01.01 MDA	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Conservation Grants Program		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
05W1105	Closed Cover Crop	1626	2	2001-2003	23	1/2009	RECYCLE
07W631	Closed Manure Transport	1626	2	2003	2	1/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2009
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

E/

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State of Maryland Dept. of Agriculture	ACCESSION NO. 05W1105	DATE REC'D 4-14-05 RM CODE 01.01
B. DIVISION/UNIT Conservation Grants Program		
C. MAILING ADDRESS 50 Harry S Truman Parkway Annapolis, MD 21401	LOCATION – RANGE 3 SECTION(S) 27-28	NO. OF CU. FT. 23
D. PHONE NO. 410-841-5900	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda C. Alexander	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-23	See attached list 2001-2003	1626.2 1/1/09 Disposal CPS

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

CONSERVATION GRANTS PROGRAM
FILES WHICH HAVE EXPIRED
ARCHIVED TO JESSUP

BOX #	DESCRIPTION	FILE NUMBERS	DISPOSAL DATE
1	2003 Closed Cover Crop	2003-0112 to 2003-0275	01/01/09
2	2003 Closed Cover Crop	2003-0276 to 2003-0389	01/01/09
3	2003 Closed Cover Crop	2003-0390 to 2003-0539	01/01/09
4	2003 Closed Cover Crop	2003-0540 to 2003-0730	01/01/09
5	2003 Closed Cover Crop	2003-0731 to 2003-0949	01/01/09
6	2003 Closed Cover Crop	2003-0950 to 2003-1149	01/01/09
7	2003 Closed Cover Crop	2003-1150 to 2003-1349	01/01/09
8	2003 Closed Cover Crop	2003-1350 to 2003-1549	01/01/09
9	2003 Closed Cover Crop	2003-1550 to 2003-3107	01/01/09
10	2003 Closed MACS Projects	1984-0544 to 1986-1287	01/01/09
11	2003 Closed MACS Projects	1987-0005 to 1987-0886	01/01/09
12	2003 Closed MACS Projects	1987-0901 to 1988-0054	01/01/09
13	2003 Closed MACS Projects	1988-0058 to 1988-0376	01/01/09
14	2003 Closed MACS Projects	1988-0380 to 1192-0096	01/01/09
15	2003 Closed MACS Projects	1992-0105 to 1993-0454	01/01/09
16	2003 Closed MACS Projects	1993-0469 to 1998-0003	01/01/09
17	2003 Closed MACS Projects	1998-0101 to 1999-1808	01/01/09
18	2001 Nutrient Management Projects	2001-1163 to 2001-1662	01/01/09
19	2001 Nutrient Management Projects	201-1675 to 2001-2125	01/01/09
20	2001 Nutrient Management Projects	2001-2126 to 2002-1231	01/01/09
21	2001 Nutrient Management Projects	2002-1250 to 2002-1630	01/01/09
22	2001 Nutrient Management Projects	2002-1654 to 2002-1887	01/01/09

23	2001 Nutrient Management Projects	2002-1898 to 2003-2944	01/01/09

R-3
S-27-28

E/

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

ctions: Please Type Or Print Clearly All Entries

. Agency State of Maryland Department of Agriculture		Accession No. 07W631	Date Rec'd 3/16/07 RM Code 01.01
. Division/Unit	Conservation Grants Program	Location Range: 3 Section(s): 23	No. of Cu. Ft. 2
. Mailing Address	50 Harry S Truman Parkway Annapolis, Maryland 21401		
. Phone No.	410-841-5900	Records Center Manager	
. Agency Official	Brenda C. Alexander	To Be Completed At State Records Management Center	

. Box lumbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1-2	See Attached List - 2003 Closed MACS Projects	1626.2 1/1/09 Disposal CPL

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

gure 6

CONSERVATION GRANTS PROGRAM
FILES WHICH HAVE EXPIRED
ARCHIVED TO JESSUP

BOX #	DESCRIPTION	FILE NUMBERS	DISPOSAL DATE
1	2003 Closed Manure Transport	2003-0007 to 2003-2464	01/01/09
2	2003 Closed Manure Transport	2003-2476 to 2004-2749	01/01/09

02.02 SDAT	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Personnel		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W45	Closed Personnel & Medical Records	2084	1 & 2	1998	2	1/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2009
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

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

RECORDS TRANSMITTAL AND RECEIPT

E

ECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY SDAT 1. Assessments + Taxation	ACCESSION NO. 04W45	DATE REC'D 8-11-03
B. DIVISION/UNIT Personnel		RM CODE 02.02
C. MAILING ADDRESS 300 W. Preston St Room 511 Baltimore Md. 21201	LOCATION RANGE 63 SECTION(S) 12	NO. OF CU. FT. 2
D. PHONE NO. 410-767-1140	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John N. Flynn	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1998	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Closed Personnel Files + Medical Records 1/1/98 to 12/31/98 A to Q	Sche. # 2084 Item # 1 + 2 Jan. 2009
2	Closed Personnel Files + Medical Records 1/1/98 to 12/31/98 R to Z	

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

TOTAL P.02

R-63
5-12

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

CERTIFICATE OF RECORDS DISPOSAL

Assessments + Taxation
Reporting Agency

Personnel
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Closed Personnel + Medical Files	2084	1+2	1/1/98 to 12/31/98	2 Boxes	1/1/2009	Shred

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

Signature
DGS 550-2

Title

Date

03.02.01 DBM	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Employee Benefits Division		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W362	Correspondence	1631	1	2001	13	1/2009	RECYCLE
06W367	Direct Pay Documentation	1631	1	2001	26	1/2009	RECYCLE
06w510	Enrollment Reports to All Vendors/COBRA/Law/Contractual 1999	1631	1	1999-2000	15	1/2009	RECYCLE
08W1005	Batch Files for Enrollment Unit	2442	4	2001	40	1/2009	RECYCLE
08W1009	Batch Files for Retirement Unit	2442	6	2001	8	1/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2009
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

E/

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget + Management - Baltimore	Accession No. 06W362	Date Received 11-28-05 / RM Code 03.02.01
B. Division/Unit OPSB - Employee Benefits Division	Location: Range 9, Section 25	No. of Cu. Ft. 13
C. Mailing Address 301 W. Preston St. Rm 510 Baltimore, Md 21201		
D. Phone (410) 767-4775	Records Center Manager	
E. Agency Official Anne Seek	To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	Yr. 2001 Correspondence	January 2001 Correspondence
2		February 2001 Cor.
3		March 2001 Cor.
4		April 2001 Cor.
5		May 2001 Cor.
6		June 2001 Cor.
7		July 2001 Cor.
8		August 2001 Cor.
9	2001 con't Correspondence	September 2001 Correspondence
10		October 2001 Cor.
11		Nov. '01 01-11-001 - 01-11-239
12		Nov - Dec 01-11-240 - 01-12-120
13		Dec. '01 01-12-122

1631 Item 1

1/2009 Disposal eps

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

R - 9
S - 25

E

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

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. 06W367	Date Received 11-28-05 RM Code 03.02.01
B. Division/Unit	Office of Personnel Services and Benefits Employee Benefits Division	Location Range 9 Section 25-26	No. of Cu. Ft. 26
C. Mailing Address	301 West Preston Street – Room 510 Baltimore, Maryland 21201		
D. Phone	410-767-4690	Records Center Manager	
E. Agency Official	Anne M. Seek	**To Be Completed At State Records Management Center**	

2. Box Number	3. Description of Records With Inclusive Dates		4. Disposal Authority Schedule, Item No. Disposal Date
	Year 2001 Direct Pay Documentation		Schedule ~~#1688~~ Item No.1 1631
1	Payment coupon	1/2/01 – 1/23/01	
2	Payment Coupon	1/24/01 – 2/7/01	Retain for 7 years, then destroy
3	Payment Coupon	Missing	
4	Payment Coupon	3/22/01 – 4/6/01	
5	Payment Coupon	4/10/01 – 4/30/01	
6	Payment coupons	5/1/01 –5/18/01	
7	Payment Coupons	5/19/01 – 6/6/01	
8	Payment Coupons	6/7/01 – 6/29/01	
9	Payment coupons	7/2/01 – 7/23/01	
10	Payment coupons	7/24/01 – 8/8/01	
11	Payment coupons	8/9/01 – 8/31/01	
12	Payment Coupons	9/4/01 – 9/28/01	
13	Payment Coupons	10/1/01 – 10/19/01	1/2009
14	Payment Coupons	10/20/01 – 11/5/01	
15	Payment coupons	11/1/01 – 12/3/01	
16	Payment Coupons	12/3/01 – 12/27/01	
17	No-pay Payment coupons	1/6/01 – 12/31/01	Disposal CPS
18	Positive vendor enrollment	Year 2001	
19	Contract enrollment OP0101 – OP0125	Year 2001	
20	Contract enrollment OP0127 – OP0160	Year 2001	
21	Retiree reports	Year 2001	
22	Notice to elect cobra	6/2/01 – 11/23/01	
23	Vendor Weekly Payment reports	Year 2001	
24	COBRA enrollment 2000 - May	Year 2001	
25	COBRA enrollment Jun – sept	Year 2001	
26	Employee request change (add/term) & returned enrollment worksheets	Year 2001	

R. 9
S-25-26

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Department of Budget and Management 1.	ACCESSION NO. 06W510	DATE REC'D 2-7-06
B. DIVISION/UNIT Office of Personnel Services and Benefits Employee Benefits Division		RM CODE 03.02.01
C. MAILING ADDRESS 301 West Preston Street – Room 510 Baltimore, Maryland 21201	LOCATION RANGE 54 SECTION(S) 28	NO. OF CU. FT. 15
D. PHONE NO. 410-767-4690	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne M. Seek	**TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER**	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Enrollment Reports to All Vendors/Cobra/Law/Contractual 1999	Schedule 1631
2	Contractual Enrollment EN9929 – EN9947 and Retiree Reports 1999	Item 1
3	Cobra/Law Enrollment Application 219 – 600 Social Order Refunds A – Z 1999	1/2009
4	Cobra/Law Enrollment Application 001 – 218 Social Order 1999	
5	Contract Enrollment EN9901 – EN9928 1999	
6	Contractual Cutoff & Warning Letters (12/98 – 12/00) Cobra/Law Voluntary Can 1999	
7	Cobra/Law/Contractual Payment Reports 1999 Check Log 1999	
8	Contractual Warning Letters 2001	
9	Direct Pay 2001 Return Check Letters Refund Request 2001 Term Rept all plans	
10	Contractual Contract & Letters & Termination Letter 2001	
11	Contractual Contract Renewal Letters or Request 2001	
12	Direct Pay 2001 Enrollment Reports BC/BS PPO-POS… 2001	
13	Direct Pay Unit Hippa Cert Return No-pay notices 2001	
14	No Pay Coupons 2000	
15	Direct Pay Nov – Dec 1999 1999 Open Enrollment Eff 1/2000	

