	"	11 11	
3 box	Transmittals, invoices, disdorsing warrants-BB-1 7/1963-6/1967 334-10	**	11	11 19	3 cu. ft.	**	99 99	
1 box	Chain Store license file 5/1967- 4-1968 334-6	99	11	11 11	1 cu.Ft.	20	17 19	
2 box	Special wholesalers & vending machin operators license & applications May 1967-April 1969 334-4,5	e "	11	30 29	2 cu. ft.		-11 11	
l box	Certificate of deposits, receiving warrants May 1967-June 1968 334-10	**	91	11 11	1 cu. ft.	**	99 99	

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

Could Signoture

Supply Officer L

3B/74

PS-789 DGS-RM-2

### RECORDS TRANSMITTAL SHEET

### (Prepare in Triplicate)

2. DIVISION STATE ICENSE BUREAU  3. RECORD TITLE GENERAL CORRESEONDENCE  4. DATES JAN. 1961-June 1969	DATE: 5-18-70 LOT NO.: 1661 RANGE: 15 SECTION(S): 3 RECEIVED BY: J.H. REMARKS:
	RANGE: 15 SECTION (S): 3 RECEIVED BY: J.H.
	SECTION(S): 3 RECEIVED BY: J.H.
4. DATES JAN. 1961-June 1969	RECEIVED BY: J.H.
	DEMARKS
	KEMAKKS:
	Wisposed of
	5/2/75
5. SCHEDULE NO. 6. ITEM NO. 7. SCHEDULED DISP	
	DISPOS DATE
334 1 12/73	
9. NUMERICAL LISTING BY BOX NUMBER, SHOWING 10. NUMBER OF CU	IBIC FEET
MAJOR FILE BREAKS AND INCLUSIVE DATES	3/24
record center boxes	
box - General orrespondence, budget & procurement	· ·
Boxes - Inspectors reports & delinquent	
Boxes - Inspectors reports & delinquent notices July 1967-June 1969334, 7&8	
notices July 1967-June 1969334, 7&8	
notices July 1967-June 1969334, 7&8  Box - Leave redords	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968	
notices July 1967-June 1969334, 7&8  Box - Leave redords requisitions, awards, leave applications	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967	
Drs. Certificates Jan. 1963-Dec. 1968 334-10 & 13  Boxes - Transmittals, invoices, disdorsing	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967     334-10	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967     334-10  B ox - CHAIN STORE LICENSE FILE*May 1967-April 1968     334-6	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967     334-10  Box - CHAIN STORE LICENSE FILE*May 1967-April 1968     334-6  Boxes - Special wholesalers & vending machine	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967     334-10  B ox - CHAIN STORE LICENSE FILE*May 1967-April 1968     334-6	
notices July 1967-June 1969334, 7&8  Box - Leave redords     requisitions, awards, leave applications     Drs. Certificates Jan. 1963-Dec. 1968     334-10 & 13  Boxes - Transmittals, invoices, disdorsing     warrants - BB-1 July 1963-June 1967     334-10  Box - CHAIN STORE LICENSE FILE*May 1967-April 1968     334-6  Boxes - Special wholesalers & vending machine     operators license & applications     May1967-April 1969 - 334 - 4,5	7-June 1968 334-10
notices July 1967-June 1969334, 7&8  Box - Leave redords requisitions, awards, leave applications Drs. Certificates Jan. 1963-Dec. 1968 334-10 & 13  Boxes - Transmittals, invoices, disdorsing warrants - BB-1 July 1963-June 1967 334-10  Box - CHAIN STORE LICENSE FILE*May 1967-April 1968 334-6  Boxes - Special wholesalers & vending machine operators license & applications May1967-April 1969 - 334 - 4,5	7-June 1968 334-10

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	Proces	sing	Accession	No.	None		

Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records	Author For D	rizotion isposol	Inclusive		D	
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposal
1	Boxes 1-32, 36, 38, 45, 49, 50, 55 59, 118-122	·			44 cu.ft.	2/10/76	Waste Paper
•						·	
						*	
	A						
		:			·	·	

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

Jan Osmbusin Signoture

Supply Africal I

38/16 Dote

PS-789 DGS-RM-2

Hall of Records Commission Records Management Division Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency

Accession No. 74A-15

Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records	Authorization For Disposal		Inclusive Dotes of Records	Volume	Date of	Method of
No.	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Disposed of	(Cubic Feet)	Disposol	Disposol
1	1st2nd-3rd-4th. Quarter Books	248	8			2/18/76	Waste Paper
	Controls E.T.R. File Maint. 1972 E.T.R. Processing	11	11				
	Boxes- Master Cards-Deduction Cards	11	**		_	·	-
	•				72 cu.ft.		
				·			
·							

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

Jan Vamberson

Sopply Officer I

33/76 Dote

PS- 789 DGS- RM- 2

•		To be completed At	State Records Center		
TRANSMITTAL	AND RECEIPT	Accession No.	Date Records Received		
		74A-15	1/24/74		
ency)	0	Signature & Lambusm Title Supply Officer I			
Agency: EASURY BUILDIN	NG * 2ND FLOOR		CENTER		
11	re)	5. Building & Room No.	6. Telephone No.		
8. Box Numbers		10. Disposal Authority (Schedule and Item No.)			
72 co.ft.	CONTROLS * E.T.R. E.T.R. PROCESSING  BOXES - MASTER CAR	* FILE MAINT. 1972.  RDS-DEDUCTION CARDS.	348 8		
	me and Division ency) TRAL PAYROLL F Agency: EASURY BUILDIN LCIA (Signatu 8. Box Numbers	Agency: EASURY BUILDING * 2ND FLOOR  Ricial (Signature)  8.	Accession No.  749-15  The and Division of Transferring Ency)  TRAL PAYROLL BUREAU  Agency:  EASURY BUILDING * 2ND FLOOR  8.  Box  Description of Records With Inclusive Dates  1st 2nd - 3rd - 4th. QUARTER BOOKS  CONTROLS * E.T.R. * FILE MAINT.  E.T.R. PROCESSING  BOXES - MASTER CARDS-DEDUCTION CARDS		

To Be Completed At State Records Center

## HALL OF RECORDS RECORDS MANAGEMENT DIVISION RECORD CENTER

Date	Year	0 4	C7E	
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TO: Central Payroll Sureau
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:

ot No. Sched. No.	o. Item No.	Title	Dates
74A-15 248 R. 8 S. 12-14	8	lst 4th. Guarter 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,

