

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1392	DATE REC'D 4-23-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE LOCATION SECTION(S) 154 35	NO. OF CU. FT. 2
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	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
2 Boxes	CLAIM FILES " MINOR " BODILY INJURY 1986 - 1987	1226 - ITEM 21 - 01/01/10 1978 A1 - 8

11

1942



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/10

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	2 OF 02		WAIT TRANS

Consolidated Total: 02 OF 02

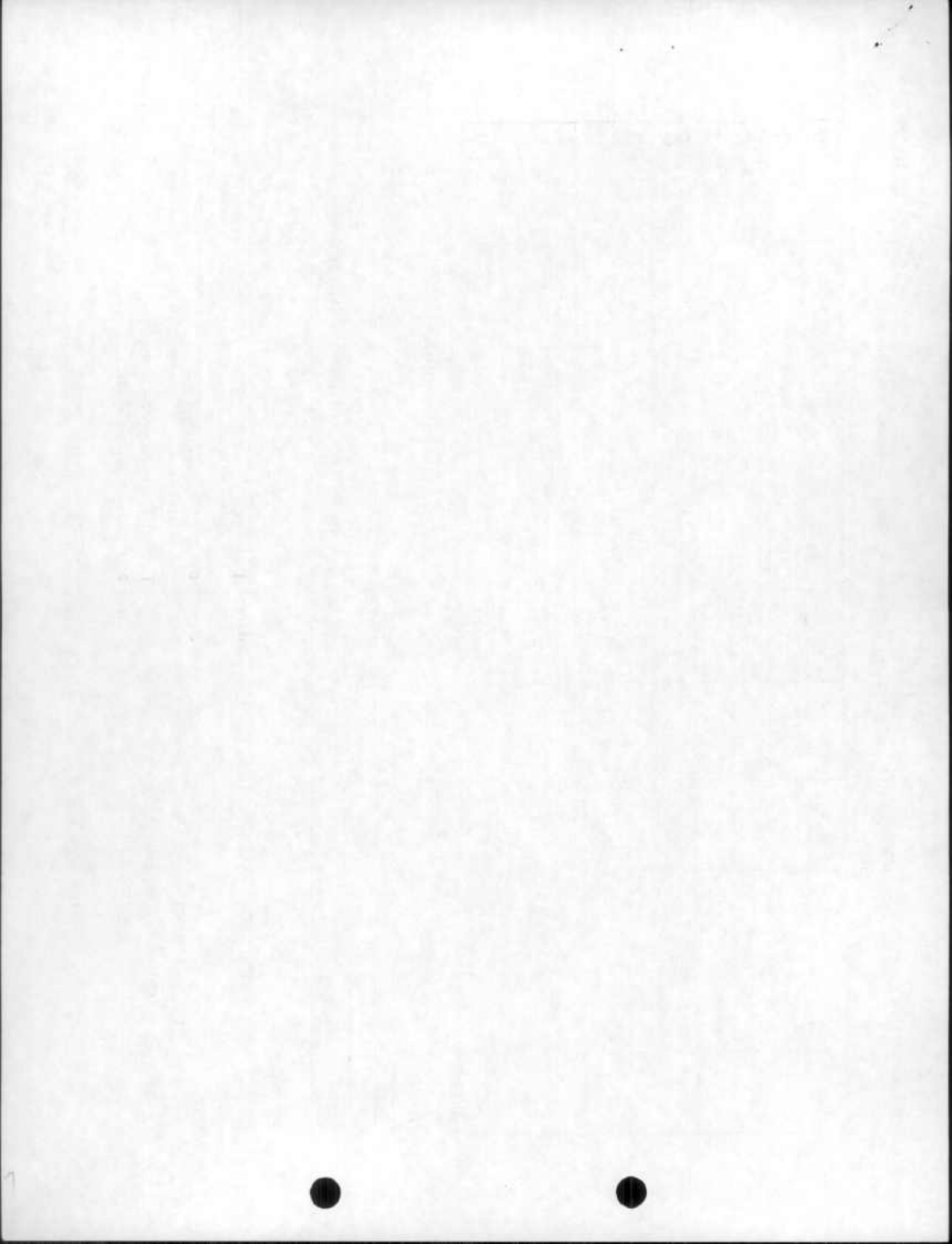
Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/10

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal		
01	OF 02	A	6749	CLAIM MINOR FILES D.O.B. 12/24/87	ADAMS	21	1226	WAIT TRANS
	Record #:		9240		CLAIMS MINOR FILES			
02	OF 02	A	7061	CLAIM MINOR FILES D.O.B. 12/15/86	ADAMS	21	1226	WAIT TRANS
	Record #:		9241		CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes



OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

- Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Michael Butler Department: Claims Mail File

3-12-94
 (2)

MAIFE BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
1	46799	21	1082	9240	01-01-2010		
2	A7001	21	2982	9241	01-01-2010		
3							
4							
5							
6							
7							
8							
9							
10							

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1728	DATE REC'D 6-25-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 113 26	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	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
01 Box	CLAIM FILES " MINOR " BODILY INJURY - 1987	1226 - ITEM 21 01/01/10 1978 A1 - 8 1/2010



11



Maryland Automobile Insurance Fund
Retention Schedule: 1226 Schedule Destruction Date: 01/01/10
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	1	OF 01	WAIT TRANS

Consolidated Total: 01 OF 01

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/10
Requesting Authorization to Transmit records to an Offsite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal		
01	OF 01	M	8029	CLAIM FILES "MINOR" BODILY INJURY	ADAMS	21	1226	WAIT TRANS
Record #:	9602	DOB 11/26/1987	CLAIMS MINOR FILES					

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

4/22

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

- Madison Street
- State Records-Jessup
- State Archives-Annapolis

Responsible Individual (Print Name): Alma Adams Department: Class

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
1	M 8025 11/20/57	21	181	9602	1/10	
2						
3						
4						
5						
6						
7						
8						
9						
10						

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W321	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 48	LOCATION 12
		SECTION(S)	NO. OF CU. FT. 3
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		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	

03 Boxes

CLAIM FILES " MINOR " BODILY INJURY - 1988

1226 - ITEM 21

01/01/10

1978 A1 - 8

1/10

MISSING
B-8139

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/10

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 03	M 8139 CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	11034 DOB 10-30-1988	CLAIMS MINOR FILES			
02	OF 03	M 8155 CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	11035 DOB 10-04-1988	CLAIMS MINOR FILES			
03	OF 03	M 8147 CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	11036 DOB 02-20-1988	CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report: 03 OF 03 Boxes

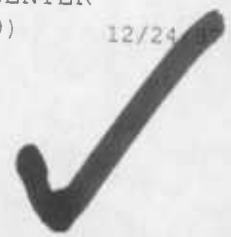
R-48

S-12

~~MISSING~~

~~MA-8139~~

RECORDS TRANSMITTAL AND RECEIPT



DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W322	DATE REC'D 11-2-98	
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 48	LOCATION SECTION(S) 12	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLAIM FILES " MINOR " BODILY INJURY - 1988	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 21 01/01/10 1978 A1 - 8 1/10		



RECEIVED
1944



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/10

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal	
01	OF 01	M	8166 . CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	11048	DOB 06-14-1988	CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

R-48

S-12

EX

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W 762		DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD - FISCAL				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 15	LOCATION 15	SECTION(S) 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		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		
01 Box	GENERAL ACCOUNTING RECORDS - 1998	1226 - ITEM 1 01/01/10 1978 A1 - 18 1/10		

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1955

1956



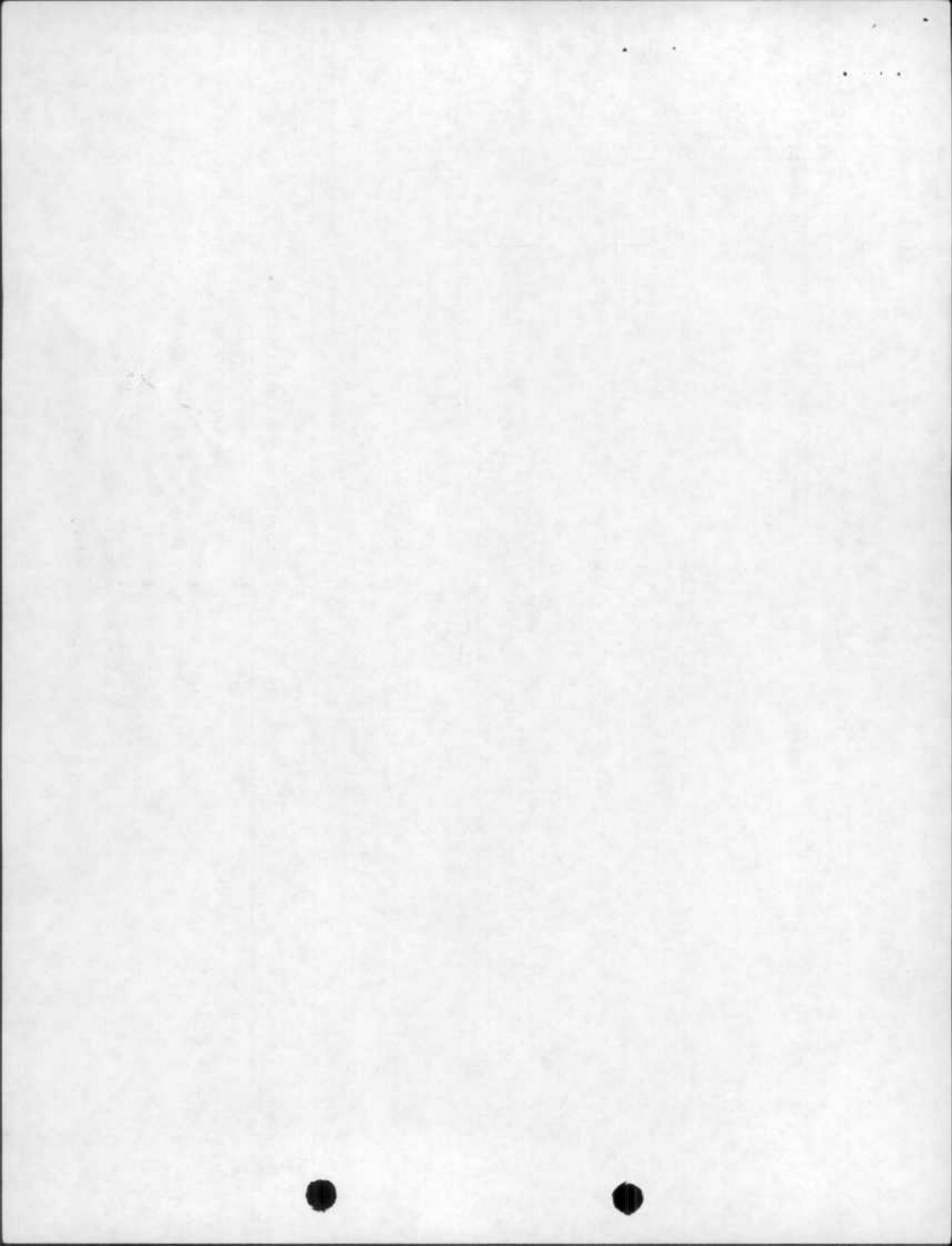
Maryland Automobile Insurance Fund
Retention Schedule: 1226 Schedule Destruction Date: 01/01/10
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	GENERAL ACCOUNTING RECORDS	1	1	OF 01	WAIT TRANS
Consolidated Total:		01	OF 01		