R - ~~20~~
S - ~~6~~

R - 54
S - 28

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Budget and Management	ACCESSION NO. 08W1005	DATE REC'D 4-23-08
B. DIVISION/UNIT Employee Benefits Division – Enrollment Unit		RM CODE 03.02.01
C. MAILING ADDRESS 301 W. Preston Street – Room 510 Baltimore, MD 21201	LOCATION RANGE 38 SECTION(S) 1-2	NO. OF CU. FT. 40
D. PHONE NO. 410.767.~~4775~~ 4690	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Kelly Valentine	**TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER**	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Batch Files for Enrollment Unit			2442
	Batch Numbers	**Dates**	**Disposal Date**	Item H
1	ACT 6001.1 – 6004.2	2001	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy.	1/2009
2	ACT 6007.1 – 6017.2	2001		
3	ACT 6018.1 – 6032.2	2001		
4	ACT 6036.1 – 6046.2	2001		
5	ACT 6049.2 – 6059.2	2001		
6	ACT 6060.2 – 6066.2	2001		
7	ACT 6067.2 – 6079	2001		
8	ACT 6079.2 – 6087.2	2001		
9	ACT 6088.2 – 6099.2	2001		
10	ACT 6100.2 - 6108.2	2001		
11	ACT 6109.2 – 9119.2	2001		
12	ACT 6120 - 6127	2001		
13	ACT 6128 -6140	2001		
14	ACT 6141 - 6147	2001		
15	ACT 6148.2 – 6156.2	2001		
16	ACT 6157 - 6169	2001		
17	ACT 6169.2 – 6176.2	2001		
18	ACT 6177 - 6185	2001		
19	ACT 6186 - 9196	2001		
20	ACT 6197.2 – 9207.2	2001		
21	ACT 6210 - 6217	2001		
22	ACT 6218.2 – 6224.2	2001		
23	ACT 6225 - 6231	2001		
24	ACT 6232.2 – 6238.2	2001		
25	ACT 6239 - 6247	2001		
26	ACT 6248.2 – 6254.2	2001		
27	ACT 6255 - 6261	2001		
28	ACT 6262 - 6268	2001		
29	ACT 6269.2 – 6277.2	2001		
30	ACT 6280 - 6283	2001		

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

RECORDS TRANSMITTAL AND RECEIPT

(CONTINUATION SHEET)

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

ACCESSION NUMBER 08W1005
(Assigned at State Records Center)

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Batch Files for Enrollment Unit			
	Batch Numbers	**Dates**	**Disposal Date**	
31	ACT 6284 - 6290	2001	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy.	
32	ACT 6291 - 9296	2001		
33	ACT 6297 - 6304	2001		
34	ACT 6305 - 6311	2001		
35	ACT 6312 - 6317	2001		
36	ACT 6318 - 6325	2001		
37	ACT 6326 - 6331	2001		
38	ACT 6332 – 6340	2001		
39	ACT 6343 – 6350	2001		
40	ACT 6351 – 6358	2001		

This Continuation Sheet can only be used as an attachment to DGS 550-5

~~R-34~~
~~S-29-30~~

R-38
S-1-2

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Budget and Management	ACCESSION NO. 08W1009	DATE REC'D 4-23-08
B. DIVISION/UNIT Employee Benefits Division – Retirement Unit		RM CODE 03.02.01
C. MAILING ADDRESS 301 W. Preston Street – Room 510 Baltimore, MD 21201	LOCATION RANGE 5 SECTION(S) 22	NO. OF CU. FT. 8
D. PHONE NO. 410.767.~~4775~~ 4690	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Kelly Valentine	**TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER**	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Batch Files for Retirement Unit			2442
	Batch Numbers	**Dates**	**Disposal Date**	Item 6
1	RET 6001 - 6025	2001	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy.	1/2009
2	RET 6026 - 6052	2001		
3	RET 6055 - 6065	2001		Disposal
4	RET 6071 – 6136	2001		CPS
5	RET 6137 – 6196	2001		
6	RET 6197 – 9242	2001		
7	RET 6245 – 6297	2001		
8	RET 6298 – 6368	2001		

R-5
S-22

23.26.01.05 MIA	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Licensing Section		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W1306	Adviser & Public Adjuster (Inactive Files)	1795	3 A	1994	2	1/2009	RECYCLE
97W998	Temporary Certificates of Qualification	1795	1	1996	1	1/2009	RECYCLE
97W1013	Certificates of Qualification	1795	1	1996	8	1/2009	RECYCLE
99W430	Certificates of Qualification	1795	1	1996	7	1/2009	RECYCLE

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. a) AGENCY CODE: 23.26.01.05 04.01.02	ACCESSION NO.: 95W1306 / DATE REC'D: 4-7-95
b) AGENCY: Maryland Insurance Administration	
c) DIVISION / UNIT: Licensing Section	LOCATION - RANGE: 146 / SECTION(S): 5 / NO. OF CU. FT.: 2
d) MAILING ADDRESS: 501 St. Paul Place, Baltimore, Md 21202	RECORDS CENTER MANAGER
e) AGENCY OFFICIAL: Mrs. Yvonne D. House, Administration Officer / PHONE NO.: (410)333-6851	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE
	1994	
	ADVISER & PUBLIC ADJUSTER (INACTIVE FILES)	~~612-14~~ 1795 Item # 3 A Jan. 2009
1.	A - Kr	
2.	Kr - Z	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DGS 550 - 5 (REV. 4/84)

E

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05 1. MARYLAND INSURANCE ADMINISTRATION	ACCESSION NO. 97W998	DATE REC'D 4-22-97
B. DIVISION/UNIT LICENSING UNIT		RM CODE 04.01.02
C. MAILING ADDRESS 501 St. Paul Place Baltimore, MD 21202	LOCATION RANGE 162 SECTION(S) 8	NO. OF CU. FT. 1
D. PHONE NO. (410) 333-6851	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mrs. Yvonne D. House Director	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	TEMPORARY CERTIFICATES OF QUALIFICATION - 1996 -1/09/96 - 06/18/96	1795 Item # 1 ~~July 2008~~ 1/2009

DGS 550-5 (REV. 1/93) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R-162
5-8

E

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05

1. MARYLAND INSURANCE ADMINISTRATION

B. DIVISION/UNIT

LICENSING UNIT

C. MAILING ADDRESS

501 St. Paul Place
Baltimore, MD 21202

D. PHONE NO.

(410) 333-6851

E. AGENCY OFFICIAL

Mrs. Yvonne D. House
Director

ACCESSION NO. 97W1013

DATE REC'D 4-24-97

RM CODE 04.01.02

LOCATION

RANGE 113 SECTION(S) 31

NO. OF CU. FT. 8

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	CERTIFICATES OF QUALIFICATION - 1996	1795 Item # 1 ~~July 2008~~ 1/2009
1	01/03/96 - 01/31/96	
2	02/01/96 - 02/23/96	
3	02/26/96 - 03/15/96	
4	03/18/96 - 04/04/96	
5	04/05/96 - 05/01/96	
6	05/02/96 - 05/29/96	
7	05/30/96 - 06/20/96	
8	06/21/96 - 06/29/96	

DGS 550-5 (REV. 1/93) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

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

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05 1. MARYLAND INSURANCE ADMINISTRATION	ACCESSION NO. 99W430	DATE REC'D 12-8-98
B. DIVISION/UNIT LICENSING UNIT		RM CODE 04.01.02
C. MAILING ADDRESS 525 St. Paul Place Baltimore, MD 21202	LOCATION RANGE 101 SECTION(S) 29	NO. OF CU. FT. 7
D. PHONE NO. (410) 468-2387	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mrs. Yvonne D. House Director	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	CERTIFICATES OF QUALIFICATION - 1996	
1	07/01/96 - 07/26/96	1795
2	07/30/96 - 08/16/96	Item#1
3	08/17/96 - 09/12/96	January, 2009
4	09/13/96 - 10/10/96	
5	10/11/96 - 11/07/96	
6	11/08/96 - 12/02/96	
7	12/01/96 - 12/26/96	Disposal cpl

DGS 550-5 (REV. 1/93) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

04.01.09 MIA	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
MD/PRA Oversight Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
07W108	PRA Withdraws and Outdates	2315	6 & 7	2003	25	1/2009	RECYCLE

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

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Insurance Administration	ACCESSION NO. 07W108	DATE RECORDED December 15, 2004 8-29-06
B. DIVISION/UNIT MD/PRA Oversight Unit		RM CODE 04.01.09
C. MAILING ADDRESS 525 St. Paul Place Baltimore, MD 21202-2272	LOCATION RANGE SECTIONS 52 33-34	NO. OF CU. FT. 25
D. PHONE NO. 410-468-2226	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ellen Woodall, Director	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	**PRA Withdraws** 2003 The George Washington University Health Plan Physician's Consultant & Management Corp. Johns Hopkins Medical Services Seabury & Smith, Inc. NYMI Management Services, Inc. (Now known as CareCore) People's Community Health Center, Inc. Acclaim, Inc.	Schedule ~~#2287~~ 2315 Item 6 & 7 Disposal after December 31, 2008 1/2009
2	**Medical Director Withdraws** Maria Lenaz — Fabian Desbordes Manuel Selva — Emerson Waldon Lorena Chicoye — Bernard Slosberg Adrian Long — David Kaufman Robin Kaplan — Stanley Chaplin Michael Orlosky	
3	**PRA Outdates** Aetna Life Insurance Company (contains 4 folders) United Health Care Insurance Co. (Vol. 1) Keystone Health Plan West (Vol. 1 and 2)	

DGS 550 - 5 (REV. 1/93) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

DGS 550-5 (Rev 1/93) **Continuation Page**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4	**PRA Withdrawaks and Outdates** Sheppard Pratt Health Systems, Inc. Behavioral Health Care Options, Inc. Total Health Care CoreSource Ceres Health Care, Inc. Mid-Atlantic Outpatient Rehab. Network Network Medical Review	
5	**PRA Withdrawals and Outdates** Delmarva Health Plan, Inc. Alicare Medical Management, Inc. (Outdated) American Dental Examiners (Outdated) American Health Holding, Inc. (Outdated) American Specialty Health Networks (Outdated) AmeriHealth Administrators, Inc. (Outdated)	
6	**PRA Outdates** Beech Street Corporation CareFirst of Maryland (Vol. 1 & 2) CCN Clinix Healthcare Corvel Corporation Fidelity Benefit Administrators	
7	**PRA Outdates** First Health Group (Vol. 1 & 2) FreeState Health Plan, Inc. Future Health Corporation Genex Services, Inc. Group Benefits Services Group Hospitalization and Medical Services (Vol. 3 & 4)	
8	**PRA Outdates** Group Hospitalization and Medical Services (Vol. 1 & 2) Health Cost Consultants (Vol. 1 – 4)	

DGS 550-5 (Rev 1/93) **Continuation Page**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9	**PRA Outdates** Health Cost Consultants (Vol. 5 & 7) Independence Healthcare Innovative Resources Integra, Inc. Integrated Healthcare Auditing Kaiser Foundation Health Plan, Inc. (Vol. 1 – 3)	
10	**PRA Withdrawals/Outdates** Prest & Associates National Quality & Review Corporation Magellan Behavioral Health (Vol. 1 – 3 Outdates) MedCost (Vol. 1 & 2 Outdates)	
11	**PRA Outdates** MAMSI (Jan.01 – Feb.01 update) MAMSI (Nov.00 – Dec.00 update) MAMSI (Jan.00 – Apr.00 update) MAMSI (Jun.00 – Oct.00 update) Med-Valu MedWatch Mental Health Case Management Moody Review National Utilization Management	
12	**PRA Outdates** MAMSI (Vol. I – IV) Padios Health National Health Services (Vol. I – 3)	
13	**PRA Withdrawals and Outdates** Physician Alliance of Holy Cross (Withdrawal) Privated Healthcare Systems Inc. Quality Oncology, Inc. The Araz Group (Withdrawal) Encompass Health Management Systems	