			To Be Completed At State Records Center			
RECORDS	TRANSMITTAL AM	ND RECEIPT	Accession No.	Date Records Received		
			74A-15	1/24/74		
Age	ncy)	of Transferring	Signature C. Lamb	lusur		
CENT	TRAL PAYROLL BU	REAU	Supplie Officer			
2. Address of	Agency: EASURY BUILDING	* 2ND FLOOR	3. TO: STATE RECORDS C	ENTER		
hall	cial (Signature	e)	5. Building & Room No.	6. Telephone No.		
7. Macords	8. Box	9. Description	of Pocords	10. Disposal Authority		
	Numbers	With Inclus		(Schedule and Item No.)		
Range 8 Sections 12-14	72 coft	CONTROLS * E.T.R. E.T.R. PROCESSING	+ th. QUARTER BOOKS  * FILE MAINT.  RDS-DEDUCTION CARDS	248 8 3 years		

Hall af Records Cammission Recards Management Division Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Comptroller	of	the	Treasury	
			Reporting Agency	

Central Data Processing Accession No. 76A2

Division or Bureou

PREPARE IN DUPLICATE

Retain one capy and farward ariginal to above address

	Decrease of Breeds	For Di	rizotion isposol	Inclusive Dotes of Records	Valume	Dote of	Method of
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Disposed of	(Cubic Feet)	Disposal	Disposol
1	Data Entry Tape Transfers				5 cu.ft.	2/10/76	Waste <sup>P</sup> aper
	Partical disposal						
	•						

I hereby certify that the abave listed records were dispased of as indicated.

Vau Cambusan Signoture

Supply Officer I

3/2/76 Dote

PS - 789 DGS - RM - 2

	1000000	MANDITTIAD	Accession No.	Date Received			
14, .	AND R	ECEIPT	76 A 2	7/21/75			
	_	on, Address or Agency)	Signature				
Contra	1 Dista	Processing	Title Records Management Technician				
	and Room	3. Phone	4. To: State Records Co	enter			
Income To	•	267-5639	_				
302	e: (Agency	Official)	ANNAROLI 6. No. of Cu.Ft.	5			
_		Graf	22				
Records Location (Center)	8. Box Numbers	٩	of Records ive Dates	10. Disposal Authority (Schedule and Item No.)			
18	124-	April Billing 10	77 <i>5</i>				
	127	11/1/11/19					
, 2	127 128- 131	May Billing 1	975				
,	132-	June Billing,	1975				
	135-	A-2 Correspo 1968-1972	ndence				
	139-	Date Firthy Pa	pe Frans Fews 2/10/	26			
_	144-	Accounting F/Y	73174	·			

(Use Plain Unlined Paper For Continuation Pages)

Complete at State Records Center

Hall af Recards Cammission Recards 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 Bureou							

#### PREPARE IN DUPLICATE

Retain one copy and forward original to above address

N-	Description of Records	Authorization For Disposal		Inclusive Dates of Records	Volume	Dote of Disposol	Method of	
No.	include Title and/or Form Number	Retention Sched. No.	ltem No.	Disposed of	(Cubic Feet)	Disposol	Method of Disposol	
1	DPD Billing Through January 1975 Partical disposal				5 cu.ft.	2/10/76	Waste Paper	
			·					
			,					
			,					

I hereby certify that the above listed recards were dispased af as indicated.

Jaul Jambusen Signoture

Supply Officer I

3/3/26 Dote

PS-789 DGS-RM-2

RECORDS TRANSMITTAL			complete at State Records Center				
	AND RECEIPT		Accession No.	Date Received			
			75A70	March 14, 1975			
		ion, Address or Agency)	Signature				
Processing			Title Record Management To	echnicien			
2. Building		3. Phone	4. To: State Records	s Center			
5. Signature: (Agency Official)		6. No. of Cu.Ft.					
			9				
7.Records Location (Center)	8. Box Numbers		on of Records usive Dates	10. Disposal Authority (Schedule and Item No.)			
R-9	94-112	DPD Billing Through	January 1975				
S-5 and R-8	94-98	2/10/76					
S-13							
103 in Section 14.							
246							
		e <sup>1</sup>					

Complete at State Records Center

Hall of Records Commission Records Management Division Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Comptroller	of	the	Treasury
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Reporting Agency

Central Data Processing Accession No. 75A40

Division or Bureou

PREPARE IN DUPLICATE

Retain one capy and farward original ta abave address

	Description of Records	Authorization For Disposol		Inclusive Dotes of Records	Volume	Date of	Method of
No	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Disposed of	(Cubic Feet)	Disposol	Disposol
. 1	Key Entry Tape Transfers Partical Disposal			9/1/74 thru 11/30/7	4 3 cu.ft.	2/10/76	Waste <sup>P</sup> aper
					•		,
					٠.		
						·	-

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

Toul Cambusmy Signature Sopply Officer I

3<u>B</u>/7/

PS-789 DGS-RM-2

Hall af Recards Commissian Recards Management Divisian Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Comptrol	ller	of	the	Treasu	ıry					
Reporting Agency										
Central	Data	Pr	oces	ssing	Acc	ession	No.	<b>7</b> 5A2 <b>7</b>		

Division or Bureou

PREPARE IN DUPLICATE

Retain one capy and farward original ta above address

No.	Description of Records		is pos ol	Inclusive		Dote of Disposol	Method of Disposol
	Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dotes af Records Disposed of	Volume (Cubic Feet)		
	Key Entry Tape Transfers 7/1/74 thru 8/31/74 Partical Disposal				6 cu.ft	2/10/76	Waste <sup>P</sup> aper
-					·		
						·	
				,			

I hereby certify that the above listed records were dispased af as indicated.

Toul Signature

Supply Officer 1

3/3/76 Dote

PS- 789 DGS- RM- 2

		14.0	To Be Completed At	State Records Center
RECOR	RDS TRANSMITT	CAL AND RECEIPT	Accession No.	Date Records Received
	*1		75A-27	10-23-74
	Name and Divi Agency)	sion of Transferring	Signature C &	emberson
compliables of the Transing-Central Data Processing			Title Rocards Maria	egement Dechnician
2. Address o	of Agency:		3. TO: STATE RECORDS (	CENTER
Freore Tap	Buildira		annapoli	0
4. Agency Of		nature)	5. Building & Room No.	6. Telephone No.
Mishael 18	and Paul	1		
7. Records Location (Center)	8. Box Numbers	9, Description o With Inclusi	ve Dates	10. Disposal Authority (Schedule and Item No.)
Pange 18 Lection	67-72-	Key Endry Tape 7/01/74-8/31/74 OLD Billing System 1973 F4- account		77-72

Data Processing

Reparting Agency

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

#### CERTIFICATE OF RECORDS DISPOSAL

Divisian ar Bureau						Submit in Duplic Retain ane capy and ariginal ta abavé ad	
Na.		Authari Far Dis	zatian spasal	Inclusive			
	Description of Records Include Title and/ar Farm Number	Retention Sched. No.	Item No.	Dates of Recards Dispased of	Valume (Cubic Feet)	Date of Disposal	Methad af Dispasal
75W6	Data Processing Miscellaneous Items FY72			Fiscal 1972	65	10/31/75	incinerator
ŧ							