Maryland Automobile Insurance Fund
 Retention Schedule: 1226 Scheduled Destruction Date: 01/01/10
 Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 01	435 • INS & UCJ 84 CHECK COPIES-GEN ACCT	WOOD	1	1226	WAIT TRANS
	Record #:	9100	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes



OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

58 MAR 19 AM 9:19

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

- Madison Street State Records-Jessup State Archives-Annapolis

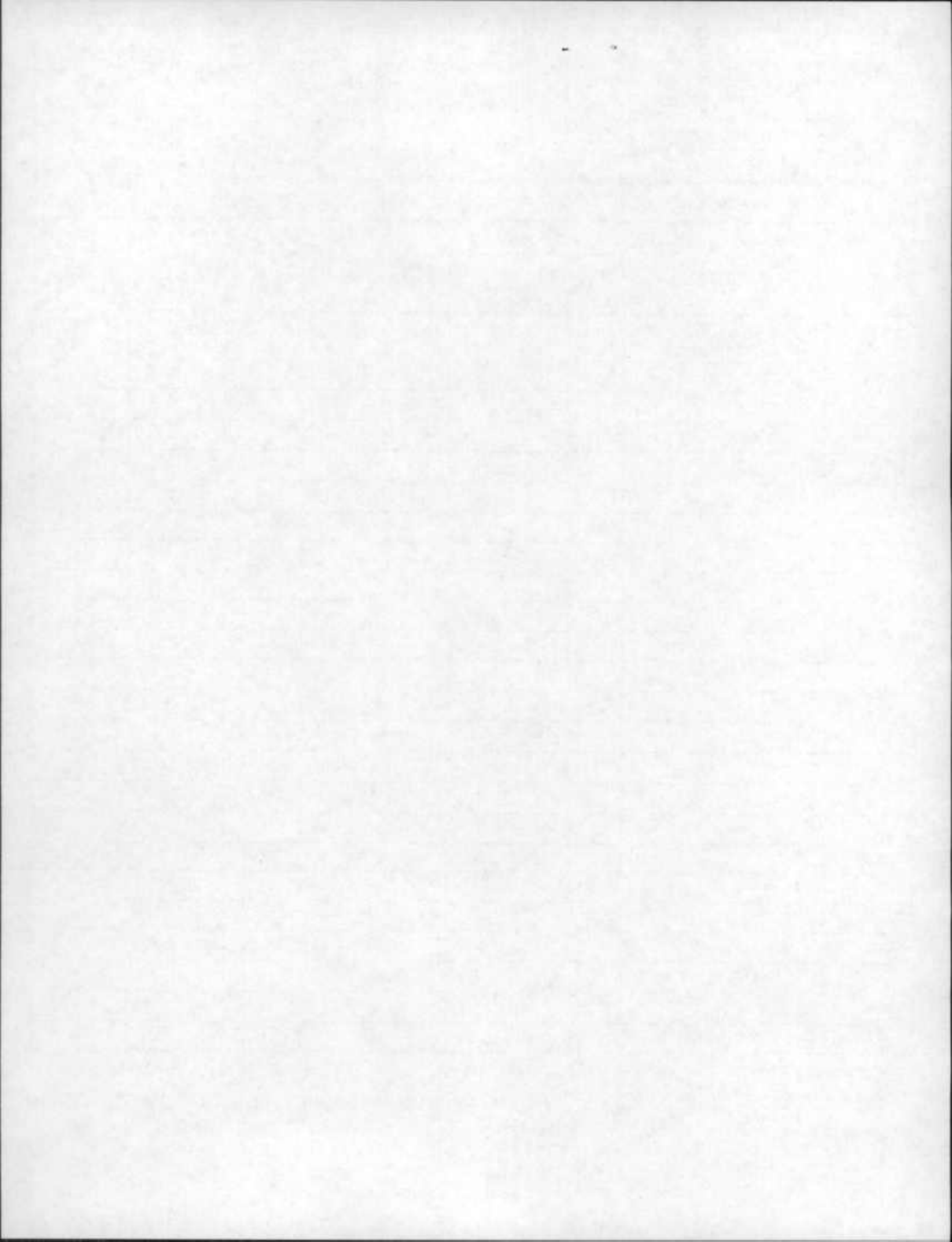
Responsible Individual (Print Name): KENNEDY WOOD Department: FISCAL

MAIFE BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/Confirm Receipt
① 435	INS+UCS CHECK BOOKS - GEN ACCR 87	11	1081	9100	01/01/10	
②						
③						
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

MAIFE- 27017

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

3-20-99
 ①



RECORDS TRANSMITTAL AND RECEIPT

JESSUP

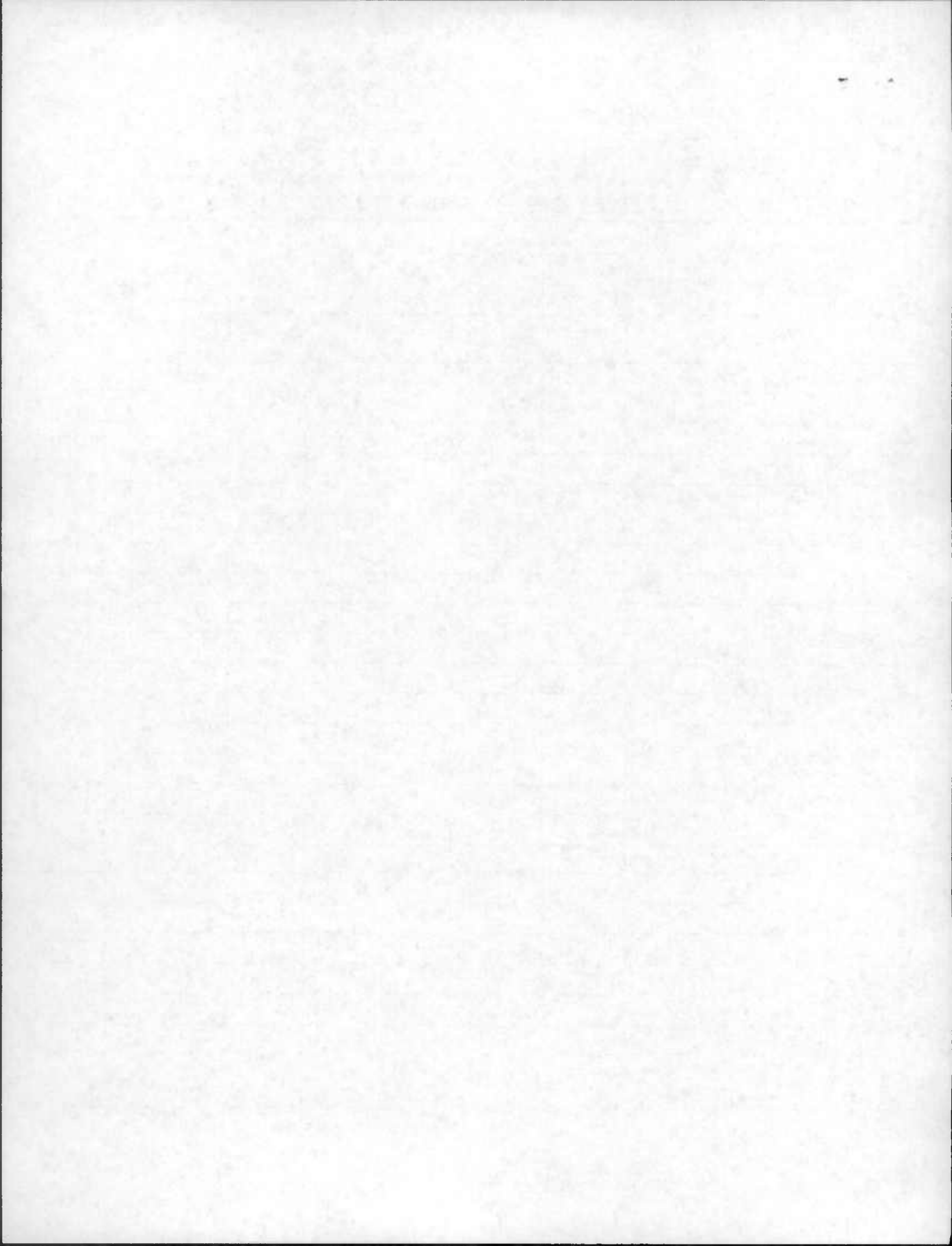
DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE • 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration	ACCESSION NO. 91W1233	DATE REC'D 4-29-91
B. DIVISION/UNIT Airport Operations Center Office of Airport Operations	FM CODE 26-01-01	
C. MAILING ADDRESS Maryland Aviation Administration Post Office Box 8766 BWI Airport, MD 21240	LOCATION RANGE SECTION(S) 101 30	NO. OF CU. FT. 1
D. PHONE NO. 301-859-7024	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Sandra D. Lammie</i> <i>Admin. Spec.</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	1/1/88 to 12/31/88 Operations Log and MAA Inspection Checklist	1162-A1 A.1. Jan. 1, 2010