DGS 550-5 (Rev 1/93) **Continuation Page**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
14	**PRA Withdrawals and Outdates** National Healthcare Resources, Inc. (Vol. 1 – 2 - Known as Concentra Integrated Services, Inc.) Trigon BC/BS (Vol. 1-3) - Known as Anthem Services, Inc.) Health Management Strategies Hines & Associates, Inc.	
15	**PRA Withdrawals and Outdates** Unicare/Cost Care (Vol. 1-4) Accountable Health Plans, Inc. Care Programs (Spectra – Vol. 1 – 3)	
16	**PRA Withdrawals and Outdates** Trigon Healthcare, Inc. Principal Life Insurance Company Clinical Associates, P.A. Nationwide Management Systems (outdated)	
17	**Medical Director Withdrawals** Hernan Padilla David Nagel Michael Moriarty Alan Robin Michael Barr James Bellor Marshal Freedman David Hamburger	
18	**Medical Director Withdrawals** Van Lomis Yvette Oquendo Robert Radin Carol Reynolds-Freeman Jon Shematek Martin Lustick Michael Moriarty Jacob Nagel	

DGS 550-5 (Rev 1/93) **Continuation Page**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
19	**PRA Withdrawals and Outdates** Weyco, Inc. Mid-Atlantic Medical Services, Inc. (MAMSI) – Outdate 5 files Beech Street Corporation (outdated)	
20	**PRA Outdates** Aetna U.S. Healthcare, Inc. (Outdated – known as Aetna Health Mgmt., LLC) Dental Benefit Providers, Inc. (outdated) Vision Service Plan (outdated) CareFirst of Maryland, Inc. (outdated) Health International, Inc. (outdated) HealthCare Strategies, Inc. (outdated)	
21	**PRA Withdrawals and Outdates** Kanawha Benefit Free State Health Plan, Inc. Uniprise (Vol. 1-4; Outdated) Core, Inc. (Green & Red/Outdated & Withdrawn)	
22	**PRA Withdrawals and Outdates** United Behavioral Health (Vol. 1-2; Outdated) United Healthcare Services, Inc. (Vol. 1-2; Outdated) Novalis Services Corporation (Vol. 1 – 2 Outdated)	
23	**PRA Withdrawals and Outdates** CIGNA Healthcare of the Mid-Atlantic (Outdated) Doral Dental Services of Maryland, LLC Medical Mutual of Ohio (Outdated) CIGNA Behavioral Health, Inc. National Capital PPO (Outdated) Humana Insurance Company (Outdated)	

DGS 550-5 (Rev 1/93) **Continuation Page**

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
24	**PRA Outdates** Care Programs a division of Spectera (5 files/ Outdated) Independence Healthcare Management, Inc. (Outdated) Health Care Evaluation (Outdated) Health Cost Consultants, Inc. (Outdated)	
25	**PRA Withdrawals and Outdates** Accountable Health Plans of America, Inc. (2001 & 2003) APS Healthcare Bethesda, Inc. Health Management Strategies International, Inc. Fidelity Benefit Administrators (Outdated) First Health Group Corp. (Outdated) Coventry Health Care of Delaware (Outdated) Corp Health (Outdated)	

05.06 Comptroller	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Revenue Administration		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W1532	Corporation	2071	26	1989	376	1/2009	RECYCLE
04W653	I Refiles	2071	43	2003	43	1/2009	RECYCLE
05W36	Withholding	2071	23	2002-2003	147	1/2009	RECYCLE
05W38	MW 508's	2071	31	2003	24	1/2009	RECYCLE
05W177	W 2's	2071	27	2003	208	1/2009	RECYCLE
06W119	Amended Returns-Individual & Fiduciary	2071	43	2003	157	1/2009	RECYCLE
06W498	I Refiles	2071	43	2003	45	1/2009	RECYCLE
07W203	Individual Returns	2071	28	2005	4309	1/2009	RECYCLE
07W207	502-D	2071	26	2005	121	1/2009	RECYCLE

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY	ACCESSION NO. 95W1532	DATE REC'D 7-1-95
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION		RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND	LOCATION RANGE 112 SECTION(S) 7-18	NO. OF CU. FT. 376
D. PHONE NO. (410) 974-3029	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 376	1989 Corporation 1989 4 Millions and 5 Millions	SCH. ~~#853~~ ~~1986~~ ITEM ~~#28~~ ~~29~~ JAN. ~~2011~~ 1/09 Sch. # 2071 Item # 26 1/09

DGS 550-5 (REV. 1/93) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R-112
8-7-18

R-112
44 Empties 8-18-19

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
1. Comptroller of Maryland

B. DIVISION/UNIT
RAD

C. MAILING ADDRESS
110 Carroll St.
Annapolis, Md. 21411

D. PHONE NO.
410-260-7020

E. AGENCY OFFICIAL
F. McIntyre

ACCESSION NO.
04W-653

DATE REC'D
3-29-04

RM CODE
05.06

LOCATION
RANGE 55 SECTION(S) 1

NO. OF CU. FT.
43 ~~42~~

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
42 43	I Refiles - 03	Sche # 2071 Item # 43 Disposal Date 1/2009

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

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland	ACCESSION NO. 05 W36	DATE REC'D 2-22-05
B. DIVISION/UNIT RAD		RM CODE 05.06
C. MAILING ADDRESS 110 Carroll Street Annapolis, Md. 21411	LOCATION RANGE 58 SECTION(S) 13-17	NO. OF CU. FT. 147
D. PHONE NO. 410 260-7398	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL J.W. Hall	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Total 147	Withholding 2002+ 2003	Sche. # 2071 Item # 23 Jan. 2009

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

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland	ACCESSION NO. 05W38	DATE REC'D 2-22-05
B. DIVISION/UNIT RAD		RM CODE 05.06
C. MAILING ADDRESS 110 Carroll Street Annapolis, Md. 21411	LOCATION RANGE 69 SECTION(S) 22-23	NO. OF CU. FT. 24
D. PHONE NO. 410 260-7398	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL J.W. Hall	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CY-2003	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
24	MW 508'p	Sche # 2071 Item # 31 Jan. 2009

DGS 550-5 (REV. 12/86) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R-69

5-22-23

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Maryland	ACCESSION NO. 056177	DATE REC'D 2-22-05
B. DIVISION/UNIT RAD		RM CODE 05.06
C. MAILING ADDRESS 110 Carroll Street Annapolis, Md. 21411	LOCATION RANGE 160 SECTION(S) 8-12	NO. OF CU. FT. 208
D. PHONE NO. 410 260-7398	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL J.W. Hall	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-251 paper 350-396 mag media	2003 - W"2"s	Sche. #2071 Item # 27 Jan. 2009
	Boxes Received. 1 Thru 159 — 159 250 - 251 — 2 350 Thru 396 — 47 Total - 208	* Missing Box # 380

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

R-160
S-8-14

1-159 - Here, 250, 251
350-379, 381-396
Missing Boxes
Boxes - 160 Thru 249

Box 380

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER
PO BOX 275 JESSUP MD 20794
TELEPHONE: (410) 799-1379

REVISED

RECORDS TRANSMITTAL AND RECEIPT

1 A. COMPTROLLER OF MARYLAND	Accession Number: 05W-17 05W177	Date: 03/28/05 2-22-05 R M CODE: 05.06
B. Division/Unit: Revenue Administration Division	Location: Range-Section 160 8-14	No of Cubic Feet (BOXES) 208
C. Mailing Address 110 Carroll Street, Annapolis MD 21411		
C. Phone Number: 410-260-7398 D.	Records Center Manager:	
E. Agency Official: Joe Hall	**This Box To Be Completed By State Records Mgmt Center**	

2. Box Numbers	3. Title of Record Series (copy from Schedule) & Year Attach Box Packing Lists if Available.	4. Disposal Authority: Schedule #/ Item #/ Disposal Date
	2004 W-2s and Magnetic Media	Schedule No: 2170 Item No: 27 January 2010
1-159	Paper W-2s	
250-251	Mixed Paper & Magnetic Media	
350-396	Magnetic Media	
		* MISSING Box # 380, 40 + 44

DGS 550-5

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Comptroller of Md.	ACCESSION NO. 06W 119	DATE REC'D 2-28-06
B. DIVISION/UNIT Revenue Administration Div		RM CODE 05-06
C. MAILING ADDRESS 110 Carroll St. Annapolis, md	LOCATION RANGE 59 SECTION(S) 3-6	NO. OF CU. FT. 157
D. PHONE NO. 410 260-7020	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL J. Waters-Blake	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
706 through 862 Total-157	Amended Returns - Individual + fiduciary 1/1/03 through 12/30/03 * MISSING Boxes #821 and 840	1/1/09 Sch 2071 Item # 43

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

R-59

S-3-6

MISSING Box
821, 840

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY
1. Comptroller of Maryland

B. DIVISION/UNIT
RAD

C. MAILING ADDRESS
110 Carroll Street
Annapolis, MD 21411

D. PHONE NO.
410 260-7020

E. AGENCY OFFICIAL
J. Waters-Blake

ACCESSION NO.
066498

DATE REC'D
2-28-06

RM CODE
05.06

LOCATION
RANGE 20 SECTION(S) 7-8

NO. OF CU. FT.
45

RECORDS CENTER MANAGER

TO BE COMPLETED AT
STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-45	I-Re files 2003	Sch # 2071 Item # 43 1/2009

R- 20
S- 7-8

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF MARYLAND	ACCESSION NO. 07W203 07W203	DATE REC'D 2-1-07
B. DIVISION/UNIT Revenue Administration Division		RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD 21411	LOCATION RANGE SECTION(S) SEE BELOW	NO. OF CU. FT. 4309
D. PHONE NO. 410-206-7020	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOYCE A. BETHEL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4314	INDIVIDUAL RETURNS 2005	SCH 2071 ITEM # 28 DISPOSAL 1/2009
Plus Box	* Location of Records *	
42 B	Boxes 1-1090 R-76 S-1-26	
240 B	Boxes 1091-2056 R-73 S-1-23	
3834 B	Boxes 2057-2700 R-70 S-1-16	
4126 B	Boxes 2701-2932 R-72 S-1-6	
	Boxes 2933-3334 R-173 S-2-11	
	Boxes 3335-3918 R-176 S-11-25	
	Boxes 3919-4201 R-28 S-1-7	
	Boxes 4202-4314 R-50 S-32-34	
	* MISSING Box - 4292	
	NO Boxes - 3934 Thru 3943	

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF MARYLAND	ACCESSION NO. 07W203 07W203	DATE REC'D 2-1-07
B. DIVISION/UNIT Revenue Administration Division		RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD 21411	LOCATION RANGE SECTION(S) "SEE BELOW"	NO. OF CU. FT. 4309
D. PHONE NO. 410-206-7020	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOYCE A. BETHEL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4314	INDIVIDUAL RETURNS 2005	SCH 2071 ITEM # 28 DISPOSAL 1/2009
Plus	* LOCATION of Records: *	
42 B	Boxes 1 – 1090 R-76 S-1-26	
240 B	Boxes 1091-2056 R-73 S-1-23	
3834 B	Boxes 2057-2700 R-70 S-1-16	
4126 B	Boxes 2701-2932 R-72 S-1-6	
	Boxes 2933-3334 R-173 S-2-11	
	Boxes 3335-3918 R-176 S-11-25	
	Boxes 3919-4201 R-28 S-1-7	
	Boxes 4202-4314 R-50 S-32-34	
	MISSING Box-4292	
	NO Boxes - 3934 Thru 3943	