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

			To Be Completed At State Records Center			
RECOR	DS TRANSMIT	TAL AND RECEIPT	Accession No.	Date Records Received August 5,1974		
FROM: (N	ame and Div gency) Data	ision of Transferring Procesing	Signature			
			Title  Records Management Technician  3. TO: STATE RECORDS CENTER  Waterloo			
2. Address o	f Agency:	is				
4. Agency Of	ficial (Sig	nature)	5. Building & Room No.	6. Telephone No.		
7. Records Location (Center)	8. Box Numbers		of Records usive Dates	10. Disposal Authority (Schedule and Item No.)		
Range 13 Section 14	65	Data Processing Misce	72			

# DEPARTMENT OF GENERAL SERVICES Hall of Records Commission Records Management Division Transport Building Rm 205

Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

 Data Processing	
Reporting Agency	
 Division of Bureau	

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

		Authorization For Disposol		Inclusive		_	
No.	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol
75W7	Data Processing Miscellaneous Items FY 71			Fiscal Year 1971	75	10/31/75	incinerator
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*		,					
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						·	

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

Canberran

Supply Officer I

10/31/75 Date

			To Be Completed At State Records Center			
RECORI	DS TRANSMIT	TAL AND RECEIPT	Accession No.	Date Records Received August 5,1974		
A	gency)	ision of Transferring	Signature			
Data I	Processing		Title Records Managemen	t Technician		
2. Address of	f Agency:		3. TO: STATE RECORDS (Waterloo	CENTER		
4. Agency Of:	ficial (Sig	nature)	5. Building & Room No.	6. Telephone No.		
7. Records Location (Center)	8. Box Numbers	Description With Inclus	sive Dates	10. Disposal Authority (Schedule and Item No.)		
Range 13 Sections 15 - 16	75		131			

128-3

#### RECORDS TRANSMITTAL SHEET

To be completed by Record Center:

Date: 6/13/69

Prepare in triplicate after records have been received and labeled. Two copies will be re- Lot No.: turned to the Agency, one copy to be retained by Agency as its receipt, and the other to be Range: 7 signed and returned to the Record Center.

1541

Section(s) 7

1. Agency: Comptroller of the Treasury

Received by: J. Hirsch

2. Division: Data Processing Division

Remarks:

3. Record Title: Accounting Records

4. Inclusive Dates: \_ 1961-1968

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

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

Numerical listing (continued)

3 record center boxes

X128/18/18 but
Nonound
Notional
Notional
S/8/18 g. ws-

10. Quantity and type of filing equipment released:

a. File drawers, letter-size c. Transfiles

b. File drawers, legal-size

d. Other (specify)

11. Signature of Agency representative:

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

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

CI

Tit

Date

			To Be Completed At State Records Center			
RECORDS TRANSMITTAL AND RECEIPT			Accession No. 75W-7	Date Records Received August 5,1974		
	ame and Div gency) Processing	ision of Transferring	Signature  Title  Records Management Technician			
2. Address o	f Agency:	9000010	3. TO: STATE RECORDS CENTER  Waterloo			
4. Agency Of	ficial (Sig	nature)	5. Building & Room No.	6. Telephone No.		
7. Records Location (Center)	8. Box Numbers	9. Description With Inclus		10. Disposal Authority (Schedule and Item No.)		
Range 13 Sections 15 - 16	75	Data Processing Miscel	laneous tems FY 1975			

			To Be Completed At	State Records Center		
RECOR	DS TRANSMIT	TAL AND RECEIPT	Accession No. 75%-6	Date Records Received August 5,1974		
1. FROM: (N	ame and Div. gency) Data	ision of Transferring Procesing	Signature Title			
			Records Management	Technician		
2. Address o	f Agency:	is	3. TO: STATE RECORDS CENTER Waterloo			
4. Agency Official (Signature)			5. Building & Room No.	6. Telephone No.		
7. Records Location (Center)	8. Box Numbers	Description With Inclus		10. Disposal Authority (Schedule and Item No.)		
Range 13 Section 14	65	Data Processing Miscel	llaneous Items FY 1974			

			To Be Completed At State Records Center			
RECOR	DS TRANSMITTAL AND RECEIPT		Accession No.	Date Records Received 8/5/74		
	ame and Div	ision of Transferring	Signature			
De	ata Process	lng	Title Records Management	Technician		
2. Address of Agency:  Annapolis  4. Agency Official (Signature)			3. TO: STATE RECORDS CENTER  Waterloo			
			5. Building & Room No.	6. Telephone No.		
7. Records Location (Center)	Location Box Description			10. Disposal Authority (Schedule and Item No.)		
Range 13 Section 17	24	Data Processing Misce	lleneous Items FY 76			

Hall of Records Commission Records Management Division Treasury Building, Rm. 305 Annapolis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

Data	Processing	
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Reporting Agency

Budget and Fiscal Planning

2050

Division or Bureou

Submit in Duplicate

Retain ane copy and forward original to obove address

No.	Description of Records	Authorizotion For Disposol		Inclusive Dotes of Records	, wat a		
	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Disposol
	Office files	250	14-15	1969-1970	1	7/14/75	burned in incinator
						·.	

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

Joul Lamberson

Supply Officer I

8/25/25 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:

	Sched. No.	Item No.	Title	Dates
050 -15 -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 TRANSMITTAL SHEET

### (Prepare in Triplicate)

2. DIVISION DATA	PROCESSING			DATE: 1-1		
3. RECORD TITLE	FFICE FILES		LOT NO.: 2	15		
				SECTION (S):	2 .	
4. DATES	FISCAL	YR. 1969-1970	•	RECEIVED BY: MM		
				REMARKS:		
5. SCHEDULE NO.		6. ITEM NO.	7. SCHEDULED DISF	OSAL DATE	8. ACTUAL	
250		14-15	J, ly 1975 or a	udit	DISPOSAL	
			l l		7-14-75	
FY 70 FY 69 & 70 FY 69 & 70 FY 69 & 70 6/69-5/71	requireven payro trans time	11s mittals				
· . Signature of Agency repr		8	Record Center repres			

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

#### CERTIFICATE RECORDS DISPOSAL

Reporting Agency

CEMRAL DATA PRUCESSING
Division or Bureou 17AV

PREPARE IN DUPLICATE

Retain ane copy and forward original to above oddress

No.	Description of Records	Authorizotion For Disposol		Inclusive		_	
	include Title ond/ar Form Number	Retention Sched. No.	Item No.	Dates of Records Disposed of	Volume (Cubic Feet)	Dote of Disposal	Method of Dispasal
Í	BILLING	-	_	JAN. 1976 50 June 1976	21	8/1/19	BURN
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I hereby certify that the above listed records were disposed of as indicated.