R-101
S-30

MEMBER
PAPER



EX

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

Date Submitted: _____

A. Agency MARYLAND AVIATION ADMINISTRATION	Accession No. 07W386	Date Rec'd 11-9-06
		RM Code 26.01.01
B. Division/Unit FINANCE/ACCOUNTING	Location Range Section(s) 43 19	No. of Cu. Ft. 1
C. Mailing Address 901 ELKRIDGE LANDING ROAD LINGHICUM MD 21090	Records Center Manager	
D. Phone No. Lori Rowzie 410-859-7628	To Be Completed At State Records Management Center	
E. Agency Official Barbara Wright 410 855-6037		

2. Box Numbers	3. Description of Records with Inclusive Dates Located 2 nd floor Storage Room	4. Disposal authority, Schedule, Item No. Disposal Date
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1 of 1	Car Facility Charges - Distribution of Charges CFC Expend 1/03 - 1/05 Send to Jessup	Schedule 1159 Item B2 1/08 + audit 1/2010 <i>Extended per Julie</i>
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R 43

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DIRECTOR

1-10-11

Maryland Aviation Administration
RECEIVED
 APR 24 2009
 Accounting

DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 790-8379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Aviation Administration		Accession No. 09W738	Date Rec'd 4-27-09
B. Division/Unit <i>Finance / Accounting</i>		Location Range Section(s) 116 15	RM Code 26.01.01
C. Mailing Address P.O. Box 8766 BWI Airport MD 21240-0766			No. of Cu. Ft. 1
D. Phone No. <i>Yolanda Elliott 410-859-7707</i>		Records Center Manager	
E. Agency Official <i>Barbara Wright 410-855-6037</i>		To Be Completed At State Records Management Center	

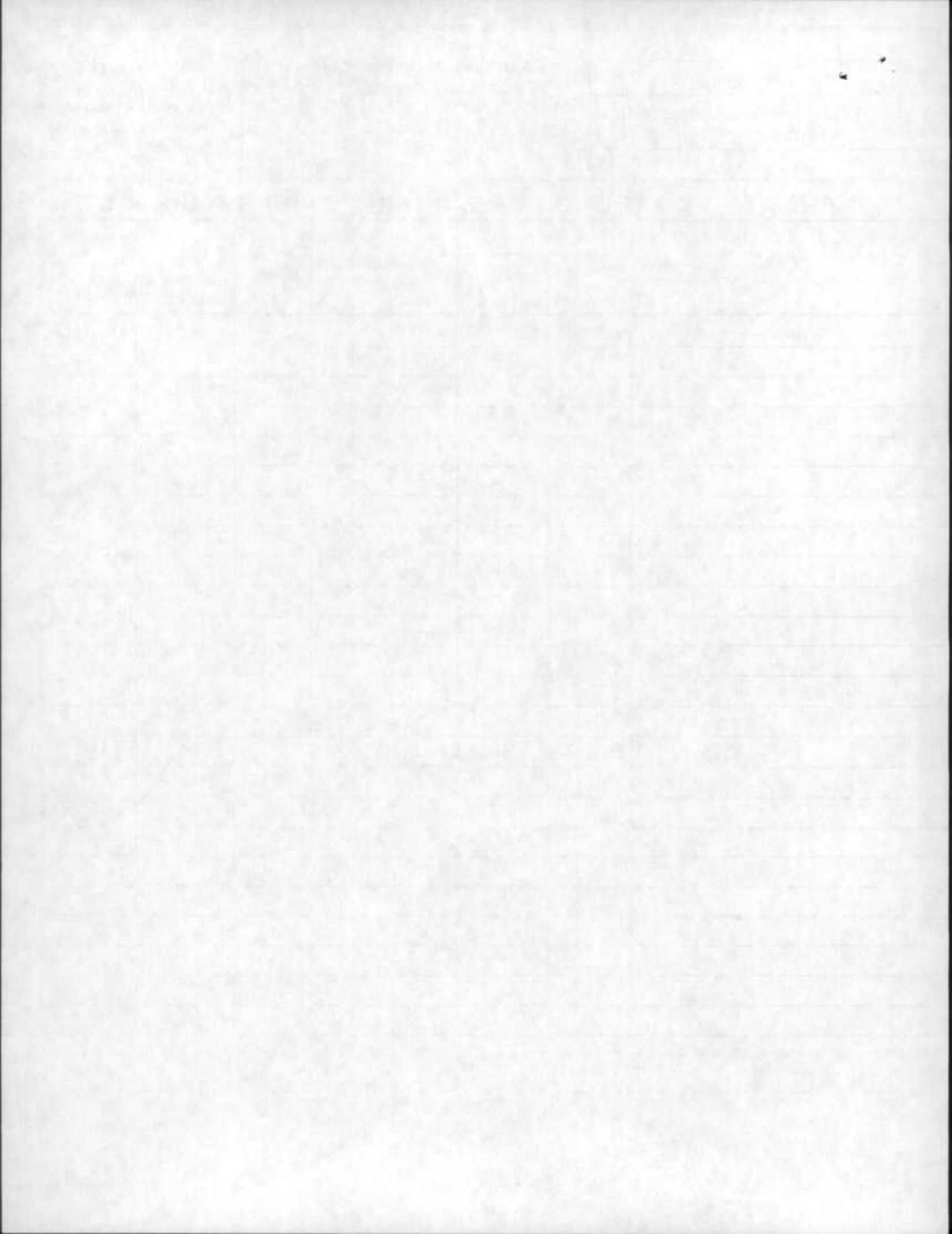
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal authority, Schedule, Item No. Disposal Date
	<i>Parking Fines - 2006 June 2006 thru December 2006 Paid Parking Tickets Excess Paid Parking Ticket</i>	<i>Schedule 1159 B-13 3 yrs to audit Date 1/2010</i>

Figure 6

10-20-01
10-20-01

DM 138

11-10-01



RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <div style="font-size: 2em; font-family: cursive; text-align: center;">04W444</div>		DATE REC'D <div style="font-size: 1.5em; font-family: cursive; text-align: center;">11-18-03</div>
B. DIVISION/UNIT Office of Engineering/Construction		LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive; text-align: center;">32 31</div>		FM CODE <div style="font-size: 1.5em; font-family: cursive; text-align: center;">26.01.06.00</div>
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		NO. OF CU. FT <div style="font-size: 2em; font-family: cursive; text-align: center;">1</div>		
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Deno S. Venias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1 of 1	Metro Yard Turnout Rehabilitation Contract No. MTA- T-0370-0140 <div style="text-align: right;">08/01 - 12/02</div> File Index Action Items General Contract Data Transmittals from Contractor Correspondence from Contractor Facsimile from Contractor Incoming from Construction Management Incoming from Facilities Engineering Incoming from MTA Transmittals to Contractor Correspondence to Contractor Facsimile to Contractor Memos to File Outgoing to Construction Management Outgoing to Facilities Engineering Outgoing to MTA Subcontractor General Information Correspondence from SubContractor MBE Utilization Forms Request for Information Contractor Change Request Change Notices Change Notice No.1 Change Notice No.2 Change Notice No.3 Change Notice No.4	Schedule No. 1001 All Items January 2010 <div style="font-size: 1.5em; font-family: cursive; text-align: center;">item 1, 2, 3</div>		

100



Metro Yard Turnout Rehabilitation

Schedule No. 1001
All Items

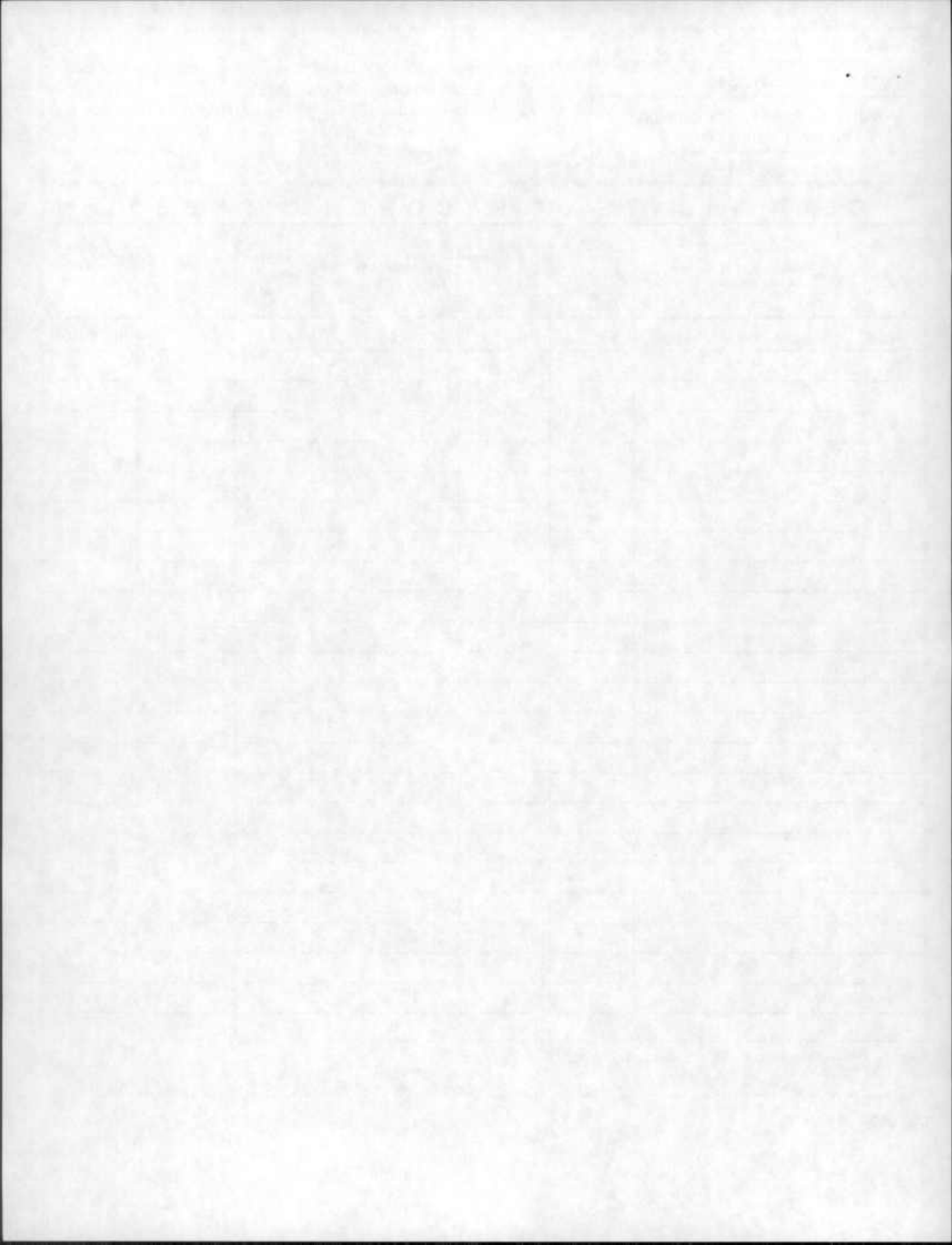
Contract No. MTA- T-0370-0140

08/01 - 12/02

1 of 1 Change Notice No.5
Change Notice No.6
Change Notice Register
Change Order No.1
Shop Drawings
Submittals
Material Sources
Material Test Reports
Other Test Reports
Surveys
Safety with Citations and Inspections
Insurance (General)
Insurance Certificate
Monthly Status Reports
Contractor's Progress Schedule & CPM
Meetings
Progress Payments
Progress No.001 To 006
Pay Items
Certified Payrolls -- Prime
Certified Payrolls -- Subcontractor
Inspector's Daily Reports
Miscellaneous
Close-out Documentation
Project Photos
Punch lists
Contract Ledger
Contract Drawings -- Attachment -- 'A'
Contract Specifications