07W203 - Location of Records

Boxes	1 - 1090	Range - 76	Sec. 1-26
	PLUS Box 42 B and 240 B		
Boxes	1091 - 2056	Range - 73	Sec. 1-23
Boxes	2057 - 2700	Range - 70	Sec. 1-16
Boxes	2701 - 2932	Range 72	Sec. 1-6
Boxes	2933 - 3334	Range 173	Sec 2-11
Boxes	3335 - 3918	Range - 176	Sec 11-25
	PLUS Box 3834 - B		
Boxes	3919 - 4201	Range - 28	Sec. 1-7
	PLUS - Box 4126 - B	NO Boxes 3934 Thru 3943	
Boxes	4202 - 4314	Range - 50	Sec. 32-34
	PLUS Box 4248 - B		
	MISSING Box - 4292		

AGENCY HOLDINGS IN RECORDS CENTER

ACCESSION NO.	NO.CUBIC FEET	RANGE	SECTIONS	SCHEDULES	ITEMS	DISP
** RECORD MANAGEMENT CODE 05.06						
95W1532	376	112	07-18	2071	26	1/09
04W0653	42	55	01	2071	43	1/09
05W0036	147	58	13-17	2071	23	1/09
05W0038	24	69	22-23	2071	31	1/09
05W0177	208	160	08-14	2071	27	1/09
06W0119	157	59	03-06	2071	43	1/09
06W0498	45	20	07-08	2071	43	1/09
07W0203	1092	76	01-26	2071	28	1/09
07W0203	966	73	01-23	2071	28	1/09
07W0203	644	70	01-16	2071	28	1/09
07W0203	232	72	01-06	2071	28	1/09
07W0203	402	173	02-11	2071	28	1/09
07W0203	585	176	11-25	2071	28	1/09
07W0203	274	28	01-07	2071	28	1/09
07W0203	114	50	32-34	2071	28	1/09
07W0207	121	74	05-07	2071	25	1/09
** Subtotal **						
	5429					
*** Total ***						
	5429					

Comp
Income Tax

Disposal 1/2009

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

December 4, 2008

05.06
MS. JOYCE A. BETHEL
COMP REVENUE ADMINISTRATION DIVISION
110 CARROLL ST.
ANNAPOLIS, MD 21401

SUBJECT: DISPOSAL CLEARANCE

The records listed on attached sheet are eligible for disposal. They will be destroyed as scheduled if no reply is received by January 8, 2009. If you do not concur in this action, please return this letter and justify continued retention on the space below. Cite Accession Number and include a new disposal for these records.

Sincerely,

Gabriel Lopez
Records Center Manager

12/10/08
per conversation with Mary Cullen
410-260-7398
OK To destroy
B. Hebbard

DGS 550-7

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF MARYLAND	ACCESSION NO. 07W207 07W207	DATE REC'D 2-1-07
B. DIVISION/UNIT Revenue Administration Division		RM CODE 05·06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD 21411	LOCATION RANGE 74 SECTION(S) 5-7	NO. OF CU. FT. 121
D. PHONE NO. 410-206-7020	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOYCE A. BETHEL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
121	2005 502-D	SCH 2071 ITEM # 26 DISPOSAL 1/2009

Item No	Description	Retention
27.	Withholding Tax Statements (W2) Prepared and submitted by employer's for each employee from whom income tax was withheld during the tax year. Each statement shows the employer's name, address and identification number, the employee's name, address, and social security number, total wages paid, and the amount of income tax withheld.	Retain for 1 calendar year, then transfer to the State Management Center for 4 years, then destroy.
28.	Personal, Corporate, Pass Through Entity (PTE) & Fiduciary Income Tax Returns (123, 500 - 1997 and future, 502, 503, 504 - 1998 and future, 505, 510 - 1997 and future, 515). Arranged numerically by year. These forms are imaged filed by all residents, and non-residents, corporations and fiduciaries, pass-through entities of the State who have received income from sources within the State, and are required by existing statutes to file such a return.	Retain paper at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 2 years, then destroy. Retain image for 5 years on optical disk, then destroy.
29.	Applications for Extensions of Time (502E, 510E and 504E) These records document the application and approval for extension of time for filing returns, which has been granted taxpayers, except in the case of taxpayers who are abroad, no extensions are granted for more than one year.	Retain at the Revenue Administration Center until the end of the tax year for which the extension was granted, then destroy.
30.	Pass Through Entity Returns (510) - 1996 and prior Consists of the annual tax returns filed by each pass through entity having income allocable under the provisions of the Annotated Code of Maryland.	Retain at the Revenue Administration Center for 1 year, then transfer to the State Management Center for 4 years, then destroy.

Item No	Description	Retention
31.	MW508 - Employer's Annual Reconciliation of Income Tax Withheld	Retain at the Revenue Administration Center for 2 years, then transfer to the State Management Center for 3 years, then destroy.
32.	Form 500D and 500 DEP – Corporation Declaration of Estimated Tax.	Retain at the Revenue Administration Center for 2 calendar years, then transfer to the State Management Center for 3 years, then destroy.
33.	Form 500E – Corporation Application for Extension to File with and without Remittance	Retain at the Revenue Administration Center for 2 calendar years, then transfer to the State Management Center for 3 years, then destroy.
34.	Sales and Use Tax Reports Returns submitted by taxpayers to pay the Sales and Use Tax.	Retain at the Revenue Administration Center for 1 fiscal year, then transfer to the State Management Center for 1 fiscal year, then destroy.
35.	Personal Income Tax Returns Forms 123, 502, 503, 505 and 515 1991 and prior These forms are filed by all residents of the State, who have received income from sources within the State and are required by existing statutes to file such a return.	Retain the paper at the Revenue Administration Center for 2 years, then transfer to the State Management Center for 3 years, then destroy.
36.	Fiduciary Income Tax Returns - 504 1997 and prior These forms are filed by all fiduciaries who have received income from sources within the State, and are required by existing statutes to file such a return.	Retain the paper at the Revenue Administration Center for 2 years, then

Item No	Description	Retention
	RETURNS PROCESSING	
23.	Employers Return of Income Tax Withheld - MW506 Returns submitted by employers showing the total tax, with adjustments, withheld from each employee's salary during the reporting quarter.	Retain at the Revenue Administration Center for 1 calendar year, then transfer to the State Management Center for 4 calendar years, then destroy.
24.	Individual, Pass Through Entity and Fiduciary Declaration of Estimated Tax – 502D,510D and 504D Submitted by taxpayer to initiate payment of State taxes by estimation. The form shows the quarterly estimated tax to be paid by declaration and the amount accompanying the initial declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
25.	Individual Pass Through Entity and Fiduciary Estimated Tax Vouchers – 502DEP,510DEP and 504DEP Submitted quarterly by the taxpayer along with the quarterly tax installment, these vouchers serve as billing notices for taxpayers who pay their state taxes by quarterly declaration.	Retain at the Revenue Administration Center for 1 calendar year, transfer to the State Management Center for 2 years, then destroy.
26.	Corporation Income Tax Returns - Form 500 1996 and prior tax years Consists of annual tax returns filed by each corporation and association having income allocable to the State under the provisions of the Annotated Code of Maryland, unless otherwise exempted.	Retain paper at the Revenue Administration Center for 3 calendar years, then transfer to the State Management Center for 15 years, then destroy.

06.03.00 DCHD	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
DCA-Codes		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W737	Industrial/Modular Bldg Plans	2212	1	1998	1	1/2009	Recycle
06W777	Credit Assurance Codes Administration	2212	2	1998	1	1/2009	Recycle

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W737	DATE REC'D 4-28-06
B.. DIVISION/UNIT DCA - Codes		RM CODE 06.03.00
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 4 SECTION(S) 2	NO. OF CU. FT 1
D. PHONE NO. **410-514-70947217**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport/Charles Cooke**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
123	**Industrial/Modular Bldg plans – FY 1998**	~~1661~~ 3212 Item 1 ~~Disposal date 12/31/2008~~ 1/2009 Disposal CPS

DGS550-5(REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

Listing of Files Codes to Jessup - Page 1

As of: February 2, 2006

Box 123, IB Files
Manufacturer Plans
Mark Line 1998

Disposal ~~2008~~ 2009

R-4
S-2

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W738	DATE REC'D 4-28-06
B.. DIVISION/UNIT DCA Codes		RM CODE 06.03.00
C. MAILING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 4 SECTION(S) 2	NO. OF CU. FT 2
D. PHONE NO. **410-514-7094/410-514-7217**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport/Charles Cook**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
217-218	Industrialized /Modular Bldg – Plans – 1997-1998	~~1661~~ 3212 Item # 1
	Retain for 10 years then destroy.	~~Disposal date 12/31/2008~~ 1/2009 Disposal CPL

DGS550-5(REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

Codes Files

Box 217, IB Files
Manufacturer Plans
Precision Building Solutions 1997
American Modular Tech 1997
Kontex 1998
Couvette 1998
Frey-Moss 1998
Madison 1998
Atkinson 1998
Destroy 2009

Box 218, IB Files
Manufacturer Plans
Shawnee Homes 1998
Madison 1998
US Housing 1998
Kullman 1998
Destroy 2009

R-4
S-2

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W777	DATE REC'D 4-28-06
B.. DIVISION/UNIT Division of Credit Assurance Codes Administration		RM CODE 06.03.00
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 1 SECTION(S) 26	NO. OF CU. FT 1
D. PHONE NO. **410-514-7094/410-514-7217**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport/Charles Cooke**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
185	Industrialized/Modular Manufacturers Insignia 1998 Retain for 10 years	~~1661~~ 2212 Item # 2 ~~Disposal 2008~~ 1/2009 Disposal CPS

DOS550-5(REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

Listing of Codes Files to Jessup - Page 1

As of: February 7, 2006

Box 185, IM Files General Info and Insignia Insignia Orders 1997 – June 1998 **Destroy ~~2008~~** 2009		

R-1
S-26

06.03.02 DCHD	**Department of General Services** Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
CDA Finance/Single Family		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
05W798	CDA Finance	1208	3	2002-2003	79	1/2009	Recycle
					1		

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DHCD	ACCESSION NO. 05W798	DATE REC'D 1-13-05
B. DIVISION/UNIT CDA FINANCE/SINGLE FAMILY		RM CODE 06.03.02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032	LOCATION RANGE 40 SECTION(S) 15-16	NO. OF CU. FT. 79
D. PHONE NO. 410-514-7421	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Anne P. Konrad *Anne P Konrad 1/5/05	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 662 to 738 ADDED 738-A 739	CDA FINANCE All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity. Amortizations for Servicers Inclusive Dates: 01/2002 to 12/03	Retain for five (5) years, then destroy. Schedule 1208 Item #3 Destroy Year ~~2008~~ Jan. 2009

76

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1208

Agency: DHCD

Division/Unit: CDA Finance/Single Family

Item No	Description	Retention
3	CDA FINANCE All reports, accounts and activity dealing with CDA FINANCE section, including information on projects financed by CDA, amortization schedules, balance sheets, income and expenditure statements, trustee budgets, revenue budgets and status reports on CDA's financing activity. Box 662 to 758 Amortizations for Servicers Inclusive Dates: 01/2002 to 12/2003	Retain for five (5) years, then destroy. Destroy Year 2008

Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State Archivist.