PS-789

RECORDS T	RANSMITTAL	Accession No.	Date Received
AND R	ECEIPT	77A2	July 6, 1976
ame, Divisi	on, Address or Agency)	Signature	
FIOLESCA		Title Record Managemen	t Technician
and Room	3. Phone		
Bldg.	267-5630	Annapolis  6 No of Cu-Ft.	
: (Agency	Official)		
		21 cu. ft	
8. Box Numbers	9. Descriptio With Inclu	n of Records usive Dates	10. Disposal Authority (Schedule and Item No.)
	January 1976 Billing		
174-177	February 1976 Billing		
178-181	March 1976 Billing		
182-184	April 1976 Billing		
185-187			
100-2			
( E	ame, Division Processing  and Room  Bldg.  R. (Agency  8. Box Numbers  170-173  174-177  178-181  182-184	and Room 3. Phone Bldg. 267-5630 E: (Agency Official)  8. Box Numbers 9. Description With Inclusion With Inclusion 170-173 January 1976 Billing 174-177 February 1976 Billing 182-184 April 1976 Billing 182-184 April 1976 Billing 185-187 May 1976 Billing	AND RECEIPT  ame, Division, Address or Agency) Processing  Title Record Management Annapolis  267-5630 Annapolis  (Agency Official)  8. Box Numbers Possing  9. Description of Records With Inclusive Dates  170-173 January 1976 Billing 174-177 February 1976 Billing 178-181 March 1976 Billing 182-184 April 1976 Billing 185-187 May 1976 Billing May 1976 Billing

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

#### CERTIFICATE OF RECORDS DISPOSAL

COMTROLLER

Reporting Agency

GAS TAX

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Division or Bureou

76 A-4

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records	Authorizotion For Disposal		Inclusive			
No.	Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposal
/	MOTOR CARRIER F/M CHANGES	_		4/13 to 5/14	6	8/./19	BURN
		·					
	·						
						,	

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

Van Clamburan

Service Spec.

8/21/29 Dote

PS - 789

Hall of Recards Cammissian Records Management Divisian Treasury Building, Rm. 302 Annapalis, Maryland 21401

#### CERTIFICATE OF RECORDS DISPOSAL

	vord s
No.  Description of Records Include Title and/or Form Number  Retention  Retention  Item  Authorization For Disposel Inclusive Dates of Records  Dates of Records  Cubic Feet)  Disposel	Method of Disposal
1 Motor Carrier 7/m canc 6/73-3/14 6 8/1/79 Bu	
	•

I hereby certify that the above listed recards were disposed af as indicated.

(Use Plain Unlined Paper For Continuation Pages)

a/1/19

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

## CERTIFICATE OF RECORDS DISPOSAL

COMI	ROLLER	OF TR	e ASUR	<b>i</b> /
· ·		ting Agency		
DATA	PROCESS!	NG DI	,	200

Division or Bureau

79A.2

PREPARE IN DUPLICATE

Retain ane copy and forward ariginal to above address

		Authorization For Disposol		Inclusive			
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method af Disposal
1	MISE ACCOUNTING CONSOLE HARDCOPY			5/78	13	8/./79	BURN
				- 6			

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

Paul Cambusan Signature

Service Spec.

8/25/79 Dote

PS-789 DGS-RM-2

THE COLUMN TWO IS NOT THE OWNER.				, y
¢	RECORDS TI	RANSMITTAL	Accession No.	Date Received
v	AND RE	<u>ECETPT</u>	79A 2 (page 1 of 5)	8/24/78
From: (Na	me. Divisio	on, Address or Agency)	Signature	
Comp	troller of	the Treasury		
Data Stat	Processing e Income Ta	g Division x Building, Anna. Md.	Title Records Managem	ent Technician
Building a	ind Room	3. Phone	4. To: State Records (	
Encome Tax B Room 302	31.dg•	269-3630 269-3141		
Signature:	(Agency	Official)	6. No. of Cu.Ft.	
James	212 C	uman	1 (26 cu. tt. this trans	
Récords	Box	9. Description With Inclus	n of Records sive Dates	10. Disposal Authority (Schedule and Item No.)
(Center)	Numbers	TI ZUI		
R 12.	252	COMPLETE BILLING INFORMA	ATION FOR APRIL 1978	April 1981
17				
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	•			A STATE OF THE STA
·	· .	anten	By.	
		1.129	•	
		8/9/1		
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			r For Continuation Pages)	

AND RECEIPT	
. From: (Name, Division, Address or Agency)	Signature
Vala Processing Div. State Income Tay Bldg aunupolis	Title
. Building and Room 3. Phone	4. To: State Records Center
Room 302	6. No. of Cu.Ft.
Signature: (Agency Official)	0. 110. 02 04.1

Records Location	8. Box	9. Description of Rewith Inclusive Date	ecords ates	10. Disposal Authority (Schedule and Item No.)
Location (Center)	253 254 255 256 257 259 260 261 262	mise accounting mise accounting mise accounting  ""  ""  ""  ""  ""  ""  ""  ""  ""	- Invoices Invoices II - Belling (1978) g Invoices	6/80 6/79 6/79 6/79
			Continuation Pages)	

(Use Plain Unlined Paper For Continuation Pages)

· ·			Complete at State	Kecords center
1 4 4	RECORDS T	RANSMITTAL	Accession No.	Date Received
. • • • • • • • • • • • • • • • • • • •	AND RI	ECEIPT		
	,			
From: (1	Name, Divisi	on, Address or Agency)	Signature	
Van T	. Jomes	~ Div	Title	
Data	Processin	g D1V		
. Building	and Room	3. Phone	4. To: State Records Co	enter
Incok Rm 31		269 - 3631		
. Signatur	e: (Agency	Official)	6. No. of Cu.Ft.	
1//		Ter		
Records	8.		of Pocords	10. Disposal Authority
Location	Box Numbers	With Inclus	n of Records sive Dates	(Schedule and Item No.)
(Center)	Numbers			
	266 🗸		5/04/78 - 05/09/78	05/09/79
	267	Console Hardcopy 0:	5/10/78 - 05/15/78 5/16/78 - 05/21/78	05/15/79 05/21/79
	268 269	Cancelo Hardcony O'	5/22/78 - 05/26/78	05/26/79
	270	Console Hardcopy • 0	5/27/78 - 05/31/78	05/31/79
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•			Complete at State	e Records Center
	RECORDS 1	RANSMITTAL	Accession No.	Date Received
•	AND R	ECEIPT		i :
,		on, Address or Agency)	Signature	}
	T. Jones a Processing	Div	Title	
2. Building Income Te rm 310	and Room ax Bldg	3. Phone 269-3631	4. To: State Records Co	enter
5. Signature	) · /	Official)	6. No. of Cu.Ft.	
7.Records Location (Center)	8. Box Numbers	9. Description With Inclus	of Records	10. Disposal Authority (Schedule and Item No.)
	271 V 272 V	Console Hardcopy 06/01/	• •	06/06/79 06/ <b>2</b> 2/79
	273 🗸	Console Hardcopy 06/13/	78 thru 06/17/78	06/17/79
	274	Console Hardcopy 06/19/	78 thru 06/22/7 <b>9</b>	06/22/79
	275	Consele Hardcopy 06/23/	78 thru 06 <b>/29/</b> 78	06/29/79