11-11-11





RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration 26.01.06.01		ACCESSION NO. 05W1143	DATE REC'D 4.22.05
B. DIVISION/UNIT Finance/Payroll		RM CODE 26.01.06.01	
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 48 12-14	NO. OF CU. FT. 52
D. PHONE NO. 767-3736		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor		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
16 to 66 <hr/> 122	See Attached Payroll Accounting Records 2001-2002	992/1-D Jan, 2010

10-30-10-10
10-30-10-10
10-30-10-10



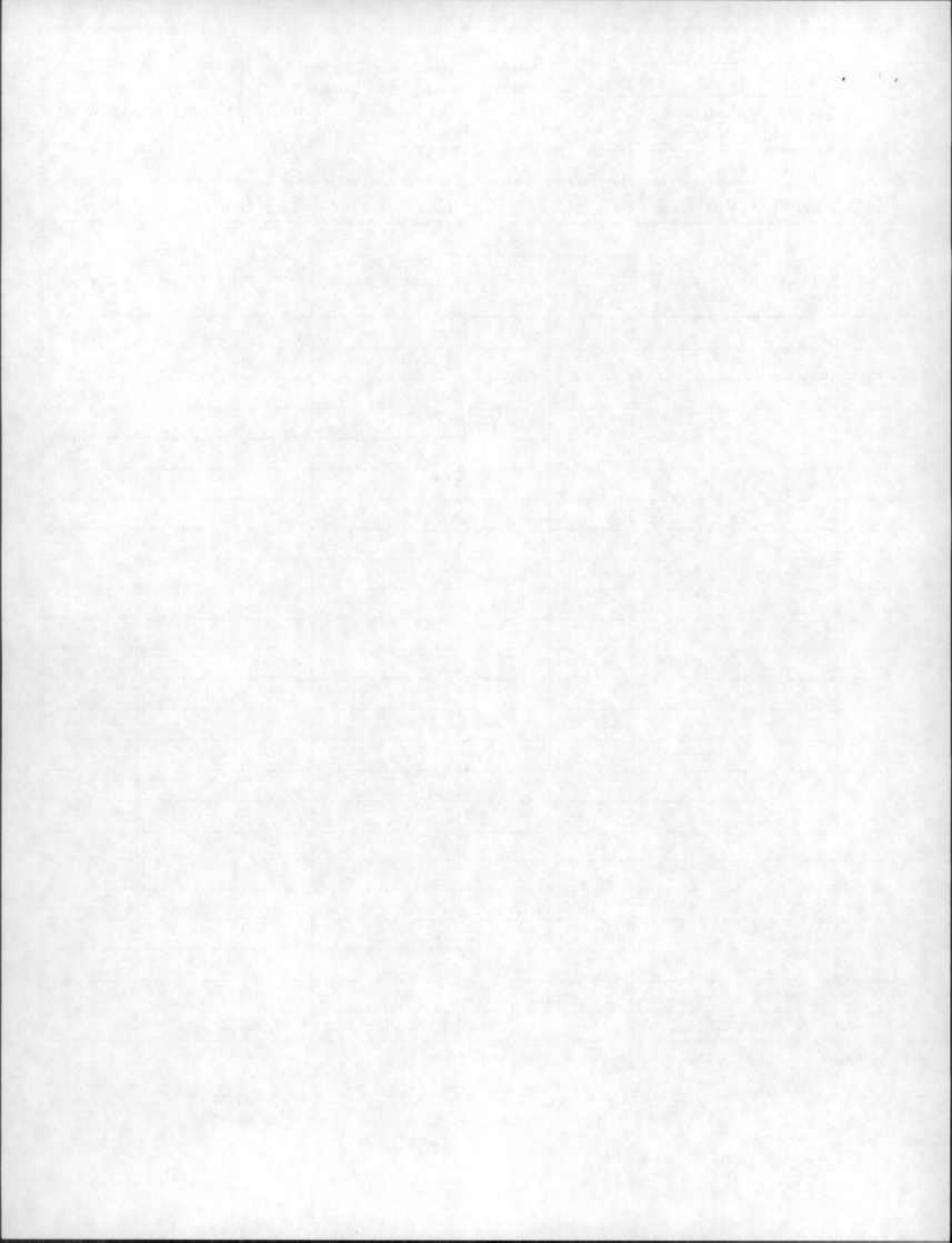
Box #	Title	Dates		Disposal Date	Schedule/Item
16	Mgt. Timesheets	12/21/01	01/22/02	January-10	#992 / #1-D
17	Mgt. Timesheets	01/23/02	02/19/02	January-10	
18	Mgt. Timesheets	02/20/02	04/02/02	January-10	
19	Mgt. Timesheets	04/03/02	04/30/02	January-10	
20	Mgt. Timesheets	05/01/02	06/11/02	January-10	
21	Mgt. Timesheets	06/12/02	07/23/02	January-10	
22	Mgt. Timesheets	07/24/02	09/03/02	January-10	
23	Mgt. Timesheets	09/04/02	10/15/02	January-10	
24	Mgt. Timesheets	10/16/02	11/23/02	January-10	
25	Mgt. Timesheets	11/27/02	12/24/02	January-10	
26	DCM Reports	12/11/01	01/05/02	January-10	
27	DCM Reports	01/06/02	01/23/02	January-10	
28	DCM Reports	01/27/02	02/16/02	January-10	
29	DCM Reports	02/17/02	03/03/02	January-10	
30	DCM Reports	03/10/02	03/30/02	January-10	
31	DCM Reports	03/31/02	04/20/02	January-10	
32	DCM Reports	04/21/02	05/11/02	January-10	
33	DCM Reports	05/12/02	05/31/02	January-10	
34	DCM Reports	06/02/02	06/22/02	January-10	
35	DCM Reports	06/23/02	07/13/02	January-10	
36	DCM Reports	07/14/02	08/10/02	January-10	
37	DCM Reports	08/11/02	09/07/02	January-10	
38	DCM Reports	09/08/02	10/05/02	January-10	
39	DCM Reports	10/06/02	10/26/02	January-10	
40	DCM Reports	10/27/02	11/16/02	January-10	
41	DCM Reports	11/17/02	12/07/02	January-10	
42	Office/Off Trans Timesheets	01/01/02	03/31/02	January-10	
43	Office/Off Trans Timesheets	04/01/02	06/30/02	January-10	
44	Office/Off Trans Timesheets	07/01/02	09/30/02	January-10	
45	Office/Off Trans Timesheets	10/01/02	12/31/02	January-10	
46	Police Bulk Reports	12/29/01	06/08/02	January-10	
47	Police Bulk Reports	06/15/02	12/28/02	January-10	
48	Non-Op Bulk Reports	12/08/01	01/12/02	January-10	
49	Non-Op Bulk Reports	01/19/02	02/23/02	January-10	
50	Non-Op Bulk Reports	03/02/02	03/30/02	January-10	
51	Non-Op Bulk Reports	04/03/02	05/04/02	January-10	
52	Non-Op Bulk Reports	05/11/02	06/08/02	January-10	
53	Non-Op Bulk Reports	06/15/02	07/13/02	January-10	
54	Non-Op Bulk Reports	07/20/02	08/17/02	January-10	
55	Non-Op Bulk Reports	08/24/02	09/28/02	January-10	
56	Non-Op Bulk Reports	10/05/02	11/02/02	January-10	
57	Non-Op Bulk Reports	11/03/02	11/30/02	January-10	
58	Non-Op Bulk Reports	12/07/02	12/28/02	January-10	
59	Staff Pay Register	01/01/02	03/31/02	January-10	
60	Staff Pay Register	04/01/02	06/30/02	January-10	
61	Staff Pay Register	07/01/02	09/30/02	January-10	
62	Staff Pay Register	10/01/02	12/31/02	January-10	
63	Sick Leave	01/01/02	03/31/02	January-10	
64	Sick Leave	04/01/02	06/30/02	January-10	
65	Sick Leave	07/01/02	09/30/02	January-10	
66	Sick Leave	10/01/02	12/31/02	January-10	
122	Weekly GL Interface	01/01/02	12/31/02	January-10	

R.48

5-12-14

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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 Maryland Transit Administration 1. 29.08.01		ACCESSION NO. 05W318	DATE REC'D 10-20-04
B. DIVISION/UNIT Transit Insurance Group			RM CODE 26.01.06.01.01
C. MAILING ADDRESS 1515 Washington Blvd. Suite 2600, 2 nd Floor Baltimore, MD 21230		LOCATION RANGE SECTION(S) 121 13-20	NO. OF CU.FT. 148
D. PHONE NO. (410) 454-7311		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Joyce A. Miller		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	

600	Claim Files 97-0410 - 00-0256	121 27 1	Schedule #1670 Item #1 Boxes 600 thru 720 January, 2010
601	Claim Files 00-1033 - 00-2304		
602	Claim Files 99-2673 - 00-2689		
603	Claim Files 98-1451 - 00-2835		
604	Claim Files 99-1419 - 00-2840		
605	Claim Files 00-1346 - 00-2901		
606	Claim Files 96-2399 - 01-2874		
607	Claim Files 01-0754 - 01-2742		
608	Claim Files 01-1781 - 01-1384		
609	Claim Files 00-1389 - 01-0868		
610	Claim Files 01-0292 - 01-2525		
611	Claim Files 01-0282 - 01-0781		
612	Claim Files 01-0001 - 01-0033		
613	Claim Files 01-0034 - 01-0055		
614	Claim Files 01-0056 - 01-0089		
615	Claim Files 01-0090 - 01-0124		