Date _____

Signature _____

DGS 550-1 (Rev. 10/92)

R-40
S-15/16

06.04 DCHD	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Attorney General		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W703	Correspondence	2285	11.A	1994-2000	18	1/2009	Recycle

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

E/

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development	ACCESSION NO. 04W703	Date Rec'd 3-23-04
B. DIVISION/UNIT Office of the Attorney General		Rm Code 06.04
C. MAILING ADDRESS Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032	LOCATION RANGE SECTION(S) 65 ✓ 9	NO. OF CUBIC FT. 18
D. PHONE NO. 410-514-7090 - Cindi Foard	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
103 - 120	Correspondence 1994 - 2000	~~1646~~ - #11.A. 2285 Retain for 5 years Destroy November 2008 2008 1/09

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
103	**JMBryant - Working Files** PIA - Harvey Johnson Towers	**Retain for 5 years.** **Destroy November 2008**
104	**KJLeonard – Working Files** David W. Tawes Accounting Nov – Dec 1995 NBDP Loan #37 (20 files) Talbotttown Shopping Center – Nov - Dec 1995 NBDP Loan #61-21-032 (files) The Foot Center NBDP Project # 61-17-139 (17 files) Nov 1998 – Mar 1999	

Schedule Approved by Department, Agency, or Division Representative			Schedule Authorized by Hall of Records Commission	
12/2/03				
Date	Signature	Title	Date	State Archivist

DGS 550-1A Rev. 8/2000	RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	SCHEDULE NO. 1646 #11.A PAGE NO. 2

Item No.	Description	Retention
105	CG&D Foreclosure/Bankruptcy Monthly Reports Nov 99 – Nov 2000	Retain for 5 years – Destroy November 2008
106	Foreclosure/Bankruptcy 1/97 – 12/97 Status Reports – Law Firms – SF Asset Management	
107	Foreclosure/Bankruptcy 1/98 – 12/99 Status Reports – Law Firms – SF Asset Management	
108	Foreclosure/Bankruptcy 8/97 – 7/98 Status Reports – Law Firms – SF Asset Management	
109	Foreclosure/Bankruptcy 1/96 – 12/96 Status Reports – Law Firms – SF Asset Management	
110	1996 Foreclosure/Bankruptcy Invoices Law Firms CG/Symonds/Oosterhout	
111	1994 – 1996 – Foreclosure/Bankruptcy Status Reports – C/G & S/O	
112	Training Source Renovations	

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 3

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
113	**Hans Froelicher - Working Files** **MISC. - GLA** 1006 Open Meetings 1024 DHCD Authority to Fine - 1026 Sect. 8 attachments 1027 Trustee restrictions HB 576 1029 DHCD media policy (OAG policy) 1032 Substitute Trustees 1041 Software Copyright Issues 1043 Office Lease 1045 Name of Dept. 1047 Flood Disaster Recovery 1049 Misc. - Jasper/Karl Johnson 1050 Open Meeting - CARC 1051 OAG - Outside Counsel RFP's 1052 CDA - Liability of Our Engineers 1053 Shop - Wash. Co. - MHT Statements 1054 Certificates of Satisfaction 1055 Copyright Guidelines 1101 CDA - Multi Family Application 1102 Promissory Notes/Securities Div. - OAG 1112 Balto. City Law/LT 1114 Judge Bell 1115 Internet Security 1120 Section 8 Debt Law 1121 Open Meetings - MAHT 1122 Legal Service Referral for Civil Matters	**Retain for 5 years.** **Destroy November 2008**

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 4

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description		Retention
114	**Hans Froelicher - Working Files**		**Retain for 5 years. Destroy November 2008**
	3001.5	Procurement Advisory – BPW	
	3002F	WAP – Universal Service	
	3044	U.S. Escrow Amendment	
	3053	Wasserman-Katz/MHF	
	3064	U.S. Escrow/Bogman	
	3066	AT&T Billing	
	3068	AOD - Software Escrow	
	3085	Procurement Contract Docs. (Employee contracts, Categories I, II, III)	
	3090	Gift Solicitation by DHCD	
	3114	Rubino and McGeehin Chartered (Agreement)	
115	5044F	Mayor and City Council & City Homes	
	5047	Surplus Proceeds Sample	
	5048	Statutory Construction Law	
	5050F	Okutuga	
	5051	Mathis - Crim. Suspect DHCD checks	
	5052	Fair Chance - NBDP - Workout	
	5053	Workout - Law & Remedies	
	5056	Civil Rights/Employment Cases	
	5057	Burks, J. - Attorney Fee Reimbursement	
	5057F	Garrison v. Jag Holding, Inc. et al	
	5058	Boston/Christfield	
	5059	Laurel Hotel	
	5060	Abrams Tax Levy	
	5061	MD - District Court	
	5062	Garnishment v. State Memo. of Law	
	5063	Poland & Poland	
	5064	L&F (post litigation)	
	5065	Duckworth v. Steiding	
	5066	Davis, Clidel/Agnes	
	5067	Advantage Web Press	
	5068	408 E. 27th Street - Settlement Proceeds	
	5069	DHCD v. Swerdloff (pleading etc. 9-27-99)	

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 5

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
116	**Correspondence** **Hans Froelicher - Working Files** 5072F Campbell –Fulton Ave 5062F Black, Thomas -1532 Harford Sq Linder vs Frostburg Auto Company Manokin Village 6012 L&F Apartments	**Retain for 5 years.** **Destroy November 2008**
117	**Correspondence** **Hans Froelicher - Working Files** B&F Joint Venture HUD Housing Counseling Grant Agreement (10/99)	
118	**Correspondence** **Hans Froelicher - Working Files** 5042 New Cambridge Lanes/NBDP & DCA/Denise Brant 5040F Charles Mueller/NBDP & DCA/Denise Brant Howard vs DHCD CNI – Employee – Embezzlement	

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 6

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
118	**Correspondence** **Hans Froelicher - Working Files** MISC. - GLA 1113 Loan Proceeds Interception 1123 Balto. City Code Violation, 1631 Wilkens Ave. 3076 BPW - Advisory 3077 Indemnification Issues 3078 Debarment - Affidavit - Lang 3080 BCA authority 3111 CCU - DHCD Collections 3115 Maryland Public TV (C2K) LITIGATION 5000.1 MPJI-WP 5033 BHCP Defaults 5039 Eastdale Apts./Villages of FORECLOSURE/BANKRUPTCY 6026 F/C C/G - Conflict - Rahim 6027 Kerns Bankruptcy - C/G 6028 Edmondale Apts. FAIR HOUSING 7009 Forward Motion, Inc. 7010 Black, Selma ETHICS 8006 Board Membership Issues 8008 Pencek, Bill - Balto. Heritage 8009 Ethics - Committee Guidelines 8010 Ethics - Boards 8011 Ethics - Tickets to fundraiser 8012 Ethics - Conflicts - Ellen Janes 8019 Ethics - Board membership - Employment 8020 DHCD Employee Ethics Committee 8021 Dual Employment - Conflicts 8022 Gifts Lecture	**Retain for 5 years.** **Destroy November 2008**

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 7

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
119	**Correspondence** **William N. Fitzpatrick, Jr. - Working Files** MISC. - GLA 1113 Loan Proceeds Interception 1123 Balto. City Code Violation, 1631 Wilkens Ave. 3076 BPW - Advisory 3077 Indemnification Issues 3078 Debarment - Affidavit - Lang 3080 BCA authority 3111 CCU - DHCD Collections 3115 Maryland Public TV (C2K) LITIGATION 5000.1 MPJI-WP 5033 BHCP Defaults 5039 Eastdale Apts./Villages of FORECLOSURE/BANKRUPTCY 6026 F/C C/G - Conflict - Rahim 6027 Kerns Bankruptcy - C/G 6028 Edmondale Apts. FAIR HOUSING 7009 Forward Motion, Inc. 7010 Black, Selma ETHICS 8006 Board Membership Issues 8008 Pencek, Bill - Balto. Heritage 8009 Ethics - Committee Guidelines 8010 Ethics - Boards 8011 Ethics - Tickets to fundraiser 8012 Ethics - Conflicts - Ellen Janes 8019 Ethics - Board membership - Employment 8020 DHCD Employee Ethics Committee 8021 Dual Employment - Conflicts 8022 Gifts Lecture	**Retain for 5 years.** **Destroy November 2008**

DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 8

Dept. of Housing & Community Development	Office of the Attorney General
AGENCY	DIVISION

Item No.	Description	Retention
120	Correspondence Judy K. Maistrellis - Working Files 2002 Series A/B & 2002 Series 1999 Series E/F/G & 1999 Series C/D 1999 Series H/I	Retain for 5 years. Destroy November 2008

R-65
S.9

18 BOXES

06.11 DCHD	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
DHCP-DMS		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
02W1025	Museum Assistance Program Files			1994-2001	1	1/2009	Recycle

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

Charlie P Lopez — Signature

Records Center Manager — Title

June 30, 2009 — Date

DGS 550-2 (Rev. 1/93)

E/

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development	ACCESSION NO.	Date Rec'd 5-14-02 ~~September 26, 2001~~
B. DIVISION/UNIT DHCP-DMS	D2W1025	Rm Code 06 · 11 3.692
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032	LOCATION RANGE SECTION(S) 14 31	NO. OF CUBIC FT. 1
D. PHONE NO. (410) 514-7612	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1991-2001 Museum Assistance Program Files	1/2009 Disposal CPS

R-14
S-31

06.12 DCHD	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Office of the Secretary		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
03W957	Departmental Correspondence Files	847	1	2002-2003	30	1/2009	Recycle
03W958	Departmental Correspondence Files	847	1	2002-2003	30	1/2009	Recycle
03W959	Departmental Correspondence Files	847	1	2002-2003	24	1/2009	Recycle

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

Charlie P Lopez
Signature

Records Center Manager
Title

June 30, 2009
Date

DGS 550-2 (Rev. 1/93)

E

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development	ACCESSION NO. 03W957	Date Rec'd 5-19-03
B. DIVISION/UNIT Office of the Secretary		Rm Code 06.12
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032	LOCATION RANGE 103 SECTION(S) 18-19	NO. OF CUBIC FT. 30
D. PHONE NO. 410-514-7094	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-30	Departmental Coorespondence Files 2002-03	Schedule # 847 Line # 1 Destroy January 2009 Disposal CPS

J-1
6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 847

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ECONOMIC AND COMMUNITY DEVELOPMENT — AGENCY

Administrative Services — DIVISION

Item No.	Description	Retention
1.	DEPARTMENTAL CORRESPONDENCE FILES This file contains correspondence and memoranda to division heads and personnel. Some quarterly reports and departmental publications are also included.	Retain for three (3) years, then destroy.
2.	HEALTH AND LIFE INSURANCE FILES The documentation for contract employees of their life and health insurance coverage is found in this file.	Retain for two (2) years after termination of employment, then destroy.
3.	GENERAL DEPARTMENTAL ADMINISTRATIVE FILES General information dealing with the administration of the office and department such as copies of legislation, policy actions, and equal employment opportunity directives comprise these files.	Retain for three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
2/4/81	Edwin Rindell	Director DAS

Schedule Authorized by Hall of Records Commission

Date	State Archivist
3/18/81	Edwards Fox

PS-943

R-103
8-18-19

E/

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development	ACCESSION NO. 03W958	Date Rec'd 5-19-03
B. DIVISION/UNIT Office of the Secretary		Rm Code 06-12
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032	LOCATION RANGE 103 SECTION(S) 19-20	NO. OF CUBIC FT. 30
D. PHONE NO. 410-514-7094	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
31-60	Departmental Coorespondence Files 2002-03	Schedule # 847 Line # 1 Destroy January 2009 Disposal CPS