			Complete at State Records Center			
		PANSMITTAL ECEIPT	Accession No.	Date Received		
From: (1	Name, Divisi	on, Address or Agency)	Signature			
Va	n T. Jones a Processin		Title			
Building and Room Income Tax Bldg Rm 310  3. Phone 269-3631			4. To: State Records Center			
Signatur	e: (Agency	Official)	6. No. of Cu.Ft.			
Records Location	8. Box Numbers		on of Records sive Dates	10. Disposal Authority (Schedule and Item No.)		
(Center)	276	Console Hardcopy 06/3	0/78 thru 0\$/08/78	07/08/79		
	277	Console Hardcopy 07/1		07/13/79		
	278	Console Hardcopy 07/1		07/19/79		
	279	Console Hardcopy 07/2		07/25/79		
	280	Console Hardcopy 07/2	6/78 thru 07/31/78	07/31/79		

AND RECEIPT

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

Accession No.

Date Received

76A43

February 18, 1976

Signature

GASOLINE TAX 2. Building and Room 3. Phone

Title Record Management Technician

319 TREASURY BLDG. 267-5608

5. Signature: (Agency Official)

4. To: State Records Center

Annapolis

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.)		
Range 13 Section 17-18	Numbers	### Inclusive Dates  02/27/74 - 05/13/74  05/14/74 - 07/05/74  07/09/74 - 09/03/74  09/04/74 - 11/06/74  11/12/74 - 02/04/75  1973-74-NOT CANCELLED  1974-75-NOT CANCELLED	RETAIN FOR 5 YEARS		

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

## CERTIFICATE OF RECORDS DISPOSAL

GAS	Division or Bureau				PREPARE IN DUPLICATE  Retain one copy and forward original ta abave address			
		Authorization For Disposal		Inclusive			4	
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dates of Recards Disposed of	Valume (Cubic Feet)	Date of Disposal	Method of Disposal	
<i>'</i>	DECAL + FLEET CANCELLATION			2/4/75 .	7	8/1/19	BURN	
			• •					
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I hereby certify that the above listed records were disposed of as indicated.

Vaul Camburen Signoture

COMTROLLER

Service Spec.

8/25/75 Date

PS - 789

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

## CERTIFICATE OF RECORDS DISPOSAL

COMTROLLER	
Reporting Agency	
GAS TAX	YUA.
Division or Bureou	7671

#### PREPARE IN DUPLICATE

Retain ane capy and forward original ta abave address

		Authorizotion For Disposol		Inclusive		_	
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposol
1	REPORTS + DEL NOTICES  PECALS + RENOWALS			1972 - 1976	6	8/1/79	BURN
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I hereby certify that the obove listed records were disposed of as indicated.

Vaul Samberen Signoture

Service Spac

8/25/79 Date

PS - 789 DGS - RM -

•	RECORDS I	RANSMITTAL	,	Complete at State Records Center				
a sum		<del></del>		Accession No. Date Received				
		ECEIPT		- A				
MOTOR C	ARRIER	RET. MA	FIL.	76444				
1. <u>From</u> : (	Name, Divisi	on, Address or Ag	ency)	Signature	•			
. GA	SOLIN	XAT JU		Title				
2. Building 3\9		3. Phone 267-5	(n)	4. To: State Records Center				
TREASUR			, 600	6 32 6 6 71				
5. Signatur	e: (Agency	Official)		6. No. of Cu.Ft.				
7.Records Location (Center)	8. Box Numbers	9. De:	10. Disposal Authority (Schedule and Item No.)					
R13	\	1972-8	EPORT!	S & DEL. DOTICES	RETAIN FOR			
S18	J.	1973	N	· (	5 YEARS			

11 ų 1974 DECALS & RENEWALS 1975 4) 1 \ 6 1976 JI11

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

## CERTIFICATE OF RECORDS DISPOSAL

COM	TROLLER	

Reporting Agency

GAS TAX

Division or Bureou

76A42

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

	Description of Records	Authorizotion For Disposol		Inclusive Dates of Records		Date of	
No.	Include Title and/or Form Number	Retention Item Sched. Na. No.		Disposed of	Volume (Cubic Feet)	Date of Dispasal	Method of Disposol
. /	MOTOR CARRIER  F/M NEW ACCOUNTS	_	-	10/71 - 8/75	10	8/1/79	BURN
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I hereby certify that the above listed records were disposed of as indicated.

Jan Burbusun
Signoture

Service Spec

8/35/759 Dote

PS - 789

, hardened in		Complete at State Records Center				
	RECORDS TRANSMITTAL  AND RECEIPT			Date Received		
MOTOR CARRTER	Fly NEW ACCOUNTS	76A	42	February 18, 1976		
	on, Address or Agency)	Signature				
GASOLI	NE THY	Title	ecord Managemen	t Technician		
2. Building and Room	3. Phone	4. To: State Records Center				
TREASURY BLOG.	267-5608		Annapolis			
5. Signature: (Agency Official)			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.)
(30,1002)	\	10/71-02/72	RETAIN FOR
Range 13	2	03/72-06/72	5 YEARS
Section 17	3	07/72-11/72	
	4	12/72 - 03/73	
	5	64/73-06/73	
	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)

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

## CERTIFICATE OF RECORDS DISPOSAL

COMT	ROLLER	
	<del></del>	 

Reporting Agency

GAS TAX

Di∛ision or Bureau

75A-30

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

		Authorization For Disposol		Inclusive		Data of	
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.	ltem No.	Dates of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposal
/	GAS TAX DIV. MOTOR VEHICLE FUEL TAX AUDID		-	F.y. 1972-73	7)	8/1/29	BURN
						• .	
ı							

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

Service Spec.