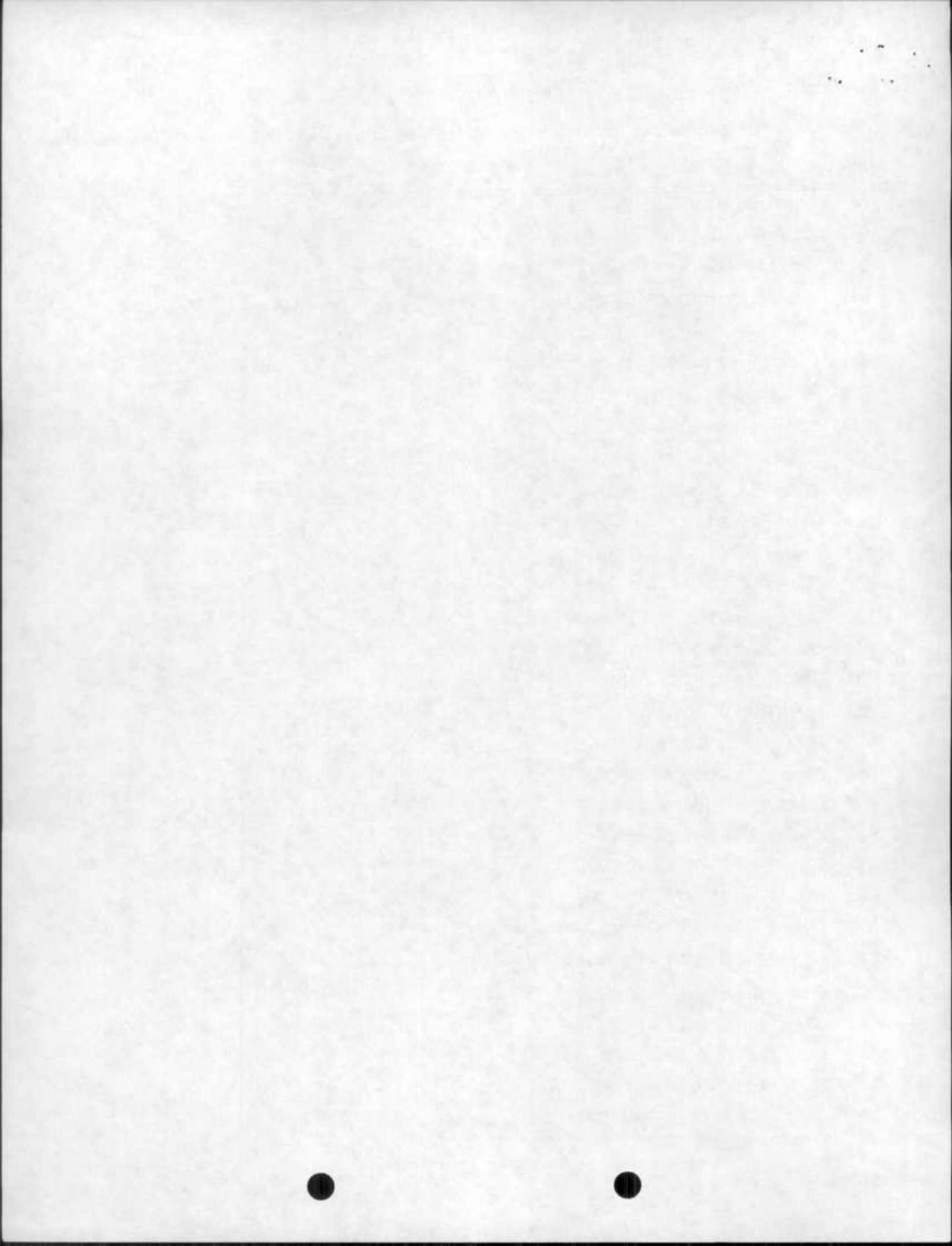
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Box Nos.	Description of Records w/inclusive Dates	Disposal Date
616	Claim Files 01-0125 – 01-0158	
617	Claim Files 01-0159 – 01-0186	
618	Claim Files 01-0187 – 01-0217	
619	Claim Files 01-0218 – 01-0250	
620	Claim Files 01-0251 – 01-0281	
621	Claim Files 01-0283 – 01-0296	
622	Claim Files 01-0297 – 01-0327	
623	Claim Files 01-0328 – 01-0365	
624	Claim Files 01-0366 – 01-0399	
625	Claim Files 01-0400 – 01-0428	
626	Claim Files 01-0429 – 01-0456	
627	Claim Files 01-0457 – 01-0483	
628	Claim Files 01-0484 – 01-0517	
629	Claim Files 01-0518 – 01-0552	
630	Claim Files 01-0553 – 01-0582	
631	Claim Files 01-0583 – 01-0612	
632	Claim Files 01-0613 – 01-0639	
633	Claim Files 01-0640 – 01-0675	
634	Claim Files 01-0676 – 01-0688	
635	Claim Files 01-0689 – 01-0712	
636	Claim Files 01-0713 – 01-0744	
637	Claim Files 01-0745 – 01-0778	
638	Claim Files 01-0779 – 01-0806	
639	Claim Files 01-0807 – 01-0830	
640	Claim Files 01-0831 – 01-0867	
641	Claim Files 01-0869 – 01-0902	
642	Claim Files 01-0903 – 01-0931	
643	Claim Files 01-0932 – 01-0954	
644	Claim Files 01-0955 – 01-0979	
645	Claim Files 01-0980 – 01-1003	



