

06.03.00	DHCD
	Reporting Agency
	Division of Credit Assurance Maryland Housing Fund
	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

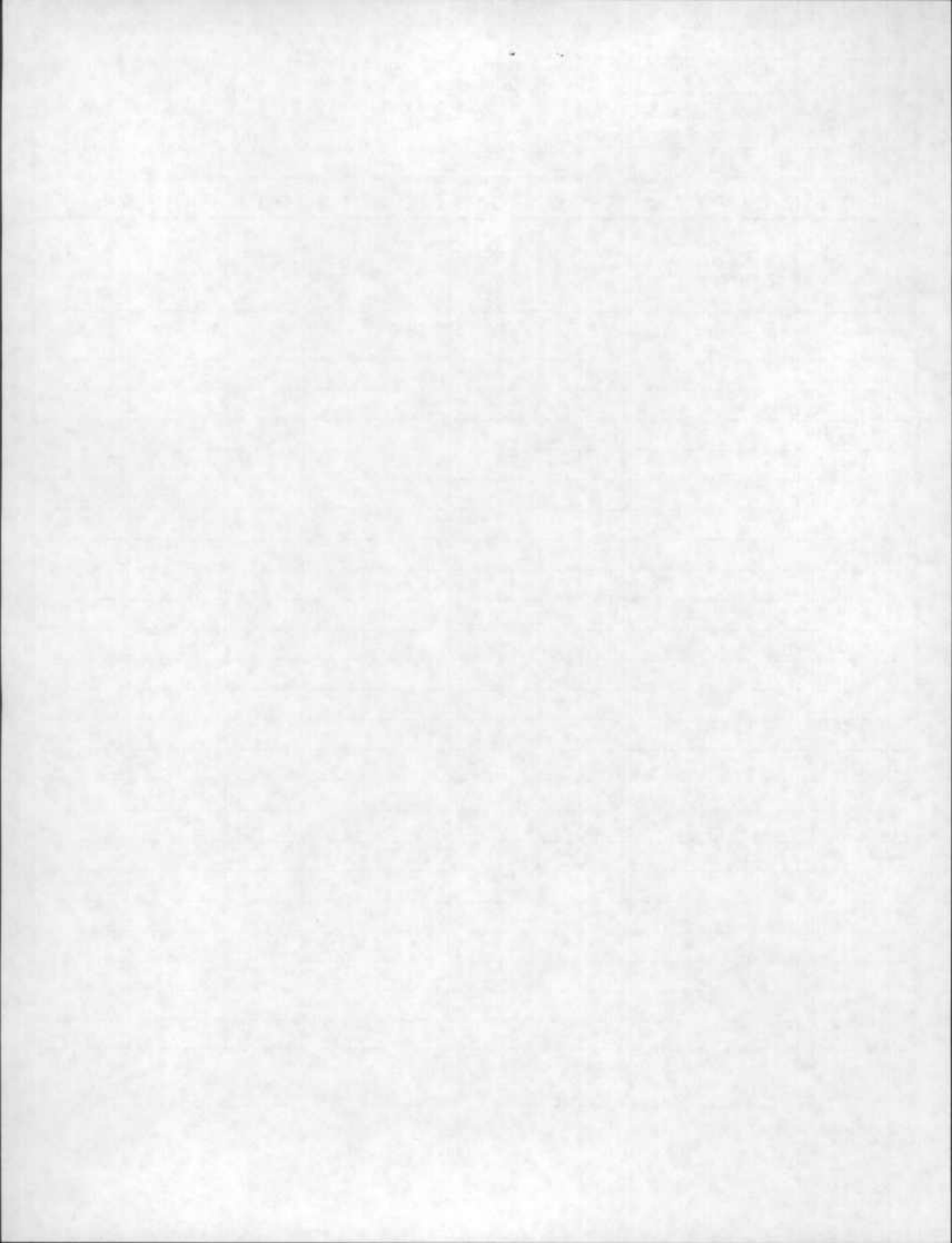
Retain one (1) copy and
forward original to
address at left.

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.				
05W644	Financial / Accounting Records	927	4-A	FY 1999	10	7/2009	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 31, 2009 Date
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RECORDS TRANSMITTAL AND RECEIPT

Directions-Please Type or Print Clearly All Entries

A. AGENCY Department Of Housing & Community Development		ACCESSION NO. 05WJ644	Date Rec'd 12.16.04
B. DIVISION/UNIT Division of Credit Assurance Maryland Housing Fund			Rm Code 06.03.00
C. MAILING ADDRESS Cindi Foard, Record Retention Coordinator Facilities and Fleet Management Services 100 Community Place Crownsville, MD 21032		LOCATION RANGE SECTION(S) 41 20	NO. OF CUBIC FT. 10
D. PHONE NO. 410-517310		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. , DISPOSAL DATE	
1 - 10	Financial/Accounting Records Working Files - REO sales FY 1999 Retain for 7 years	Schedule # 927 Item # 4 - A Disposal Date 06/30/2009 <i>July 2009</i>	

302	W	CHESAPEAKE	AVE	09/10/1998
930	N	CHESTER	ST	01/11/1999
304		CHESTNUT	Way	02/24/1999
829	E	CHURCH	ST	09/02/1998

Box # 2

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06.04	DHCD	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.
Office of the Attorney General			
Division or Unit			

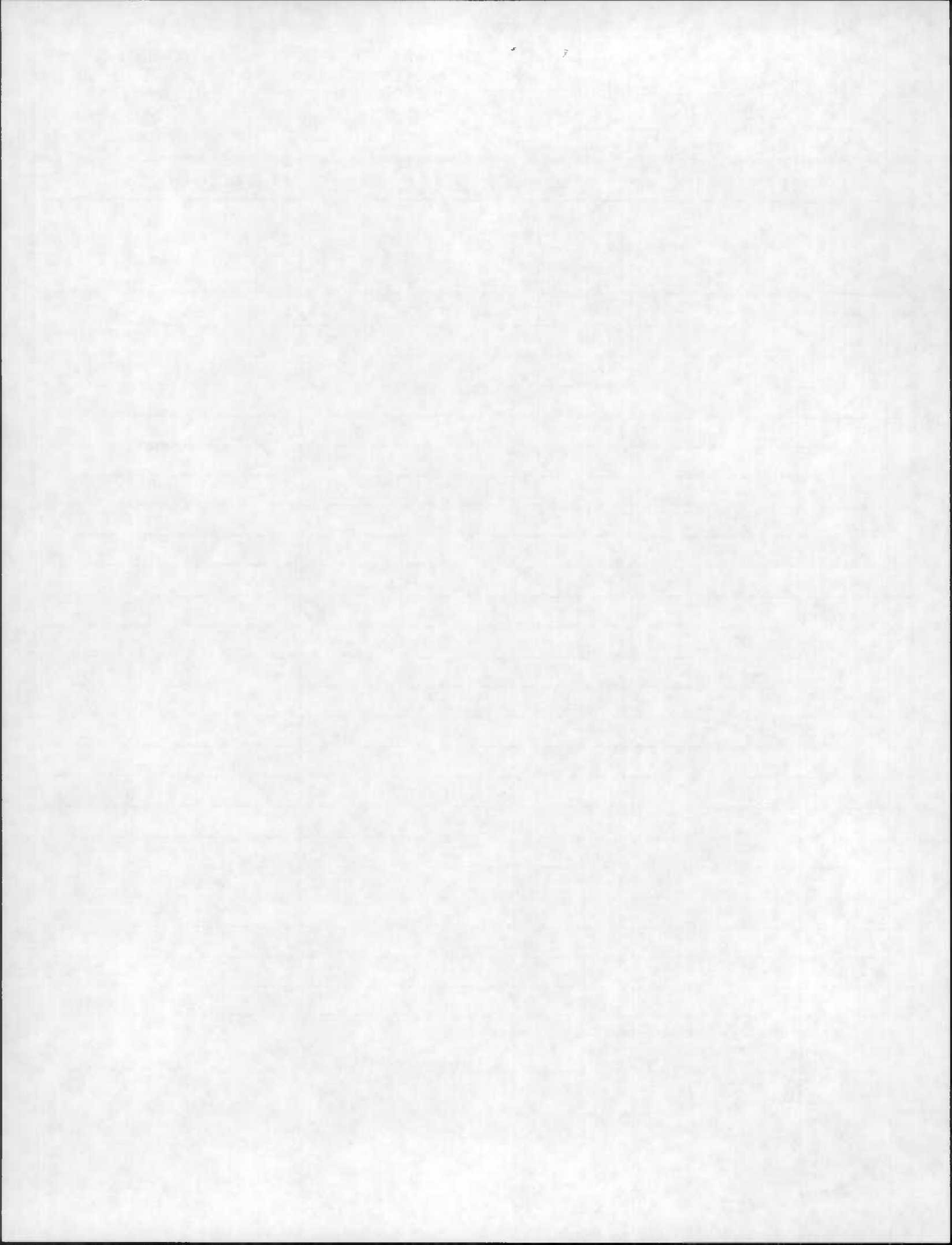
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

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.				
04W704	Correspondence	2285	11.A		2	7/2009	RECYCLE

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

Charlie P Lopez
Records Center Manager
December 31, 2009

Signature
Title
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 Department Of Housing & Community Development		ACCESSION NO. 04W704	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. 2
D. PHONE NO. 410-514-7090 - Cindi Foard		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES OF FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. , DISPOSAL DATE	
121-122	Correspondence	1646 #11.A. 2285 Retain for 5 years Destroy March 10, 2004 2009 7/09	

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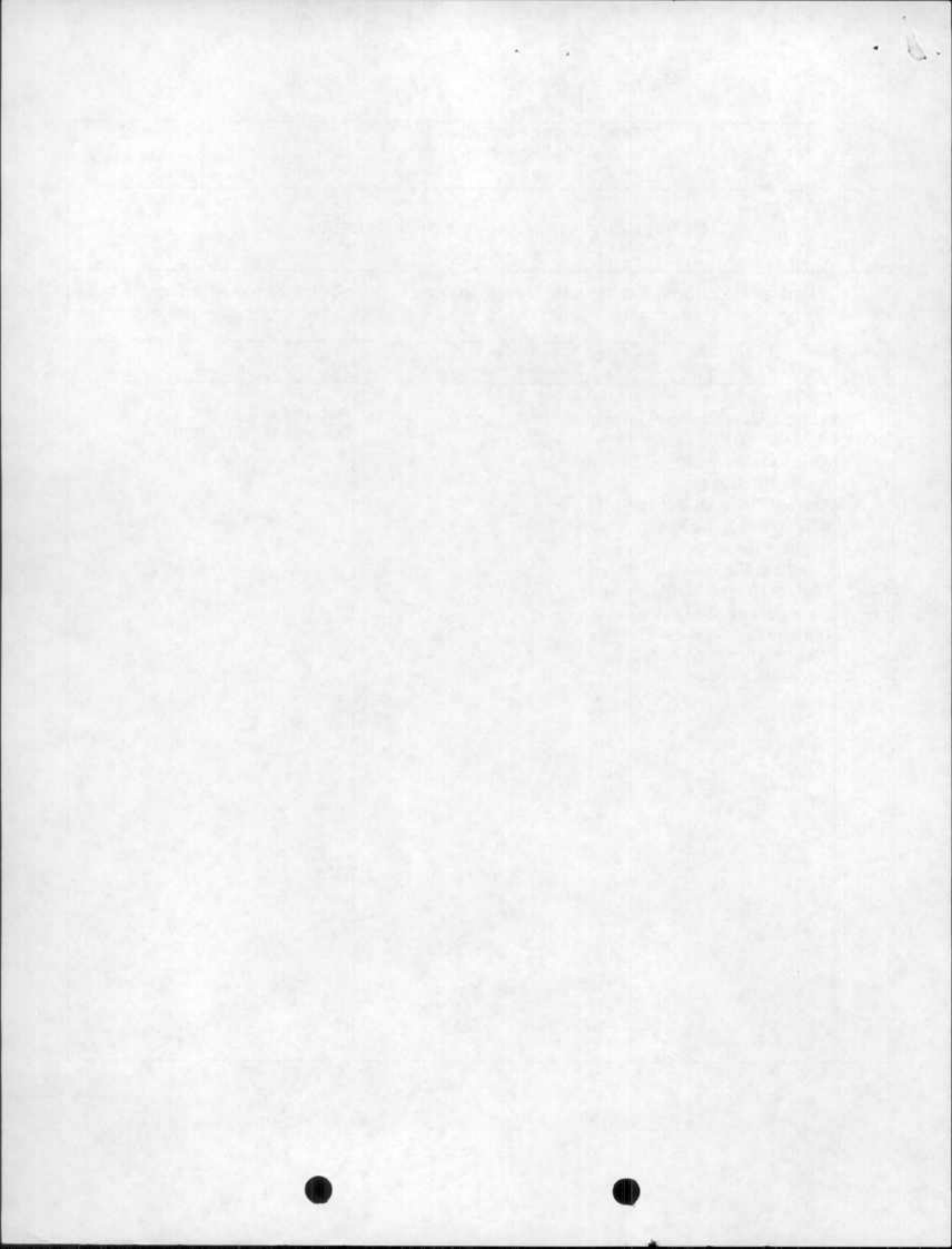
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DGS 550-1 Rev. 8/2000	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. 1646 #11. A.
RECORDS RETENTION AND DISPOSAL SCHEDULE		PAGE NO. 9
Dept. of Housing & Community Development		Office of the Attorney General
AGENCY		DIVISION
Item No.	Description	Retention
121	Correspondence Athena Alexandrides - Working Files Alleghany Towers Alexander House Asbury Place-Audit/Estoppel Letter BHP/White Park Apt. Bogman Request Chatham Village Chillim Heights/Rollingcrest Chimneys of Cradlerock Cottage City Towers Dickey Hill Selma Black	Retain for 5 years. Destroy March 2009



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. 10
Dept. of Housing & Community Development		Office of the Attorney General
AGENCY		DIVISION
Item No.	Description	Retention
122	<p>Correspondence Athena Alexandrides - Working Files</p> <p>Assignment of HAP Contract Forms Elliott Terrace 1300 Dundalk Ave 5001-5003 Ready Avenue Subordination S&W Properties 154-160 W Washington St Workout Oaks at 4 Corners Virginia Bowen House Easement Robinwood - AKA Pine Orchard - The Groves Randolph Village Park Charles- Potential Sale Wicomico Street - Meriden Orchard Crossing Mitchell Landing</p>	<p>Retain for 5 years. Destroy March 2009</p>

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07.01	MSDE
	Reporting Agency
	DBS / Accounting Branch
	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

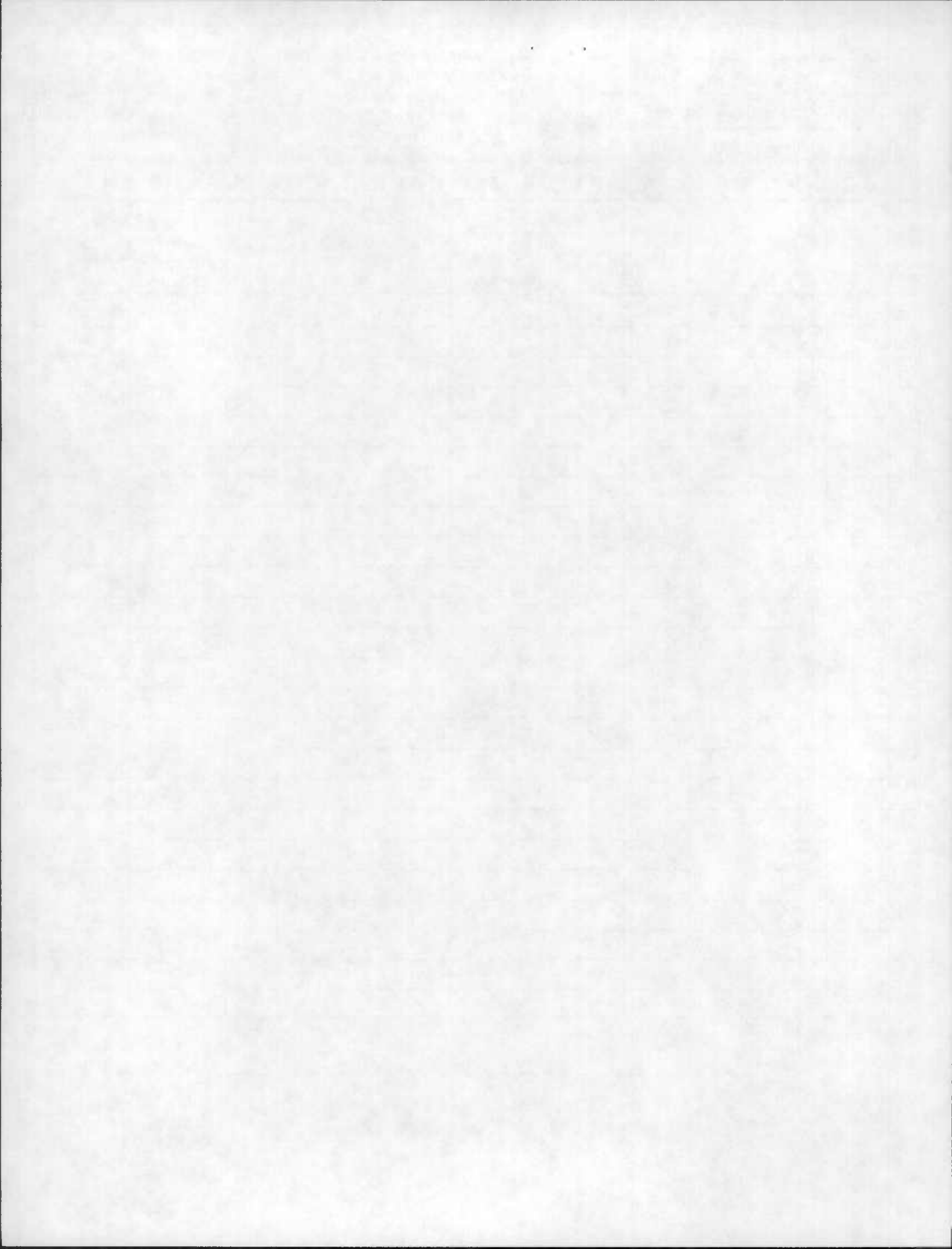
 Retain one (1) copy and
 forward original to
 address at left.