8/25/19 Date

Signoture

PS - 789

RECORDS TRANSMITTAL AND DECEIDE						To Be Completed At State Records Center				
RECORDS TRANSMITTAL AND RECEIPT						Accession No.			Date Records Received	
						75	A-	30	11-4-74	
	Tame and Divi agency)				Sign	atur			n Beisen	
		roller of ine Tax		Treasury ion	Titl		nds	manace		
2. Address o	of Agency:				3.	TO:	STATE	RECORDS C	ENTER	
		Treasur				Ce	m	Cerpolis		
Sonal	ficial (Sign				Sta		reasur!	Room No. y Building	6. Telephone No. 267-5603	
7. Records Location	8. Box		9. De	scription	of Rec	ords			10. Disposal Authority	
(Center)	Numbers			ith Inclus					(Schedule and Item No.)	
Range II Sections		Gasolin	ne Tax	r Division Audit		Vehi	.cle Fu	el Tax		
11-14	1 2	Fiscal	Year	1972-73	Audit	No.	6834	- 6885	5 years or Audited by	
	3	11	11	11	11	11		<ul><li>6921</li><li>6949</li></ul>	Legislative Auditors then destroy.	
• = = = = = = = = = = = = = = = = = = =	4	11	77	11	11	71	6950	- 6962	11	
	5	11	"	11	11	11		- 6977	"	
	6	11	11	11	11	11		- 6981	"	
	8	11	11	11	11	11		- 6997 - 7020	"	
B I S ORIHAN	9	* 11	11	**	211	11		<b>-</b> 7020	11	
	10	- 11	11	11	11	11	-	- 7030	n n	
1	11	"	11	**	11	11	7031	- 7047	"	
1 1	12	. 11	11	**	11	11		- 7071	"	
2/1/19	13 14	11	11	11	11	11	7072 7087	- 7086 - 7104	11	
9/11//	15	11	11	**	11	11	7105	- 7104 - 7123	"	
10//	15 16	11	11	11	11	11	7124	- 7136	H.	
	17	11	11	11	11 -	11	7137		H .	
	18	11	11	11	11	- 11	7154	<b>-</b> 7180		
	19	"	11	11	11	11	7181	- 7202	"	
	20 21	11	11	11	11	11	7243	7219	"	
	22	11	11	11	11	11		- 7230 - 7244	"	
	23	11	11	11	11	11		<b>-</b> 7258	H.	
	23 24 25 26	11	11	-11	11	11		- 7277	11	
	25	11	Ħ	11	11	11	7279	<b>-</b> 7293	"	
	26	11	11	11	11	11	7294	- 7324	"	
	27 28	11	11	11	11	11	7325	- 7337 7357	"	
	20	11	11	11	11	11		- 7357 - 7374	"	
	30	11	11	11	11	11		- 7391	н	
	31	- 11	11	11	11	11		- 7420	11	
	32	11	11	Ħ.	11	11	7421	- 7442	H TOTAL H	
	29 30 31 32 33	11	11	11	11	11	7439 ·	- 7449 - 7457	"	
							1770	1771		

RS		CRIPTION OF INCLUSI				DISPOSAL AUTHORITY (SCHEDULE AND ITEM NO.
Gaso	line Ta	x Division Audi		ehic	le Fuel Tax	
Fisc	al Year	1972-73	Audit	No.	7458 - 7477	5 years or audited by
"		**	**	**	7478 - 7500	Legislative Auditors
"		11	11	11	7501 - 7518	then destroy.
TT.		ff	11	11	7519 - 7534	"
"		11	11	11	7535 - 7549	"
ff		ŦŦ	11	11	7550 - 7558	"
"		11	11	11	7559 - 7588	"
"		11	11	11	7589 - 7609	"
".		**	11	11	7610 - 7629	"
11		**	11	**	7630 - 7639	"
"		***	11	11	7640 - 7673	"
11		11	11	11	7674 - 7683	"
11		***	11	11	7684 - 7700	"
***		11	11	"	7701 - 7716	"
"		11	11	"	7717 - 7737	"
"		11	**	11	7738 - 7748	"
"		**	11	11	7749 - 7761	ii ii
11		11	**	11	7762 - 7790	iii
11		11	11	11	7791 - 7817 7818 - 7843	"
11		11	11	**	7844 - 7870	A 11
***	11	Tf .	11	11	7871 - 7889	"
11	tt	**	11	11	7890 - 7908	"
11	11	11	tt	11	7909 - 7935	11
11	11	11	11	ŤŤ.	7936 - 7948	11
11	11	11	11	Ħ	7949 - 7963	11
11	11	ff	11	11	7964 - 7991	11
11	11	11	11	**	7992 - 8014	11
***	**	ff	11	**	8015 - 8050	11
**	11	11	11	11	8051 - 8079	li li
11	11	**	11	**	8080 - 8106	II II
***	11	TŤ	11	11	8107 - 8118	"
11	**	11	11	**	8119 - 8140	"
11	***	11	11	11	8141 - 8166	"
***	***	11	11	11	8167 - 8196	11
11		TT	tt	**	8197 - 8227	11
11	11	11	11	11	8228 - 8246	***
S	chedule		•			"
	11	" 19				"
	11	" 19	72			"
R		al Audits				11
	11	ff				"
M	iscella	neous Audi	ts			11

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

## CERTIFICATE OF RECORDS DISPOSAL

COM	TROLLER	
	P	

ADMISSIONS & A MUSE NEW TAX

Division or Bureou

26A62

PREPARE IN DUPLICATE

Retain one capy and forward ariginal to above address

		Authorization For Disposol		Inclusive				
<b>No.</b> :	Description of Records Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Dispasal	Method of Disposal	
/	PER. 1975 - ABR. 1975		_	FEB.1975- APK 1975	2	8/1/19	BURN	
			,					

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

Tout Cambusen
Signoture

Service Spac

8/25/79 Dote

PS - 789

	AND I	RECEIPT	76A62	May 6, 1976
1. From: (	Name, Divisi	ion, Address or Agency)	Signature	
ADMISSIO	NS AND AMUSE	EMENT TAX DIVISION	Title Record Manager	ment Technician
2. Building STATE TR ROOM 302	EASURY BLDG	3. Phone 267-5001	4. <u>To:</u> State Records C	
5 Signatur Rlvalianti,		Official)	6. No. of Cu.Ft.	*
.7.Records Location (Center)	8. Box Numbers	9. Description With Inclus	of Records ive Dates	10. Disposal Authority (Schedule and Item No.)
; R-13	l of 7	Deadwood Tickets - Februa		June 1979
. S-10	3 of 7	Deadwood Tickets - Februa		
	4 of 7 5 of 7	Deadwood Tickets - February Deadwood Tickets - February		
	6 of 7	Deadwood Tickets - Februa		
	7 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975	
		1		
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	ing the second of the second o			

RECORDS TRANSMITTAL

Date Received

Accession No.