002 Claim Files 01-2307 - 01-2340

683 Claim Files 01-2341 - 01-2385

684 Claim Files 01-2387 - 01-2434

685 Claim Files 01-2435 - 01-2468

686 Claim Files 01-2469 - 01-2499

687 Claim Files 01-2501 - 01-2533

688 Claim Files 01-2534 - 01-2580

689 Claim Files 01-2581 - 01-2609

690 Claim Files 01-2610 - 01-2646

691 Claim Files 01-2647 - 01-2673

692 Claim Files 01-2674 - 01-2699

693 Claim Files 01-2700 - 01-2736

694 Claim Files 01-2737 - 01-2781

695 Claim Files 01-2783 - 01-2819

696 Claim Files 01-2820 - 01-2854

697 Claim Files 01-2855 - 01-2892

698 Claim Files 01-2893 - 01-2946

699 Claim Files 01-2947 - 01-1830

700 Claim Files 00-0256 - 98-0891

701 Claim Files 00-2127 - 01-0690

702 Claim Files 99-1992 - 01-1674

703 Claim Files 01-0801 - 01-2281

704 Claim Files 00-0152 - 97-1035

705 Claim Files 01-1878 - 97-1183

706 Claim Files 00-0004 - 01-1401

707 Claim Files 99-2673 - 01-1361

708 Claim Files 99-0006 - 98-0082

709 Claim Files 99-1480 - 99-2245

710 Claim Files 99-1861 - 01-0641

711 Check Batch 1 - 95-97

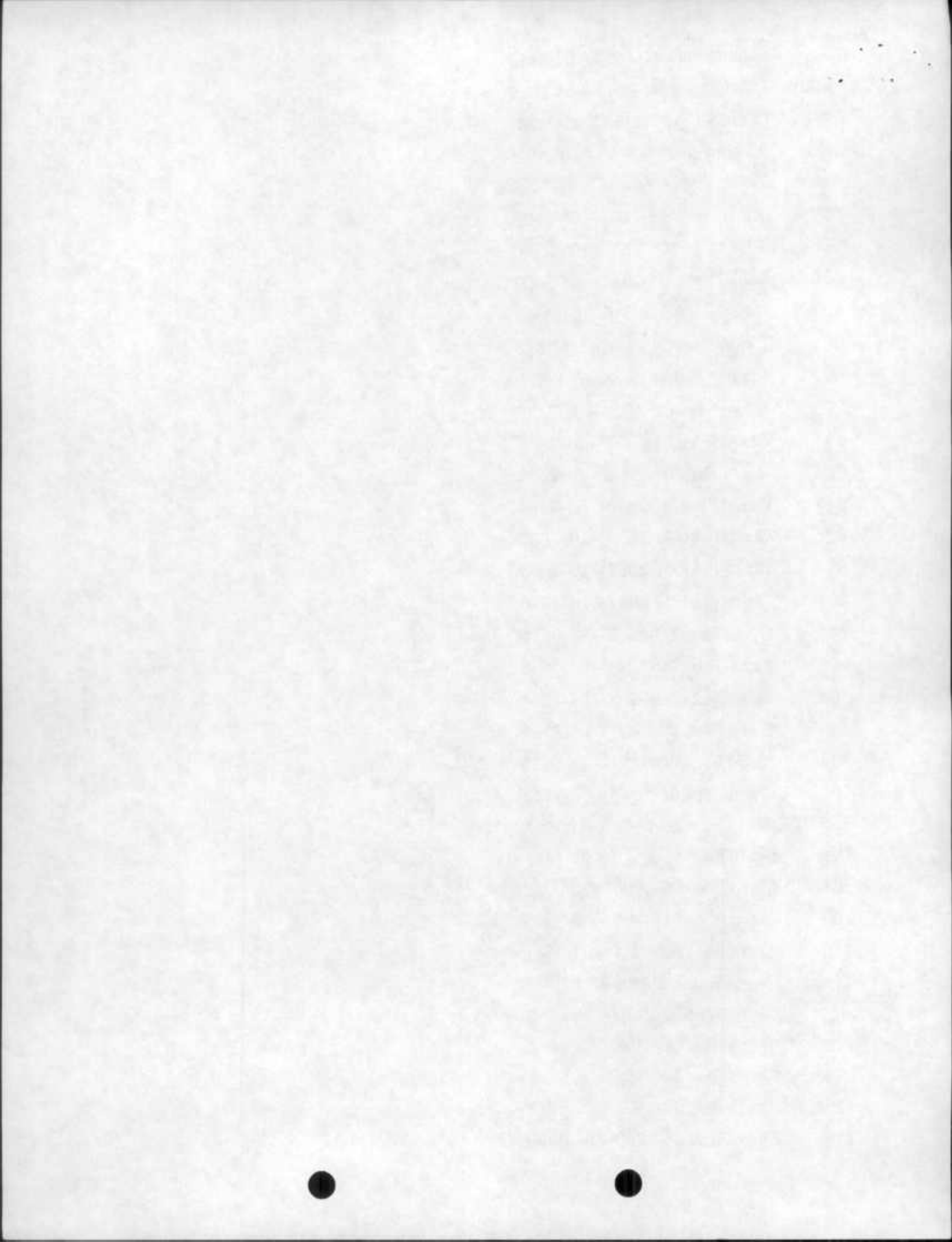
712 Claim Files 99-2279 - 98-0943

713 Claim Files 99-2169

714 Claim Files 99-2169

715 Claim Files 00-1003 - 99-0439

716 Claim Files 00-1828 - 98-0095



Claim Files 00-1426 - 00-0494

718 Claim Files 98-1672 - 99-2057

719 Claim Files 01-0380 - 01-2663

720 Claim Files 99-0605

100



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 Maryland Transit Administration 1. 29.08.01		ACCESSION NO. <i>05W318</i>	DATE REC'D <i>10-20-04</i>
B. DIVISION/UNIT Transit Insurance Group			RM CODE <i>26.01.06.01.01</i>
C. MAILING ADDRESS 1515 Washington Blvd. Suite 2600, 2 nd Floor Baltimore, MD 21230		LOCATION RANGE SECTION(S) <i>127 13-20</i>	NO. OF CU.FT. <i>148</i>
D. PHONE NO. (410) 454-7311		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Joyce A. Miller		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>claim files</i>		
721	Silver Spring Documents	Schedule #1670	
722	Silver Spring Documents	Item #1	
723	Silver Spring Documents	Boxes 721 thru 747	
724	Silver Spring Documents	January, 2010	
725	Silver Spring Documents	Do not destroy without	
726	Silver Spring Documents	notification	
727	Silver Spring Documents	<i>notified</i>	
728	Silver Spring Documents		
729	Silver Spring Documents		
730	Silver Spring Documents		
731	Silver Spring Documents		
732	Silver Spring Documents		
733	Silver Spring Documents		

10-20-01
24.01.01.01.01

12/13/18

12/13/18

- 734 Silver Spring Documents
- 735 Silver Spring Documents
- 736 Silver Spring Documents
- 737 Silver Spring Documents
- 738 Silver Spring Documents
- 739 Silver Spring Documents
- 740 Silver Spring Documents
- 741 Silver Spring Documents
- 742 Silver Spring Documents
- 743 Silver Spring Documents
- 744 Silver Spring Documents
- 745 Silver Spring Documents
- 746 Silver Spring Documents
- 747 Silver Spring Documents

100



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 <i>26.01.06.03</i>	ACCESSION NO. <i>89W642</i>	DATE REC'D <i>12-23-88</i>
b) AGENCY DOT		
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION	LOCATION - RANGE <i>122</i>	SECTION(S) <i>31</i>
d) MAILING ADDRESS 1515 WASHINGTON BLVD BALTIMORE, MARYLAND 21230	NO. OF CU. FT. <i>1</i>	
e) AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	PHONE NO. 333-3550 21230	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 1	Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, MAARS, Vehicle Report, Juvenile Custody Report, ME-15 and E.S. Schaffer Report) 1/1/79 - 12/31/79 79-01 - 79-461 <i>30 years</i>	1163, 8, 12/31/2009 <i>1/10</i>

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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

a) AGENCY CODE 1. 26010603		ACCESSION NO. 89W643	DATE REC'D 12-23-88
b) AGENCY J DOT		✓	
c) DIVISION/UNIT MASS TRANSIT ADMINISTRATION			
d) MAILING ADDRESS 1515 Washington Blvd. Baltimore, MD 21230		LOCATION - RANGE 122	SECTION(S) 31
e) AGENCY OFFICIAL E. W. Brauer, Jr. Chief of Police		PHONE NO. 333-3550	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
1 of 1	Personnel Files - Contains uniform equipment card, personnel data form, absentee form, discipline form and file, Maryland Police Training Commission documents, sick records, W/C records and miscellaneous data pertaining to an officer/guard. 1/1/79 - 12/31/79 Confidential Cases - Contains all investigation Reports with applicable supplementary reports attached. (Could contain Crime/Person Report, Crime/Property Report, Misc. Report, Officer Reports, ME-15 and E. S. Schaffer Report) 1/1/79 - 12/31/79 30 years	1163, 5, 12/31/2009 1163, 7, 12/31/2009 1/10	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DOT	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">91W1407</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">6-11-91</div>
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION	RM CODE <div style="font-size: 1.5em; font-family: cursive;">26.01.06.03</div>	
C. MAILING ADDRESS 301 N. EUTAW STREET BALTIMORE, MARYLAND 21201	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">115 25</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">2</div>
D. PHONE NO. 333-8141	RECORDS CENTER MANAGER <div style="font-size: 3em; font-family: cursive;">✓</div>	
E. AGENCY OFFICIAL E. W. BRAUER, JR. CHIEF OF POLICE	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 2	General Correspondence - Could contain Memos, Supervisors Reports, Officers Reports, Monthly Reports (Bus and Rail) Reimbursements, Rail General, Metro Stations, Gay & Faylor and Security for Divisions and General Correspondence, Gun Permit File and Equipment File 1989	1163,9,12/31/2009
2 of 2	Same as above 1989 <div style="font-size: 1.5em; font-family: cursive; text-align: center;">20 years</div>	-do- <div style="font-size: 1.5em; font-family: cursive; text-align: right;">1/10</div>

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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 MDOT		ACCESSION NO. <i>03W1971</i>	DATE REC'D <i>5-22-03</i>
3. DIVISION/UNIT MARYLAND TRANSIT ADMINISTRATION			FORM CODE <i>26-01-06-03</i>
2. MAILING ADDRESS 301 N. Eutaw Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) <i>4 16</i>	NO. OF CU. FT. <i>2</i>
4. PHONE NO. 410-454-7735		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL MAJOR VICTOR P. TOMCEK DEPUTY CHIEF OF POLICE		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 of 2	Police Applicant Investigations (Rejections) This file contains application for employment personal history statements, fingerprint cards, authorization for disclosure of information forms, educational records, employment records, copy of personal information data. 05 - 54 1999	1163,3, 12/31/2009 <i>Jan. 2010</i>
2 of 2	56 - 114 1999 <i>10 years</i>	-do-

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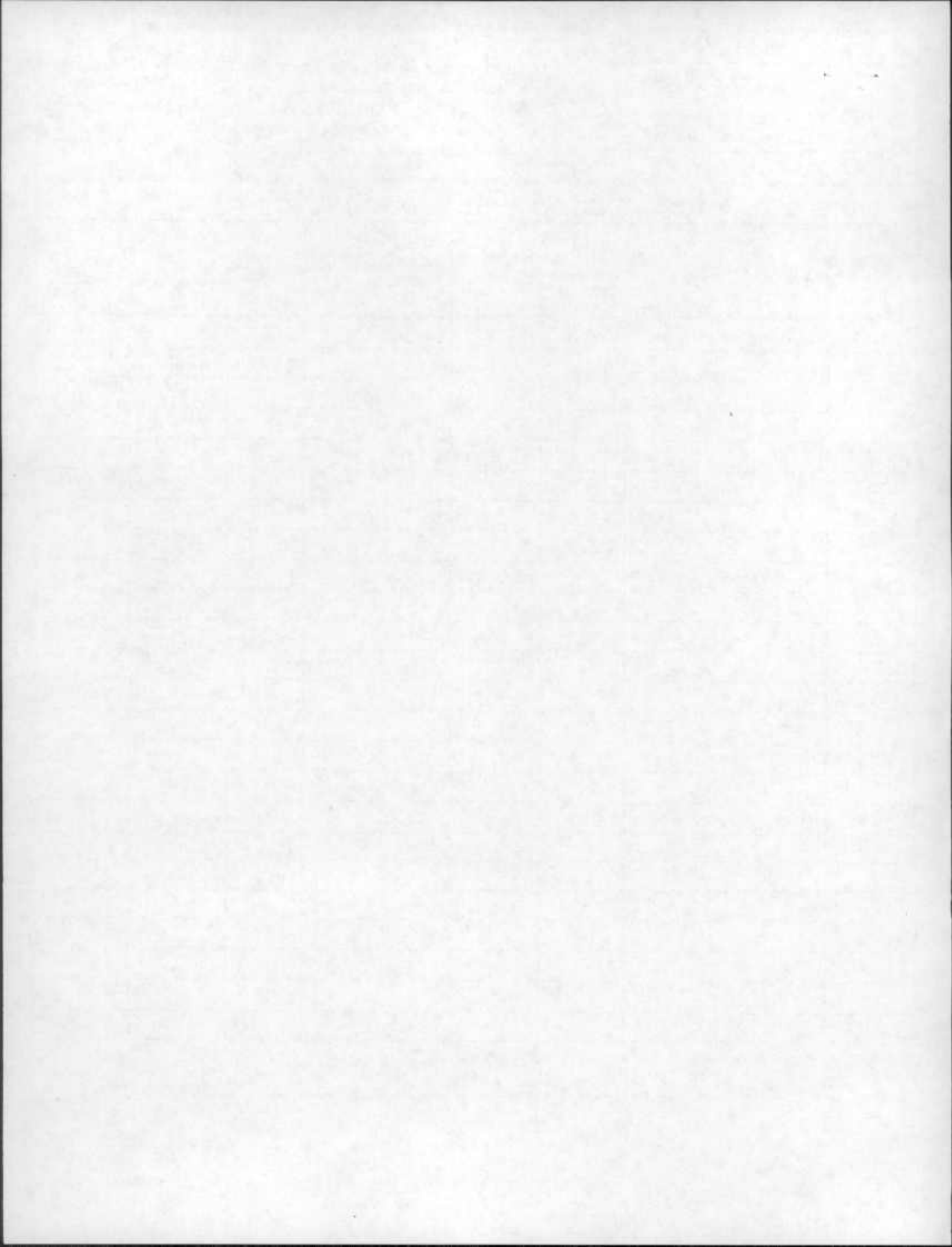
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT		ACCESSION NO. 05W1072	DATE REC'D 4-5-05
B. DIVISION/UNIT MARYLAND TRANSIT ADMINISTRATION		LOCATION RANGE SECTION(S) 35 14	RM. CODE 26.01.06.03
C. MAILING ADDRESS 1040 PARK AVE, STE. 306 BALTIMORE, MD 21201		NO. OF. CU. FT. 12	
D. PHONE NO. 410-454-7500		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL COLONEL DOUGLAS DELEAVER CHIEF OF POLICE		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY	
1 of 12	Daily timesheets contain detailed log of officer's duties on daily basis. 01-01-2004 to 01-29-2004	1163 , 6, 12-31-2009 <i>January 2010</i>	
2 of 12	Same as above 01-30-2001 to 02-25-2004	-- do --	
3 of 12	Same as above 02-26-2004 to 03-31-2004	-- do --	
4 of 12	Same as above 04-01-2004 to 05-01-2004	-- do --	
5 of 12	Same as above 05-02-2004 to 06-05-2004	-- do --	
6 of 12	Same as above 06-06-2004 to 06-23-2004	-- do --	
7 of 12	Same as above 06-24-2004 to 07-24-2004	-- do --	
8 of 12	Same as above 07-25-2004 to 08-25-2004	-- do --	
9 of 12	Same as above 08-26-2004 to 09-31-2004	-- do --	
10 of 12	Same as above 10-01-2004 to 11-02-2004	-- do --	
11 of 12	Same as above 11-03-2004 to 12-04-2004	-- do --	
12 of 12	Same as above 12-05-2004 to 12-29-2004	-- do --	

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20-10-10-12
S. 14 41 38



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

Directions: Please Type Or Print Clearly All Entries

<p>A. Agency 1. MASS TRANSIT ADMINISTRATION</p>	<p>Accession No. 07W1179</p>	<p>Date Rec'd 6/21/07</p> <p>RM Code 26.01.06.06</p>
<p>B. Division/Unit OFFICE OF ATTORNEY GEN. / GENERAL COUNSEL'S OFFICE</p>	<p>Location Range Section(s) 121 28</p>	<p>No. of Cu. Ft. /</p>
<p>C. Mailing Address 6th St. Paul STREET Rm 1200 Baltimore, MD 21202</p>	<p>Records Center Manager</p>	
<p>D. Phone No. 410-767-5833 / 410-767-2795</p>	<p>To Be Completed At State Records Management Center</p>	
<p>E. Agency Official LOUIS DUKES Assist. ATTY Gen. / Deputy Counsel BREON SMITH</p>		

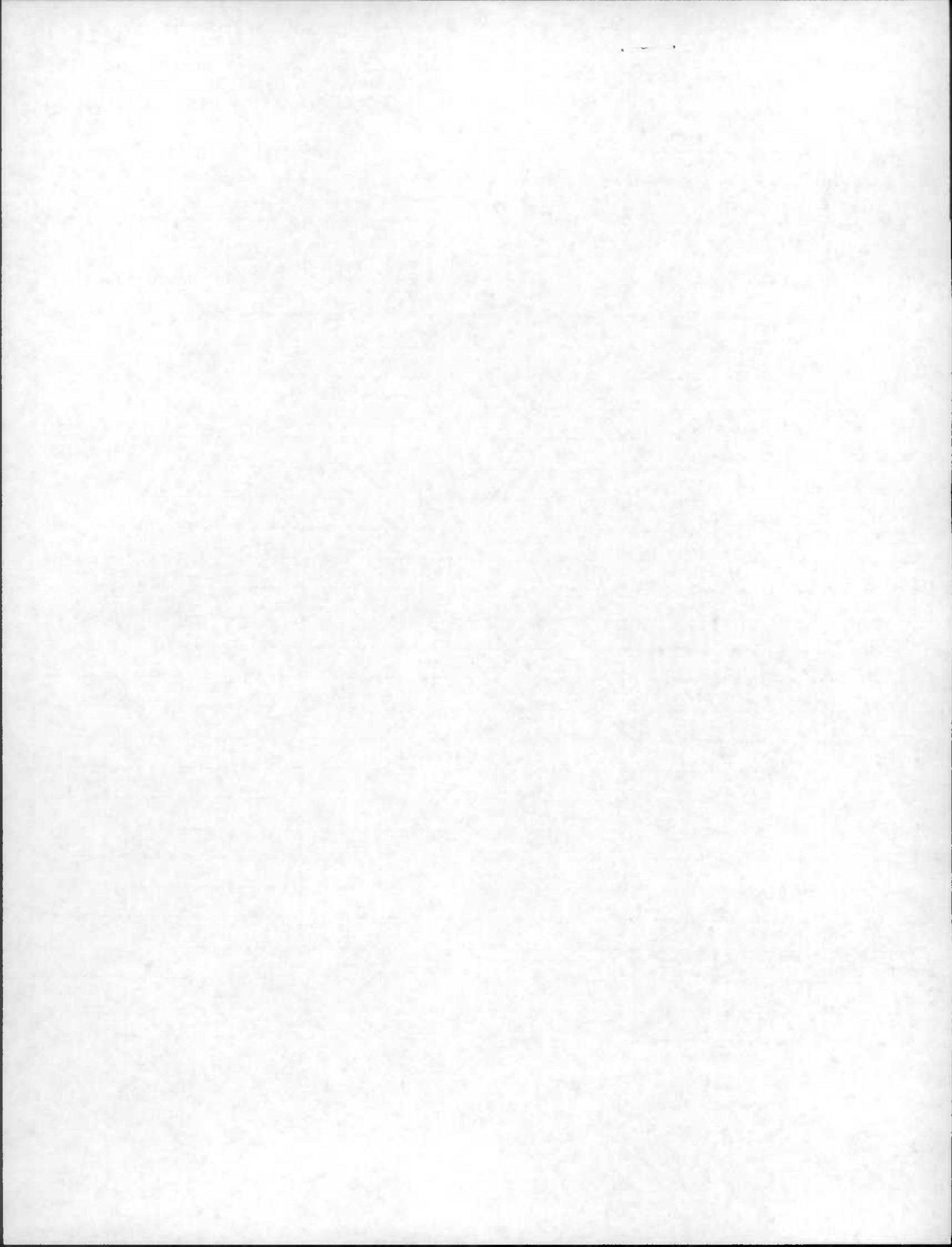
Box Numbers	Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	<p style="text-align: center;">Administrative Proceeding</p> <p>1) Helen L. Dole 2) Claude Desail 3) Jerome Fair 4) Priscilla Adams 5) Marsha Gross 6) Ann B. White</p> <p style="text-align: right; font-size: 2em;">} 1994 yr.</p>	<p>Scheduling Number #2320 5</p> <p>Disposal Date 2014 1/2010</p>

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RECORDS TRANSMITTAL AND RECEIPTS

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

E

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT PROCUREMENT Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION 34 RANGE SECTION(S) 3		NO. OF CU. FT. 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1	NE-01-02 Change Orders 001-042 10/94 - 10/95	SCHEDULE # 1001 1300 All Items 1-A, C July 1, 2008		
	NE-01-03 Correspondence File 1988-1989	Extended - 7/2009 Extended - 7/2010 1/2010		

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT PROCUREMENT Contract Administration		LOCATION RANGE 34 SECTION(S) 3		FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		NO. OF CU. FT. 8		
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 2	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE NE-01-01 03/90 - 05/94 Change Orders 001-085 Proposal Options 4 & 5		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items July 1, 2008	

1913-12	DEPT 1280	
1913-12	DEPT 1280	



RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT Procurement Contract Administration				FM CODE 26-01-06-09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3		NO. OF CU. FT. 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 3	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
	T-0164-0140 Misc. Documents	09-97 - 11/97		
	T-0189-0140 Misc. Documents	11/89 - 2/99		
	T-0213-0140 Misc. Documents	10/99 - 9/01		
	T-0246-0140 Misc. Documents	5/98 - 7/01		
	T-0291-0140 Misc. Documents	5/99 - 2/01		
	T-0300-1740 Misc. Documents	1/99- 9/00		

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10-10-50

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT PROCUREMENT Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3		NO. OF CU. FT 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 4	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	X0-50-02 Misc. Documents Oct-91		SCHEDULE #1001 All Items July 1, 2008	
	X0-50-07 Misc. Documents 8/93 - 6-97			

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT PROCUREMENT Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3		NO. OF CU. FT 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 5	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	MTA-90-37-06 Misc. Documents, Change Orders 1- 3		5/94 - 4/96	
	MTA-90-44-01 Misc. Documents, Change Orders 1 - 7		4/92 - 12/94	
			SCHEDULE #1001 All Items July 1, 2008	

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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380	DATE REC'D 6-13-05
B. DIVISION/UNIT PROCUREMENT Contract Administration			FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3	NO. OF CU. FT 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 6	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items July 1, 2008	
	T-0329-0440 Misc. Documents 09/98 - 6/00		
	T-0334-0140 Misc. Documents 12/98 - 9/00		
	T-0428-0140 Misc. Documents 6/98 - 6/00		
	MTA-0748 Misc. Documents 2/97 - 6/02		

6-13-02
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RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1380		DATE REC'D 6-13-05
B. DIVISION/UNIT <i>PROCUREMENT</i> Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3		NO. OF CU. FT 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 7	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
	MTA-0782 Misc. Documents	09/97 - 12/97	SCHEDULE #1001 All Items July 1, 2008	
	T-0790 Misc. Documents	10/97 - 12/97		
	T-0791 Misc. Documents	12/97 - 2/98		
	T-0798 Misc. Documents	5/98 - 7/99		
	T-0800 Misc. Documents	6/98 - 6/99		
	T-0804 Misc. Documents	5/98 - 7/98		
	T-0808 Misc. Documents	4/98 - 9/98		
	T-0815 Misc. Documents	8/98 - 12/98		
	T-0828 Misc. Documents	12/98 - 1/99		
	T-0838 Misc. Documents	12/98 - 4/99		
	T-0854 Misc. Documents	3/99 - 9/99		
	T-0857 Misc. Documents	4/99 - 8/99		

1938
10-1-38
10-1-38

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W138D		DATE REC'D 6-13-05
B. DIVISION/UNIT <i>Procurement</i> Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 3		NO. OF CU. FT 8
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 8	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	T-0856 Misc. Documents		SCHEDULE #1001 All Items July 1, 2008	
	T-0881 Misc. Documents			
	T-0882 Misc. Documents			
	T-0798 Misc. Documents			
	T-0523-0140 Misc. Documents			
	T-0469-0140 Misc. Documents			
	T-0471-0140 Misc. Documents			
	T-0613 Misc. Documents			