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.				
06W1125	Accounting Records	1993	2	FY 2002	91	7/2009	RECYCLE
08W523	Accounting Records	1993	2	FY 2002	29	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
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DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

1

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF EDUCATION 36.01.01		ACCESSION NO. 06W1125		DATE REC'D 6-13-06
B. DIVISION /UNIT DBS/ACCOUNTING BRANCH				RM CODE 07.01
C. MAILING ADDRESS 200 W BALTIMORE STREET BALTIMORE MD 21201		LOCATOR RANGE 153	SECTIONS 19-22	NO. OF CU. FT 91
D. PHONE NO. (410) 767-0130		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL SAUL LILIENFELD		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE 1993 ITEM NO DISPOSAL DATE 7/1/2009	

1	FY02	DORS		ENCUM REPORTS	1993 ITEM#2	7/1/2009
				882001-882712	1993 ITEM#2	7/1/2009
2	FY02	DORS	TL'S	812265-812286	1993 ITEM#2	7/1/2009
3	FY02	DORS	TL'S	011402-4-004/011802-4-014	1993 ITEM#2	7/1/2009
4	FY02	DORS	TL'S	812470-212497	1993 ITEM#2	7/1/2009
5	FY02	DORS	TL'S	812195-812425	1993 ITEM#2	7/1/2009
6	FY02	DORS	TL'S	9/17/01-9/27/01	1993 ITEM#2	7/1/2009
7	FY02	DORS	EXP ENC TL'S	812001-812194	1993 ITEM#2	7/1/2009
8	FY02	DORS	TL'S	812444-812469	1993 ITEM#2	7/1/2009
9	FY02	DORS	TL'S	812422-812443	1993 ITEM#2	7/1/2009
10	FY02	DORS	TL'S	812396-812421	1993 ITEM#2	7/1/2009
11	FY02	DORS	TL'S	812047-812068	1993 ITEM#2	7/1/2009
12	FY02	DORS	TL'S	81246-812167	1993 ITEM#2	7/1/2009
13	FY02	DORS	TL'S	812083-812102	1993 ITEM#2	7/1/2009
14	FY02	DORS	TL'S	812029-812046	1993 ITEM#2	7/1/2009
15	FY02	DORS	TL'S	812103-812124	1993 ITEM#2	7/1/2009
16	FY02	DORS	TL'S	812010-812028	1993 ITEM#2	7/1/2009
17	FY02	DORS	TL'S	812168-812190	1993 ITEM#2	7/1/2009
18	FY02	DORS	TL'S	812332-812353	1993 ITEM#2	7/1/2009
19	FY02	DORS	TL'S	812072-812079	1993 ITEM#2	7/1/2009
20	FY02	DORS	TL'S	812124-812145	1993 ITEM#2	7/1/2009
21	FY02	DORS	TL'S	812242-812263	1993 ITEM#2	7/1/2009
22	FY02	DORS	TL'S	812375-82395	1993 ITEM#2	7/1/2009
23	FY02	DORS	TL'S	812239-812241	1993 ITEM#2	7/1/2009
				013102-4-018/011402-4-014		
24	FY02	DORS	TL'S	812287-812308	1993 ITEM#2	7/1/2009

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DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

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25	FY02	DORS	TL'S	812191-812212	1993 ITEM#2	7/1/2009
26	FY02	DORS	TL'S	812309-812331	1993 ITEM#2	7/1/2009
27	FY02	DORS	TL'S	812214-812238	1993 ITEM#2	7/1/2009
28	FY02	DORS	TL'S	812354-/812374	1993 ITEM#2	7/1/2009
29	FY02	DBS/AP		CREDIT CARDS STATEMENTS	1993 ITEM#2	7/1/2009
30	FY02	DBS/ACCT		2001 YEAR END CLOSING	1993 ITEM#2	7/1/2009
31	FY02	DBS/ACCT		VERIZON REPORTS 9/01-12/01	1993 ITEM#2	7/1/2009
32	FY02	DBS/ACCT		VERIZON REPORTS 1/02-7/02	1993 ITEM#2	7/1/2009
33	FY02	DBS/ACCT		VERIZON REPORTS 4/02-6/02	1993 ITEM#2	7/1/2009
34	FY02	DBS/ACCT		VERIZON REPORTS 6/01-10/01	1993 ITEM#2	7/1/2009
35	FY02	DBS/ACCT		VERIZON REQUISTION PO'S	1993 ITEM#2	7/1/2009
36	FY02	DORS	TL'S	20010631-4-009/73101-4-005	1993 ITEM#2	7/1/2009
37	FY02	HDQTRS	TL'S	11/28/01-12/11/01	1993 ITEM#2	7/1/2009
38	FY02	HDQTRS		NOTICE OF GRANTS SG232300-SG234522	1993 ITEM#2	7/1/2009
39	FY02	DORS	TL'S	030702-4-008/031202-4-017	1993 ITEM #2	7/1/2009
40	FY02	DORS		02041218-02046013	1993 ITEM #2	7/1/2009
41	FY02	DORS		BUDGET CREDITS 821009-822011	1993 ITEM #2	7/1/2009
42	FY02	PAYROLL		JD & EP JOURNAL ENTRIES & ACCRUALS	1993 ITEM #2	7/1/2009
43	FY02	HDQTRS	TL'S	11/8/01-11/27/01	1993 ITEM #2	7/1/2009
44	FY02	HDQTRS	TL'S	8/13/01-8/27/01	1993 ITEM #2	7/1/2009
45	FY02	HDQTRS	TL'S	8/23/01-8/31/01	1993 ITEM #2	7/1/2009
46	FY02	HDQTRS	AP	EXPENSE FORMS	1993 ITEM #2	7/1/2009
47	FY02	DORS	TL'S	0408802-4-018/041902-4-015	1993 ITEM #2	7/1/2009
48	FY02	HDQTRS		EXPENSE FORMS	1993 ITEM #2	7/1/2009
49	FY02	DORS	TL'S	051402-4-014/061102-4-014	1993 ITEM #2	7/1/2009
50	FY02	DORS	TL'S	061102-4-017/062702-4-018	1993 ITEM #2	7/1/2009
51	FY02	DORS	TL'S	041902-4-017/043002-4-020	1993 ITEM #2	7/1/2009
52	FY02	DORS	TL'S	813232-813259	1993 ITEM #2	7/1/2009
53	FY02	DORS	TL'S	060602-4-014/063102-4-211	1993 ITEM #2	7/1/2009
54	FY02	DORS	TL'S	051502-4-016/060502-4-018	1993 ITEM #2	7/1/2009
55	FY02	DORS	TL'S	043002-4-022/051502-4-002	1993 ITEM #2	7/1/2009
56	FY02	HDQTRS	TL'S	7/2/01-8/1/01	1993 ITEM #2	7/1/2009
57	FY02	HDQTRS		CREDIT CARDS	1993 ITEM #2	7/1/2009
58	FY02	HDQTRS	TL'S	10/26/01-11/7/01	1993 ITEM #2	7/1/2009
59	FY02	HDQTRS	TL'S	9/28/01-10/10/01	1993 ITEM #2	7/1/2009
60	FY02	HDQTRS	TL'S	10/11/01-10/24/01	1993 ITEM #2	7/1/2009
61	FY02	DORS	TL'S	✓020902-4-014/032802-4-007	1993 ITEM #2	7/1/2009
62	FY02	DORS	TL'S	0205004-02052121	1993 ITEM #2	7/1/2009
63	FY02	DORS	TL'S	02046677-02049026	1993 ITEM #2	7/1/2009
64	FY02	DORS	TL'S	✓102301-4-018/111901-4-014	1993 ITEM #2	7/1/2009
65	FY02	HDQTRS	TL'S	12/12/01-12/31/01	1993 ITEM #2	7/1/2009
66	FY02	HDQTRS	TL'S	8/2/01-8/12/01	1993 ITEM #2	7/1/2009
67	FY02	HDQTRS	TL'S	✓12/1/01-12/20/01	1993 ITEM #2	7/1/2009
68	FY02	HDQTRS		CREDIT CARDS 6/00-1/01	1993 ITEM #2	7/1/2009
69	FY02	HDQTRS		CREDIT CARDS 9/1/01-9/15/01	1993 ITEM #2	7/1/2009
70	FY02	HDQTRS	TL'S	4/15/02-4/26/02	1993 ITEM #2	7/1/2009
71	FY02	HDQTRS	TL'S	1/17/02-1/31/02	1993 ITEM #2	7/1/2009
72	FY02	HDQTRS	TL'S	2/1/02-2/14/02	1993 ITEM #2	7/1/2009
73	FY02	HDQTRS	TL'S	3/1/02-3/15/02	1993 ITEM #2	7/1/2009
74	FY02	HDQTRS	TL'S	3/19/02-3/29/02	1993 ITEM #2	7/1/2009

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER

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75	FY02	HDQTRS	TL'S	12/3/01-1/16/02	1993 ITEM #2	7/1/2009
76	FY02	HDQTRS	TL'S	4/1/02-4/12/02	1993 ITEM #2	7/1/2009
77	FY02	HDQTRS	TL'S	2/15/02-2/28/02	1993 ITEM #2	7/1/2009
78	FY02	DORS	TL'S	032802-4-018/040502-4-017	1993 ITEM #2	7/1/2009
79	FY02	HDQTRS		MILAGE CARDS 7/01-6/02	1993 ITEM #2	7/1/2009
80	FY02	HDQTRS	PAYROLL	CONTRACT TIMESHEETS, PAYROLL REPORTS & ENCUMBERANCE REPORTS	1993 ITEM #2	7/1/2009
81	FY02	HDQTRS	PAYROLL	CONTR TIMESHEETS 7/01-6/02	1993 ITEM #2	7/1/2009
82	FY02	HDQTRS		JOURNAL ENTRIES JA006400-JA00700	1993 ITEM #2	7/1/2009
83	FY02	HDQTRS	PAYROLL	CONTR TIMESTEETS 7/01-6/02	1993 ITEM #2	7/1/2009
84	FY02	HDQTRS		JOURNAL ENTRIES JA007600-JA008100	1993 ITEM #2	7/1/2009
85	FY02	HDQTRS		JOURNAL ENTRIES JA008900-JA009300	1993 ITEM #2	7/1/2009
86	FY02	HDQTRS		JOURNAL ENTRIES JA007100-JA007500	1993 ITEM #2	7/1/2009
87	FY02	HDQTRS		JOURNAL ENTRIES JA008200-JA008700	1993 ITEM #2	7/1/2009
88	FY02	HDQTRS		CREDIT CARD STATEMENTS	1993 ITEM #2	7/1/2009
89	FY02	HDQTRS	TL'S	JUNE PD IN JULY 7/1/02-7/15/02	1993 ITEM #2	7/1/2009
90	FY02	HDQTRS	TL'S	JUNE PD IN JULY 7/16/02-7/27/02	1993 ITEM #2	7/1/2009
91	FY02	HDQTRS		PROPERTY CONTROL REC LOGS 11/01-5/02	1993 ITEM #2	7/1/2009

R 153

S 19-21

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

E

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY DEPARTMENT OF EDUCATION 36.01.01	ACCESSION NO. 08W523	DATE REC'D 11-8-07
3. DIVISION /UNIT DBS/ACCOUNTING BRANCH		RM CODE 07.01
5. MAILING ADDRESS 0 W BALTIMORE STREET ALTIMORE MD 21201	LOCATOR RANGE SECTIONS 46 11	NO. OF CU. FT 29
7. PHONE NO. 10)767-0124	RECORDS CENTER MANAGER <i>Ray Heltibridle</i>	
9. AGENCY OFFICIAL ALE CARPENTER	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE 1993 ITEM NO DISPOSAL DATE
1	FY02 DBS ACCT CONTRACTUAL CHECK REGISTER & PTR	SCHD 1993 ITEM #2 7/1/2009
2	FY02 DBS ACCT CHECK REGISTER PR# 20-25	SCHD 1993 ITEM #2 7/1/2009
3	FY02 DBS PR REGULAR PAYROLL 8/01-10/01	SCHD 1993 ITEM #2 7/1/2009
4	FY02 DBS PR PAYROLL NOTICES 6/01-9/01	SCHD 1993 ITEM #2 7/1/2009
5	FY02 DBS ACCT HDQT CERT OF DEPOSITS	SCHD 1993 ITEM #2 7/1/2009
6	FY02 DBS ACCT INCREASES & CANCELLATIONS DORS	SCHD 1993 ITEM #2 7/1/2009
7	FY02 DBS ACCT INCREASES & CANCELLATIONS DORS	SCHD 1993 ITEM #2 7/1/2009
8	FY02 DBS ACCT INCREASES & CANCELLATIONS DORS	SCHD 1993 ITEM #2 7/1/2009
9	FY02 DBS ACCT OTHER CHANGE ORDERS	SCHD 1993 ITEM #2 7/1/2009
10	FY02 DBS ACCT INCREASES & CANCELLATIONS DORS	SCHD 1993 ITEM #2 7/1/2009
11	FY02 DBS ACCT M & T-R40'S/DORS	SCHD 1993 ITEM #2 7/1/2009
12	FY02 DBS ACCT PERPETUAL INVENTORY UPDATES-PROP CONTROL	SCHD 1993 ITEM #2 7/1/2009
13	FY02 DBS ACCT M&T-R40'S & TRANSMITTALS	SCHD 1993 ITEM #2 7/1/2009
14	FY02 DBS ACCT PURCHASE ORDERS REG 5 THRU 7/DORS	SCHD 1993 ITEM #2 7/1/2009
15	FY02 DBS ACCT TRANSMITTALS 882095-882125	SCHD 1993 ITEM #2 7/1/2009
16	FY02 DBS ACCT DEPOSITS-9/4/01 TO 3/4/02	SCHD 1993 ITEM #2 7/1/2009
17	FY02 DBS ACCT TRANSMITTALS 882130-882177	SCHD 1993 ITEM #2 7/1/2009
18	FY02 DBS ACCT PURCHASE ORDERS REGION 2 & 3	SCHD 1993 ITEM #2 7/1/2009
19	FY02 DBS ACCT CASH RECEIPTS RECONCILIATION JUNE 01 TO JUNE 02	SCHD 1993 ITEM #2 7/1/2009
20	FY02 DBS ACCT PAYROLL NOTICES 10/01 - 12/01	SCHD 1993 ITEM #2 7/1/2009
21	FY02 DBS ACCT PAYROLL NOTICES 4/02-6/02	SCHD 1993 ITEM #2 7/1/2009
22	FY02 DBS ACCT PAYROLL NOTICES 1/02-4/02	SCHD 1993 ITEM #2 7/1/2009

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23	FY02	DBS ACCT	CERT OF DEPOSIT 3/3-6/30/02	SCHD 1993 ITEM #2	7/1/2009
24	FY02	DBS ACCT	CHECK REGISTER PR# 9-13	SCHD 1993 ITEM #2	7/1/2009
25	FY02	DBS ACCT	WORKING FUND/SALARY & TRAV CHECK COPIES	SCHD 1993 ITEM #2	7/1/2009
26	FY02	DBS ACCT	CHECK REGISTER PR# 1-04	SCHD 1993 ITEM #2	7/1/2009
27	FY02	DBS ACCT	EMPLOYMENT VERIFICATION MAIL OUT LIST/EPP	SCHD 1993 ITEM #2	7/1/2009
28	FY02	DBS ACCT	CHECK REGISTER PR# 5-8	SCHD 1993 ITEM #2	7/1/2009
29	FY02	DBS ACCT	PO'S REG 1 & 2	SCHD 1993 ITEM #2	7/1/2009