RECORDS TRANSMITTAL						
AND RECEIPT			Accession No.	Date Received May 6, 1976		
1. From: (	Name, Divisi	on, Address or Agency)	Signature			
ADMISSIO	NS AND AMUSE	EMENT TAX DIVISION	Title Record Managem	nent Technician		
	and Room EASURY BLDG	3. Phone 267-5001	4. <u>To:</u> State Records C	enter		
l.	e: (Agency	Official)	6. No. of Cu.Ft.			
7.Records Location (Center)	8. Box Numbers	9. Description With Inclus	of Records ive Dates	10. Disposal Authority (Schedule and Item No.)		
	l of 7	Deadwood Tickets - Februa		June 1979		
R-13	2 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
	3 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
S-10	4 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
	5 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
	6 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
	7 of 7	Deadwood Tickets - Februa	ary, 1975 - April, 1975			
	;					

(Use Plain Unlined Paper For Continuation Pages)

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

## CERTIFICATE OF RECORDS DISPOSAL

S	Reporting Agency  CCIDENT REPORTS  Division or Bureou	91	45			PREPARE IN Di Retoin one copy original to above	and forward
No.	Description of Records Include Title ond/or Form Number	Author For Di Retention	sposol  tem	Inclusive Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol
j	ACCIPENT REPORTS	Sched. No.	No.	1964 - 1969	2	8/1/19	BURN

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

Signoture

Service Spec

8/25/79 Date

PS-789

(Prepare in Triplicate)

1. AGENCY	STATE TREASURER		
2. DIVISION	Annapolis	DATE: 12/	5/72
	Booldonk Donouto	LOT NO.:	945
3. RECORD TITLE	Accident Reports	RANGE:	13
		SECTION (S):	9
4. DATES	1964 - 1969	RECEIVED BY:	GWS
		REMARKS:	
		To be destro	yed

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

- 9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES
  - 2 R. C. Boxes, #1 2

10. NUMBER OF CUBIC FEET

December, 1987

2 cu. ft.

Signature of Agency representative

HR-RM 11(Rev.)

Record Center representative:

Jotal - 240 CW. Rt

(Prepare in Triplicate)

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

12/5/72 DATE: LOT NO .: 945 13 RANGE: SECTION(S): 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		10. NUMBER OF CUBIC FEET	

- MAJOR FILE BREAKS AND INCLUSIVE DATES
  - 2 R. C. Boxes, #1 2

2 cu. ft.

Signature of Agency representative

HR-RM 11(Rev.)

Record Center representative:

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

## CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER	
Reporting Agency	
ANN APOLIS	
Division or Bureou	CI V

Signoture

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title ond/or Form Number		ization sposal Item No.	Inclusive Dates of Records Disposed of	- Volume (Cubic Feet)	Date of Dispasal	Method of Dispasol
/	INVESTMENTS AND COLLATERAL INS. FILE	· -	-	Fy 1964-	2	8/1/19	BURN
						·	
		·					

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

\_\_\_\_\_

Title

8/25/79 Date

PS - 789

(Prepare in Triplicate)

DIVININ	Annapolis		DATE:	12/5/72	
. DIVISION RECORD TITLE DATES			LOT NO.:  RANGE:  SECTION (S):  RECEIVED B  REMARKS:	943	
. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISP	OSAL DATE	8. ACTUAL DISPOSA DATE	
MAJOR FILE BREA	ING BY BOX NUMBER, SHOWING AKS AND INCLUSIVE DATES	10. NUMBER OF CUI	BIC FEET		
		ELLIDE.			

(AWNa)

## **RECORDS TRANSMITTAL SHEET**

(Prepare in Triplicate)

1. AGENCY ST	TATE TREASURER		
2. DIVISION AT	nnapolis	DATE: LOT NO.:	12/5/72 943
3. RECORD TITLEIT	nvestments and Collateral Insurance File	RANGE:	13
		SECTION (S):	9
4. DATES FY	<u>y 1964 - 1967</u>	RECEIVED BY: REMARKS:	GWS

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

- 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

HR-RM 11(Rev.)

Record Center representative:

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

## CERTIFICATE OF RECORDS DISPOSAL

STATE	TREASURY	
•	Reporting Agency	al
·		248
	Division or Bureau	9

PREPARE IN DUPLICATE

Retain ane capy and farward ariginal ta abave address

No.	Description of Records	Authorization For Disposol		Inclusive Dotes of Records	Volume	Dote of	Method of
No.	Include Title ond/or Form Number	Retention Sched. No.	Item No.	Disposed of	(Cubic Feet)	Disposol	Disposol
1	PAY WARRANTS	_		F.y. 1961- Fy 1962	68	8/1/19	BURN
						·	
	,						
							·
•							
				·			

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

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Service Spec.

8 25/79 Dote

PS-789 DGS-RM-2

	RECORDS TRAN	SMITTAL SHEET		
	(Prepare in	triplicate)	DATE: 2	/26/65
AGENCY STATE TRE	ASURER		LOT NO.:	296
2. DIVISION			RANGE:	TC 13
RECORD TITLE PAY	WARRANTS		SECTION(	(s): 4_6
	eq.		RECEIVED	BY:
4. DATESFY ]	961 - 1962		REMARKS:	
(Fy	1963 To dATE	PARKOFFY	1961 Felinad	1/18/66 - Not mo
1	961 - 1962 1963 To dATE REMAININTLE OFFICIZAS	OF 1/2/72)	GILL PART	12 LLY 1-12 ME
S. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DIST	POSAL DATE	8. ACTUAL DIS- POSAL DATE:
G - 3		3 yrsaudit-mic destroy	rofilm-	POSAL DATE:
. NUMERICAL LISTING BY		10. NUMBER OF	CUBIC FEET	
MAJOR FILE BREAKS AND I	NCLUSIVE DATES			
Boxes				
68 cm. £5.		68 cm	ft.	
				,
T ason	1/1/72- Fred 11 to d	Benkon - Tresse	mes office	e 7
[ repor	to 7/102 to	late remain	in Their of	Vice (

Signature of Agency representative:

HR-RM 11 (Rev.)

Record Center representative:

CoBrown

pez

7. WATER 400 Annapolis

## . RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

. DIVISION	DATE: LOT NO.: 29  RANGE: SECTION (S): RECEIVED BY: REMARKS:			
S. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DIS	t-mustalin	8. ACTUAL DISPOSA DATE
-				
Las of 3/3. F.	11- Fred Kluber 11/62 to date	Justin in the	in grafine	

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

## CERTIFICATE OF RECORDS DISPOSAL

STATE	TREASURER	
	Reporting Agency	_

Division or Bureou

<del>-</del>298

#### PREPARE IN DUPLICATE

Retain ane copy and farward original ta abave address

		Authorization For Disposal Inclusive					
No.	lo. Description of Records Include Title and/or Form Number		item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Date of Disposol	Method of Disposol
1	PISPERSING VOUCHERS FINANCIAL RESP.	_	_	Fy. 1955-	7	8/./29	BORK
			. •			·	

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

Signature

Service Spec

8/23/23 Dote

PS-789

	RECORDS TRANSM		Color We W
	(Prepare in	triplicate)	DATE: 2/26/65
AGENCY STATE TERASE	المش		LOT NO.: 298
AGENCY			RANGE: # 10
DIVISION	principle principle	AN CTAIL PERPONETE	
RECORD TITLE		AN CIAL RESPONSIB	SECTION(S):
			RECEIVED BY:
DATES FY 105	6 - 1963		REMARKS:
			+
			-
. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DI	SPOSAL DATE 8. ACTUAL DIS-
nementaduled	32	5 years in of	- DESTROY
. NUMERICAL LISTING BY BOX MAJOR FILE BREAKS AND INCLU	NUMBER, SHOWING	10. NUMBER OF	CUDIC FEEL
MAJOR FILE DREAMS AND INCLU	~		A 201-1 1803
7 Boxes # 1-7		7 cu. ft.	
		April 10 March 10 Mar	
		2	
/-			
\frac{1}{2}			
oignature of Agency represe			r representative:

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

## CERTIFICATE OF RECORDS DISPOSAL

STATE TREADURER

Reporting Agend

ANNIGOLIS

Division or Bureou

940

#### PREPARE IN DUPLICATE

Retain ane copy and farward ariginal ta above address

		Authorization For Disposol		Inclusive			Method of Disposol
No.	Description of Records Include Title ond/or Form Number	Retention Sched. No.			Volume (Cubic Feet)	Dote of Disposal	
/	BAYROLL JOURNALS		_	F.Y. 1970 F.Y. 1972	45	8/1/29	BURN

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

Signoture Signoture

Service Spec.