J-1
6/78

DEPARTMENT OF GENERAL SERVICES
Records Monogement Division

SCHEDULE NO. 847

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ECONOMIC AND COMMUNITY DEVELOPMENT — AGENCY

Administrative Services — DIVISION

Item No.	Description	Retention
1.	DEPARTMENTAL CORRESPONDENCE FILES This file contains correspondence and memoranda to division heads and personnel. Some quarterly reports and departmental publications are also included.	Retain for three (3) years, then destroy.
2.	HEALTH AND LIFE INSURANCE FILES The documentation for contract employees of their life and health insurance coverage is found in this file.	Retain for two (2) years after termination of employment, then destroy.
3.	GENERAL DEPARTMENTAL ADMINISTRATIVE FILES General information dealing with the administration of the office and department such as copies of legislation, policy actions, and equal employment opportunity directives comprise these files.	Retain for three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
3/4/81	Edwin Rudd	Director DAS

Schedule Authorized by Hall of Records Commission

Date	State Archivist
3/18/81	Edward Foy

PS-943

R-103
S-19-20

E

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794 (Telephone - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development	ACCESSION NO. 03W1959	Date Rec'd 5-19-03
B. DIVISION/UNIT Office of the Secretary		Rm Code 06.12
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032	LOCATION RANGE 103 SECTION(S) 20	NO. OF CUBIC FT. 24
D. PHONE NO. 410-514-7094	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
61-82	Departmental Coorespondence Files 2002-03	Schedule # 847 Line # 1 Destroy January 2009 Disposal cpl

J-1
6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 847

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ECONOMIC AND COMMUNITY DEVELOPMENT — AGENCY

Administrative Services — DIVISION

Item No.	Description	Retention
1.	DEPARTMENTAL CORRESPONDENCE FILES This file contains correspondence and memoranda to division heads and personnel. Some quarterly reports and departmental publications are also included.	Retain for three (3) years, then destroy.
2.	HEALTH AND LIFE INSURANCE FILES The documentation for contract employees of their life and health insurance coverage is found in this file.	Retain for two (2) years after termination of employment, then destroy.
3.	GENERAL DEPARTMENTAL ADMINISTRATIVE FILES General information dealing with the administration of the office and department such as copies of legislation, policy actions, and equal employment opportunity directives comprise these files.	Retain for three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
2/4/81	Edwin L. Powell	Director DAS

Schedule Authorized by Hall of Records Commission

Date	State Archivist
3/18/81	Edward Foy

PS-943

R-103

S-20

06.13 DCHD	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Neighborhood Revitalization		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W289	CDBG Community Projects	2370	2	1987-1988	12	1/2009	Recycle
06W290	CDBG Community Projects	2370	2	1987-1991	6	1/2009	Recycle
06W291	CDBG Community Projects	2370	2	1987-1989	12	1/2009	Recycle
06W292	CDBG Community Projects	2370	2	1990	11	1/2009	Recycle
06W293	CDBG Community Projects	2370	2	1991	10	1/2009	Recycle
06W294	CDBG Community Projects	2370	2	1992-1993	10	1/2009	Recycle
06W295	CDBG Community Projects	2370	2	1993-1994	9	1/2009	Recycle
06W296	CDBG Community Projects	2370	2	1994	13	1/2009	Recycle
06W297	CDBG 107	2370	2		2	1/2009	Recycle
06W298	CDBG Community Projects	2370	2	1996	9	1/2009	Recycle

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

Charlie P Lopez
Signature

Records Center Manager
Title

June 30, 2009
Date

DGS 550-2 (Rev. 1/93)

E/

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W289	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 24-25	NO. OF CU. FT 12
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 12	CDBG Community projects for the year of 1987 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **87-SP-9 Denton, 87-CD-11 Garrett**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 12	**87-CD-4 Brunswick, 88-CD-1 Rock Hall, 87-CD-25 Sykesville, 87-ED-25 Sykesville**	
3 of 12	**87-ED-17 Berlin, 87-CD-24 Somerset, 87-CD-20 Queens Anne's, 87-CD-10 Easton, 87-CD-15 Kent**	
4 of 12	**87-ED-36 Allegany, 87-CD-12 Havre de Grace, 87-CD-8 Delmar, 87-CD-3 Bel Air, 87-CD-5 Charles**	
5 of 12	**87-ARC/ED-26 Washington**	
6 of 12	**87-ED-29 Crisfield**	
7 of 12	**87-CD-27 Westminster, 87-CD-22 St. Mary's, 87-CD-23 Snow Hill**	
8 of 12	**87-CD-6 Ridgely, 87- ARC-2 Allegany, 87-CD-7 Church Hill**	
9 of 12	**87-CD-22 Wicomico, 87-CD-26 Pocomoke,87-CD-31 Princess Anne, 87-CD-33 North Beach**	
10 of 12	**87-CD-33 Frederick, 87-ED-31 Pocomoke City, 87-CD-13 Harford, 87-CD-6 Chestertown**	
11 of 12	**87-CED-1 Aberdeen, 87-CD-16 La Plata, 87-SP-37 Westernport, 89-CD-14 Brunswick**	
12 of 12	**87-CD-14 Indian Head, 87-ED-34 Denton, 87-CD-35 Princess Anne**	

DGS550-5 (REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

CDBG Stored Records @ Jessup

Boxes 1987/88

1 of 1 – Closeout 87-SP-9- Denton 87-CD-11 - Garrett	1 of 2 – Closeout 87-CD-4 - Brunswick 88-CD-1- Rock Hall 87-CD-25 – Sykesville 87-ED-25 - Sykesville
1 of 3 – Closeout 87-ED-17 – Berlin 87-CD-24 - Somerset 87-CD-20 - Queens Annes 87-CD-10 – Easton 87-CD-15- Kent	1 of 4 – Closeout 87-ED-36 – Allegany 87-CD-12 – Havre de Grace 87-CD-8 - Delmar 87-CD-3 – Bel Air 87-CD-5 - Charles
1 of 5 – Closeout 87-ARC/ED-26 - Washington	1 of 6 – Closeout 87ED-29 - Crisfield
1 of 7– Closeout 87-CD-27 - Westminster 87-CD-22 - St. Mary's 87-CD-23 – Snow Hill	1 of 8 – Closeout 88-CD-6 - Ridgely 87- ARC-2 -Allegany 87-CD-7- Church Hill
1 of 9 – Closeout 87-CD-22 - Wicomico 87-CD-26 - Pocomoke 87-CD-31 – Princess Anne 87-CD-33 – North Beach	1 of 10 – Closeout 87-CD-33 - Frederick 87-ED-31- Pocomoke City 87-CD-13 – Harford 87-CD-6 - Chestertown
1 of 11– Closeout 87-CED-1 - Aberdeen 87-CD-16 – La Plata 87-SP-37- Westernport 89-CD-14 - Brunswick	1 of 12 – Closeout 87-CD-14 – Indian Head 87-ED-34 -Denton 87-C-35 – Princess Anne

R-21
(S-24-25)

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W290	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 25	NO. OF CU. FT 6
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 6	CDBG Community project files from **Department of Economic Development** which they have funded and consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **Snow Hill SCBG – Inactive, Amount of Award – SCBG,** **North Beach – SCBG, Fair Hill Training Center SCBG** **90-ED-2 Allegany, 89-ED-28 Caroline- Calla Casket Company,** **B-87-DC-24001 Master Program Study -Small Urban Waterfront Development,** **90-ED-5 Washington Advance Technology Center, 90-CD-6 and 90-ED-6 Delmar,** **90-ED-3 Charles - CDBG proposed Planning Grant Charles County-Tri-CoCouncil**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date:** **January 2009**
2 of 6	**90-ED-4 Aberdeen, 90-ED-1- Boone Hotel Town of Boonsboro,** **90-ED-8 – Federalsburg – Bomarko Infrastructure,** **90-ED-72 Northeast Maryland Infrastructure,** **90-ED-12 City of Salisbury Cancelled 2/93,** **Caroline County Excursion Train Feasibility Study – Withdrawn** **91-ED-65 Cecil County Bainbridge Naval Training Center,** **91-ED-60 Melwood Feasibility Study Charles County,** **91-ED-63 City of Crisfield Planning**	
3 of 6	**Declined Request 1989-1992**	
4 of 6	**89-ED-45 Denton, 89-ED-39 Allegany, Downtown Berlin Revitalization,** **89-ED-5 Boonsboro**	
5 of 6	**Town of Berlin-Business District Study 1991, 87-ED-34 Denton,** **87-CD-18/ 87-ED-31 Pocomoke City, 87-CD-25 Sykesville, 90-ED-7 Denton.** **87-ARC/ED-26 Washington, 87-CED-1 Aberdeen, 87-ED-29 Crisfield,**	
6 of 6	**89-ED-25 Frostburg, 89-ED-29 Crisfield, 89-ED-35 Hancock,** **89-ED-43 Havre de Grace, 89-ED-42 Havre de Grace Bay City Market,** **89-ED-42 Havre de Grace Bay City Market (2folders),** **89-ED-27 Garrett 89-ED-20 St. Mary's, 87-9 ED-36 Rock Hall,** **89-ED-40 Allegany. 89-ED-33 Chestertown WISCO**	

CDBG Stored Records @ Jessup

Boxes CDBG/ ED

1 of 6 Snow Hill SCBG – Inactive Amount of Award – SCBG North Beach – SCBG Fair Hill Training Center SCBG CDBG 90-ED-2 Allegany 89-ED-28 Caroline- Calla Casket Company B-87-DC-24001 Master Program Study - -Small Urban Waterfront Development 90-ED-5 Washington Advance Technology Center 90-CD-6 and 90-ED-6 Delmar 90-ED-3 Charles CDBG proposed Planning Grant Charles County-Tri- County Council	2 of 6 90-ED-4 Aberdeen 90-ED-1- Boone Hotel Town of Boonsboro 90-ED-8 – Federalsburg – Bomarko Infrastructure 90-ED-72 Northeast Maryland Infrastructure 90-ED-12 City of Salisbury Cancelled 2/93 Caroline county Excursion Train Feasibility Study – Withdrawn 910Ed-65 Cecil County Bainbridge Naval Training Center 91-ED-60 Melwood Feasibility Study Charles County 91-ED-63 City of Crisfield Planning
3 of 6 Declined Request 1989-1992	4 of 6 89-ED-45 Denton 89-ED-39 Allegany Downtown Berlin Revitalization 89-ED-5 Boonsboro
5 of 6 Town of Berlin-Business District Study 1991 87-ED-34 Denton 87-CD-18/ 87-ED-31 Pocomoke City 87-CD-25 Sykesville 87-ARC/ED-26 Washington 87-CED-1 Aberdeen 87-ED-29 Crisfield 90-ED-7 Denton	6 of 6 89-ED-25 Frostburg 89-ED-29 Crisfield 89-ED-35 Hancock 89-ED-43 Havre de Grace 89-ED-42 Havre de Grace Bay City Market 89-ED-42 Havre de Grace Bay City Market (2folders) 89-ED-27 Garrett 89-ED-20 St. Mary's 87-9 ED-36 Rock Hall 89-ED-40 Allegany 89-ED-33 Chestertown WISCO

R-21
S- 25 -

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W291	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAILING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 25	NO. OF CU. FT 12
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 12	CDBG Community projects for the year of 1989 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **89-CD-18 North Beach, 89-CD-3 Centreville, 89-CD-8 Kent, 89-CD-37 Salisbury**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 12	**87/89-ED-36 Rock Hall, 89-CD-24 Easton, 89-ED-41 Berlin**	
3 of 12	**89-CD-17 Henderson, 89-ED-28 Caroline, 89-SP-44 Queens Anne**	
4 of 12	**89-CD-2 Berlin,89-ED-45 Denton, 89-CD-10 Somerset**	
5 of 12	**89-SP-21Salisbury, 89-CD-38 St. Mary's, 89-CD-6 Federalsburg, 89-CD-15 East New Market**	
6 of 12	**89-CD-1 Allegany, 89-CD-16 Grantsville, 89-ED-20 St. Mary's**	
7 of 12	**89-ED-42 Havre de Grace, 89-CD-4 Chesapeake, 89-CD-30 Hurlock**	
8 of 12	**89-ED-29 Crisfield, 89-CD-11 Talbot, 89-ED-25 Frostburg**	
9 of 12	**89-SP-22 Sundlerville, 89-ED-26 Boonsboro, 89-CD-31 Snow Hill, 89-ED-33 Chestertown, 89-CD-32 Caroline**	
10 of 12	**89-CD-12 Washington, 89-ED-40 Allegany**	
11 of 12	**89-CD-12 Washington, 89-ED-39 Allegany**	
12 of 12	**89-CD-9 Queens Anne, 89-CD-13 Worcester, 89-ED-35 Hancock, 89-CD-34Galena, 89-ED-27 Garrett**	

DGS550-5 (REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

CDBG Stored Records @ Jessup

Boxes 1989

1 of 1 – Closeout 89-CD-18 – North Beach 89-CD-3 - Centreville 89-CD-8 - Kent 89-CD-37 - Salisbury	1 of 2 – Closeout 87/89-ED-36 – Rock Hall 89-CD-24 - Easton 89-ED-41 - Berlin
1 of 3 – Closeout 89-CD-17 – Henderson 89-ED-28 - Caroline 89-SP-44 - Queens Anne	1 of 4 – Closeout 89-CD-2 – Berlin 89-ED-45 - Denton 89-CD-10 - Somerset
1 of 5 – Closeout 89-SP-21 - Salisbury 89-CD-38 – St. Mary's 89-CD-6 - Federalsburg 89-CD-15 – E. New Market	1 of 6 – Closeout 89-CD-1 - Allegany 89-CD-16 - Grantsville 89-ED-20 – St. Mary's
1 of 7– Closeout 89-ED-42 – Havre de Grace 89-CD-4 - Chesapeake 89-CD-30 - Hurlock	1 of 8 – Closeout 89-ED-29 - Crisfield 89-CD-11 - Talbot 89-ED-25 - Frostburg
1 of 9 – Closeout 89-SP-22 - Sundlerville 89-ED-26 - Boonsboro 89-CD-31 – Snow Hill 89-ED-33 – Chestertown 89-CD-32 - Caroline	1 of 10 – Closeout 89-CD-12 - Washington 89-ED-40 -Allegany
1 of 11– Closeout 89-CD-12 - Washington 89-ED-39 - Allegany	1 of 12 – Closeout 89-CD-9 – Queens Anne 89-CD-13 -Worcester 89-ED-35 - Hancock 89-CD-34 – Galena 89-ED-27- Garrett

R-21
-S-25-

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W292	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAILING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 25-26	NO. OF CU. FT 11
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 11	CDBG Community projects for the year of 1990 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **90-CD-23 Aberdeen, 90-CD-21 Port Deposit, 90-CD-13 Worcester, 90-CD-12 Salisbury**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 11	**90-CD-13 Queen Anne's, 90-CD-22 Queen Anne's, 90-CD-19 Queen Anne's, 90-CD-11 La Plata, 90-CD-2 Boonsboro**	
3 of 11	**90-CD-24 Pittsville, 90-CD-12 Funkstsown, 90-ED-71 Wicomico, 90-ED-6 Delmar, 90-ED-4 Aberdeen**	
4 of 11	**90-ED-70 Greensboro, 90-ED-11 Boonsboro, 90/91-CD-26 Union Bridge, 90-CD-18 Westminster, 90-ED- 5 Washington**	
5 of 11	**90-CD-10 Harford, 90-CD-25 Carroll, 90-ED- 5 Washington, 90-CD-9 Garrett**	
6 of 11	**90-SP-4 Calvert, 90-ED- 7, Denton, 90-CD-3 Charles, 90-CD-20 Kent**	
7 of 11	**90-CD-1 Berlin, 90-CD-14 Salisbury**	
8 of 11	**90-CD-4 Chesapeake Cit, 90-CD-17 Sykesville, 90-ED-2 Allegany**	
9 of 11	**90-CD-12 Oakland, 90-CD-6 Delmar, 90-CD-8 Federalsburg, 90-CD-1 Somerset**	
10 of 11	**90-CD-5 Chestertown**	
11 of 11	**90-ED-72 North East, 90-ED-9 Pocomoke City, 90-ED-10 Pocomoke City**	

DGS550-5 (REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

CDBG Stored Records @ Jessup

Boxes 1990

1 of 1 – Closeout 90-CD-23 – Aberdeen 90-CD-21 - Port Deposit 90-CD-13 - Worcester 90-CD-12 - Salisbury	1 of 2 – Closeout 90-CD-13 – Queen Anne's 90-CD-22 – Queen Anne's 90-CD-19 - Queen Anne's 90-CD-11 – LaPlata 90-CD-2 - Boonsboro
1 of 3 – Closeout 90-CD-24 – Pittsville 90-CD-12 - Funkstsowne 90-ED-71 - Wicomico 90-ED-6 – Delmar 90-ED-4 Aberdeen	1 of 4 – Closeout 90-ED-70 – Greensboro 90-ED-11 - Boonsboro 90/91-CD-26 union Bridge 90-CD-18 - Westminster 90-ED- 5 - Washington
1 of 5 – Closeout 90-CD-10 - Harford 90-CD-25 – Carroll 90-ED- 5 - Washington 90-CD-9 – Garrett	1 of 6 – Closeout 90-SP-4 - Calvert 90-ED- 7 - Denton 90-CD-3 – Charles 90-CD-20 - Kent
1 of 7– Closeout 90-CD-1 – Berlin 90-CD-14 - Salisbury	1 of 8 – Closeout 90-CD-4 – Chesapeake City 90-CD-17 - Sykesville 90-ED-2 - Allegany
1 of 9 – Closeout 90-CD-12 - Oakland 90-CD-6 - Delamr 90-CD-8 – Federalsburg 90-CD-1 – Somerset	1 of 10 – Closeout 90-CD-5 – Chestertown 90-CD-
1 of 11– Closeout 90-ED-72 – North East 90-ED-9 – Pocomoke City 90-ED-10- Pocomoke City	

R-21

(5-25-26 -)

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W293	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAILING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 26	NO. OF CU. FT 10
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 10	CDBG Community projects for the year of 1991consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **91/92-SP-42 Allegany, 91-ED-71 Somerset, 91-CD-11 North East**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 10	**91-CD-9 Garrett, 91-ED-64 Caroline (Cancelled), 91-CD-13 Princess Anne**	
3 of 10	**91-ED-74 Aberdeen, 91-ED-75 Allegany, 91-CD-14 Somerset, 91-ED-63 Crisfield**	
4 of 10	**91-ED-76 Allegany, 91-CD-5 Elkton, 91-CD-2 Berlin**	
5 of 10	**91-CD-4 Centerville, 91-ED-62 Hancock, 91-ED- 73 Carroll, 91/92-CD-30 Harford**	
6 of 10	**91-SP-40 Charles**	
7 of 10	**91-ED-74 Aberdeen, 91-CD-15 Washington**	
8 of 10	**91-CD-65 Cecil, 91-CD-70 Caroline, 91-CD-8 Friendsville, 91-ED-60 Charles, 91-ED-61 Rock Hall**	
9 of 10	**91-CD-3 Cambridge (2), 91-CD-10 Havre de Grace, 91-CD-1 Aberdeen**	
10 of 10	**91-CD-6 Federalsburg, 91-CD-12 Federalsburg**	

CDBG Stored Records @ Jessup

Boxes 1991

1 of 1 – Closeout 91/92-SP-42 – Allegany 91-ED-71 - Somerset 91-CD-11 - North East	1 of 2 – Closeout 91-CD-9 – Garrett 91-ED-64 – Caroline (Cancelled) 91-CD-13 Princess Anne
1 of 3 – Closeout 91-ED-74 – Aberdeen 91-ED-75- Allegany 91-CD-14 - Somerset 91-ED-63 – Crisfield	1 of 4 – Closeout 91-ED-76 – Allegany 91-CD-5 - Elkton 91-CD-2 - Berlin
1 of 5 – Closeout 91-CD-4- Centerville 91-ED-62 – Hancock 91-ED- 73 - Carroll 91/92-CD-30 – Harford	1 of 6 – Closeout 91-SP-40- Charles
1 of 7– Closeout 91-ED-74 – Aberdeen 91-CD-15 - Washington	1 of 8 – Closeout 91-CD-65 – Cecil 91-CD-70 - Caroline 91-CD-8 – Friendsville 91-ED-60 Charles 91-ED-61 Rock Hall
1 of 9 – Closeout 91-CD-3 Cambridge (2) 91-CD-10 - Havre de Grace 91-CD-1 – Aberdeen	1 of 10 – Closeout 91-CD-6 – Federalsburg 91-CD- 12 Federalsburg

R-21
S-26

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W294	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 26-27	NO. OF CU. FT 10
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 10	CDBG Community projects for the year of 1992consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **92-CD-21 Aberdeen, 92-CD-3 Charlestown, 92-CD-1 Westminster, 92-CD-12 Worcester, 92-CD-24 Easton**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 10	**92-CD-20 Salisbury, 92-CD-11 Garrett, 92-CD-28 Galena**	
3 of 10	**92-SP-42 Talbot, 92-ED-76 Princess Anne, 92-CD-13 Kent**	
4 of 10	**92-ED-74 Brunswick, 92-CD-18 Wicomico, 92-CD-72 Dorchester, 92-ED-75 Worcester, 92-CD-16 Princess Anne**	
5 of 10	**92-CD-79 Garrett, 92-CD-14Hancock, 92-CD- 26 Sharpsburg, 92-ED-63 Federalsburg**	
6 of 10	**92-ED-65 Garrett, 92-ED-64 Aberdeen, 92-ED-71Garrett, 92-CD-22 Cecil**	
7 of 10	**92-CD-74 Carroll, 92-CD-15 Hancock, 92-CD-25 Indian Head**	
8 of 10	**92-CD-1Harford, 92-CD-19 Hebron, 92-ED-77Calvert**	
9 of 10	**92-CD-29 Queen Anne, 92-ED-62 Calvert, 92-ED-78 Aberdeen, 92-CD-2 Delmar, 92-ED-60 Somerset**	
10 of 10	**92/93-SP/CD-15 Sharpsburg, 92-SP- 40 Pittsville, 92-ED-61 Somerset, 92-CD-27 Caroline**	

CDBG Stored Records @ Jessup

Boxes 1992

1 of 1 – Closeout 92-CD-21 – Aberdeen 92-CD-3 - Charlestown 92-CD-1 - Westminster 92-CD-12 - Worcester 92-CD-24 - Easton	1 of 2 – Closeout 92-CD-20 – Salisbury 92-CD-11 – Garrett 92-CD-28 - Galena
1 of 3 – Closeout 92-SP-42 – Talbot 92-ED-76- Princess Anne 92-CD-13 - Kent	1 of 4 – Closeout 92-ED-74 – Brunswick 92-CD-18 - Wicomico 92-CD-72 – Dorchester 92-ED-75 – Worcester 92-CD-16 - Princess Anne
1 of 5 – Closeout 92-CD-79- Garrett 92-CD-14 – Hancock 92-CD- 26 - Sharpsburg 92-ED-63 – Federalsburg	1 of 6 – Closeout 92-ED-65- Garrett 92-ED-64 – Aberdeen 92-ED-71 - Garrett 92-CD-22 – Cecil
1 of 7– Closeout 92-CD-74 – Carroll 92-CD-15 – Hancock 92-CD-25- Indian Head	1 of 8 – Closeout 92-CD-1 – Harford 92-CD-19 - Hebron 92-ED-77- Calvert
1 of 9 – Closeout 92-CD-29 Queen Anne 92-ED-62 - Calvert 92-ED-78 – Aberdeen 92-CD-2 – Delmar 92-ED-60 - Somerset	1 of 10 – Closeout 92/93-SP/CD-15 – Sharpsburg 92-SP- 40- Pittsville 92-ED-61 Somerset 92-CD-27 Caroline