R-46

S-15

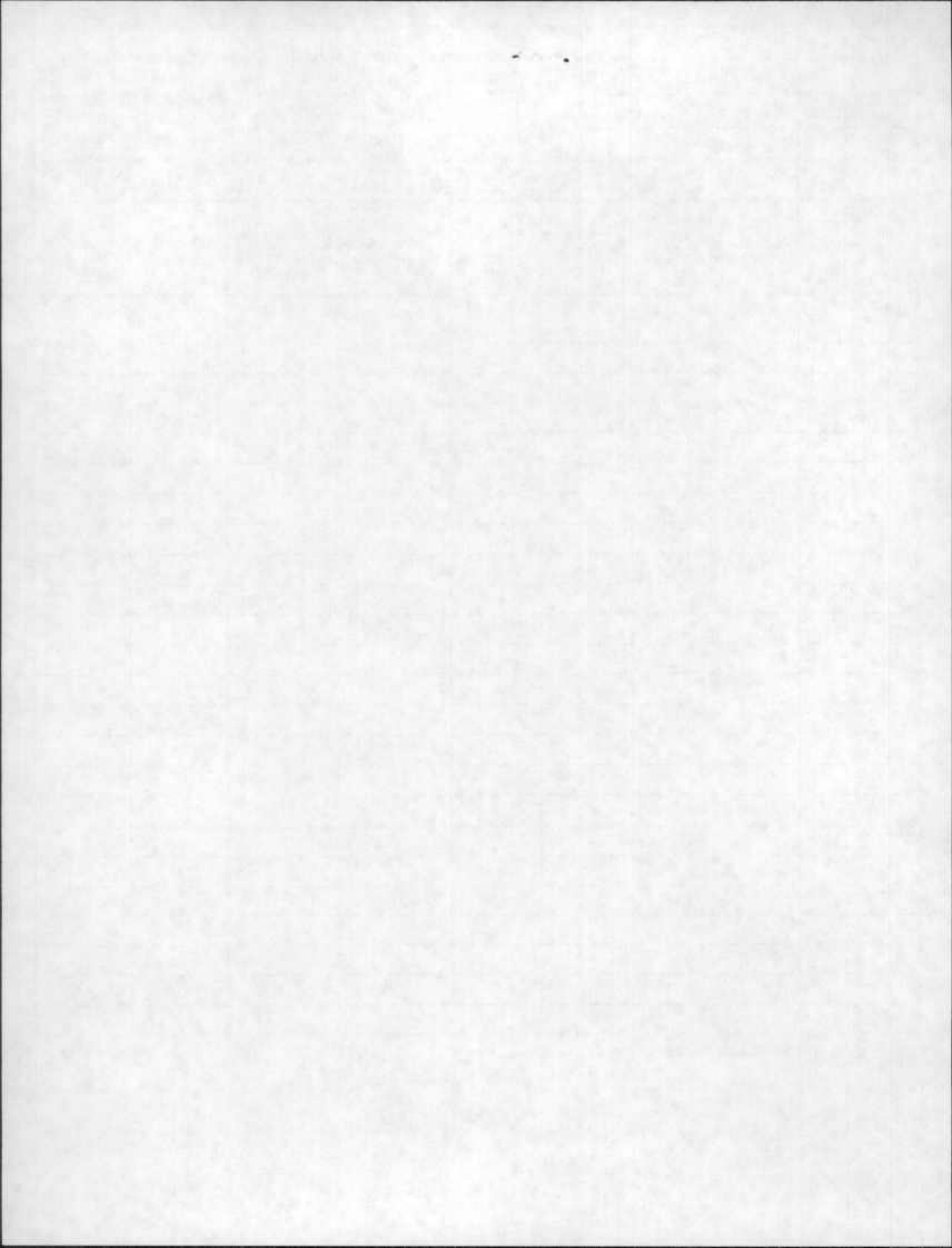
07.15.08	MSDE	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency			Retain one (1) copy and forward original to address at left.
Child Care Administration - Towson			
Division or Unit			

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.				
05W39	Closed Child Care Home & Centers	1778	21	10/2003 - 6/2004	10	7/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 31, 2009
<small>Signature</small>	<small>Title</small>	<small>Date</small>



EX

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

RECORDS TRANSMITTAL AND RECEIPT

SP-1
21-2

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Dept. of Human Resources / MSDE		ACCESSION NO. 05W39	DATE REC'D 8-16-04
3. DIVISION/UNIT Child Care Administration, Region III			RM CODE 07-15-08 14-06-02
2. MAILING ADDRESS 409 Washington Avenue, Suite LL8 Towson, Maryland 21204		LOCATION RANGE SECTION(S) 12 12	NO. OF CU. FT. 10
4. PHONE NO. 410-583-6201		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Diane Pennell		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Closed C.C. Homes & Centers 10-1-03 - 6-30-04	Sch # 1778 Item # 21 July, 2009
1	A - Broo	
2	Brow - Da	
3	De - Ham	
4	Har - J	
5	K -	
6	L - Moo	
7	Mor - Q	
8	R - Sh	
9	Sm - The	
10	Tho - Z	

Q-12
S-12



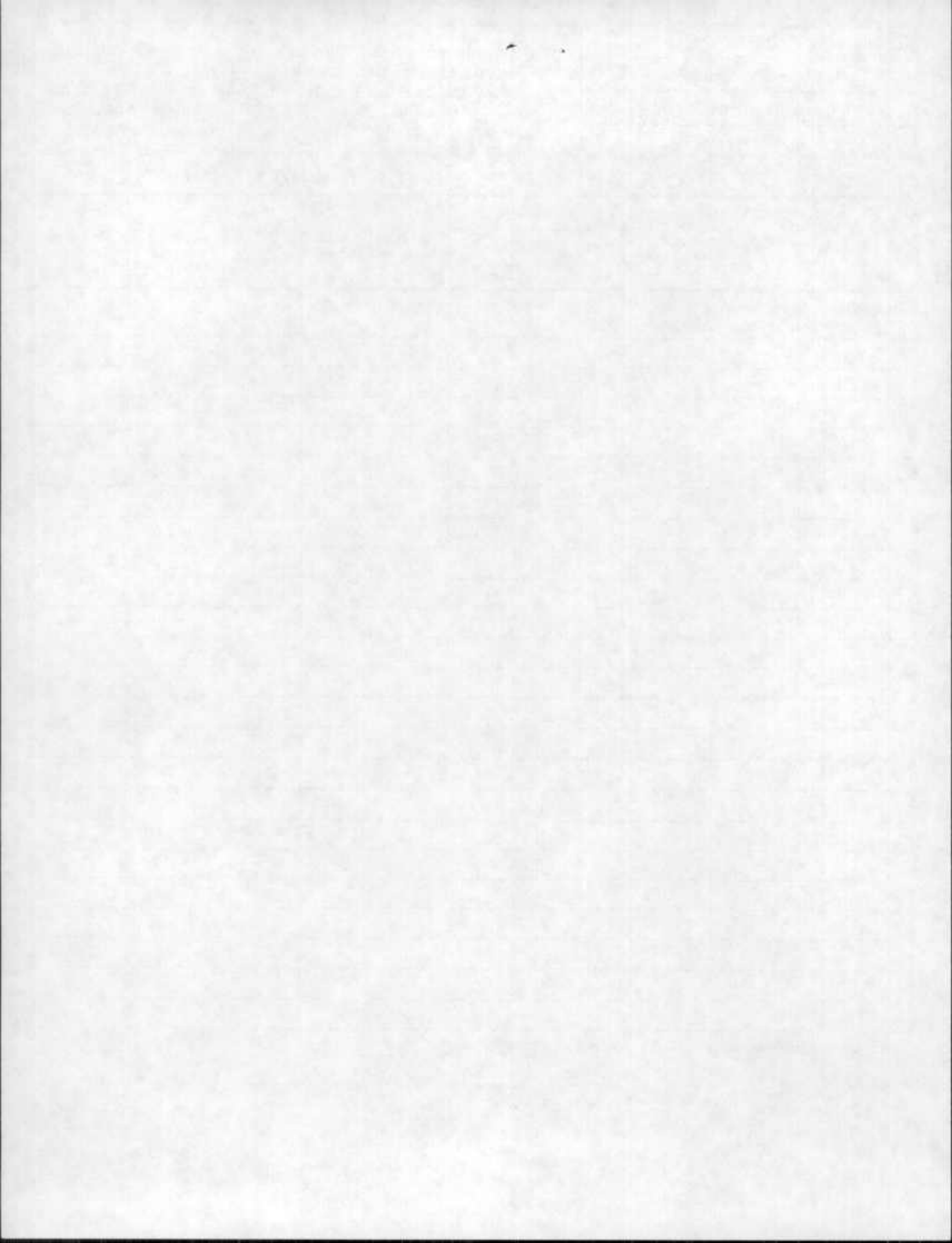
08.01	DBED	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency			Retain one (1) copy and forward original to address at left.
Finance Programs - FPAA			
Division or Unit			

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.				
07W596	MSBDFA Advance Check Request Transmittal Sheets	2203	5	2006	4	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
---------------------------------------	--	------------------------------------



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. 07W596	Date Rec'd 3/13/07
B. Division/Unit Finance Programs - FPAA 410 767-6367 <i>Dana Carter</i>		Location Range 8 Section(s) 4	RM Code 08.01
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		No. Of Cu. FT. 4	
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	
	MSBDFa Advance Check Request Transmittal Sheets 2006	Schedule / Retain <i>2003 Item 5 7/2009</i>	
1	MSBDFa 7/03 - 6/04 Check Request Acknowledgements	2203	<i>5/12/2009</i>
2	MSBDFa 7/02 - 6/03 Check Request Acknowledgements	2203	<i>5/12/2009</i>
3	MSBDFa 7/01 - 6/02 Check Request Acknowledgements	2203	<i>5/12/2009</i>
4	MSBDFa 7/01 - 6/03 Check Request Acknowledgements	2203	<i>5/12/2009</i>
12/2006			

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10.20 7 8

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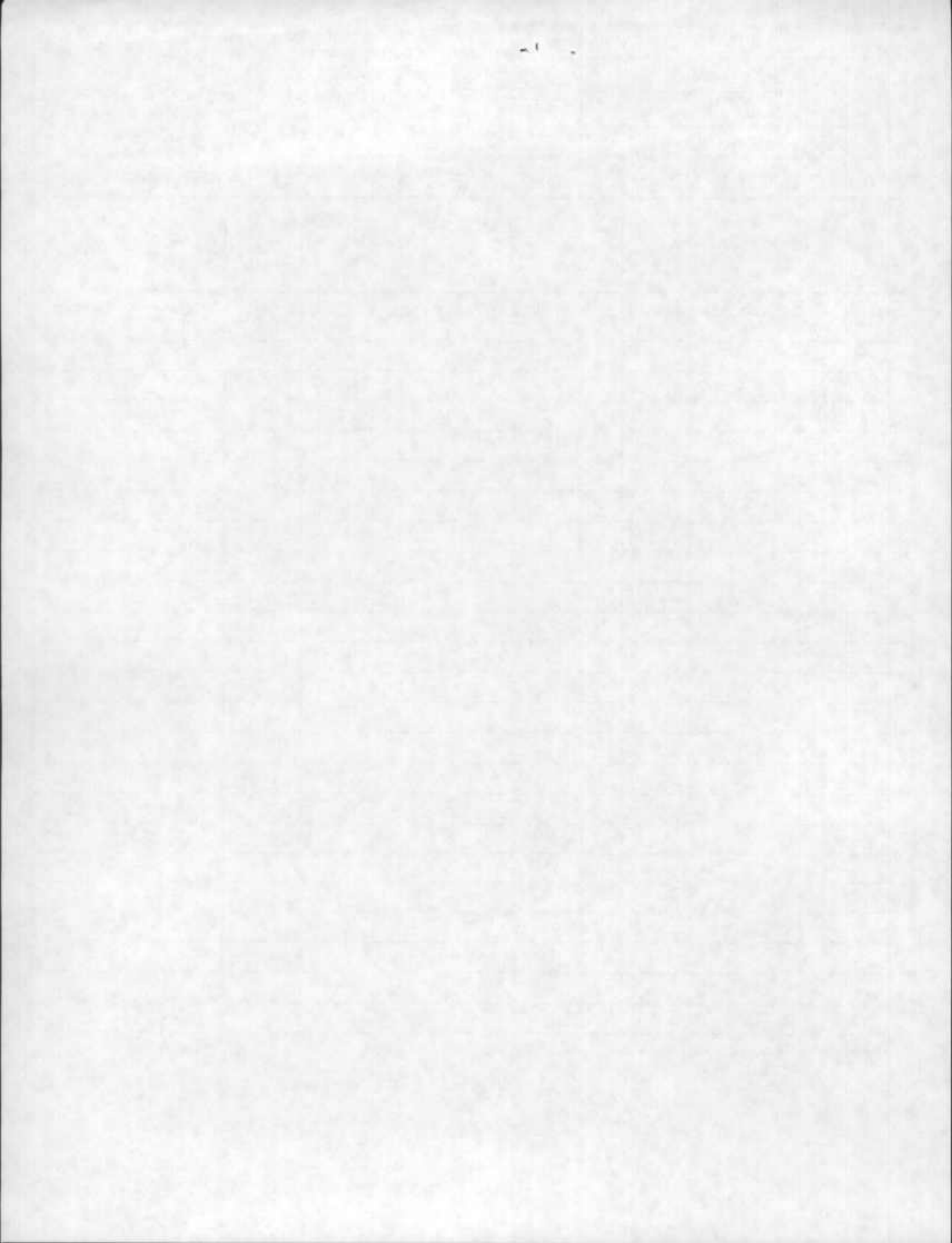
08.09 DBED	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency		Retain one (1) copy and forward original to address at left
Maryland State Arts Council		
Division or Unit		

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.				
06W536	AIC Grants Files / General Grants Files	2371	1	FY 2000 - FY 2001	17	7/2009	RECYCLE

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

Charlie P Lopez _____ Signature	Records Center Manager _____ Title	December 31, 2009 _____ Date
---------------------------------------	--	------------------------------------



E

**DEPARTMENT OF GENERAL SERVICES
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 BUSINESS & ECONOMIC DEVELOPMENT		Accession No. <i>06W536</i>	Date Received <i>3-22-06</i>
B. Division/Unit MARYLAND STATE ARTS COUNCIL		Location Range Section(s) <i>19 29</i>	RM Code <i>08-09</i>
C. Mailing Address 175 W. Ostend St., Suite E Baltimore, Md. 21230		No. Of Cl. Ft. <i>17</i>	
D. Phone No. (410) 767-6551		Records Center Manager	
E. Agency Official Linda Bell		To Be Completed at State Records Management Center	
2. Box Numbers	3. Deletion of Records with Inclusive Dates	4. Disposal Authority Schedule Item No. Disposal Date	
1.	FY 2001 AIC Grants Files (A-L)	2371	- 1 - 2008
2.	FY 2001 AIC Grants Files (M-Z)	2371	- 1 - 2008
3.	FY 2001 IAA Grants Files	2371	- 1 - 2008
4.	FY 2001 General Grants Files	2371	- 1 - 2008
5.	FY 2001 General Grants Files	2371	- 1 - 2008
6.	FY 2000 Financial Information	2371	- 1 - 2008
7.	FY 2000 Financial Information	2371	- 1 - 2008
8.	FY 2001 General Financial Information	2371	- 1 - 2008
9.	FY 2001 Financial Records	2371	- 1 0 2008
10.	FY 2001 GFO Grants Files (A-Ba)	2371	- 1 - 2008
11.	FY 2001 GFO Grants Files (Ba-Ci)	2371	- 1 - 2008
12.	FY 2001 GFO Grants Files (Ci-Fr)	2371	- 1 - 2008
13.	FY 2001 GFO Grants Files (Fr-K)	2371	- 1 - 2008
14.	FY 2001 GFO Grants Files (L-Mo)	2371	- 1 - 2008
15.	FY 2001 GFO Grants Files (Mo-P)	2371	- 1 - 2008
16.	FY 2001 GFO Grants Files (Q-V)	2371	- 1 - 2008
17.	FY 2001 GFO Grants Files (W-Z)	2371	- 1 - 2008

Financial
767-2304

7/2009

R-19

S-29

~~1000~~

~~1000~~

10.04	DGS
	Reporting Agency
	Construction Division - Western Region
	Division or Unit

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

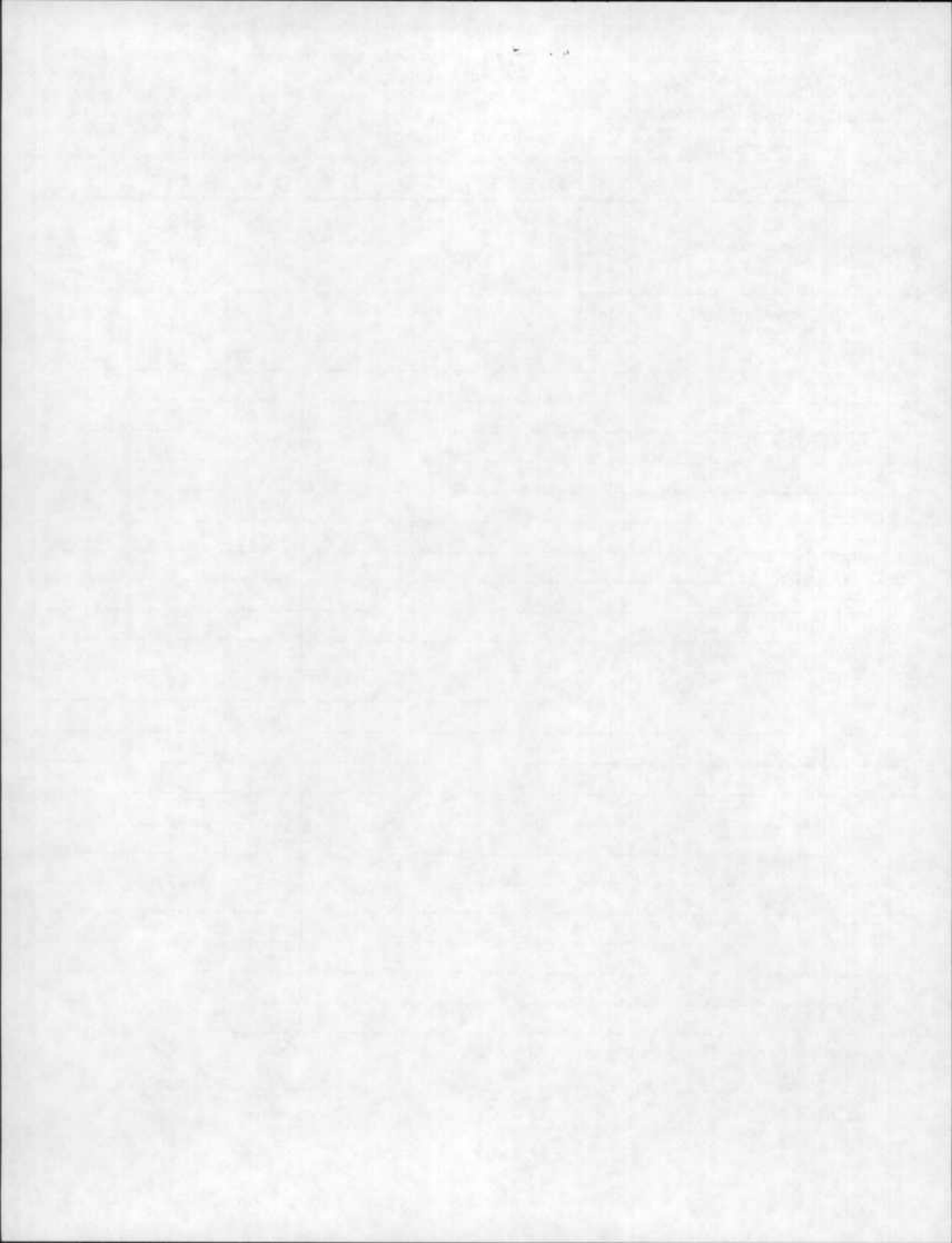
Prepare in duplicate
 Retain one (1) copy and
 forward original to
 address at left.

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 <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.				
01W487	Construction Project - Blueprint	1493	2	2/1997 - 6/1999	1 Roll	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
---------------------------------------	--	------------------------------------



DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 279, JESSUP, MD. 20794 (TELEPHONE 795-1075)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 01W487	DATE REC'D 12-6-00
B. DIVISION/UNIT CONSTRUCTION DIVISION-WESTERN REGION		LOCATION RANGE SECTION(S) 132 21 1	FIN CODE 10.04
C. MAILING ADDRESS 301 West Preston ST. Rm 1212 Baltimore, MD 21201		NO. OF CL. P.	
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Meyersohn		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
<u>Roll</u> <u>1</u>	<u>Blueprints</u> [redacted] WS-000-941-003 Woodstock tower cupola 2/97 P-016-931-110 Cunningham Falls SP, parking lot 4/97 P-016-931-010 CFSP, Day Use Ctr. 12/97 BC-744-971-001 District Courthouse - roof 7/98 TA-000-941-001 Woodstock PTC-elec. def. 2/99 M-000-920-004 MDE Rev. Armory/SCCC Area 6/99 NM-000-960-001 Camp Fredderd RICA roof 5/98	<u>1493</u> # 1493 <u>Item #2</u> 3 YEARS IN OFFICE. 7 YEARS IN RECORDS : THEN DESTROY <u>7/09</u>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

9/2/9

R-32 Top
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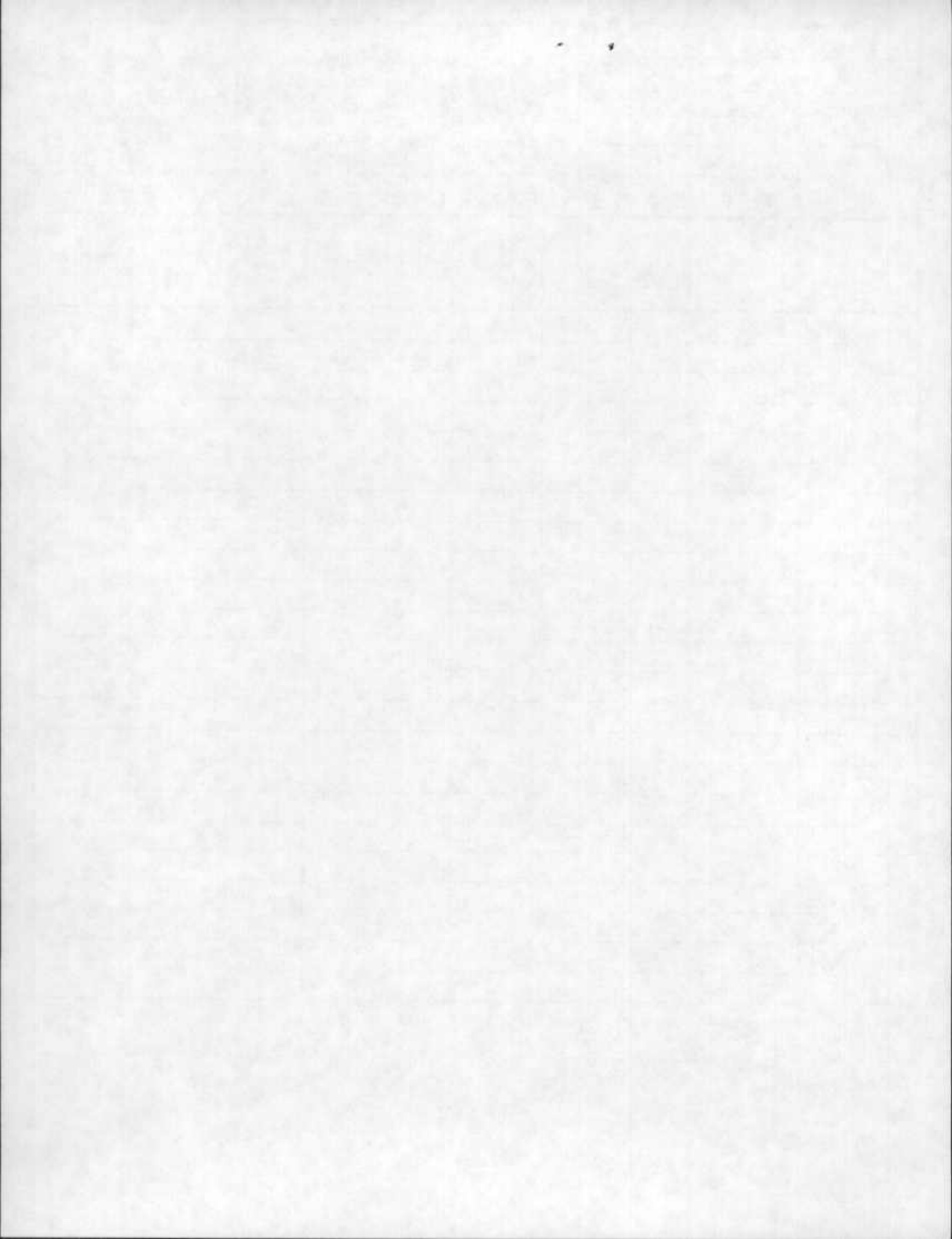
10.05	DGS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
A/E Procurement / General Professional Services Selection Board			
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.				
97W396	Procurement	843-5	2		10	7/2005	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
---------------------------------------	--	------------------------------------



RECORDS TRANSMITTAL AND RECEIPT

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

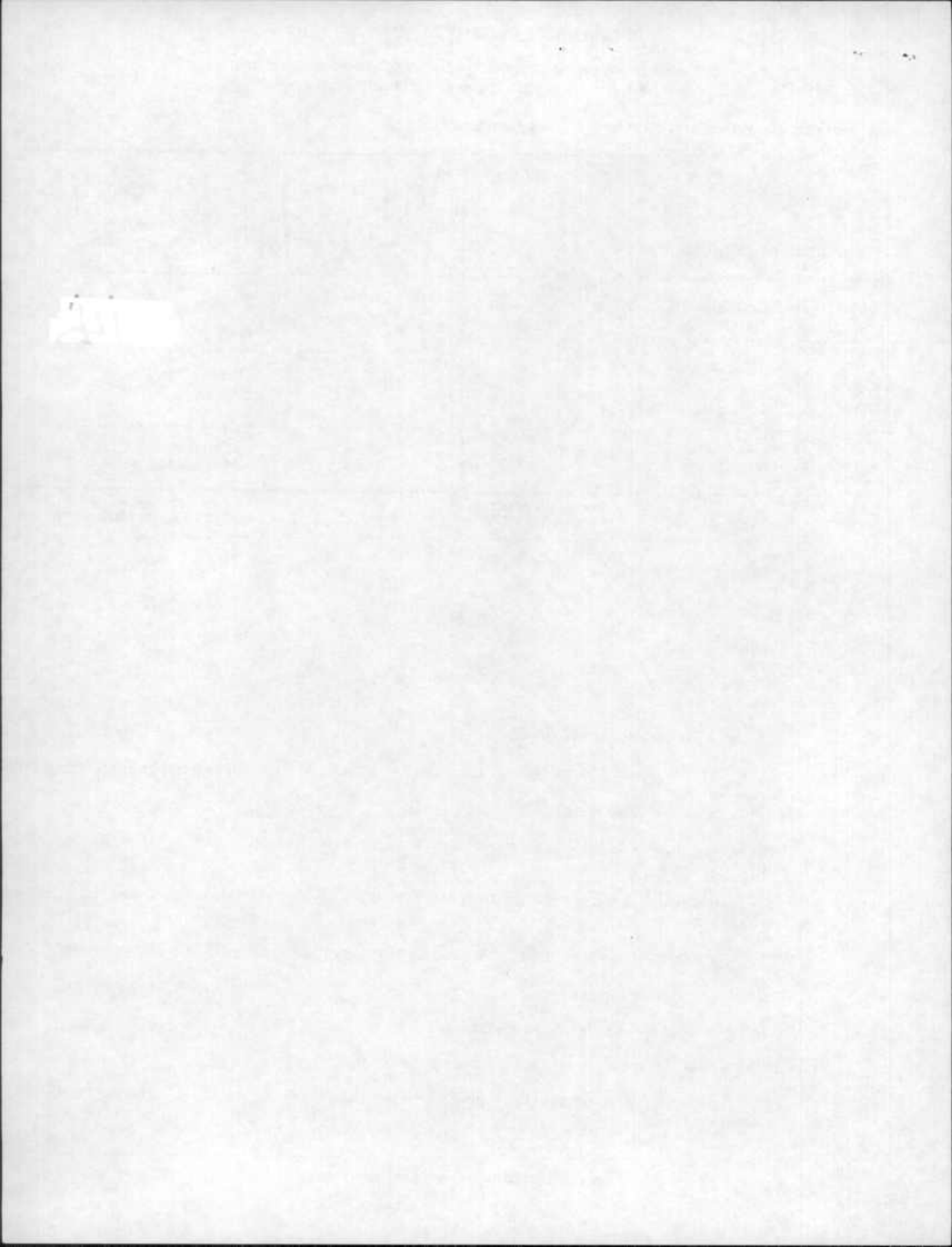
PARTIAL

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.01.01.01.	ACCESSION NO. 97W396	DATE REC'D 10-8-96
b) AGENCY Department of General Services	R.M. CODE 10.05	
c) DIVISION/UNIT A/E Procurement/General Professional Services Selection Board	LOCATION - RANGE 115	SECTION(S) 9
d) MAILING ADDRESS 301 West Preston Street Room M-6B Baltimore, Maryland 21202	NO. OF CU. FT. 10	
e) AGENCY OFFICIAL William A. Davis	PHONE NO. 767-4296	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	U-000-931-009	843-5, Item 2, Jan. 2005
2	U-000-931-009	843-5, Item 2, Jan. 2005
3	U-000-931-009,	843-5, Item 2, Jan. 2005
4	KJ-000-896-003, TS-622-920-011, M-000-922-024, MC-000-861-101	843-5, Item 2, Jan. 2005
5	BC-000-911-001, UP-593-930-003	843-5, Item 2, Jan. 2005
6	TS-561-871-401, KN-122-911-D01, and UB-773-922-001	843-5, Item 2, Jan. 2005
7	M-000-920-004, TA-000-941-036	843-5, Item 2, Jan. 2005
8	DGS-94-100-IDC, DGS-94-125-IDC, UP-095-5.2-IDC and UP-095-5.1-IDC	843-5, Item 2, Jan. 2005
9	SEC-94-1-0-IDC, DGS-95-005-IDC, MDE-91-3.0-SSA and F-012-882-010	843-5, Item 2, Jan. 2005
10	MDE-94-6.0-AMA, DGS-94-011-IDC, and DGS-92-100-IDC	843-5, Item 2, Jan. 2005
11	U-320-781 and UB-095-001-IDC	843-5, Item 2, Jan. 2005
12	UB-095-002-IDC, and UB-095-003-IDC	843-5, Item 2, Jan. 2005
13	UB-095-004-IDC and UB-095-005-IDC	843-5, Item 2, Jan. 2005
14	UB-095-006-IDC, UP-094-001-IDC, UP-094-002-IDC, and UP-094-003-IDC	843-5, Item 2, Jan. 2005

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Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

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PROCUREMENT & LOGISTICS • REAL ESTATE

July 7, 2009

Mr. Gabriel Lopez
Records Center Manager
Records Management Center
7275 Waterloo Road
Jessup, Maryland 20794-0275

10.05

Dear Mr. Lopez:



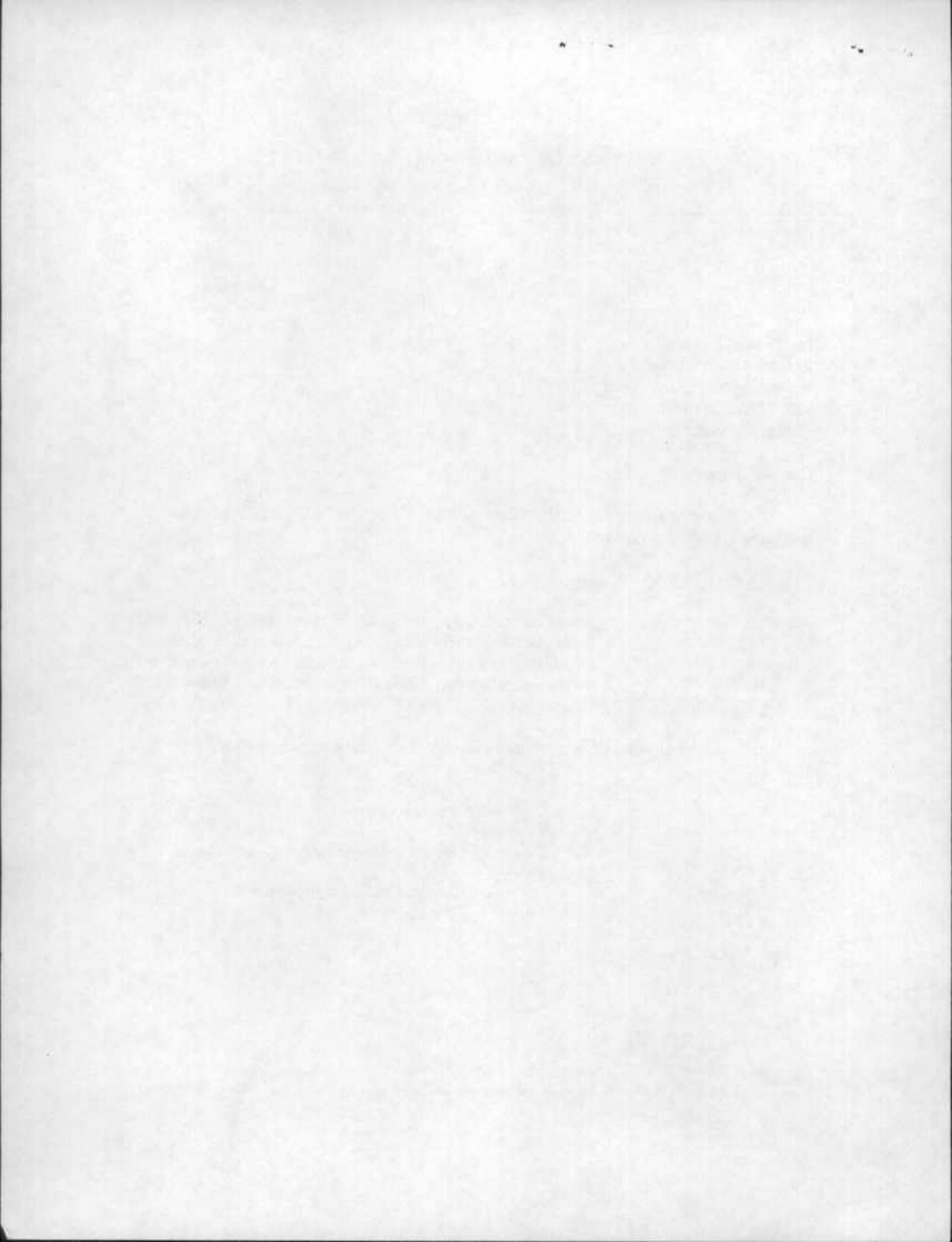
In reference to your June 3, 2009 letter and list of records eligible for disposal, the following information is provided:

<u>Accession No.</u>	<u>Disposition</u>
00W0117	Retain Box 6 thru July 2010. All other boxes may be destroyed.
02W0088	Retain Box 4 thru July 2010. All other boxes may be destroyed.
02W0899	Retain Box 9 thru July 2010. All other boxes may be destroyed.
03W179	Retain Box 3 thru July 2010. All other boxes may be destroyed.
97W0396	Retain boxes 1, 2, 3, and 7 thru July 2010.

If you have any questions or need any additional information, please call me at (410) 767-4296.

Very truly yours,

William A. Davis, Administrator
A/E Procurement/GPSSB



10.05	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.
	A/E Procurement/GPSSB		
	Division or Unit		

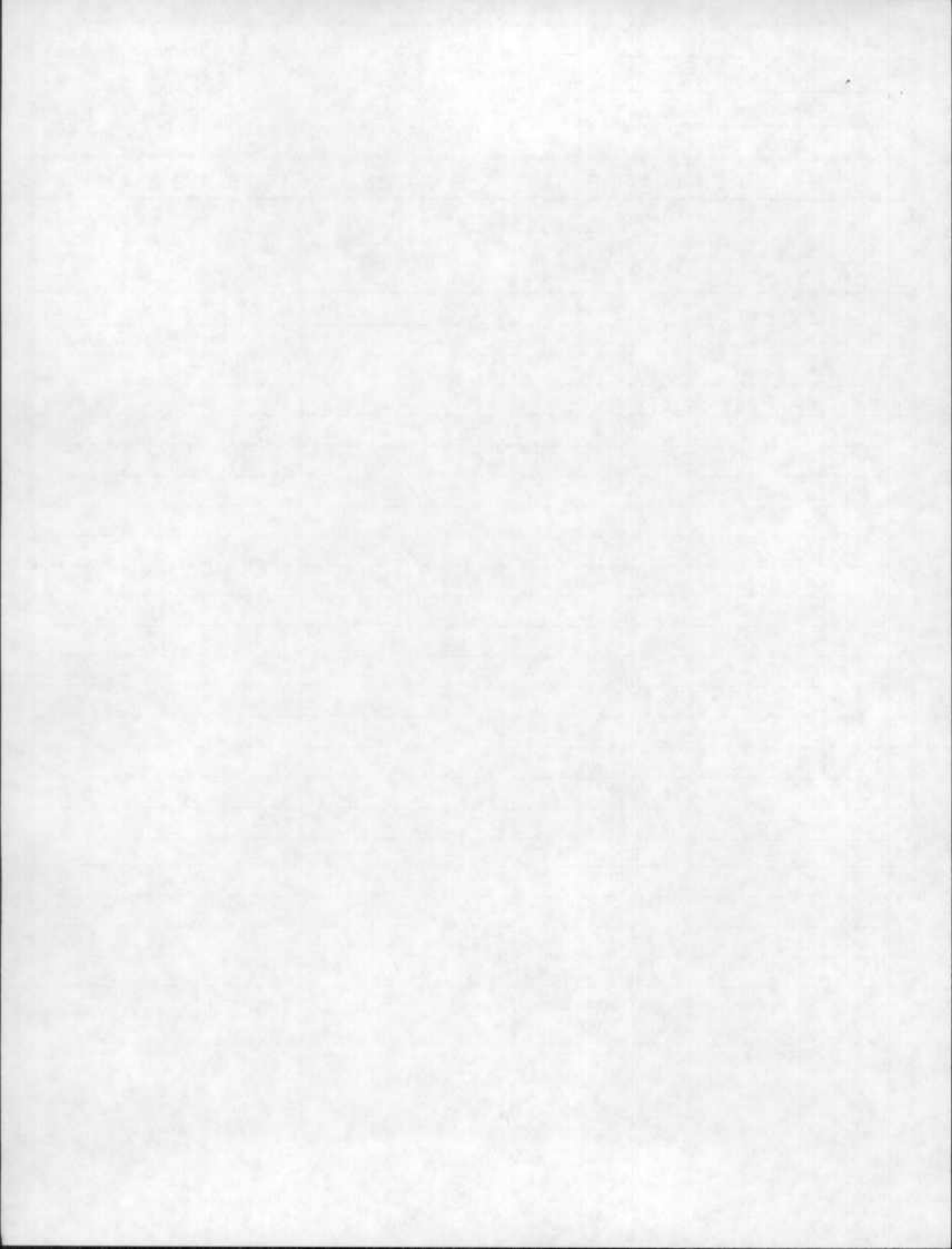
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

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.				
00W117	Procurement	843-5	2		14	1/2009	RECYCLE
02W88	Procurement	843-5	2		11	1/2009	RECYCLE
02W899	Procurement	843-5	2		17	1/2009	RECYCLE
03W179	Procurement	843-5	2		4	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	<u>December 31, 2009</u> 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 - 799-1379)

E

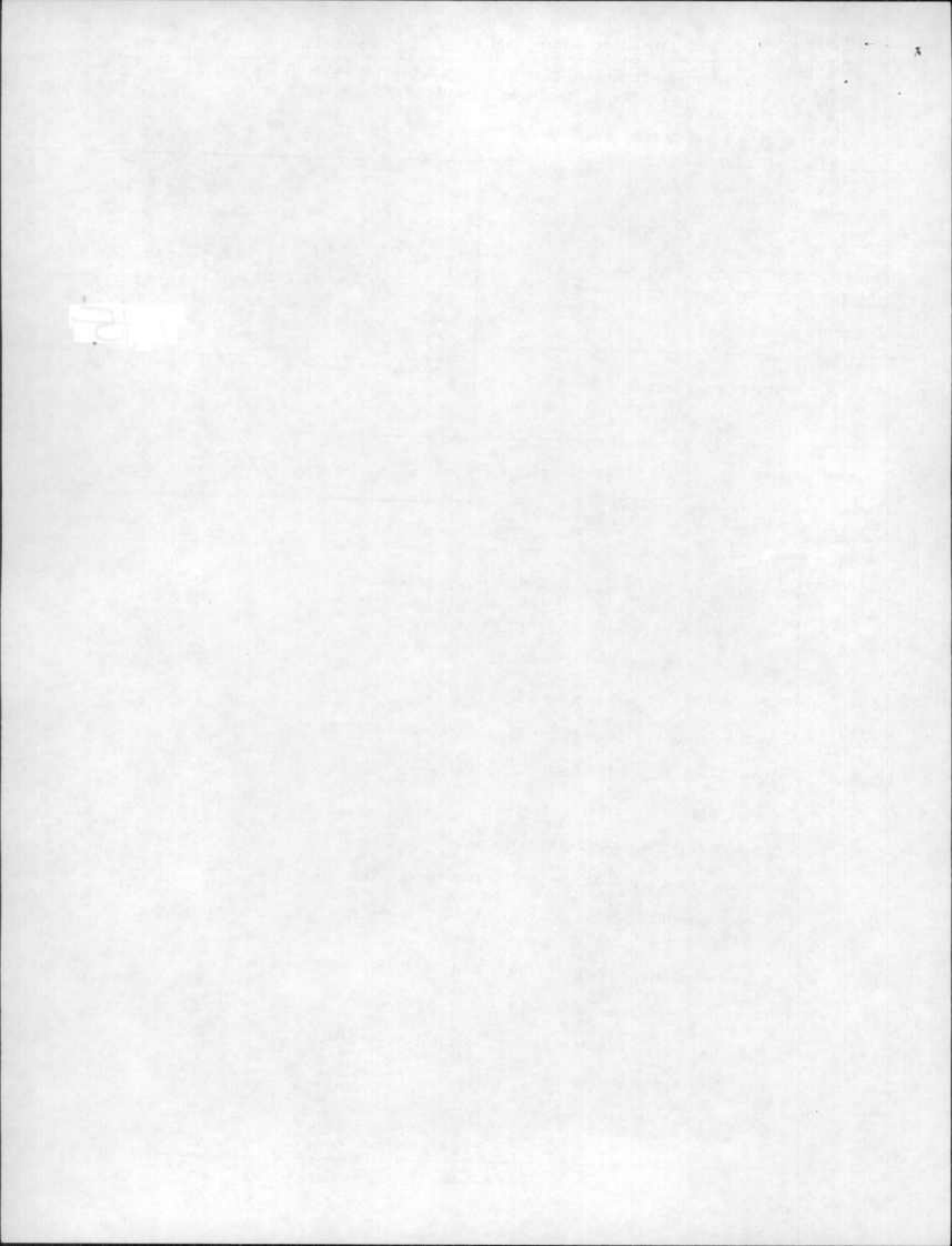
DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PARTIAL

a) AGENCY CODE 1. 28.04.01.410		ACCESSION NO.	DATE REC'D 8-13-99
b) AGENCY Department of General Services		00W117	10.05
c) DIVISION/UNIT A/E Procurement/GPSSB	LOCATION - RANGE 3	SECTION(S) 35	NO. OF CU. FT. 14
d) MAILING ADDRESS 301 West Preston Street Room M-6B Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL William A. Davis	PHONE NO. 410-767-4296	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	PZ-000-941-003; N-652-871-001; and R-554-941-001	843-5
2	P-008-931-010 and BA-000-941-001	Item 2
3	U-257-950-041 and T-491-950-011	07/2004 Extended
4	UP-728-941-003 and UA-765-941-001	July 2005
5	N-477-931-001; J-401-951-001; and PG-601-951-001	Jan - 2006
6	BC-000-861-001 and UB-000-922-001 RETAIN	Extended - until
7	U-000-951-009 and U-000-944-001	Jan 2009
8	KO-000-941-003; N-652-942-001; and U-518-961-009	July 2009
9	CF-000-961-001; U-000-961-001; and TS-000-961-001	Box # 6 Extended
10	U-000-941-001; BB-695-961-001; P-056-972-010; and N-510-912-001	July 2010
11	N-000-924-001; TB-000-951-001; and UB-601-971-009	"
12	UA-851-951-001 and UB-662-941-001	"
13	R-494-961-001; VH-781-941-001; and TA-000-962-010	"
14	UB-000-951-011 and BC-795-971-001	"
15	TA-000-961-010 and UA-660-961-001	"

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Anthony G. Brown
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Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

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July 7, 2009

Mr. Gabriel Lopez
Records Center Manager
Records Management Center
7275 Waterloo Road
Jessup, Maryland 20794-0275

10.05



Dear Mr. Lopez:

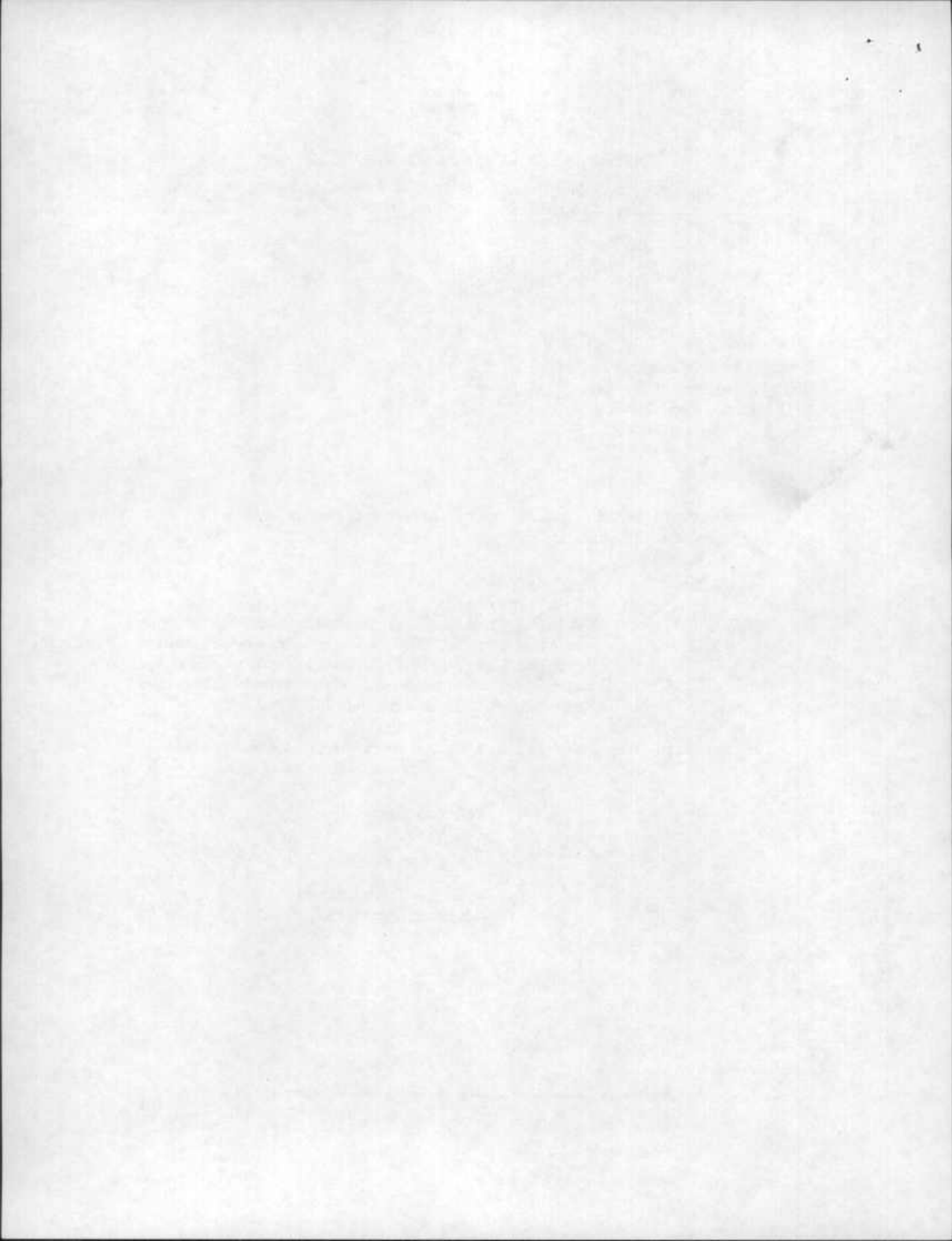
In reference to your June 3, 2009 letter and list of records eligible for disposal, the following information is provided:

<u>Accession No.</u>	<u>Disposition</u>
00W0117	Retain Box 6 thru July 2010. All other boxes may be destroyed.
02W0088	Retain Box 4 thru July 2010. All other boxes may be destroyed
02W0899	Retain Box 9 thru July 2010. All other boxes may be destroyed.
03W179	Retain Box 3 thru July 2010. All other boxes may be destroyed
97W0396	Retain boxes 1, 2, 3, and 7 thru July 2010.

If you have any questions or need any additional information, please call me at (410) 767-4296.

Very truly yours,

William A. Davis, Administrator
A/E Procurement/GPSSB



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

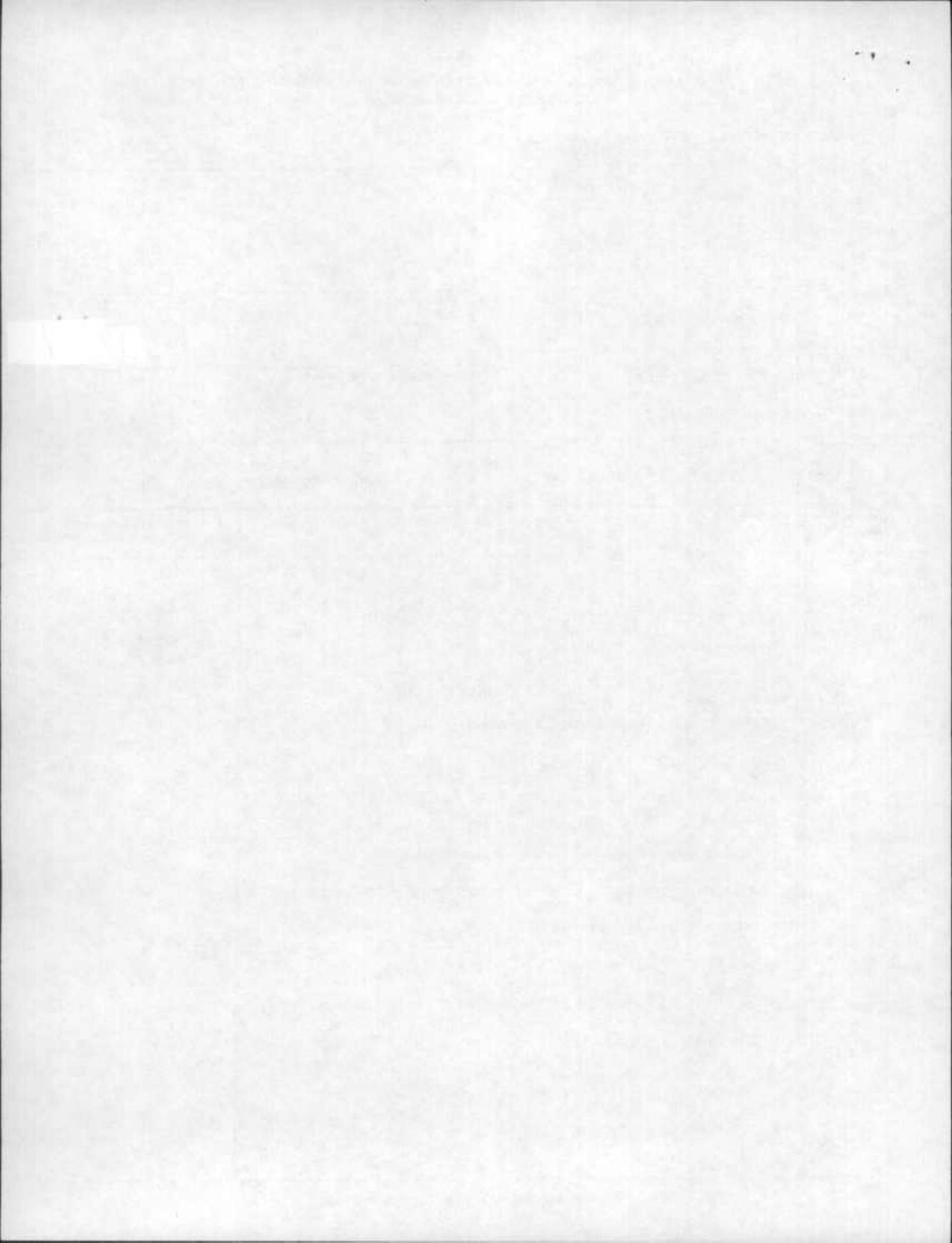
DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PARTIAL

10.05

a) AGENCY CODE 28.04.01.410		ACCESSION NO. <i>02W/88</i>	DATE REC'D <i>9/10/01</i>
b) AGENCY Department of General Services			
c) DIVISION/UNIT A/E Procurement/GPSSB		LOCATION - RANGE <i>54</i>	SECTION(S) <i>7</i>
d) MAILING ADDRESS 301 West Preston Street Room M-6B Baltimore, MD 21201		NO. OF CU. FT. <i>11</i>	
e) AGENCY OFFICIAL William A. Davis		PHONE NO. 410-767-4296	
		RECORDS CENTER MANAGER <i>Gabriel Lopez</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	KW-000-961-D01; UE-000-941-001; and MDE-95-1.0-WMA	843-5 Item 2 09/2006 <i>1/2007</i> <i>Partial Disposed Retain Box</i> <i>4</i> <i>Until 4/2009</i> <i>1/2009</i> <i>7/2010</i>
2	MB-000-961-001; UA-861-951-011; and DB-024-930-001	
3	T-000-961-001; UP-098-003-IDC; PH-000-961-001; and U-000-962-001	
4	B-000-952-001; E-000-971-001; and CF-001-971-001 <i>Retain</i>	
5	UP-098-002-IDC; T-000-971-001; and DGS-97-012-IDC	
6	KN-000-971-D01; U-000-971-001; UT-016-951-001; MDE-96-6.0-AMA; and BA-583-981-001	
7	KA-931-981-D01; P-067-951-010; and UB-592-971-034	
8	BA-491-981-321; UP-098-5.2-IDC; UB-382-971-009; and U-000-982-001	
9	ED-000-971-028; and KW-000-981-D01	
10	UP-098-001-IDC; and U-000-981-001	
11	BA-491-981-021; UP-098-5.1-IDC; DGS-98-009-IDC; and MDE-98-4.0-TESH	
12	UB-098-003-IDC; DB-024-930-001; and UB-098-004-IDC	



Martin O'Malley
Governor

Anthony G. Brown
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Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

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PROCUREMENT & LOGISTICS • REAL ESTATE

July 7, 2009

Mr. Gabriel Lopez
Records Center Manager
Records Management Center
7275 Waterloo Road
Jessup, Maryland 20794-0275

10.05



Dear Mr. Lopez:

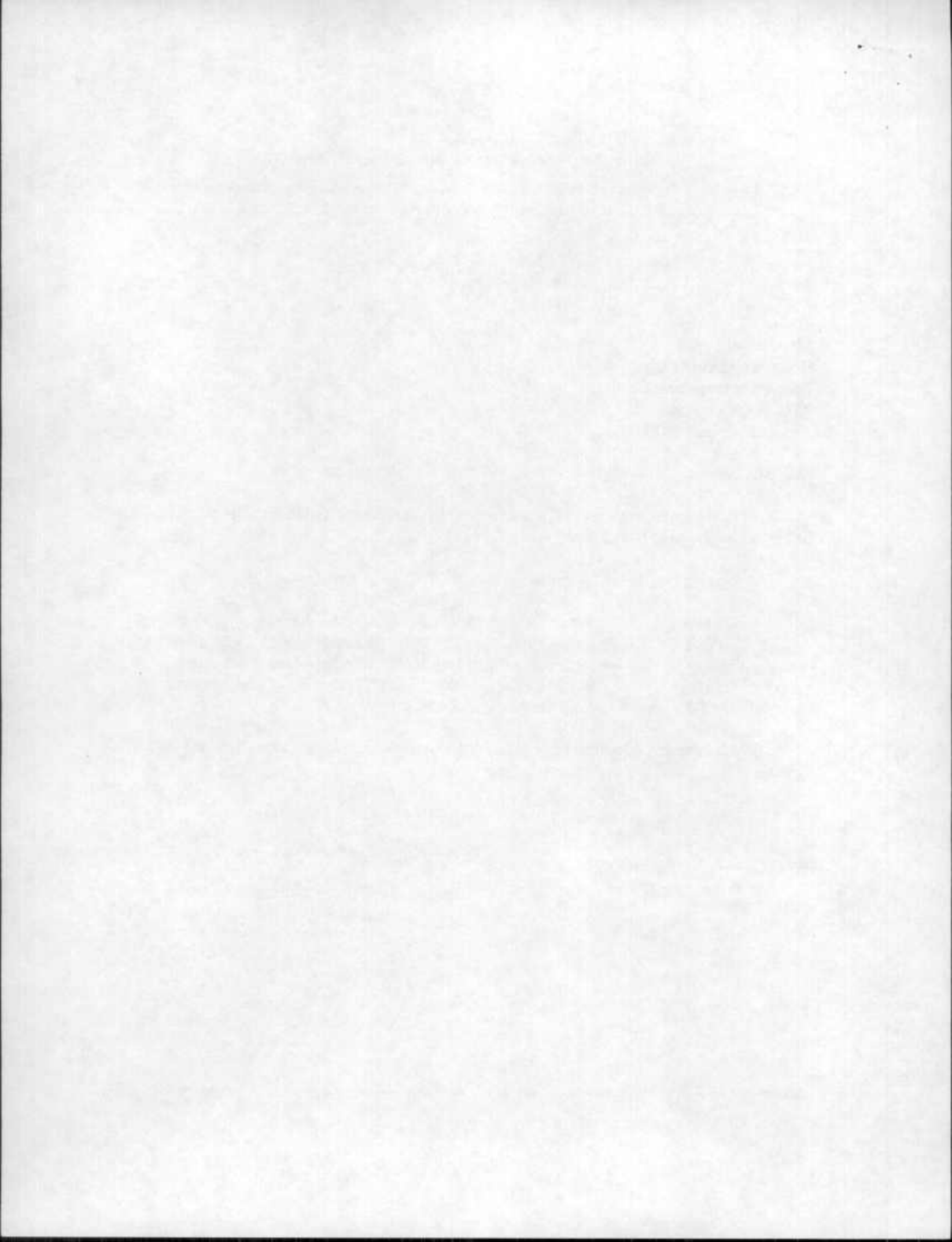
In reference to your June 3, 2009 letter and list of records eligible for disposal, the following information is provided:

<u>Accession No.</u>	<u>Disposition</u>
00W0117	Retain Box 6 thru July 2010. All other boxes may be destroyed.
02W0088	Retain Box 4 thru July 2010. All other boxes may be destroyed
02W0899	Retain Box 9 thru July 2010. All other boxes may be destroyed.
03W179	Retain Box 3 thru July 2010. All other boxes may be destroyed
97W0396	Retain boxes 1, 2, 3, and 7 thru July 2010.

If you have any questions or need any additional information, please call me at (410) 767-4296.

Very truly yours,
William A. Davis

William A. Davis, Administrator
A/E Procurement/GPSSB



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

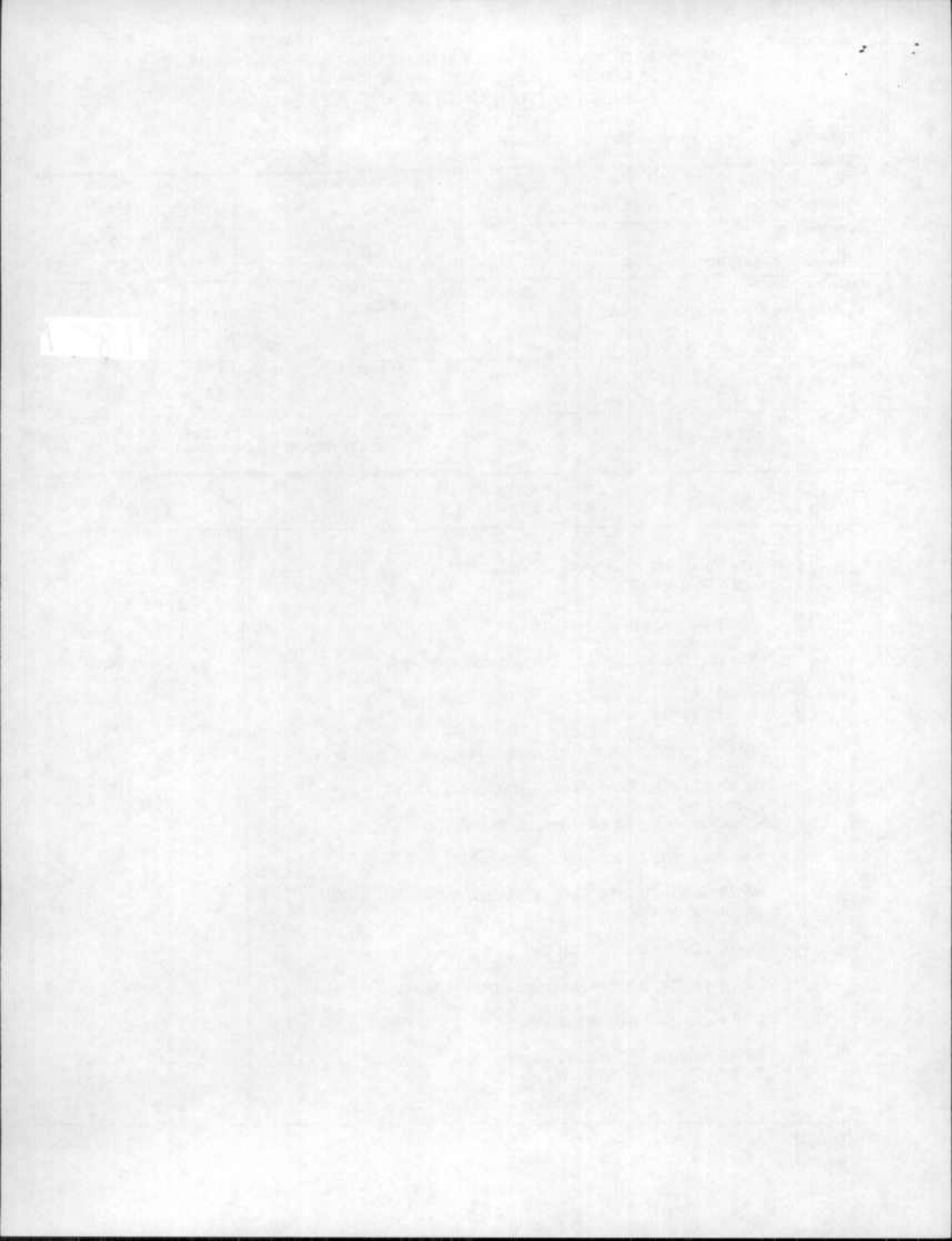
RECORDS TRANSMITTAL AND RECEIPT

PARTIAL

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

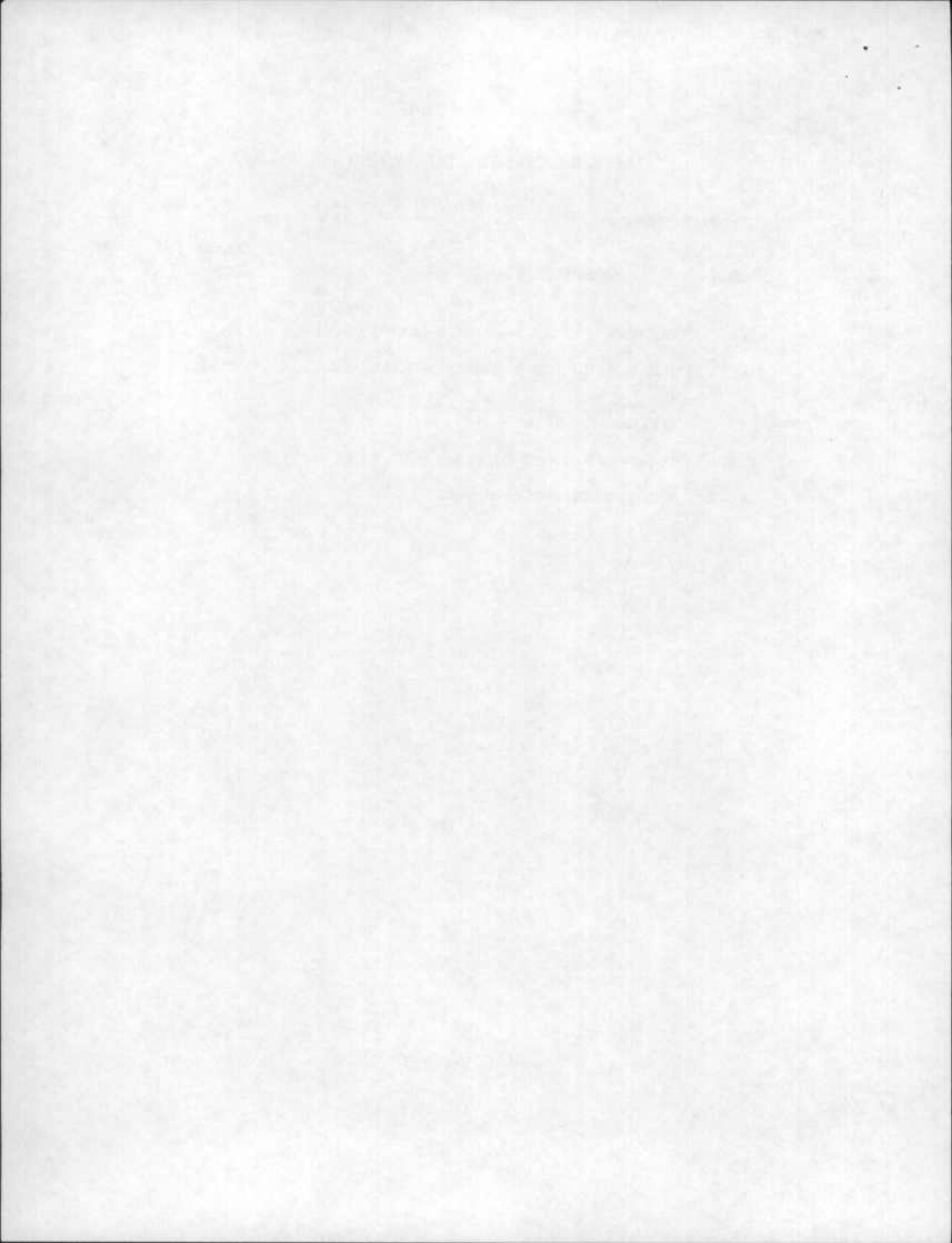
A. AGENCY 1. Department of General Services		ACCESSION NO. <i>02W899</i>	DATE REC'D <i>4-18-02</i>
B. DIVISION/UNIT A/E Procurement/GPSSB			RM CODE <i>10.05</i>
C. MAILING ADDRESS 301 West Preston Street Room M-6B Baltimore, MD 21201		LOCATION RANGE SECTION(S) <i>54 24</i>	NO. OF CU. FT. <i>17</i>
D. PHONE NO. 410-767-4296		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL William A. Davis		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	UB-000-991-001; DGS-98-007-IDC; B-000-991-001; and MDE-01-SOAP	843-5 Item 2 08/2008
2	N-498-982-001 and KN-000-981-D01	<i>Jan 2009</i>
3	KD-000-981-D01; KA-000-991-D01; and MDE-95-2.0-WQA	<i>July 2009</i>
4	BC-700-981-002; N-000-962-001; MS-531-992-001; and DC-591-981-024	
5	UB-098-002-IDC; S-021-943-001; and BA-583-982-001	
6	CC-623-981-001; PX-000-991-001; and MDE-99-SOAP	
7	ED-000-981-002; BA-000-861-101; and TF-000-991-001	
8	KS-000-991-D01; DB-024-930-001; and B-000-991-001	
9	HT-000-991-001; N-497-001-011; DGS-99-012-IDC; and DB-000-001-003	<i>RETAIN</i>
10	PZ-000-972-001 and UB-098-001-IDC	
11	UB-098-005-IDC; BC-725-991-001; and MDE-99-6.0-AMA	
12	DGS-98-100-IDC and UP-000-981-001	
13	P-026-951-001; H-453-941-001; P-032-951-010; BB-523-953-001; and DCC-000-012-S01	<i>Retain Box #9 July 2010</i>



RECORDS TRANSMITTAL AND RECEIPT (Cont'd)

<u>Box Numbers</u>	<u>Description of Records</u>	<u>Disposal Authority</u>
14	DGS-99-006-IDC; DGS-99-009-IDC; and KF-000-002-D01	843-5
15	DGS-99-125-IDC; DGS-00-009-IDC; and P-059-020-010	Item 2 08/2008
16	DGS-99-200-IDC; DGS-99-225-IDC; MDE-99-4.0-TESH; and KD-000-002-D01	
17	DGS-00-125-IDC; N-682-001-001; and PF-243-001-001	
18	KW-000-001-D01 and SM-000-001-002	



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION
PROCUREMENT & LOGISTICS • REAL ESTATE

July 7, 2009

Mr. Gabriel Lopez
Records Center Manager
Records Management Center
7275 Waterloo Road
Jessup, Maryland 20794-0275

10.05



Dear Mr. Lopez:

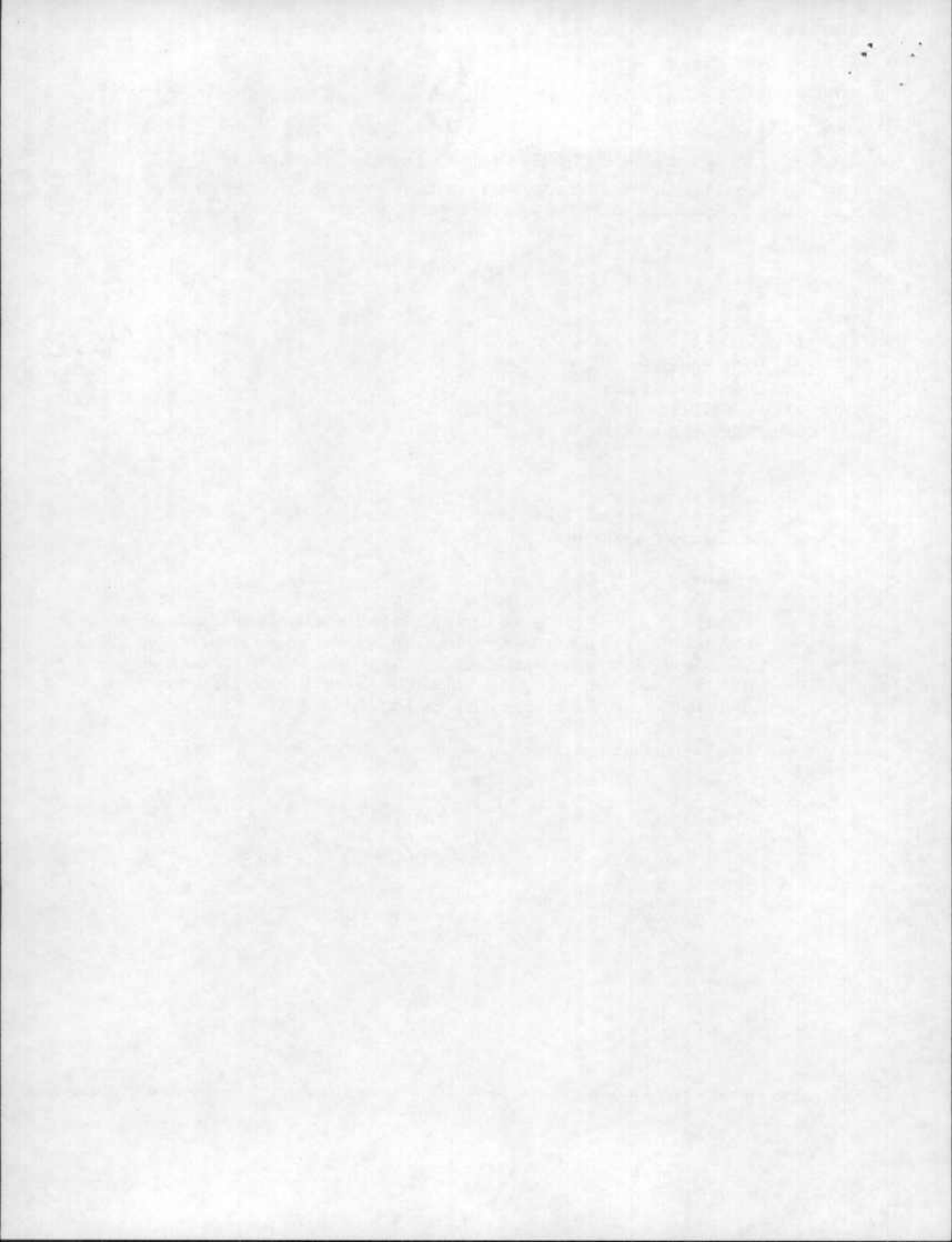
In reference to your June 3, 2009 letter and list of records eligible for disposal, the following information is provided:

<u>Accession No.</u>	<u>Disposition</u>
00W0117	Retain Box 6 thru July 2010. All other boxes may be destroyed.
02W0088	Retain Box 4 thru July 2010. All other boxes may be destroyed
02W0899	Retain Box 9 thru July 2010. All other boxes may be destroyed.
03W179	Retain Box 3 thru July 2010. All other boxes may be destroyed
97W0396	Retain boxes 1, 2, 3, and 7 thru July 2010.

If you have any questions or need any additional information, please call me at (410) 767-4296.

Very truly yours,

William A. Davis, Administrator
A/E Procurement/GPSSB



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

PARTIAL

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. <i>03W179</i>	DATE REC'D <i>9-18-02</i>
B. DIVISION/UNIT A/E Procurement/GPSSB		LOCATION RANGE SECTION(S) <i>52 28</i>	RM CODE <i>10.05</i>
C. MAILING ADDRESS 301 West Preston Street Room M6-B Baltimore, MD 21201		RECORDS CENTER MANAGER	NO. OF CU. FT. <i>4</i>
D. PHONE NO. 410-767-4296		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL William A. Davis, Administrator			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	KS-000-011-D01; N-652-942-001; PZ-000-020-002; and PI-705-020-001	843-5 Item 2 <i>12/2008</i>
2	J-494-020-002 and KI-000-020-D01	<i>Jan 2009</i>
3	N-479-020-001 and DGS-000-004-IDC <i>RETAIN</i>	<i>July 2009</i>
4	W-521-001-001; B-000-991-101; P-032-020-010; and DGS-00-012-IDC	<i>Retain Box H 3</i>
5	J-242-020-002; MDE-00-1.0-WMA; DGS-00-005-IDC	<i>7/2010</i>

10

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

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PROCUREMENT & LOGISTICS • REAL ESTATE

July 7, 2009

Mr. Gabriel Lopez
Records Center Manager
Records Management Center
7275 Waterloo Road
Jessup, Maryland 20794-0275

10.05



Dear Mr. Lopez:

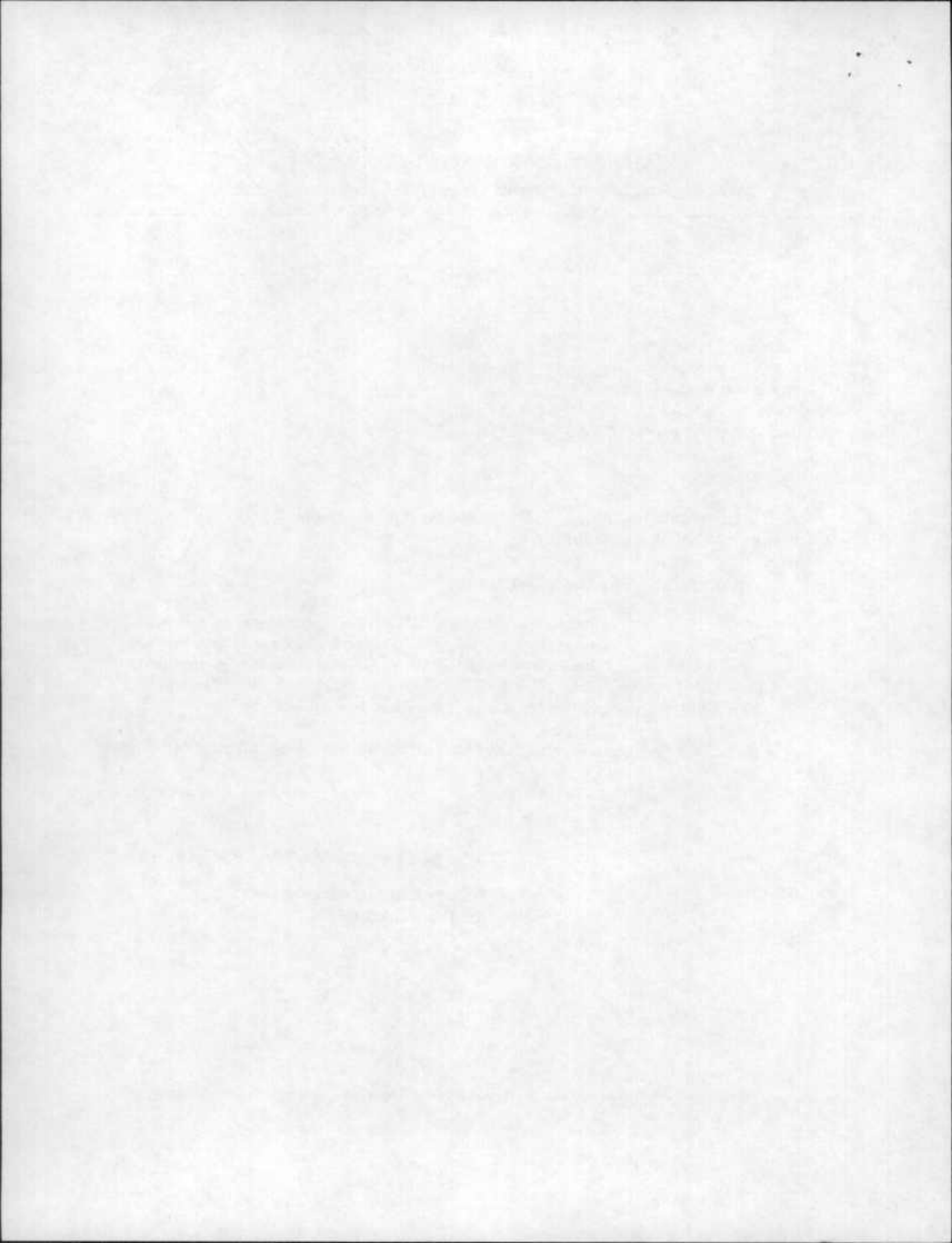
In reference to your June 3, 2009 letter and list of records eligible for disposal, the following information is provided:

<u>Accession No.</u>	<u>Disposition</u>
00W0117	Retain Box 6 thru July 2010. All other boxes may be destroyed.
02W0088	Retain Box 4 thru July 2010. All other boxes may be destroyed.
02W0899	Retain Box 9 thru July 2010. All other boxes may be destroyed.
03W179	Retain Box 3 thru July 2010. All other boxes may be destroyed.
97W0396	Retain boxes 1, 2, 3, and 7 thru July 2010.

If you have any questions or need any additional information, please call me at (410) 767-4296.

Very truly yours,

William A. Davis, Administrator
A/E Procurement/GPSSB



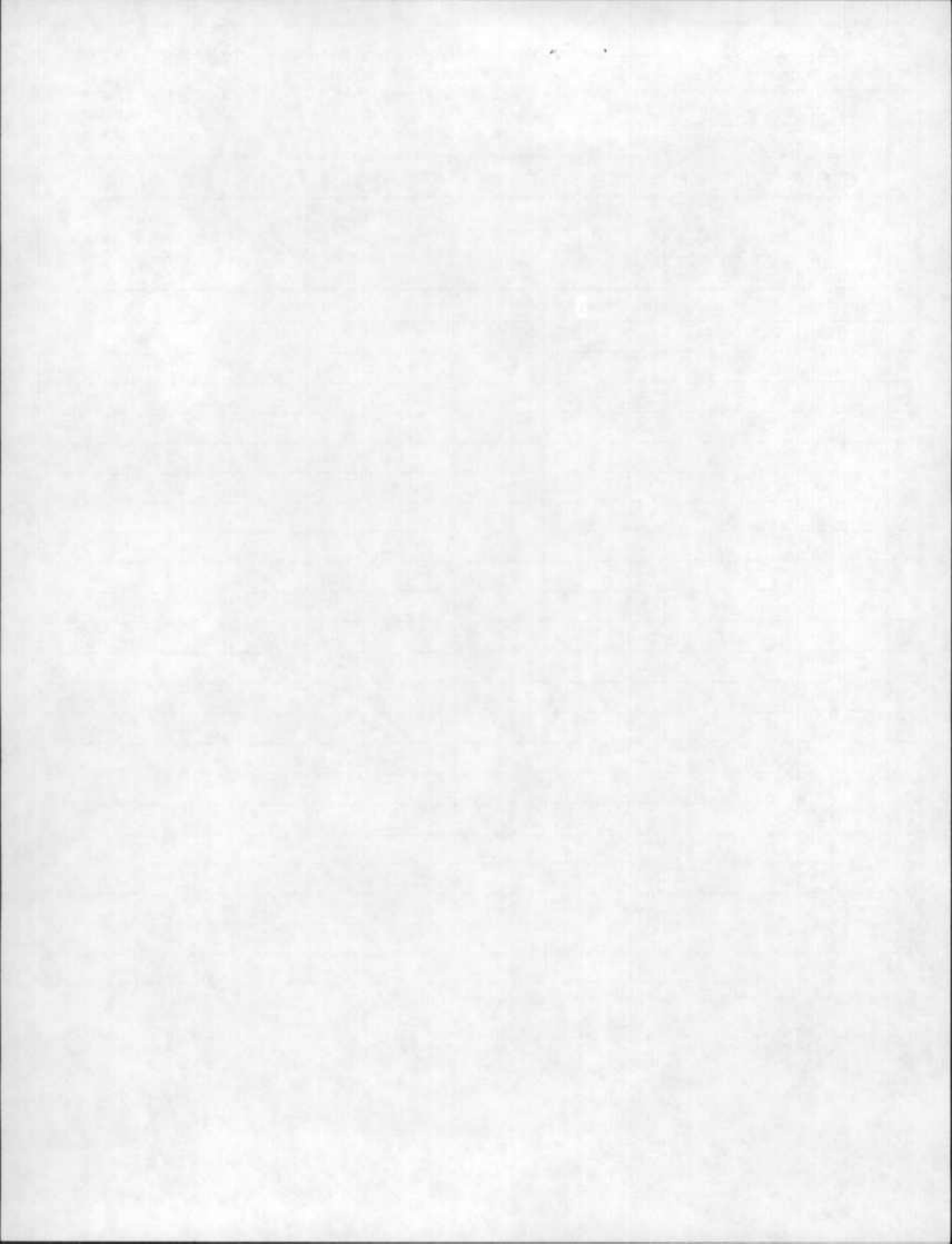
10.11.01	DGS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Procurement & Logistics			
Division or Unit			

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.				
04W1088	Procurement	1798	1	2001 - 2003	23	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
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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

DIRECTION: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	10.11.01
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17 S-7	23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-010 2002	Fire Maintenance Library for Blind & Phys. Ed. 001IT810575 Masonry Services BPB&P 001IT810830 Maintenance Chilled Water System 001B0900412 Comprehensive Bldg. Maintenance 001B2900227 Chilled Water System Maintenance 001IT810829 Cadd Software Maint. Facilities Planning 001B9901069 Janitorial Ser. Salisbury 001B0900231 HVAC Maintenance WCI 001B2900072 Installation of Grave Markers 001IT812490	January 2009 1798 Item 1 7/2009	

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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

DIRECTION: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201			R-17 S-7
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-011 2002	Masonry Work BPB&G Janitorial Services Annapolis Public & Grounds Window Washing Ser. DLLR Janitorial Ser. Sandy point Park	0011T810830 001B1901082 001B9900906 0011T811427	January 2009

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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

DIRECTION: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.04.01	ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics	0461088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201	R-17 S-7	23
D. PHONE NO 410 767-7662		
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)		

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
SC-012 2003	Unarmed Guard Services Walter P. Carter HVAC Maintenance Library for the Blind Janitorial Services Baltimore City DSS Janitorial Services Annap. BPB&G Uniformed Guard Ser. Janitorial Services	001B3900103 0011T813608 0011T811449 0011T811380 001B3900123 0011T813374 January 2009

CHICKS
K. T. S. R.

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

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A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17 S-7	23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-013 2003	Uniformed Guard Services Janitorial Services DGS Elevator Maintenance Chiller Maint. BPB&G	001B1900053 001B1900297 001B0900841 001B1900208	January 2009

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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

DIRECTION: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.04.01	ACCESSION NO. 04W1088	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201	R-17	S-7 23
D. PHONE NO 410 767-7662		
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)		
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
SC-014	BPB&G Elevator Maint. DHR-PG Co. DSS Armed Uniformed Guard DHMH Patterson Uniformed Guard MPT Uniformed Guard MDE-Md School of Deaf Uniformed Guard Tax and treasury Janitorial DGS-Statewide Contract Fuel Management Wackenbut bid Uniformed Guard	0011T809882 001B9901121 DHMH CSD97/98-S6 0011T810133 MSD-CC98-002 0011T811320 001B9900435 98-5021 January 2009

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

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B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17	S-7 23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-018	DPS&C Conveyor Belt 001IT813219 Western Correction Boilder Correction 001IT813896 BPB&G Plumbing Mechanical 001IT810795	January 2009	

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

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B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17	S-7 23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-015	DNR Sandy Point Janitorial Services 001IT811427 DNR Baltimore, City DSS Uniformed Guard 001IT811684 Dept. Labor Lic & Reg Window Washing Ser 001IT810223 BCCC Pest Control Ser. 001IT812014 Liberty Bind & Phys. HVAC 001IT813608	January 2009	

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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

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B. DIVISION/UNIT Procurement & Logistics		04W1088		
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201			R-17	S-7
D. PHONE NO 410 767-7662				
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)				
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE		
SC-016	BCCC Chilled Water Sys. 0011T810829 DHR Uniformed Guard Ser 0011T811684 Infor. tech Comm Div Uninterruptable Power 0011T810083 Western Corr Inst HVAC 0011T810732 DPS&C Energy Magt. 0011T811092 Archives & Senate 0011T811210	January 2009		

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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

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A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17	S-7 23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-08 2001	Maintenance for the Annapolis Data Ctr Uniformed Guard Ser. MSASP-Trash Removal Liberty for Blind Maintenance Maintenance DPS&C Balt. City Foundation Construction DGS Cafeteria Service BPB&G	0011T810933 0011T811684 97/00-01S 98/00 001B2900635 001B9901383 001B9901313	January 2009

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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

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C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201	R-17 S-7	23
D. PHONE NO 410 767-7662		
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)		
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
SC-019 2003	Maintenance Automatic Sprinkler 001B0901164 Trash Garbage Removal & Disposal 001T811871 Uniformed Unarmed Guard Services 001B1900528 HVAC Maintenance Services 001T811412 Janitorial Ser. DSS 001T811681	January 2009

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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

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B. DIVISION/UNIT Procurement & Logistics		
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201	R-17	S-7
D. PHONE NO 410 767-7662	23	
E. AGENCY OFFICIAL Tony Read (Debbie Pecora)		
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
SC-020 2003	Pest Control Ser. DPS&C 001B0900600 Grounds Maintenance 001B0901166 Unarmed Uniformed Guard Ser. 001T811689 Fire Suppression & Detection 001B1900211	January 2009

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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

DIRECTION: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201			R-17
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-021 2003	Janitorial Services DGS-Arbutus Catonsville Janitorial Services Public Bldg. Archives Senate Pest Control Services BCCC Uniformed Armed Guard Services Boiler Maint Spingfield Hospital Janitorial Services Kent Co. DSS	001B1900538 001T811210 001T812014 001B3900014 001T811859 001T811463	January 2009

1-10-02
R. H. B. J.

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

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A. AGENCY 28.04.01		ACCESSION NO.	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		04W1088	
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201		R-17	S-7 23
D. PHONE NO 410 767-7662			
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)			
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
SC-022	Janitorial DPSCS Comprehensive Bldg. Mgmt DNR	001B2900559 DNR-KW-98/07	January 2009
2003	Janitorial Services	001B0900694	
2003	Janitorial Services Saratogo St. Ctr.	001B1900452	
	HVAC Maintenance Campus BCCC	0011T813791	
	Unarmed Guard Services DGS	0011T811967	
	DPSCS Infor. Techn.	001B3800335	
	Uniformed Guard Services	0011T811598	

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DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
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A. AGENCY 28.04.01	ACCESSION NO. 04W1088	DATE REC'D.
B. DIVISION/UNIT Procurement & Logistics		
C. MAILING ADDRESS 301 W. Preston Street Baltimore, Maryland 21201	R-17	S-7
D. PHONE NO 410 767-7662	23	
E. AGENCY OFFICIAL Tony Reed (Debbie Pecora)		
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
SC-023 2003	Janitorial DPSCS Uniformed Guard Ser. DPSCS Information Tech & Comm Unarmed Guard Ser. HVAC Maint. Harbor Campus Janitorial Services DGS Saratogo Ctr. Janitorial Services Comprehensive Bldg. Mgmt DNR	001B2900559 001IT811598 001B3900409 001T811967 001T813791 001B1900452 001B0900694 KW-98/07 January 2009

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PHOTOGRAPH
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10.11.01	DGS
Reporting Agency	
Facility Maintenance Contracting	
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.

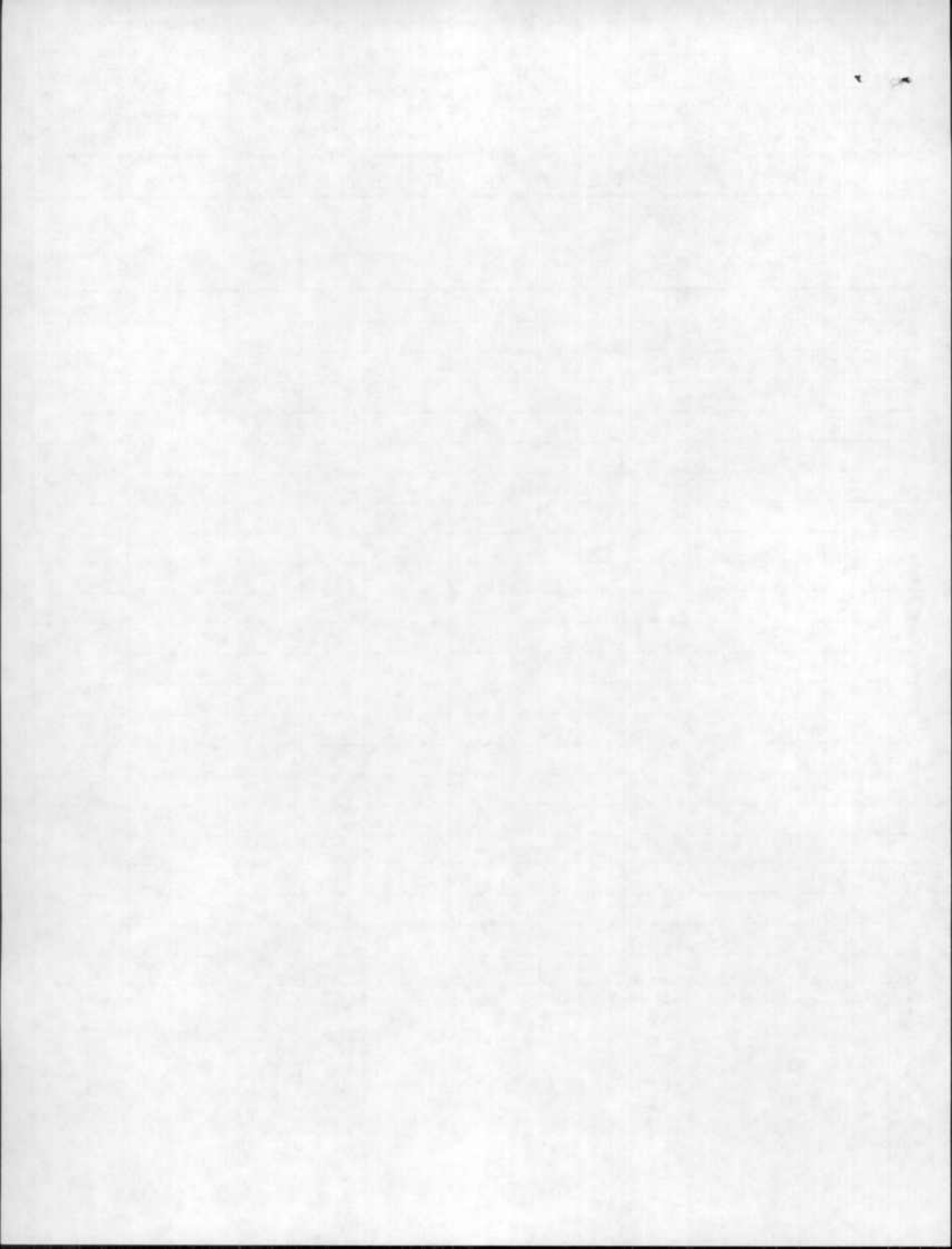
CERTIFICATE OF RECORDS DISPOSAL

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.				
02W163	Purchasing Records	1798	1	1999	24	1/2005	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 31, 2009 Date
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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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 02W1163	DATE REC'D 10-12-01
B. DIVISION/UNIT Facility Maintenance Contracting		LOCATION RANGE SECTION(S) 18 ✓ 31	RM CODE 10-11-01
C. MAILING ADDRESS 301 W. Preston St., Room M4 Baltimore, Maryland 21201		RECORDS CENTER MANAGER	NO. OF CU. FT. 24
D. PHONE NO. 410. 767. 4281		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Nancy Fabula <i>FRED T. Cauble</i>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
SC-043 to SC-066	<i>Purchasing Records Contract Files, Facility Maintenance (1999) (24 Boxes)</i>	SCH. 1798 Item 1 JAN. 2005

R-18
S-31

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R-18
S-31



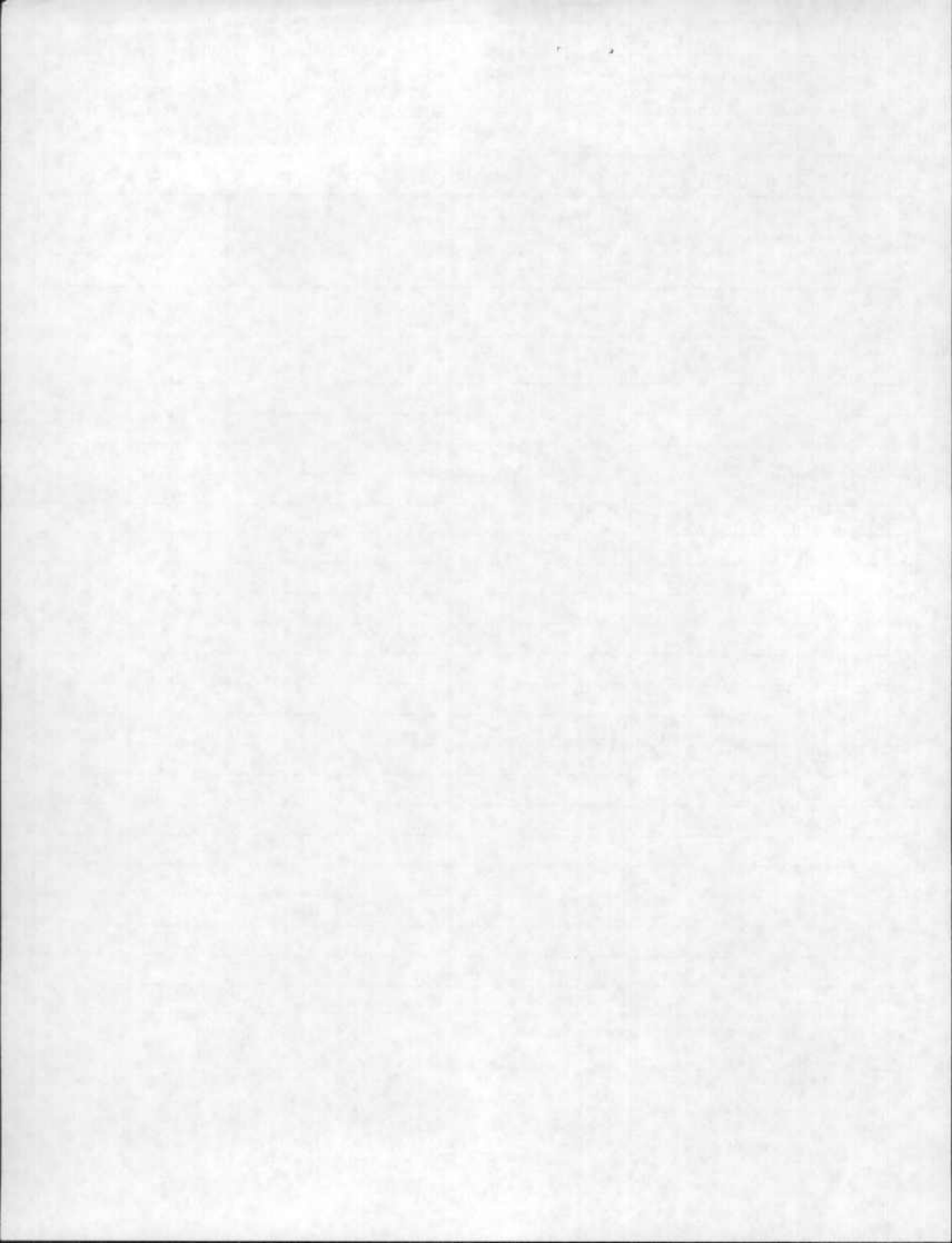
10.13	DGS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency			Retain one (1) copy and forward original to address at left.
Records Management			
Division or Unit			

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.				
09W1006	Reference Request Forms - Back up Copies	912	1	FY 2005	6	7/2009	RECYCLE
09W1007	Reference Request Forms - Back up Copies	912	1	FY 2006	6	7/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 31, 2009
Signature	Title	Date



CORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY I. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 09W1006	DATE REC'D. 6-25-09
B. DIVISION/UNIT RECORDS MANAGEMENT DIVISION		RM CODE 10.13	
C. MAILING ADDRESS 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		RANGE 38	LOCATION SECTION(S) 18
D. PHONE NO. 410-799-1379		NO. OF CU. FT. 6	
E. AGENCY OFFICIAL RICHARD HERRING		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. 2. 3. 4. 5. 6.	FY - 2005 - REFERENCE REQUEST FORMS - BACK-UP COPIES JULY 1, 2004 THRU AUG 31, 2004 SEP 1, 2004 THRU OCT 31, 2004 NOV 1, 2004 THRU DEC 31, 2004 JAN 1, 2005 THRU FEB 28, 2005 MAR 1, 2005 THRU APR 30, 2005 MAY 1, 2005 THRU JUN 30, 2005	SCHEDULE NO: 912 ITEM NO: 10 JULY 1, 2005 2009 <div style="text-align: center; font-size: 1.5em; font-family: cursive;"> Disposal 7/09 CR </div>	

4-22-04

10.13

D. W. WOOD

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CORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 09W1007	DATE REC'D. 6-25-09
B. DIVISION/UNIT RECORDS MANAGEMENT DIVISION		RANGE 39	RM CODE 10.13
C. MAILING ADDRESS 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		LOCATION SECTION(S) 29	NO. OF CU. FT. 6
D. PHONE NO. 410-799-1379		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RICHARD HERRING		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.	FY - 2006 - REFERENCE REQUEST FORMS - BACK-UP COPIES JULY 1, 2005 THRU AUG 31, 2005 SEP 1, 2005 THRU OCT 31, 2005 NOV 1, 2005 THRU DEC 31, 2005 JAN 1, 2006 THRU FEB 28, 2006 MAR 1, 2006 THRU APR 30, 2006 MAY 1, 2006 THRU JUN 30, 2006	SCHEDULE NO: 912 ITEM NO: 1 JULY 1, 2009 <i>Disposal</i> <i>7/09</i> <i>CPL</i>	

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