8/25/79 Date

PS-789

(Prepare in Triplicate)

1. AGENCY	STATE TREASURER	
2. DIVISION	Annapolis	DATE: 12/5/72
3. RECORD TITLE	Payroll Journals	LOT NO.: 940  RANGE: 13
4. DATES	FY 1970 - FY 1972	SECTION (S): 6 - 9  RECEIVED BY: GWS  REMARKS:
		Permanent or microfilm

6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
1	Permanent or microfilm	DATE
	1	l 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	representa	tive://	24	1
	Vrus	wick	81.1	Ulm	Ehn
HP PM Y	Bay )		,		

Record Center representative:

HR-RM TI(Rev.)

(Prepare in Triplicate)

			•		•	
1. AGENC	Y	STATE TR	EASURER			•
2. DIVISIO	N	Annapoli	s		DATE:	12/5/72
3. RECOR	D TITLE	Payroll	Journals		LOT NO.:	34) 949 1039
4. DATES		FY 1970	- FY 1972		SECTION (S):	6 - 9 Y: GWS
4. DATES					REMARKS:	r microfilm
5. SCHEDI	ULE NO.	<u>- · · · · · · · · · · · · · · · · · · ·</u>	6. ITEM NO.	7. SCHEDULED DISF	POSAL DATE	8. ACTUAL DISPOSA
	G-2		1	Permanent or micr	ofilm	DATE
					·	
		IG BY BOX NU KS AND INCLU	IMBER, SHOWING JSIVE DATES	10. NUMBER OF CU	BIC FEET	
45	R.C. Box	es, #1 <b>-</b> 45	3	45 cu. ft.		
	#1 - 12,	FY 1970		,		
	#13 - 39	, FY 1971				
	#40 - 45	, FY 1972			•	
			·		•	
·						
Signature (	of Agency rep	oresentative: /	[A]] I	Record Center repre	esentative:	

Holl of Records Commission Records Management Division Treosury Building, Rm. 302 Annapolis, Maryland 21401

## CERTIFICATE OF RECORDS DISPOSAL

STATE TREASUREL

ANNAGOLIS

Division or Bureou

PREPARE IN DUPLICATE

Retain ane capy and forward original to above address

	Description of Records	Authorization For Disposol		Inclusive Dotes of Records			
No.	Include Title and/or Form Number	Retention Sched. No.	Item No.	Dotes of Records Disposed of	Volume (Cubic Feet)	Dote of Disposol	Method of Disposol
1	DIST. OF CHARGE			1970-1971	3	8/19	BURN
		-			·		

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

Jan Cambruan
Signoture

Service Spec.

8/25/79

PS-789

(Prepare in Triplicate)

			•		
1. AGENCY	STATE TRE	EASURER		······································	
2. DIVISION	Annapolis	3 .			2/5/72
3. RECORD TITLE	Distribut	Distribution of Charges			<u>946</u>
J. RECORD TITLE				RANGE: SECTION (S):	9
4. DATES	1970 - 19	971		RECEIVED BY:	GWS
~ )				REMARKS:	
•			Ĺ		
5. SCHEDULE NO.		6. ITEM NO.	7. SCHEDULED DISP	OSAL DATE	8. ACTUAL DISPOSAL DATE
472		1	3 years - audit	- destroy	
9. NUMERICAL LIST MAJOR FILE BRE	AKS AND INCL	USIVE DATES	10. NUMBER OF CUE	SIC FEE	
3 R. C. Bo	exes, #1 - 3		3 cu. ft.		
•					
11-					· .
U7.M		0 1	_		
Signature of Agency	epresentative	helen -	Record Center repre	sentative:	
HR-RM 11(Rev.)	- px py				
•					

(Prepare in Triplicate)

1. AGENCY	STATE TREASURER	
2. DIVISION	Annapolis	DATE: 12/5/72 LOT NO.: 946
3. RECORD TITLE	Distribution of Charges	RANGE: 13
4. DATES	1970 - 1971	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.

Signature of Agency representatives

HR-RM 11(Rev.)

Record Center representative:

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

#### CERTIFICATE RECORDS DISPOSAL

STATE	TREASURER	
	Reporting Agency	

ANNA-POLIS

Division or Bureou

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records	Author For Di	rizotion sposol	Inclusive		Volume Dote of (Cubic Feet) Disposol	
	Include Title and/or Form Number	Retention Sched. No.	ltem No.	Dotes of Records Disposed of	Volume (Cubic Feet)		Method of Disposol
/	GENERAL CORRESP.	-		1964-1966	4	8/1/19	BURN
			·			·	
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						·	
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I hereby certify that the above listed records were dispased af as indicated.

PS - 789

(Prepare in Triplicate)

1. AGENCY STATE TREE	ASURER		DATE:		
2. DIVISION Annapolis	SIONAnnapolis			12/5/72	
3. RECORD TITLEGeneral Co	RECORD TITLE General Correspondence (General File)				
			SECTION (S):	9	
4. DATES 1964 - 196	56		RECEIVED BY: REMARKS:	GWS	
			NEMAKKO.		
				•.	
5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DIS	POSAL DATE	8. ACTUAL DISPOSAL	
<b>4</b> 75	39	3 years - dest	roy	DATE	
		_	_		
9. NUMERICAL LISTING BY BOX NI MAJOR FILE BREAKS AND INCL	UMBER, SHOWING USIVE DATES	10. NUMBER OF CL	JBIC FEET		
4 R. C. Boxes, #1 - 4		4 cu. ft.	·		
				• .	
Signature of Agenty representatives	Julien_	Record Center repr	esentative:		
HR-RM 11(Rev.)	• • • • • •				

(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
RANGE: 13
SECTION (S): 9
RECEIVED BY: GWS
REMARKS:

Annapolis

5. SCHEDULE NO.	6. ITEM NO.	NO. 7. SCHEDULED DISPOSAL DATE			
475	39	3 years - destroy	DATE		
Stell E. Daniel					

- 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:

HR-RM 11(Rev.)

Record Center representative: