

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

1) AGENCY CODE 36.01.01 <i>07.03.02</i>	ACCESSION NO <i>86W622</i>	DATE REC'D <i>4-28-86</i>
2) AGENCY MSDE	LOCATION RANGE <i>2954</i> SECTIONS <i>#15</i>	
3) DIVISION/UNIT C & A <i>Certification + Accreditation</i>		
4) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	NO. OF CU. FT. <i>3</i>	
5) AGENCY OFFICIAL Beverly J. Malnar	PHONE NO 659-2142	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	AGE GROUP EXPIRATION DATE	
1 A-Z	1932-1936 1981	Schedule #658 <i>1986</i> Item #1-4 Retain applications until 2009 <i>Jan.</i>
<i>2</i> A-Z	1932-1936 1982	
<i>3</i> A-Z	1932-1936 1983	

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 36.01.01	 07.03.02	ACCESSION NO 88W1368	DATE REC'D 6-17-88
b) AGENCY MSDE		LOCATION - RANGE 14	SECTION(S) 5
c) DIVISION/UNIT Certification and Accreditation C & A		NO. OF CU. FT. 2	
j) MAILING ADDRESS 200 West Baltimore Rd. Baltimore, Md. 21201		RECORDS CENTER MANAGER	
i) AGENCY OFFICIAL Dorothy J. Malnar	PHONE NO. 333 2511	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 A-Z		AGE GROUP 1932 - 1936	EXPIRATION DATE 1984
2 A-Z		1932 - 1936	1985
			1/2009 1988 Sch. # 658 Item #4 Disposal Cpl

R-14

S-5

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 CODE 36.01.01	07.03.02	ACCESSION NO 89W802	DATE REC'D 2-14-89
b) AGENCY MSDE	LOCATION - RANGE 26 ✓ 24		NO. OF CU. FT. 1
c) DIVISION/UNIT C & A			
d) MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL BEVERLY J. MALNAR	PHONE NO. 333-2511	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 A-Z	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">AGE GROUP</td> <td style="width: 50%; text-align: center;">EXPIRATION DATE</td> </tr> <tr> <td style="text-align: center;">1932-1936</td> <td style="text-align: center;">1986</td> </tr> </table>	AGE GROUP	EXPIRATION DATE	1932-1936	1986	Schedule # 658 1988 Item # 1 Retain Applications until 1/2009
AGE GROUP	EXPIRATION DATE					
1932-1936	1986					

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84-6-68018
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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

1. AGENCY CODE 36.01.01		07.03.02		ACCESSION NO. 89W1119	DATE RECD 5-2-89
2. AGENCY MSDE					
3. DIVISION/UNIT C & A		LOCATION - RANGE 43	SECTION NO. 9	NO. OF COPIES 1	
4. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		RECORDS CENTER MANAGER			
5. AGENCY OFFICIAL BEVERLY J. MALNAR		PHONE NO. 333-2511		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 A-Z	<p>Non Public Files</p> <table border="0"> <tr> <td>AGE GROUP</td> <td>EXPIRATION DATE</td> </tr> <tr> <td>1932-1936</td> <td>Misc Dates</td> </tr> </table>	AGE GROUP	EXPIRATION DATE	1932-1936	Misc Dates	<p>Schedule #638 1988</p> <p>Item #24</p> <p>Retain Applications until</p> <p>1/2009</p>
AGE GROUP	EXPIRATION DATE					
1932-1936	Misc Dates					

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3 Empties

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13-60 PHNAPS

1-1 P-EP

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 CODE 36.01.01 07.03.02		ACCESSION NO. 92W92	DATE REC'D 8-2-91
b) AGENCY MSDE		LOCATION - RANGE SECTION(S) NO. OF CU. FT. 10 9 1	
c) DIVISION/UNIT C & A			
d) MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL BEVERLY J. MALNAR		PHONE NO. 333-2511	
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 A-Z	Age Group 1932-1936	Expiration Date 1987	
		SCHEDULE #658 1988 ITEM #24 Retain applications until 1/2009 Disposal cpl	

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Department of Education		ACCESSION NO. 92W877	DATE REC'D 2-7-92
B. DIVISION/UNIT Certification and Accreditation		LOCATION RANGE SECTION(S) 123 ✓ 19	RM CODE 07.03.02
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		NO. OF CU. FT. 1	
D. PHONE NO. (410) 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Beverly J. Malnar		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 - A-Z	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Age Group 1932-36 Expiration Date 1988	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # 658 1988 Item # 1 of Retain Applications Until 1/2009	

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO. 93W1356	DATE REC'D 4-28-93
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 114 ✓ 20	NO. OF CU. FT. 2
D. PHONE NO. 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BEVERLY J. MALNAR		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-A-J 2-K-Z	Age Group 1932-1936 Expiration Date 1989	Schedule #658-1998 Item #14 Retain Applications until 1/2009

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Research, Evaluation and
Statistical Services Branch
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT MSDE			RM CODE
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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	
±3 A-Z	LOT "A" AGE GROUPS 1925-1936 MISCELLANEOUS DATES	SCHEDULE #658 ITEM #1 RETAIN UNTIL 1/2009	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT MSDE			RM CODE
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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
± 4 A-W	LOT "B" AGE GROUPS 1925-1936 MISCELLANEOUS DATES	SCHEDULE #658 ITEM #1 RETAIN UNTIL 1/2009

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO. 99W589	DATE REC'D 2-25-99
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 40 ✓ 29	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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-A-H 2-J-Z	Age Group 1932-1936 Expiration Date 1991	¹⁹⁹⁹ Schedule # 658 1994 Item # 4 Retain until 1/2009

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10-26-50 183-1119

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO. 99W596	DATE REC'D 2-25-99
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 40 ✓ 29	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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-A-L 2-M-Z	Age Group 1932-1936 Expiration Date 1992	¹⁹⁸⁸ Schedule # 658 1997 Item # 1 4 Retain until 1/2009

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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. 36.01.01		ACCESSION NO. 99W603	DATE REC'D 2-25-99
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 40 ✓ 29	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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 1 A - NEWITT, C.P.	AGE GROUP : 1932-1936 EXPIRATION DATE 1994	¹⁹⁸⁸ SCHEDULE #658 ### ITEM #1 ⁴ RETAIN UNTIL 1/2009
BOX 2 PAIGE, D TO Z		

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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. 36.01.01		ACCESSION NO. 99W612	DATE REC'D 2-25-99
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 40 ✓ 29	NO. OF CU. FT. 3
D. PHONE NO. (410) 767-0420		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JANET MARSH/RUTH JOHNSON		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 1 A - JONES, A.	AGE GROUP 1932-1936 EXPIRATION DATE 1995	¹⁹⁸⁹ SCHEDULE #658 ¹⁹⁹⁴ ITEM #14 RETAIN UNTIL 1/2009
BOX 2 JONES, J. A. TO S		
BOX 3 T - Z		

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2 Empty

ST. JAMES
ST. JAMES

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

07.15.01

A. AGENCY 1. MSDE DEPARTMENT OF HUMAN RESOURCES		ACCESSION NO. 05W1913	DATE REC'D 3-15-05
B. DIVISION/UNIT CHILD CARE ADMINISTRATION REG. XI			RM CODE 07.15.01 14-06-03
C. MAILING ADDRESS 413 W. BEL AIR AVENUE ABERDEEN, MD 21001		LOCATION RANGE SECTION(S) 5 18	NO. OF CU. FT. 7
D. PHONE NO. 410-272-5358		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GARY KOSYJANA		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
1,2,3,4,5 6,7	FAMILY DAY CARE REGISTRATION RECORDS 01/2003 through 12/2003	1778-21 01/2009 <i>Disposal CPL</i>

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3-18-53
10-18-53

02-18-53

7-18-53

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

07.15.03

A. AGENCY 1. Dept. of Human Resources <i>MSDE</i>		ACCESSION NO. <i>05W684</i>	DATE REC'D <i>12-21-04</i>
B. DIVISION/UNIT Child Care Administration			RM CODE 07.15.03 <i>14.06.07</i>
C. MAILING ADDRESS 3300 N. Ridge Rd., Suite 190 Ellicott City, MD 21043		LOCATION RANGE SECTION(S) <i>7 7</i>	NO. OF CU. FT. <i>7</i>
D. PHONE NO. 410-750-8771		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara McCready, Acting Regional 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
<i>1</i>	<i>FCC Closed Files 1/03 - 12/03 (A + B)</i>	1278 1205, 21 <i>Jan. 2009</i>
<i>2</i>	<i>FCC Closed Files 1/03 - 12/03 (C - E)</i>	1205, 21 <i>Jan. 2009</i>
<i>3</i>	<i>FCC Closed Files 1/03 - 12/03 (F - I)</i>	1205, 21 <i>Jan. 2009</i>
<i>4</i>	<i>FCC Closed Files 1/03 - 12/03 (J - M)</i>	1205, 21 <i>Jan. 2009</i>
<i>5</i>	<i>FCC Closed Files 1/03 - 12/03 (N - R)</i>	1205, 21 <i>Jan. 2009</i>
<i>6</i>	<i>FCC Closed Files 1/03 - 12/03 (S - U)</i>	1205, 21 <i>Jan. 2009</i>
<i>7</i>	<i>FCC Closed Files 1/03 - 12/03 (V - Z)</i>	1205, 21 <i>Jan. 2009</i>
		<i>Disposal</i> <i>cpr</i>

07.15.05	MSDE	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		
	Child Care Administration Reg IV		
	Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W879	FCC Closed Files	1778	21	2003	17	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title
-------------------------------------	--

June 30, 2009
Date

E

RECORDS TRANSMITTAL AND RECEIPT

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

07.15.05

AGENCY DEPARTMENT OF HUMAN RESOURCES MSDE		ACCESSION NO: 04W879		DATE RECD 5-5-04	
DIVISION/UNIT CHILD CARE ADMINISTRATION Region IV		LOCATION RANGE: 13 SECTION(S): 19		RM CODE 14-06-08	
MAILING ADDRESS 807 Brightseat Road Landover, MD 20785		RECORDS CENTER MANAGER		NO OF CU FT 17	
PHONE NO. (301)333-6946					
AGENCY OFFICIAL Evelyn Adebisi/Kimberly Chambers		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

QUANTITIES	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NUMBER DISPOSAL DATE
17 28 - 44	1/2003 - 12/2003 CLOSED FAMILY CHILD CARE RECORDS	1778: 1/2008 1778: 1/2009 1778: Item # 21 1778: 1778: Disposal 1778: Cpl 1778: 1778: 1778: 1778: 1778: 1778: 1778: 1778: 1778: 1778: 1778: 1778:

07.15.07	MSDE
Reporting Agency	
Child Care Administration	
Division or Unit	

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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W879	Case Records	1778	21	2003	12	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

I hereby certify that the records listed above were disposed of as indicated.
Charlie P Lopez Records Center Manager
Signature Title

June 30, 2009
Date

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

07.15.07

A. AGENCY 1. DEPARTMENT OF HUMAN RESOURCES MSDE		ACCESSION NO. 05W669	DATE REC'D 12-20-04
B. DIVISION/UNIT CHILD CARE ADMINISTRATION			FM CODE 14-06-04
C. MAILING ADDRESS : 51 MONROE PLACE STE.#200 ROCKVILLE, MD. 20850 311 WEST SARATOGA STREET BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 40 ✓ 22	NO. OF CU. FT. 12
D. PHONE NO. (410) 767-7799		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL LATANYA MCEACHIN		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	ADVENTURE CENTER - YMCA @ CALVERTON (2003) CASE RECORDS	1778: ITEM #21
#2	ADETOSOYE, O. -BOADI, E. (2003) CASE RECORDS	1778: JAN. 2009
#3	BOBBITT, M. - CONTRERAS, J. (2003) CASE RECORDS	1778:
#4	CONWAY, D. - DIEGUEZ, A. (2003) CASE RECORDS	1778:
#5	DIN, Z. - GOODMAN, C. (2003) CASE REOCRDS	1778:
#6	GOODMAN, K. - HENRY, M. (2003) CASE RECORDS	1778:
#7	MERALAL, P. - KEISTER, J. (2003) CASE RECORDS	1778:
#8	LAMB, C. - MUIR, P. (2003) CASE RECORDS	1778:
#9	MULRAN, J. - REYES, R. (2003) CASE RECORDS	1778:
#10	RIALLI, S. - SERRANO, Z. (2003) CASE RECORDS	1778:
#11	SHAFFER, E. - TRIGO, A. (2003) CASE RECORDS	1778:
#12	TULLOCH, H. - ZABLOCKI, K. (2003) CASE RECORDS	1778:

08.01	DBED	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			
Financing Programs, Accounting & Administration			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
05W119 3	MIDFA Credit Files	2203	1	1981-2001	86	1/2009	Recycle
07W593	Finance Programs- FPAA Cash Receipts	2203	5	2000-2003	8	1/2009	Recycle
07W594	Finance Programs- Closed Credit Files	2203	1	1988-1992	2	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

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

Charlie P Lopez

Records Center Manager

Signature

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: 410-799-1379)

Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 05W1193	Date Rec'd 5-5-05
B. Division/Unit Financing Programs Accounting and Administration Mary C. Stafford 410-767-6349		Location Range Section(s) 49 ✓ 5-7	RM Code 08.01
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202			No. Of Cu. FT. 86
C. Phone No. 410-767-2202		Records Center Manager	
A. Agency Official - Tim La Valle For:		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	BOX 2004-1 MIDFA MIDFA CREDIT FILES PARKS LLC (PARKS SAUSAGE PD 7/99) POULET - SAU	2203 - 1 - 1/1/09	
2	BOX 2004-2 MIDFA GEORGETOWN BAKERY/ DONUT DELIGHT PD 3/99 DAYHOFF PAID 4/99	2203 - 1 - 1/1/09	
3	BOX 2004-3 MIDFA GEORGE W. KING SAU PD 3/99	2203 - 1 - 1/1/09	
4	BOX 204-4 MIDFA ATA DEFENSE - SAU CLAIM PAID 11/99	2203 - 1 - 1/1/09	
5	BOX 2004-5 MIDFA LAPARIESENNE PD 11/97 PIER 6 CONCERT 11/94	2203 - 1 - 1/1/09	
6	BOX 2004-6 MIDFA MLS ALL FRIEGHT- SAU 11/98 ALL FRIEGHT DISTRIBUTORS- SAU NUTTER FUNERAL HOME-SAU PD 2/98	2203 - 1 - 1/1/09	
7	BOX 2004-7 MIDFA QUARTERLY MAILINGS SEPT 1998 - SEPT 1999	2203 - 1 - 1/1/09	
8	BOX 2004-8 MIDFA QUARTERLY MAILINGS Dec1999 - SEPT 2000	2203 - 1 - 1/1/09	

BOX 2004-9 2203 - 1 - 1/1/09

MIDFA QUARTERLY MAILINGS
December 2000

BOX 2004-10 MIDFA 2203 - 1 - 1/1/09
MIDFA RESOLUTIONS JUNE 1985- DEC. 1990

BOX 2004-11 2203 - 1 - 1/1/09
CHASE BREXTON-1999
COMPREHENSIVE

BOX 2004-12 MIDFA 2203 - 1 - 1/1/09

ELITE SPICE

BOX 2004-13 MIDFA 2203 - 1 - 1/1/09
GARLAND'S GARDEN PAID 1999
PHILLIPS FOODS
PRINCESS ANNE FOODS

BOX 2004-14 MIDFA 2203 - 1 - 1/1/09

Hagerstown Neighborcare
The Barrie School
World Links

Box 2004-15 Sunny Day 2203 - 1 - 1/1/09

ART LITHO
BALLY'S
RITE AID

Box 2004-16 2203 - 1 - 1/1/09

MEDAAF/MICRF
PG COUNTY - BERETTA

Box 2004-17 2203 - 1 - 1/1/09
MEDAAF/CFG CREDIT FILES 2004/98-

CAROLINE COUNTY \$470,380 6/16/1981
CAROLINE COUNTY FEDERALSBURG \$288,000
CECIL COUNTY JOHNSON CONTROLS
MEDCO/ADHERON/OCEANIX BIOSCIENCES
WASHINGTON COUNTY -NEWGATE (3 ACCOUNTS)

Box 2004-18 2203 - 1 - 1/1/09
MEDAAF/MICRF
C. R. DANIELS CORP.
CIENA
CARROL INDUSTRIAL DEVELOPMENT GROUP
ROCKLAND INDUSTRIES/City of Baltimore
TENAX CORPORATION/City of Baltimore

Box 2004-19 2203 - 1 - 1/1/09
MEDAAF/1997
MT. AIRY PLANTATION PG. CO.
SETON BUSINESS PARK

Box 2004-20 2203 - 1 - 1/1/09
CONTINENTAL PLASTICS-FORGIVEN 1999
SUNBEAM -GRANT REPAID

Box 2004-21 2203 - 1 - 1/1/09
MEDAAF/1997
FEDERALSBURG-BOMARKO
LAFRANCE-
GARRETT MINING
BERYL BRIDGE
CITY OF FREDERICK-GROVE STADIUM

Box 2004-22 2203 - 1 - 1/1/09
MEDAAF/CFG CREDIT FILES 2004/99-
CALVERT COUNTY INDUSTRIAL PARK AUTHORITY #813904 PAID
CAROLINE COUNTY DELSY LUGGAGE
TAKOMA PARK -NORTON PD 1/12/98

MSBDFA 2004-23 2203 - 1 - 1/1/09
AXES CORPORATION
B.L. SEAMON PD1999
COOKIE OCCASIONS

MSBDFA 2004-24 2203 - 1 - 1/1/09
CRITICAL LINK PD 2000
ENVIRONMENTAL
ENGINE PERFORMANCE

MSBDFA 2004-25 2203 - 1 - 1/1/09
EVA INTERNATIONAL
FAST FRAME
FORNEY PARCEL

MSBDFA 2004-26 2203 - 1 - 1/1/09
ALLEN & SHARIFF

MSBDFA 2004-27 2203 - 1 - 1/1/09
BRIGHT LIGHT SHINE CLEANING CO. SURETY
IMAGING MAILING SERVICES
P & J CONTRACTING GTY
SUE ANNE'S OFFICE SUPPLY GTY

MSBDFA 2004-28 2203 - 1 - 1/1/09
K & K ADAMS
LEVTRAN ENTERPRISES
IRIS GROUP
J. W. MURPHY
J. W. BROWN CONSTRUCTION

MSBDFA 2004-29

2203 - 1 - 1/1/09

BRUNSWICK FAMILY VISION -GTY
DUBOIS CONSTRUCTION -CF
MELCHOIR FAMILY HEALTH
SCOTT L. DREWER & Son SURETY
UNION TECHNOLOGIES- CFL

MSBDFA 2004-30

2203 - 1 - 1/1/09

PATRIARCH INCORPORATED 2231GL
SCIENTIFIC & ENGINEERING SOLUTIONS 2242GL
SIR SPEEDY 4049 E

MSBDFA 2004-31

2203 - 1 - 1/1/09

ICETECH, INC.
FERGUSON & RAMEY ELECTRICAL
KEENE CUT LAWN
PROTOLEX, LLC

MSBDFA 2004-32

2203 - 1 - 1/1/09

TELE-TECTOR 1997 files

MSBDFA 2004-33

2203 - 1 - 1/1/09

THE TIDEWATER GROUP

MSBDFA 2004-34

2203 - 1 - 1/1/09

Capitol City Brewing
Collection & Recovery
META Solutions

MSBDFA 2004-35

2203 - 1 - 1/1/09

AWOSCO
APPARATUS REPAID
ALL SEASONS CONTROL

MSBDFA 2004-36

2203 - 1 - 1/1/09

G. COOPER CONSTRUCTION SURETY 2000
GLENN COOPER CONSTRUCTION
& MAINTENANCE

MSBDFA 2004-37

2203 - 1 - 1/1/09

CLASSIC LANDSCAPING SURETY 2000
ELITE ELECTRIC IT
GENCOM LLC CONTRACT FINANCE
WAYNE DRYWALL GTY IT

MSBDF A 2004-38

2203 - 1 - 1/1/09

JOHN MICHAEL AUTO SALES
MICHAEL BARRON/DUNKIN DONUTS

MSBDF A 2004-39

2203 - 1 - 1/1/09

WE TEACH & TUTOR
JOHNSON CONTRACTORS
DUNCAN & DUNCAN
PONDEROSA
TELECOMMUNICATIONS 1996
TRI-STAR C/D RELEASE

MEDAAF/2004-40

2203 - 1 - 1/1/09

ALCORE, INC. MEDAAF PD 1991
ALCORE, INC. MIDFA PD 1991
TUCHENHAGEN MEDAAF PAID

MEDAAF/2004-41

2203 - 1 - 1/1/09

CRISPLANT -FREDERICK CITY FORGIVEN6/2000
ELLIS HOME FURNISHINGS PD
FILA SPORTS FORGIVEN 2001

MEDAAF/2004-42

2203 - 1 - 1/1/09

BECHTEL POWER CORP
BUCHMAN OPTICAL/GARRETT
CHESAPEAKE APPRAISAL
FIDELITY & GUARANTY LIFE
GARRETT CONTAINER
GARRETT SHELL \$135,000

BOX 2004—43

2203 - 1 - 1/1/09

Rescinded

AMM CORPORATION 7/02
AMERITRADE HOLDING CORP.
AMISYS MANAGED CARE
AMTOTE INT'L. 1989
ARAMARK

BOX 2004—44

Disposal Date 1/1/2009

RESCINDED/WITHDRAWN

BATA SHOE
BELL ATLANTIC MOBIL/CELLCO 6/99
CELARA GENOMICS
CHESAPEAKE PHOTO ENGRAVINGS 1998
CONTAINER PARTS CORVIS
COSMETIC CENTER
EMERSON BAIR 1998

BOX 2004—45

MIDFA/MEDAAF-RESCINDED/WITHDRAWN

Disposal Date 1/1/2009

GONE FISHING 1997
HENLEY TRANSPORTATION 1997
INGRAM BOOK GROUP 2001
INTELLIVAX/ID BIOMEDICAL 2001
KESSLER INTERNATIONAL -1998 DECLINED
MAIL MARKETING 1998
MERCHANTEER 4/2000
NATIONAL MICROGRAPHICS 1997
OMEGA
P. T. O'Malley 2000
SAILING SPECIALTIES, INC. 1998
SWEETLAKE FARM LLC 1999
TELECOMMUNICATIONS SYSTEM (TCS) 1997
TIBO TEC 2001
TRANSTECH 2001
VOLLEYBALL AMERICAN 1998

Box 2004-46

Disposal Date 1/1/2009

MIDFA/MEDAAF-RESCINDED/WITHDRAWN
ALL PRO PACKAGING 3/98
CHECK GALLERY 1999
BIO CORE 2001
CENTER Force Technologies 1997
CRESSTALE LTD 1998
COSMETIC CENTER
COUNTY SEAT 1999
CUMMINS OYSTER 1997
DIGICON CORP. 1996

Box 2004-47

Disposal Date 1/1/2009

MEDAAF-Sunny Day/MEDAAF RESCINDED/WITHDRAWN
Trans-Tech \$1.8 Sunny Day 1996
Triton Services, Inc. MILA 1997
Watson Wyatt Sunny Day 1997
Wells Fargo MEDAAF 2003

BOX 2004-48

Disposal Date 1/1/2009

GOOD SAMARITAN
GMD INTERNATIONAL CONSTRUCTION
MICHAEL STAHLNECKER 2001

MIDFA 2004-49

Disposal Date 1/1/2009

C & C INDUSTRIES
CLARK'S SUPERMARKETS

MIDFA 2004-50

Disposal Date 1/1/2009

Frederick Brewing Claim Paid 1999
Ned Chartering Paid 1999

BOX 2004- 51

Disposal Date 1/1/2009

American Lung Association 1997
Americom Group 1999 MICRF
Bata Shoe 1998
Caelum Research Corp 1998
Collington Episcopal Church MIDFA Bond
Metro Traffic 1997
MidAtlantic Medical Services 1997 PWQ
Moran Project
MRA Systems Sunny Day 1999
SoftMed Systems 2001

BOX 2004- 52
MEDAAF
SAFEWAY -FORGIVEN
SOURCE ONE- PAID 1999
Wicomico County US AIR - PIEDMONT

Disposal Date 1/1/2009

BOX- 2004-53
MEDAAF/SD
MARTIN MARIETTA SUNNY DAY GRANT 1999
VARTTA-CARROLL COUNTY MICRF 2000

Disposal Date 1/1/2009

BOX 2004-54
MEDAAF/
ROHR, INC. SUNNY DAY AND MICRF PAID 1999
T. ROWE PRICE ASSOCIATES- FORGIVEN
TRANSWHEEL MEAF PAID 1999

Disposal Date 1/1/2009

BOX 2004-55
MEDAAF/
SHERWIN-WILLIAMS -CITY OF CRISFIELD 2001 FORGIVEN
GTS DURATEK/HOWARD COUNTY FORGIVEN 2001

Disposal Date 1/1/2009

BOX 2004-56
MEDAAF
MARKEL/Caroline County PAID 1997

Disposal Date 1/1/2009

BOX 2004-57
MIDFA
GENETIC THERAPY 1999
GRANITE CANYON/ NICHOLSON PRECISION 4/01

Disposal Date 1/1/2009

BOX 2004-58
BRITLEY DAY CARE 3016S;2028D;3056S
SOLOMONS DAY CARE PAID 12/27/2001
WINDSOR CHILD CARE RC
JOY IN LEARNING-GLEN BURNIE
JOY IN LEARNING -ARNOLD
JOY IN LEARNING INC.

Disposal Date 1/1/2009

BOX 2004 -59
MIDFA
MICROWAVE SPECIALTIES 2001

Disposal Date 1/1/2009

BOX 2004-60 MIDFA
SOUTHERN GALVANIZING
WARD FOUNDATION PD 6/30/2000
BOX 2004-61 MIDFA

Disposal Date 1/1/2009

Disposal Date 1/1/2009

A. W. INDUSTRIES/AMERICAN WHOLESALERS IT 9/92
BALTIMORE SCRAP IT 9/00

Box 2004-62
MIDFA
SAVAGE MILL Paid 2001

Disposal Date 1/1/2009

Box 2004-63
MIDFA WD/RC
CODEON 2001
ENTRE MED 2000
Gallo Institute for Human Virology

Disposal Date 1/1/2009

Box 2004-64
MIDFA
AMERICAN GENERAL INSURANCE
Pd 2000

Disposal Date 1/1/2009

MIDFA 2004-65 PD/IT

AIR FORCE SERGENTS ASSOC. 4/00
CLIPPER CITY BREWING 4/00

Disposal Date 1/1/2009

Box 2004-66
MIDFA
MARYLAND ACADEMY OF SCIENCE PD 2000

Disposal Date 1/1/2009

BOX 2004 - 67
MIDFA
ABL ELECTRONICS/ IT

Disposal Date 1/1/2009

Box 2004-68
MARADA INDUSTRIES - SUNNY DAY
PRINCIPAL HEALTH - SUNNY DAY 1998 Partial Forgiveness

Disposal Date 1/1/2009

BOX 2004-69
MEDAAF/01
UNITED BOOK PRESS PD 2001
UNITEL PD/FORGIVEN 2000

Disposal Date 1/1/2009

BOX 2004-70
MSBDFFA
QUALTEC, INC.
PRIME TECHNOLOGIES

Disposal Date 1/1/2009

BOX 2004-71
MSBDFFA 2000

Disposal Date 1/1/2009

MJR
MOORISH AMERICAN

BOX 2004-72

Disposal Date 1/1/2009

MSBDF 2000
MARYLAND RESPIRATORY
DISTINTIVE BOOKBINDING. INC. I/T 1999
Service Master/Corprew

BOX 2004-73
DAY CARE
ABC CHILDCARE-HANDRICK PD 5/01
THRU A CHILD'S EYES 12/00

Disposal Date 1/1/2009

BOX 2004-74
MEDAAF/SUNNY DAY
HARTE-HANKS SUNNY DAY RC
IMS/INTERACTIVE MARKETING SERVICES RC
LOCKHEED MARTIN LAUNCHING SYSTEMS RC
LUTHERAN WORLD RELIEF RC
LUTHERAN IMMIGRATION & REFUGEE RC
MCI COMMUNICATION RC
OTG SOFTWARE RC
PDP GROUP RC

Disposal Date 1/1/2009

BOX 2004-75
MIDFA/MEDAAF
INTERNATIONAL PROPERTIES GROUP 1999
LEXINGTON PRODUCE PD 1998
TERMINAL CORPORATION Pd 11/22/00

Disposal Date 1/1/2009

BOX 2004-76
MEDAAF WITHDRAWN/RESCINDED
GENETIC THERAPY RC
MDL FABRICATING/MEDCO 1999
Maryland Casualty 1999
AMVAX (North AMERICAN VACCINE) 1997 RC
QUAKER STATE 1999
QUIANO'S SUBS 2001
SHELTER SYSTEMS LTD 2000
SCHMIDT BAKING 1999
SHELTER SYSTEMS
SYTEL, INC. RC
WORLD VOICE MEDAAF RC

Disposal Date 1/1/2009

BOX 2004-77
Animal Waste Fund Proposals 1999

Disposal Date 1/1/2009

BOX 2004-78
Animal Waste Fund Proposals 2000

Disposal Date 1/1/2009

BOX 2004-79
CASH POSTINGS BOX 1 1999

Disposal Date 1/1/2009

BOX 2004-80
CASH POSTINGS BOX 2 1999

Disposal Date 1/1/2009

BOX 2004-81

Disposal Date 1/1/2009

CLAIMS PAID BILLING FOLDERS

BOX 2004-82

Disposal Date 1/1/2009

IFG CHALLENGE:

AERSCHER -

AMBA BIOSCIENCES

ANSAR DEVELOPMENT

AQUA PHARM TECHNOLOGY

AXXIA PHARMACEUTICALS, LLC

BIO BRITE, INC.

BIOFIN, INC.

COLUMBIA BIOSCIENCE, INC.

EXCELAN, INC.

BOX 2004-83

Disposal Date 1/1/2009

IFG CHALLENGE GRANTS:

GARRETT FARM EQUIPMENT

INTERNATIONAL CONTAINER LEAN POWER

NEUROTHROPHICS RESEARCH

NUBASE SYSTEM

PARTICLE TECHNOLOGY, INC.

PLAN IT!, Inc.

PRISM SYSTEMS, INC.

BOX 2004-84

Disposal Date 1/1/2009

IFG CHALLENGE GRANTS:

REGAIN, INC.

SUNRISE COMMUNICATION

SYNCHROMEDIA, LLC

TACTICAL MICROSYSTEMS, INC.

THINX SOFTWARE, INC.

TOWN CREEK INDUSTRIES, INC.

US ADVANTAGE

VAYDA ENERGY ASSOCIATES

ZONE THERAPEUTICS, INC.

BOX 2004-85

Disposal Date 1/1/2009

ENTERPRISE INVESTMENT:

HEALTHWARE SOLUTIONS

BOX 2004-86

Disposal Date 1/1/2009

ENTERPRISE INVESTMENT:

LION PHARMACEUTICALS, INC.

QRSI

R.49
S.5.7

A. Agency Department of Business & Economic Development		Accession No. 07W593	Date Rec'd 3/13/07
B. Division/Unit Financing Programs Accounting and Administration 410 767-6369 <i>Dana Carter 410 767-6367</i>		Location Range 3	Section(s) 25
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		RM Code 08.01	
C. Phone No. 410-767-2202		No. Of Cu. FT. 8	
A. Agency Official - Tim La Valle For:		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	
	Finance Programs-FPAA Cash Receipts All Programs	Schedule/ Retain	
1	BOX 1 CASH RECEIPTS SUNNY DAY - 1/01 - 12/01, 12/02 MSBDFA - 1/02 - 12/02 DAY CARE - 1/02 - 8/02 MIDFA - 1/01 - 12/01 MEAF - 1/01 - 12/01	2203 ⁵ / _X - 1/1/09	
2	BOX 2 CASH RECEIPTS MEAF - 1/02 - 12/02 MEDAAF - 1/02 - 12/02 DAY CARE - 9/02 - 12/02 BROWNSFIELD - 7/02 - 12/02 MIDFA - 1/02 - 6/02 ONE MARYLAND - 1/02 - 12/02	2203 ⁵ / _X - 1/1/09	
3	BOX 3 CASH RECEIPTS MEDAAF - 1/03 - 12/03 MEAF - 1/03 - 8/03, 10/03 - 12/03 MCAFF - 1/03 - 10/03	2203 ⁵ / _X - 1/1/09	
4	BOX 4 CASH RECEIPTS MEDAAF - 7/03 SUNNY DAY - 1/03 - 6/03, 9/03 - 12/03 DAY CARE - 1/03 - 12/03 MIDFA - 3/03 - 12/03 MIDFA 3/03 - 12/03, 7/02 - 12/02	2203 ⁵ / _X - 1/1/09	
5	BOX 2004-7 CASH RECEIPTS IFG - 1/03 - 12/03 MIDFA - 1/03 - 2/03 MEAF - 7/03 - 10/03 ONE MARYLAND - 1/03 - 7/03 LINK DEPOSIT - 9/02 - 2/03 MEAF - 9/02 DAY CRE 7/03 - 12/03 Sunny Day - 7/03 - 8/03 IFG - 7/02 - 9/02 MSBDFA - 9/03 - 12/03	2203 ⁵ / _X - 1/1/09	

Disposal

*Disposal
CPS*

Page Two

Schedule/Retain

6 Cash Receipts
All Programs- 2000

2203 ~~5~~-1/1/09

7 Cash Receipts
All Programs 12/03

2203 ~~5~~1/1/09

8 Cash Receipts
All Programs 2003

2203 ~~5~~1/1/09

Record Storage 12/2006.

2

Department of General Services - State Records Management Center
 P.O. Box 275, Jessup, MD 20794
 (Telephone: 410-799-1379)
 Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 07W594	Date Rec'd 3/13/07
B. Division/Unit Finance Programs-FPAA 410 767-6367 <i>Dana Carter</i>		Location Range 3 Section(s) 25	RM Code 08.01
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		No. Of Cu. FT. 2	
C. Phone No. 410-767-2202		Records Center Manager	
A. Agency Official - Tim La Valle For: DBED		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	Finance Programs - Closed Credit Files & Credit File Statements MEDCO-BAINBRIDGE \$169,260 MICRF GRANT 1/17/1991 \$250,000 MICRF MEDCO-Market 2/7/1991 Modified to \$300,000 11/6/1991 MEDCO \$1,000,000 READI-Loan 12/14/1988 Pilot Program for Allegany, Garrett and Washington Counties Phenix Technologies \$250,000 MEDCO Readi-Loan Chestnut Ridge \$250,000 MEDCO Readi-Loan Town of Perryville \$10,000 MICRF Grant August 1991 modified 1/22/1992 St. Mary's County \$10,000 MICRF Grant 12/6/1991 Feasibility Study Avionics Test T-Hangar Site No. 4 Site Development Washington County Regional Airport July 1992 Contract Documents (2)		2203 -1-12/01/2008 <i>1/2009</i> <i>Disposal</i> <i>CPS</i>
2	Umbrella Statements from The Bank of New York: Bernard T. Doane & Son, Inc. Garland's Garden Center, Inc. Geo. W. King Printing, Inc. Hill Enterprises, Inc. JED Associates Quality Glass & Aluminum C&C Industries Monolith Kitchens Potomac Rubber		2003-1 / 2008

storage/12106

R 3
S 25.

OLMSTAD 3/13/01

10.00 20 3

6

09.05	Executive	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		
	Charity Division		
	Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W531	Registration/Renewa l Files	1891	5		57	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						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

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. <i>EXECUTIVE Office of The Secretary of State</i>		ACCESSION NO.	DATE REC'D <i>12-15-03</i>
B. DIVISION/UNIT		<i>04WS31</i>	RM CODE <i>09.05</i>
C. MAILING ADDRESS <i>State House, Annapolis, MD 21401</i>		LOCATION RANGE SECTION(S) <i>35 22-23</i>	NO. OF CU. FT. <i>57</i>
D. PHONE NO. <i>410 974 5530</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>RAMOND Ric Morris</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO., DISPOSAL DATE
	<p><i>CHARITY Division</i></p> <ul style="list-style-type: none"> <i>- REGISTRATION Files</i> <i>- RENEWAL Files</i> <p><i>TOTAL Boxes - 52</i></p>	<p><i>Sche # 1891</i></p> <p><i>Item # 5</i></p> <p><i>Jan. 2009</i></p>

R-35

S-22

1922

10.04	DGS	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			
Construction			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01W484	Pictures	1493	2		1	1/2009	Recycle
01W838	Rolls	1493	1		10	1/2009	Recycle
02W89	Pictures	1493	2	1995-1998	6	1/2009	Recycle
08W489	Files	1493	2	1998	1	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

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

Charlie P Lopez

Records Center Manager

Signature

Title

June 30, 2009

Date

DGS 550-2 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSEUP, MD. 20794 (TELEPHONE 799-1073)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 01W484	DATE REC'D 12-6-00
B. DIVISION/UNIT CONSTRUCTION DIVISION-WESTERN REGION		LOCATION RANGE SECTION(S) 19 8	RM CODE 10.04
C. MAILING ADDRESS 301 West Preston St. Room 1212 Baltimore, MD 21201			NO. OF CO. P. 1
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Mayenschein		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 1	<u>Pictures from following jobs:</u> R-494-911-001 Rosewood MS-531-861-401 Perkins CF-003-961-001 MTP Chiller; M-000-941-003 Montrose Mansion; M-762-960-001 Roof Replacement West. Armory; M-762-960-001 Roof replacement West. Armory; R-000-940-001 Fuel Storage Tank, Rosewood; R-000-961-401 Rosewood ADA mods R-494-952-001 Pool Roof. R-554-941-101 Johns/Cook Cottage, R-604-972-003 Central Storeroom roof, Rosewood; VC-005-881-225 Garrison Forest Phase II. VC-005-951-003 Vet. Cemetery Paving; WS-000-953-003 Windows replacement Woodstock; WS-000-956-003 freight elevator Woodstock.	Schedule 4 1493 Item # 2 3 YEARS IN OFFICE 7 YEARS IN RECORDS THEN DESTROY Westroy 1/09 Disposal CPS

519

R-19
S-8

96W673

10-5-01

10.04

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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 GENERAL SERVICES		ACCESSION NO. 01W838	DATE REC'D 4-23-01
B. DIVISION/UNIT CONSTRUCTION DIVISION		LOCATION RANGE SECTION(S) 27 13-14	RM CODE 10.04
C. MAILING ADDRESS 301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201		NO. OF CU. FT. 10	
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Ruth Mayenschein</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<i>Rolls</i>	
1	P-054-980-010 S.M.D. Pre-Release-Rod Replacement DNR 1528	<p># 1493 Item #1. 7 years in Records Center then Destroy Jan, 2009</p>
1	P-043-901-303 ELECTRICAL RENOVATION DNR 1529	
1	MR-000-961-001 Cottage 300 Modifications DHMH 1530	
1	BA-000-952-103 HVAC Modifications DGS 1531	
2	MS-531-861-401 Phase II Renovation DHMH 1532	
3	MM-000-981-001 Roof Replacement - Cottage 3 DHMH 1533	
3	M-851-960-001 Emergency Gen. Renovation DHMH 1534	
4	N-000-931-001 Mitchell Eng. Bldg. MSU 1535	
4	BB-500-962-003 Phase 3 Renovation MSU 1536	
4	K-101-960-001 Hot/Cold Water Line Replacement DPSC 1537	
5	BA-491-973-001 Roof Replacement DGS 1538	
5	DC-000-960-003 Upgrade Fire Alarm System DJJ 1539	
5	P-057-960-010 Day Use Expansion DNR 1540	
5	P-018-960-010 Renovate Pool & Bathhouse DNR 1541	
5	G-021-941-004 Construct Bldg. Addition DNR 1542	

2. ROW NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES				4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
6	W-521-941-001	Nursing Home Conversion	DHMH	1543	<p style="text-align: center;">1493</p> <p>7 years in Records Center then destroy Jan, 2007</p>
6	P-012-931-010	Western MD Rail Trail	DNR	1544	
6	P-002-951-010	Shower Bldg	DNR	1545	
8	P-053-921-001	Maintenance Complex		1546	
6	P-016-951-010	Resurface Roads	DNR	1547	
7	S-492-822-101	McKeldin Bldg. Central A/C	DHMH	1548	
7	KF-731-961-001	Upgrade Elec. Distribution System		1549	
7	P-016-931-010	Day Use Area	DNR	1550	
7	MS-531-861-401	Window Shop Drugs	DHMH	1551	
7	MS-531-861-401	Window Shop Drugs	DHMH	1552	
7	RW-000-971-001	Roof Replacement-Activities Bldg.	DHMH	1553	
8	HT-009-842-101	MD Archaeological Conservation Facility	DHCD	1554	
8	BA-000-952-103	HVAC Modifications	DGS	1555	
8	B-000-960-001	MD World War II Memorial	Veterans	1558	
9	M-000-960-001	Montrose Mansion-Ext. Preservation	Military	1557	
9	BB-000-952-001	Modernize Elevators	DGS	1558	
9	BB-801-973-003	Renovations to 6th Floor	MSDE	1559	
9	CC-623-914-002	Phase I - Parking Improvements	BCCC	1560	
9	KE-000-960-001	Firing Range Backstop Replacement	DPSC	1561	
10	KD-000-960-001	Roof Replacement	DPSC	1562	
10	KA-611-960-001	Renovate Showers	DPSC	1563	
10	P-010-951-010	Construction Comfort Station	DNR	1564	
10	SG-621-980-003	Replace A.H.U. #3	DHMH	1565	
10	P-021-960-010	Central Storage Building	DNP	1566	
10	BC-730-964-103	Remodel 1st Floor	DGS	1587	

R-27 Top
S-13-14

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <div style="font-size: 2em; text-align: center;">02W89</div>	DATE REC'D <div style="font-size: 1.5em; text-align: center;">9-12-01</div>
B. DIVISION/UNIT CONSTRUCTION DIVISION-WESTERN REGION		LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; text-align: center;">40 ✓ 19</div>	RM CODE <div style="font-size: 1.5em; text-align: center;">10.04</div>
C. MAILING ADDRESS 301 W. Preston St., Rm 704 Baltimore, MD 21201		NO. OF CU. FT. <div style="font-size: 2em; text-align: center;">6</div>	
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Mayenschein		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	M-531-950-003 Natl Guard-lights Final 5/96 MM-000-960-001 RICA-roof Final 5/98 WS-000-941-003 Woodstock tower Final 2/97	Sche # 1493 Item # 2 3 YEARS IN OFFICE, 7 YEARS IN RECORDS CTR. THEN DESTROY <div style="font-size: 2em;">1/09</div> <div style="font-size: 2em;">1/09</div> <div style="font-size: 2em;">1/09</div>	
2	SG-000-981-003 SGHC-cooling Final 8/98 P-016-931-010 CFSP Final 12/97 WS-000-973-003 Woodstock-U/G tank Final 5/98		
3	WS-000-961-003 Woodstock Final 8/97 VC-005-951-003 Garrison Forest-paving Final 9/97 96EM0202 Rosewood-boilers Final 12/96 M-000-960-001 Camp Fretterd-Montrose M. Final 2/98 P-020-971-010 PVSP-Hilton roof Final 7/98 MM-000-981-003 RICA-gym floor Final 10/98		
4	08-97-11-06 SHC, Muncie Final 9/98 B-000-972-001 Records Ctr. roof Final 9/98 MM-000-960-001 RICA, Rockville, Roof Final 5/98		
5	SG-621-960-003 Md. Phys. Res. Ctr-AHU Final 3/98 WS-000-953-003 Woodstock-windows Final 9/98 TA-000-971-001 Woodstock-roof Final 10/98 P-016-961-010 CFSP-tanks Final 6/98 KS-593-961-001 Central Laundry-doors Final 3/98		

Box Numbers

Description of Records

Disposal Date

6

VC-005-961-024 Garrison Forest
SG-000-860-001 SGHC Fire alarm

Final 1/99
Final 8/95

1/09

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CENTRAL

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. Dept. of General Services		ACCESSION NO. 08W489	DATE REC'D 10-29-07
B. DIVISION/UNIT CONSTRUCTION Division - Central			RM CODE 10.04
C. MAILING ADDRESS 301 W. Preston St. Room 704 Baltimore, Maryland 21201		RANGE 27	LOCATION SECTION(S) 7
D. PHONE NO. (410) 267-1379		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL TOM DAVIS		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES project: BC-730-964-103 ELKTON DISTRICT COURT multi purpose center - DHR 1. correspondence 2. progress payments 3. submittals 4. schedule 5. pco log & files 6. progress minutes 7. close-out file START 7.23.98 to 9.25.98		4. DISPOSAL AUTHORITY. SCHEDULE, ITEM NO., DISPOSAL DATE 9.25.08 1493 item 2 destroy JAN. 2009

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10-24-01

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P84W80

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10.08	DGS
Reporting Agency	
Personnel	
Division or Unit	

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.

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.				
08W418	Personnel Files	1488	1	2005	6	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
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						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						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

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 General Services		ACCESSION NO. <i>08W18</i>	DATE REC'D <i>8/6/07</i>
B. DIVISION/UNIT Personnel Division			RM CODE <i>10.08</i>
C. MAILING ADDRESS 301 W. Preston Street, Room 1309 Baltimore, MD 21201		RANGE <i>1</i>	LOCATION SECTION(S) <i>26</i>
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tammy Cox		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	Personnel Files 2005 A	1488, Item #1 January 2009
2	Personnel Files 2005 B - C	1488, Item #1 January 2009
3	Personnel Files 2005 D - Haw	1488, Item #1 January 2009
4	Personnel Files 2005 Ho - M	1488, Item #1 January 2009
5	Personnel Files 2005 N - S	1488, Item #1 January 2009
6	Personnel Files 2005 T - Z	1488, Item #1 January 2009

*Disposal
Cps*

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10.11	DGS	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		
	Procurement & Logistics		
	Division or Unit		

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W47	Purchase Order Records	1798	1	2003	8	1/2009	Recycle
08W123 7	Purchase Order Records	1798	1	2003	19	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

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

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

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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. Procurement & Logistics		ACCESSION NO. 06W47	DATE REC'D 8-3-05
B. DIVISION/UNIT Department of General Svcs			RM CODE 10-11
C. MAILING ADDRESS 301 W. Preston Street - M3		LOCATION RANGE SECTION(S) 27 ✓ 4	NO. OF CU. FT. 8
D. PHONE NO. (410) 767-3586		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Myrna L. Harris</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 thru 7 AND Box 24 8	Purchase Order Records Year 2003	Schedule #1798 Item 1 1/2009

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VDEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-789-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Department of General Services		08W1237	6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
301 West Preston Street ;Room M_3 BALTIMORE MD 21201		53 25	19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Catherine Seiler			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1BOX-YEAR2003	HIV Kits B390001 20LB Bond B390002 Radioinnno B390003 Fuel Oil Heating B390006 Fuel Oil Heating B390007 Fuel Oil Heating B390008 Fuel Oil Heating B390009 Fuel Oil Heating B390010 Fuel Oil Heating B390011 Fuel Oil Heating B390012 Fuel Oil Heating B390013 Chesapeake Bay B390015 Power BIO b390017 Type Setting B390018 State Highway Admin B390020 Maryland Tran. B390025 Pay Roll Income Tax B390025 Meat Dairy Product B390029 Meat Dairy Product B390030 Meat Dairy Product B39031 50Paper Rolls B390032 OEM Snow B390036 Test Kits B390037 Liquid Beverage B390040 Orasure Collect B390043 36 Month B390044 W-2Form B390047 Reproduction s. B390046 Autodelfic B390048 Vegetarian B390051 Sweet for Roll -up B390052 Mills Message B390053 Sign Handle B390058	04 /02/08 1798 item 1 1/2009	

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	Sign Holder B390059 Clothing B390063 Health Mental B390064 Printing Variable B390065 Printing Decals B390075 50paper roll B 390076 80-89 Copy Per m. B390077 Drugs & Abuse B390078 W-2Forms B390084 Park Service B390079 State Wide M. B390081 State Wide M. B390082 State Wide M. B390083 State Wide M. B390084 State Wide M. B390085 State Wide M. B390086 State Wide M. B390087 State Wide M. b390088 Printing Variable B390090 State Wide M. b390091 State Wide M. B390092 State Wide M b390093 State Wide M. B390096 Blanket P.O B390099 State Wide M B390099 State Wide M B39010. Navigational B390104 Aluminun B390106 Baltimore City Detention B390109 Dry packed B390111 Levonorgestril B390124 Poly B390126 2003 Individual B390132 Region A & D B3900135	04/07/08 1798 Item 1 1/2009	

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A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 3BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	Constroller B390138 EIA Diagnostic B390143 Contraceptive Film B390144 Meat Dairy Poultry B390146 Furnishing D. B390150 Furnishing D b390152 Furnishing D B390154 Furnishing D b 390155 Furnishing D B390159 Furnishing D B390161 Furnishing D B390164 Furnishing D B390168 Quality Control B390169 Printing State B390170 Meat Dairy Poultry B390171 Meat Dairy Poultry B390185 Meat Dairy Poultry B390176 Printing Inspection. B390178 Mop 31 Employer b390183 Meat Dairy Poultry B390189 Safety Flags B3901190 Crime Control B390193 Meat Dairy Product B390194 Maryland Department Education B390199 Covering B390200	04/07/08 1798 Item 1 1/2009	

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A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 4BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	Uniform B390206 Plastic Bags B390211 Printing Trigger B390212 Uniform Shirts B390214 Roll-up Sign B390215 Biphazar B390216 Hazmat D B390219 Hazmat D B390220 Hazmat D 390221 Chemical b390223 Renewal 2Hines B390229 Elisa Kits B390230 Print Code M B390237 Diagnost B390238 Print Processing B390239 Chiarydail B390240 BPO Compostion b390244 H. Filter B390246 Department General B390247 Directory Public Education B390248 Security Seals B390250 Printing Inaging B390255 Blouses B390256 Print &Mail B390257 Printing Maryland Class B390258 Print Parent B390260 Print Maryland B390261 IGG B390262 Navestair B390269	04/07/08 1798 Hom 1 1/2009	

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A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		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	
4BOX-YEAR2003	Equipment B390272 Repair Parts B390273 License B390274 Printing Form 1099 B390276 Calculators B390278 Black Patrol Jacket B390286 Auto Storage Batter B390288 Printing of DGE B390299 Navistar B390291 Business License b390292 Printing Claimed b390293 State Budget Books B390297 Jacket Pants B390301 Black Utility B390303 Black Utility B390303 Motor Vehicle B390307	04/07/08 1798 Item 1 1/2009	

VDEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seiler		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	
5BOX-YEAR2003	The Ban Coples B390310 Printing Stop B390319 Saduin Formate B390317 Styles Jacket B390322 Run Way Deicing B390323 Agriculirecy B390327 Preprint B390327 Magresina B390328 Print of the Toll b390332 Arts Paper Tips B390336 Bakery Product B390342 Bakery Product B390344 Print Decals B390346 Bakery Product B390347 Bakery Product B390358 Bakery Product B390359 Bakery Product B390380 Bakery Product B390361 Bakery Product B390362 Bakery Product B390364 Hemodlaysia B390372	04/07/08 1798 Hom 1 1/2009	

VDEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seller		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 6BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Blanket PO B390379 HC&HCLC Type B390385 Progan B390387 36month b390392 Expansion B390394 Locomotive B390397 AD B390400 State Highway B390402 Print of the Retiree B390413 Breakfast Cereal B390414 Grocery Items B390417	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 04/07/08 1798 Item 1 1/2009	

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

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D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 7BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Maryland Department B390422 Sharps B390423 Tire Delfater B390429 Gall Pencils B390433 36Month Rental B390435 Gremation Case B390436 Bagged -Dee B390440 Bulk Road Rock B390442 Bulk Road Rock B390443 Bulk Road Rock B390444 Rolls of Dim B390445 Meat Dalry Poultry B390446 Meat Dairy Poultry B390448 Meat Dairy Poultry B390450 Meat Dalry Poultry B390451 Meat Dalry Poultry B390455 Grocery Items B390418	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 04/07/08 1798 Item 1 1/2009	

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		ACCESSION NO.	DATE REC'D
1. Department of General Services		08W1237	6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10-11
C. MAILING ADDRESS		RANGE	LOCATION SECTION(S)
301 West Preston Street ;Room M_3		53	25
BALTIMORE MD 21201		NO. OF CU. FT. 19	
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Catherine Seiler			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
8BOX-YEAR2003	Meat Dairy Poultry B390462 75CPM Digital B390466 Meat Dairy Poultry B390470 Breakfast b390478 Liquid Bleach B390487 Laundry Detergent B390488 General B390489 Vending Product B390491 Under Shorts B390492 Winter Parks C B390494 Floor Machine B495 State Highway B390497 State Highway B390498 Stock Computer B390499 Construction Site B390531 State Highway B390532 Computer Scanned B390535 Single Fold Paper B390540 C-Fold Paper Towel B390541 C-Fold Paper Towel B390546 Single Fold Paper B390545 Multiple Awards B390549 Lock Assembly B390551 Dry Cell Batter B390553 Rolls Paper Towels B390560 Lab Supplies B390564	04/07/08 1798 Item 1 1/2009	

08W1237

9BOX-YEAR2003	85. Laser Bond B390563 Multiple Awards B390566 Multiple Awards B390566 Automated B390567 Providing Police V. B390573 State Highways B390575 Uniform Sweater B390576 Crimes Against B390578 Police Leather B390579 3 rd Renewal B390580 Trailer Rental B580 Office Trailer B390582 GAS Mask Carries B390597 Printing of the DDL B390600 Pavement Market B390603 Available Designated B390604 Memo Pads Easels B390608 Polaroid Film B390610 Fuel Oil Heating B390611 Covering B390615 Bilk Laundry B390617 State Highways B390619 Deer Head Hospital B390631 SUI Textiles B390632 Fuel Oil Heating B390634 Air Condition B390635 Air Condition B390636 Air Condition B390637 Air Condition B390638 Air Condition B390639 Bags in a Boxes B390644 Fasting D,B390647 Blood Glucose B390663	04/07/08
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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032			NO. OF CU. FT. 19
E. AGENCY OFFICIAL Catherine Seiler		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	
10BOX-YEAR2003	Meat Dairy Poultry B390665 Meat Dairy Poultry B390669 Go Vering B390673 Wildflower S.b390676 Wildflower S B390677 Wildflower S B390678 Wildflower S B390680 36month Rental B390682 Meat Dairy Poultry B390686 Police Uniforms B390690 Picnic Tables B390691 MTA Bus Metro B390694 Meat Dairy Poultry B390704 Meat Dairy Poultry B390709 Meat Dairy Poultry B390712 Electrical Supplies B390717 Department A b390721 Department A b390722 Department A b390723 Printing of the 2003 B390745 2 nd Renewal B390746 Printing Bear B390747 Anatomical B390748 Hepitities B390749	04/07/08 1798 Item 1 112008	

VDEPARTMENT 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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		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	
11BOX- YEAR2003	Calcium B390751 Virseo HIV b390752 POLY Carbonate B390755 M. Transit B390757 2month Period B390758 Flight B390759 AV Computer B390760 AV Computer B390761 AV Computer B390762 Maryland HIBIC b390763 Herbicides B390764 Herbicides B390765 Meat Dairy Poultry B390771 Maryland HIV b390773 Permanent B39774 Hazardous Waste B390775 Achievement b390777 Winter Recycle B.787 Condoms b39790 Speed Detection B390791 Shell Eggs B390794 Central Maryland B390795	04/07/08 1798 Item 1 1/2009	

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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seller		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 12BOX- YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Eastern Shore B390796 Eastern Shore B390797 Herbicides B390798 Herbicides B390799 60month Traller B390801 Ice Cream Sherb B390802 Printing Mailing B390804 Becton Decking B390810 Department of Maryland B390812 Milk Dairy Poultry B390813 Milk Dairy Poultry B390814 Milk Dairy Poultry B390815 Milk Dairy Poultry B390816 Milk Dairy Poultry B390817 Milk Dairy Poultry B390818 Milk Dairy Poultry B390819 Milk Dairy Poultry B390820 Uniform Shirts B390821 Maryland House Correction B390827	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 04/07/08 1798 Item 1 1/2009	

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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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seiler		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	
13BOX- YEAR2003	<ul style="list-style-type: none"> Unleaded Gasoline B390830 Tank Wagon B390831 Traffic Cones B390834 Traffic Cones B390835 Traffic Cones B390836 Traffic Cones B390837 Gazether B390838 Ice Cream S. B390839 Transportation B390842 2ND Renewal B390843 Digest Cr. B390844 Heat Fuel B390852 Spectine B390853 Recycled State B390855 Dishwashing B390857 Dishing Corn, B390858 State Highways A. b390860 Division Rehab. B390870 Neonated Tisk B390872 Printing Control B390873 Gallaetosa B390874 Maryland Bay B390875 Milk Dairy Poultry B390871 Cigarette Re.B390882 Cigarette Re.B390883 Fish Foods B390887 Portable C. B390881 Ortho B390893 Newsletter B390900 	04/08/08 1798 Item 1 112009	

VDEPARTMENT 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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		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	
14BOX- YEAR2003	Traffic Pant B390901 State Wide Maryland B390904 State Wide Maryland B390905 Oil Grease B390906 Oil Grease B390907 State Wide Maryland B390908 Filter Autom B390909 Medecal b390910 Unleaded Gasoline B390911 Prime Vendor B390914 Ice Cream S B390916 F. Newsletters B390918 Form PP 66ad B390919 Convert 471D B390922 State Wide Maryland B390924 Personal Care B390926 Market Nerve A B390927 Ice Cream S b390933 ITVM b390935 Ice Cream S B 390935 Ice Cream S B390941 Mailroom Equipment B390942 Hard Wheat Soft B390946 Tortilla Chips B390950 Automatic L. b390965 Digital Eng. B390968 Office Supplies B390972 P. Safely B390990	04/08/08 1/2009 1798 Item 1	

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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS 15BOX- YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Meat Dairy Poultry B390991 Meat Dairy Poultry B390993 Meat Dairy Poultry B390995 Meat Dairy Poultry B390996 60month Renewal B390987 Meat Dairy Poultry B391003 HIV-1Nerals B391015 Meat Dairy Poultry B391017 Meat Dairy Poultry B391020 Motor Fuel B391028 Graphic B391031 Custom Sterile B391035 C-under pads B3901058 Mailroom Equipment B3901081 Mailroom Equipment B3901082		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 04/08/08 1/2009 1798 Items 1

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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seller		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 16BOX- YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Fine Ground B391083 Door Lock B391089 Floor Light B391090 Applied Biosy B391091 Tranan B391093 Suppling B3901102 Civillian Uniform B391103 Calcum B391104 Carne W b391113 Sactuim FORM b391159 Furnishing D b391217	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 04/08/08 1798 Item 1 1/2009	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 53 25	NO. OF CU. FT. 19
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		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	
17 1-year 2003	Beach Towels P390003 Printing of the Maryland P390010 Printing of the 2003Baltimore City P390015 Printing of Maryland Children P390036 Printing of the Maryland Driver Handle P390047 Cartographic P390061 Meat Poster P39066 Providing Silkscreen P390067 Adult Size Crew Collor T Shits P390089 Printing of the 2003 Tide 390091 Printing of after your Driver Book P390105 Printing of the keep your Baby Smiling P390106 Appeals folder P390111 House Buyer Guide Booklet P390123 Boat Fishing Crab P39037 Printing Mailing P390138 Springing 2003Credit P390142 VIP NEW Letter P3900146 The Purchase of the La Muder P39149 Maryland State Lottery Administration P390152 Maryland State Lottery Administration P 390153 State Wide Voter Registration P390157 Scan 16mm P39156 Printing of the your Driver Book P390172 Providing In Printed P3901 73 73 Gubimatorial Invitation P3901 74 74 Printing of the Code of Maryland P390181 After your Driver Book P39188 Prevention P390196 Printer Duplicator P390202	03/20/08	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.		DATE REC'D	
1. Department of General Services		08W1237		6-12-08	
B. DIVISION/UNIT Purchasing Commodities				RM CODE 10.11	
C. MAILING ADDRESS		RANGE	LOCATION SECTION(S)	NO. OF CU. FT.	
301 West Preston Street ;Room M_3 BALTIMORE MD 21201		53	25	19	
D. PHONE NO. 410-767-4032		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
Catherine Seiler					
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
2-YEAR 2003 18	Providing Imprinted P390224 Furniture Office P390244 Printing of 3part Bi-Weekly P390270 Go Glow Grow Books P39073 Library Furniture P39078 Library Furniture P390279 Printing Fish and Crabs RULES P39281 Printing of Brain Injury Newsletter P39282 After your Driver Book P390290 Fall 2003 Credit Schedules P390356 Fall 2003 Credit Schedules P390360 Help me be Brochure P39069 A charm P390379 Baseball Caps P390383 The 2004BCCC Catalog P390387 Nine Screened Image P390394 2003 Maryland State Forest Parks P390401 Custom Cont. P390404 Printing Number Sign Maryland P390405 Pick-3 Pick-4 P390406 Preblinking of the 2002 P390412 Children Books P390426 Medical Care Program P390432 Bread Base White Bread P390444 Guide of Hunting Trapping P390469			03/20/08 1798 item 1 1/2009	

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 General Services		ACCESSION NO. 08W1237	DATE REC'D 6-12-08
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 53	LOCATION SECTION(S) 25
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 19	
E. AGENCY OFFICIAL Catherine Seifer		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 19	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES: Fabrication 080 P390470 NO. 2 Leadwood Pencils P390471 Keno Bonus P390472 Mega Million P390473 16 ASME Count P390477 Lottery Play Center P390478 Production of Agency Keno P390511 Library Furniture P390516 Library Furniture P390517 Imprinter Golf Balls P390519 House to Votes in Maryland P390521 Labeling Mailing P390523 Educational Test Battery P39525 Silk Screen Sign Printer P390542 Imprinter Notes Pads P390548 Mandatory S. P390549 Stainless Steel P390564 Imprinter Mini Flashlights P390656 Imprinter UNBRELLAS P390567 Mandatory P390569 Printer Service Stapling P390572 Fish Crab Decals P390580 Pick-3 Pick-4 P390585 E. Sweatshirts P390591 Lottery Play Slip Cover P390600 Baseball Caps P390602 White Beach Towels P390603 Truck Type 2/a Crew Cab P390605	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 03/26/08 1798 Item 1 1/2009	

10.11.01	DGS	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			
Facilities Maintenance			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
08W123 4		1798	1	2003	2	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle

I hereby certify that the records listed above were disposed of as indicated.
Charlie P Lopez Records Center Manager
 Signature Title

June 30, 2009
 Date

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1378)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Service		ACCESSION NO. 08W1234	DATE REC'D 6-12-08
B. DIVISION/UNIT Facilities Maintenance			RM CODE 10.11.01
C. MAILING ADDRESS 301 West Preston Street Room M-3 Baltimore Maryland 21201		RANGE 3	NO. OF CU. FT. 2
D. PHONE NO. (410)767-4032		LOCATION SECTION(S) 23	
E. AGENCY OFFICIAL Barbara Ryer <i>Barbara Ryer</i>		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2box-year2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	001IT811673 Department of General Service Information Tech. Group July 1,2000 thru June30,2003 001IT800724 HVAC Maintenance Baltimore City community College Liberty Campus Aug.1,2000 thru Sept.30,2003		1798 Item 1 1/2009 Disposal CPS

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 General Service		ACCESSION NO. 08W1234	DATE REC'D 6-12-08
B. DIVISION/UNIT Facilities Maintenance			RM CODE 10-11-01
C. MAILING ADDRESS 301 West Preston Street Room M-3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 23
D. PHONE NO. (410)767-4032		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL Barbara Ryer <i>Kella Madden</i>		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS 1BOX-YEAR2003	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	001B1900145 Heating and Air Conditioning Oct.1,2000 thru Sept.30,2003 001B0900520 Custodial Services Feb.1,2000 thru Jan.31,2003 001B39000343 Artists Service Nov.1,2002 thru Dec.31,2002 001IB11500 Automatic Sprinkle System July1,2000 thru June30,2003 HVAC and Boiler Maintenance Department of the Military Fifth Regiment Armory Oct.1,2000 thru Sept.30,2003 001IT811171 Janitorial Service March 1,2000 thru Feb.20,2003 001IT81162 Janitorial Services March 1,2000 thru Feb.28,2003 001IT812788 Janitorial Service Aug.1,2001 thru July31,2003 001IT811681 Janitorial Service Sept.1,2001 thru Aug 31,2003 001IT811822 HVAC and Boiler Maintenance Oct.1,2000 thru Sept.30,2003		1798 Item 1 1/2009 Disposal CPS

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VDEPARTMENT 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 General Services		ACCESSION NO. 08W1234	DATE REC'D 6-12-08
B. DIVISION/UNIT Facilities Maintenance			RM CODE 10.11.01
C. MAILING ADDRESS 301 West Preston Street ;Room M_3 BALTIMORE MD 21201		RANGE 3	LOCATION SECTION(S) 23
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL Barbara Ryer		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	
2Box-Year,2003	001IT811002 Housekeeper Services 02/01/2000-01/30/2003 001IT811162 Janitorial Services 03/01/2000-02/28/2003 001IT811681 Janitorial Services 03/01/2000-02/28/2003 001IT811171 Janitorial Services 03/01/2000-02/28/2003 001IT812788 Janitorial Services Maryland Public Television 08/01/2001-07/31/2003	1798 Item 1 1/2009 Disposal CPL	

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10-11-01

10-11-01

10-11-01

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

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

No.	Description of Records <small>(Same Title as listed on Schedule)</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W949	Civil Litigation	2285	1B	1996	2	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						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)

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Department of General Services	ACCESSION NO. 98W949	DATE REC'D 6-22-98
B. DIVISION/UNIT Attorney General's Office		FBM CODE 10.18
C. MAILING ADDRESS 301 West Preston Street, Room M-9 Baltimore, MD 21201	LOCATION RANGE SECTION(S) 36 ✓ 30	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-4990	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL John H. Thornton	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	Civil Litigation - 1996 Oscar I. Zerwitz v. General Elevator Co., et al. Tort Claim, (071) Fred DeJong - Investigation (1515) Kenneth Fitch, et al. v. Fred DeJong, Tort Claim (1515A)	2285 No. 1646, Item 1B 2009
2	Civil Litigation - 1996 Major William Nixon, Accident w/State Vehicle (1565) William J. McGonigal, et ux. v. Estate of Aaron Day Major Nixon and State of Maryland, Tort Claim (1565A) Bernard J. Ehrlich v. State of Maryland, Tort Claim Fall Outside of Mary Risteau DC/MS (1820)	2285 No. 1646, Item 1B 2009 Jan.

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UNIVERSITY OF TORONTO

10.21	DGS
Reporting Agency	
Business Enterprise Office	
Division or Unit	

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.

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
05W827		843	1	1999	2	1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						1/2009	Recycle
						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

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 General Services		ACCESSION NO. 05W827	DATE REC'D 2.14.05
B. DIVISION/UNIT Procurement and Logistics / Business Enterprise Office			RM CODE 10.21
C. MAILING ADDRESS 301 W. Preston Street, Room M-9 Baltimore, Maryland 21201		RANGE 22	LOCATION SECTION(S) 13
D. PHONE NO. 410-767-4270		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tony Reed / Rhonda A. Amenu-EI		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
Fiscal Year 1999 Box 1 of 2 Box 2 of 2	AH-000-911-102 to K-000-971-001 KD-000-981-001 to VH-781-941-001	Schedule No: 843-1 Disposal Date: January 31, 2009 Jan. 2009

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