R-21
S-26-27

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W295	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06:13
C. MAILING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 27	NO. OF CU. FT 9
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 9	CDBG Community projects for the year of 1993 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **93-CD-24 Wicomico, 93-CD-44 Port Deposit**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 9	**93-CD-2 Worcester, 93-CD-4 Charles, 93-CD-11 Lonaconing, 93-SP-41 Greensboro, 93-CD-20 Charles**	
3 of 9	**93/94-SP-45 Carroll, 93-CD-14Garrett, 93-SP-42 St. Michaels, 93-SP-44 Salisbury**	
4 of 9	**93-CD-21 Washington, 93-SP-43 Denton, 93-ED-12 Washington, 93-ED-17 Washington**	
5 of 9	**93-CD-19 Chesapeake, 93-CD-18 Friendsville, 93-SP- 40 Caroline, 93-CD-3 Washington**	
6 of 9	**93-ED-70 Frederick, 93-CD-16 St. Mary's**	
7 of 9	**93-ED-71 Wicomico, 93-CD-13 Pocomoke City, 93-ED-73 Port Deposit, 93-SP-41Greensboro**	
8 of 9	**93-CD-25 Friendsville, 93-CD-40 Denton**	
9 of 9	**93-CD-1 Grantsville, 93-CD-12 Allegany, 93-CD-22 Grantsville, 93-CD-23 Delmar**	

CDBG Stored Records @ Jessup

Boxes 1993

1 of 1 – Closeout 93-CD-24– Wicomico 93-CD-44 – Port	1 of 2 – Closeout 93-CD-2 – Worcester 93-CD-4 – Charles 93-CD-11 – Lonaconing 93-SP-41 – Greensboro 93-CD-20 - Charles
1 of 3 – Closeout 93/94-SP-45 – Carroll 93-CD-14- Garrett 93-SP-42 - St. Michaels 93-SP-44 - Salisbury	1 of 4 – Closeout 93-CD-21 – Washington 93-SP-43 - Denton 93-ED-12 – Washington 93-ED-17 – Washington
1 of 5 – Closeout 93-CD-19- Chesapeake 93-CD-18 – Friendsville 93-SP- 40 - Caroline 93-CD-3 – Washington	1 of 6 – Closeout 93-ED-70- Frederick 93-CD-16 – St. Mary's
1 of 7– Closeout 93-ED-71 – Wicomico 93-CD-13 – Pocomoke City 93-ED-73- Port Deposit 93-SP-41- Greensboro	1 of 8 – Closeout 93-CD-25 – Friendsville 93-CD-40 - Denton
1 of 9 – Closeout 93-CD-1 Grantsville 93-CD-12 - Allegany 93-CD-22 – Grantsville 93-CD-23 – Delmar	

R-21
S-27

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Housing and Community Development	ACCESSION NO. 06W296	DATE REC'D 11-8-05
B.. DIVISION/UNIT Neighborhood Revitalization		RM CODE 06.13
C. MAILING ADDRESS 100 Community Place Crownsville, Maryland 21032	LOCATION RANGE 42 SECTION(S) 35	NO. OF CU. FT 13
D. PHONE NO. 410-514-7094	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. Crystal W. Davenport	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 13	CDBG Community projects for the year of 1994 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **94-CD-33A Worcester, 94-CD-6 Pocomoke City, 94-ED-60 Taneytown, 94-CD-2 East New Market**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 13	**94-CD-2 Worcester, 94-CD-4 Charles, 94-CD-11 Lonaconing, 94-SP-41 Greensboro, 94-CD-20 Charles**	
3 of 13	**94-ED-74 Somerset, 94-CD-4 Salisbury, 94-CD-13 Calvert**	
4 of 13	**94-CD-1 Aberdeen, 94-ED-75 Washington, 94-CD-30A Somerset, 94-CD-17A Delmar**	
5 of 13	**94-CD-29 Somerset, 94-SP- 40 Queen Anne's, 94-SP-18A Delmar, 94-CD-32A Wicomico, 94-CD-24A Howard**	
6 of 13	**94-CD-19 Frederick, 94-CD-5A Funkstown, 94-CD-22 Harford, 4-ED-61 Garrett**	
7 of 13	**94-CD-34A St. Mary's, 94-CD-12 Allegany, 94-CD-73 St. Michael's, 94-CD-23 Howard**	
8 of 13	**94-ED-70 Somerset, 94-CD-25A Howard, 94-CD-36A Fruitland, 94-SP-47A Wicomico**	
9 of 13	**94-ED-73 Cecil, 94-ED-71 St. Mary's, 94-CD-16 College Park**	
10 of 13	**94-CD-8 Garrett, 94-CD-11A Allegany, 94-SP-46 Crisfield**	
11 of 13	**94-CD-35A Garrett, 94-CD-27A North Beach**	
12 of 13	**94-CD-7 Cambridge, 94-CD-9 Friendsville, 94-CD-26 Lonaconing, 94-ED-71 St. Mary's**	
13 of 13	**94-CD-3 Hebron, 94-CD-20 Frostburg, 94-ED-76 Allegany, 94-CD-31 Talbot**	

CDBG Stored Records @ Jessup

Boxes 1994

1 of 1 – Closeout 94-CD-33A– Worcester 94-CD-6– Pocomoke City 94-ED-60 – Taneytown 94-CD-2 – East New market	1 of 2 – Closeout 94-CD-2 – Worcester 94-CD-4 – Charles 94-CD-11 – Lonaconing 94-SP-41 – Greensboro 94-CD-20 - Charles
1 of 3 – Closeout 94-ED-74 – Somerset 94-CD-4- Salisbury 94-CD-13 - Calvert	1 of 4 – Closeout 94-CD-1 – Aberdeen 94-ED-75 - Washington 94-CD-30A – Somerset 94-CD-17A – Delmar
1 of 5 – Closeout 94-CD-29 - Somerset 94-SP- 40 – Queen Anne's 94-SP-18A – Delmar 94-CD-32A – Wicomico 94-CD-24A -Howard	1 of 6 – Closeout 94-CD-19- Frederick 94-CD-5A – Funkstown 94-CD-22 – Harford 94-ED-61 Garrett
1 of 7– Closeout 94-CD-34A – St. Mary's 94-CD-12 – Allegany 94-CD-73- St. Michaels 94-CD-23- Howard	1 of 8 – Closeout 94-ED-70 – Somerset 94-CD-25A – Howard 94-CD-36A - Fruitland 94-SP-47A - Wicomico
1 of 9 – Closeout 94-ED-73 Cecil 94-ED-71 - St. Mary's 94-CD-16 – College Park	1 of 10 – Closeout 94-CD-8 Garrett 94-CD-11A - Allegany 94-SP-46 – Crisfield
1 of 11 – Closeout 94-CD-35A Garrett 94-CD-27A - North Beach	1 of 12– Closeout 94-CD-7 - Cambridge 94-CD-9 - Friendsville 94-CD-26 – Lonaconing 94-ED-71 – St. Mary's
1 of 13– Closeout 94-CD-3– Hebron 94-CD-20– Frostburg 94-ED-76 – Allegany 94-CD-31 – Talbot	

R-42
S-35

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W297	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 27	NO. OF CU. FT 2
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 2	HUD CDBG 107 Technical Assistance project Grant files From Department of Economic Development which they have funded and consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 2	HUD CDBG 107 Technical Assistance project Grant files	

DGS550-5 (REV.12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

CDBG Stored Records @ Jessup

1 of 2 HUD CDBG 107 Technical Assistance Grant	2 of 2 HUD CDBG 107 Technical Assistance Grant

R-21

S-27

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. **Department of Housing and Community Development**	ACCESSION NO. 06W298	DATE REC'D 11-8-05
B.. DIVISION/UNIT **Neighborhood Revitalization**		RM CODE 06.13
C. MAIL.ING ADDRESS **100 Community Place** **Crownsville, Maryland 21032**	LOCATION RANGE 21 SECTION(S) 27-28	NO. OF CU. FT 9
D. PHONE NO. **410-514-7094**	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL. **Crystal W. Davenport**	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1 of 9	CDBG Community projects for the year of 1996 consist of Reader files, copies of outgoing letters, original incoming letters, grant applications, grant agreements, copies of monitoring reports, information related to acquisition, relocation and environmental issues: **96-CD-23 Taneytown, 96-CD-31 Henderson, 96-ED-26 Havre de Grace**	**Schedule No.: 2370** **Item No.: 2** **Disposal Date: January 2009**
2 of 9	**96-CD-13 Howard, 96-CD-15 Howard, 96-ED-71 Frederick, 96-CD-14 Mountain. Lake Park**	
3 of 9	**96-ED-70 Wicomico, 96-CD-24 Boonsboro, 96-CD-1Easton**	
4 of 9	**96-CD-22 Carroll, 96-CD-25 Somerset, 96-CD-20 Somerset, 96-CD-27 Pocomoke City**	
5 of 9	**96-CD-17 Indian Head, 96-CD-26 Chestertown, 96-CD-18A Somerset**	
6 of 9	**96-CD-11Oakland, 96-ED-72 Washington**	
7 of 9	**96-CD-4Cambridge, 96-CD-30 Cambridge, 96-CD-21 Frostburg, 96-CD-29 Cambridge, 96-CD-34 Caroline**	
8 of 9	**96-CD-3 Calvert, 96-CD-19 Queen Anne's, 96-CD-16 Harford, 96-CD-34 Caroline**	
9 of 9	**96-CD-73 Frederick, 96-CD-12A Harford, 96-CD-33 Garrett**	

CDBG Stored Records @ Jessup

Boxes 1996

1 of 9 – Closeout 96-CD-23– Taneytown 96-CD-31– Henderson 96-ED-26 – Havre de Grace	2 of 9 – Closeout 96-CD-13 – Howard 96-CD-15 – Howard 96-ED-71 – Frederick 96-CD-14 – Mountain. Lake Park
3of 9 – Closeout 96-ED-70 – Wicomico 96-CD-24- Boonsboro 96-CD-1 - Easton	4 of 9 – Closeout 96-CD-22 – Carroll 96-CD-25 - Somerset 96-CD-20- Somerset 96-CD-27 – Pocomoke City
5 of 9 – Closeout 96-CD-17 – Indian Head 96-CD-26 – Chestertown 96-CD-18A –Somerset	6 of 9 – Closeout 96-CD-11- Oakland 96-ED-72 Washington
7 of 9– Closeout 96-CD-4 – Cambridge 96-CD-30 – Cambridge 96-CD-21- Frostburg 96-CD-29- Cambridge 96-CD-34 Caroline	8 of 9 – Closeout 96-CD-3 – Calvert 96-CD-19 – Queen Anne's 96-CD-16 - Harford 96-CD-34 - Caroline
9of 9 – Closeout 96-CD-73 Frederick 96-CD-12A - Harford 96-CD-33 – Garrett	

R-21
S-27-28