R-34

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1-13-02

02M/8BD

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DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1384		DATE REC'D 6-13-05
B. DIVISION/UNIT Procurement Division - Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 7		NO. OF CU. FT. 1
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
20	<i>Contract Documents</i> MTA-0818 C Add. Subcontractor 10/99 - 11/99	SCHEDULE #1001 1300 All Items 1-A 7/2009
	MTA-0821 Penn Camden Connection 6/01 - 10/02	<i>Extended 7/2010</i>
	MTA-0832 A On-Call Mech. & Electrical 4/99 - 10-99	<i>1/2010</i>

R-34

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DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1386	DATE REC'D 6-13-05
B. DIVISION/UNIT Procurement Division - Contract Administration			FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 7	NO. OF CU. FT 1
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
22	MTA-0699 Constru. Mgmt. Service 10/97 - 7/99	SCHEDULE #1001-1300 All Items 1-A -7/2008-
	MTA-0898 Public Art Consultant 10/99 - 10/01	Extended - 7/2009 Extended - 7/2010
	MTA-0912A ADA Architect Design 12/00 - 11/01	1/2010

R-34

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20-21-4

1881-20

42

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DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd3

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1389		DATE REC'D 6-13-05
B. DIVISION/UNIT Contract Administration				FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34	SECTION(S) 7	NO. OF CU. FT. 1
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER		
E. AGENCY OFFICIAL <i>Priscilla Jeffers</i> Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 25	contract #	SCHEDULE #1001 1300
	Description of box content	All Items 1-A
	MTA 0978 Advertising Services	8/12/2009
	dates: from - to 8/12/2002	<i>January 2010</i>

Continued to page 2

R-34

S-7

02/12/21

E

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 05W1390	DATE REC'D 6-13-05
B. DIVISION/UNIT Contract Administration			FM CODE 26-01-06-09
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 7	NO. OF CU. FT. 1
D. PHONE NO. 410/767-3348		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Dana McKenney		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
22 26	CONTRACT NUMBER: MTA-0225 4/10/89-12/29/95 Architectual Engineering Services for Light Rail Systems	1306 All Items 1-A Apr-09
	MTA-0395 6/15/92-12/5/95 Maglev Feasibility Stusy	<i>July 2009</i> <i>Extended - 1/2010</i> <i>1/2010</i>

R-34

S-7

CPA 11/20

87

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

cd10

A. AGENCY Maryland Transit Administration		ACCESSION NO. 05W1394	DATE REC'D 6-13-05
B. DIVISION/UNIT Contract Administration			FM CODE 26.01.06.09
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 34 SECTION(S) 7	NO. OF CU. FT 1
D. PHONE NO. 410-767-3361		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL <i>Priscilla Jeffers</i> Michael Zimmerman, Director		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	contract #	SCHEDULE #1004-1300	
32	Description of box content	All Items 1-A	
		September 1 2009	
	MTA 0862	Consultant and subs 5/99-	<i>January 2010</i>
	M TA 23-91-32	Consultant and subs 12/96-	
	MTA 0221	Consultant and subs 12/90-	
	MTA 0224	Consultant and subs 1/93-	
	MTA 0225	Consultant and subs 7/96-	
	MTA 0656 B	Consultant and subs Feb-00	
	MTA 0731	Consultant and subs 6/00-	
	MTA 0736 C & 0611	Consultant and subs 9/00-	
	MTA 0737 C	Consultant and subs 5/98-	
	MTA 0737B	Consultant and subs 5/98-	
	MTA 0779 B	Consultant and subs Sep-98	
	MTA 0779A	Consultant and subs 10/98-	
	MTA 0787	Consultant and subs 4/98-	
	MTA 0830	Consultant and subs 7/98-	
	MTA 0835 A	Consultant and subs 6/00-	
	MTA 0853	Consultant and subs 11/99-	
	MTA 0858	Consultant and subs 5/99-	
	MTA 0875	Consultant and subs 6/99-	
MTA 0877	Consultant and subs 9/98-		
MTA 0878	Consultant and subs 8/99-		
MTA 0900	Consultant and subs 7/00-		
MTA 0902	Consultant and subs 3/00-		
MTA 0904	Consultant and subs 3/30-		
MTA 0905	Consultant and subs 10/00-		
MTA 0905 A	Consultant and subs 5/00-		
MTA 0905 A	Consultant and subs 5/00-		
MTA 0905 B	Consultant and subs May-00		
MTA 0907	Consultant and subs 7/00-		
MTA 0912 A & B	Consultant and subs 3/00-		
MTA 23-91-518	Consultant and subs 11/95-		
MTA 23-91-519	Consultant and subs 6/93-		

34-5-4
10-11-1953

RECEIVED

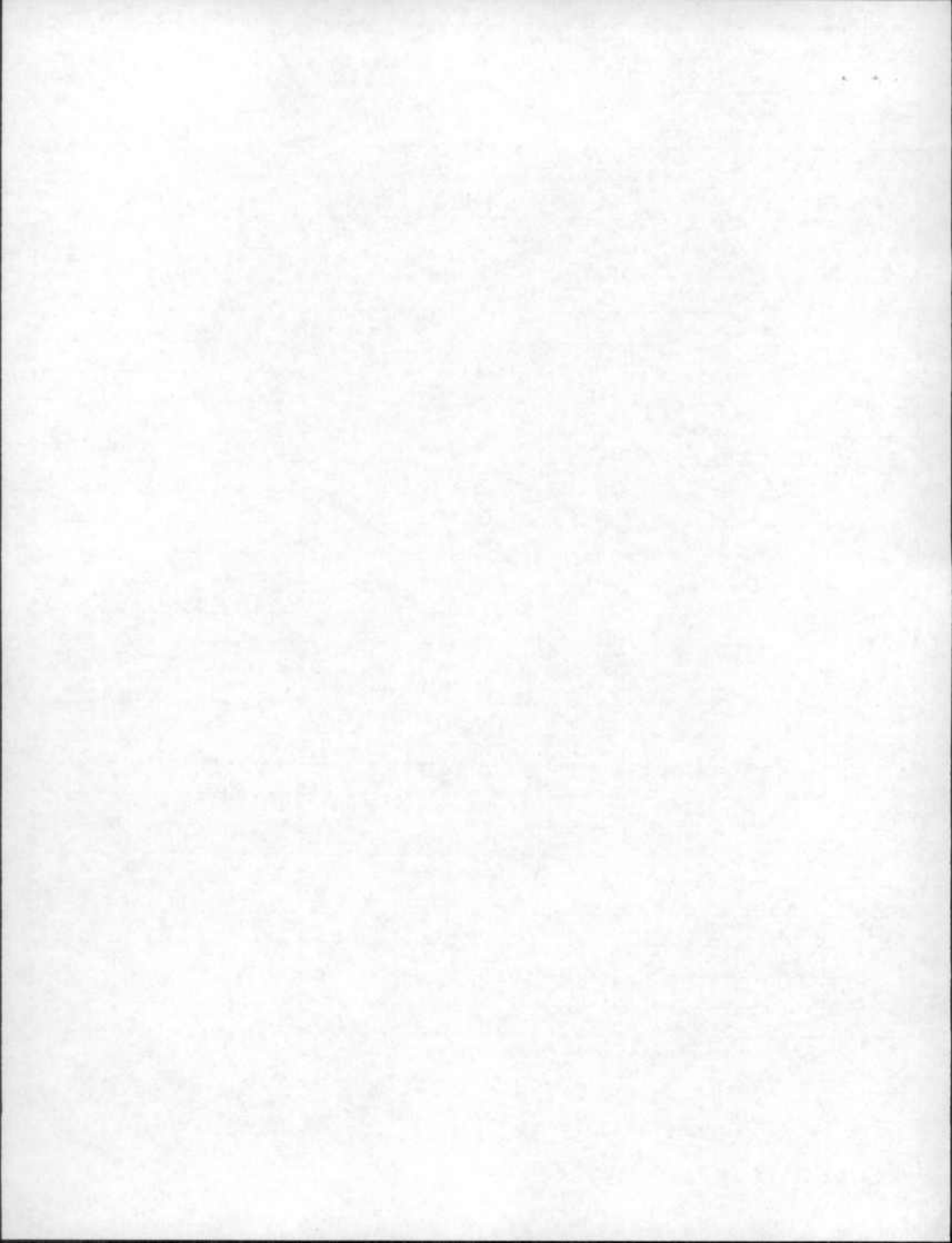


MTA 90-44-01
MTA 90-51-4
SRA 4299-203

Consultant and subs 9/92-
Consultant and subs 1/96-
Consultant and subs 7/96-

R-34

S-7



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. Maryland Port Administration	ACCESSION NO. 08W993	DATE REC'D 4-22-08
B. DIVISION/UNIT Office of the Attorney General/Executive	RM CODE 26.01.09.01	
C. MAILING ADDRESS 401 E. Pratt Street Baltimore, MD 21202	LOCATION RANGE SECTION(S) 156 29	NO. OF COPIES 5 2
D. PHONE NO. 410-385-4434	RECORDS CENTER MANAGER	

E. AGENCY OFFICIAL
Angela Zerzeles

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

Administrative Proceedings, 1989 *154-5*
 Administrative Proceedings, 1994
 Civil Litigation 1989 *2075*
 Civil Litigation 1989
 Civil Litigation 1989

Destroyed 1/2010

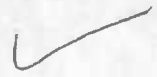
send to Agency 12/2009

2320, Item No. 5, 1-2010
 2320, Item No. 5, 1-2010
 2320, Item No. 1, 1-2010
 2320, Item No. 1, 1-2010
 2320, Item No. 1, 1-2010

UNABLE TO LOCATE

Note:

Boxes 3, 4 + 5 was sent back to Agency dated Dec. 2009



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S 29

1000-10-25
1000-10-25
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1000-10-25

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

Fat
4107998532

DECEMBER 7, 2009

26.01.09.01
MS. ANGELA ZERZELES
MARYLAND PORT ADMIN/OFFICE OF THE ATTORNEY GENERAL
401 E. PRATT STREET
BALTIMORE, MD 21202

SUBJECT: DISPOSAL CLEARANCE

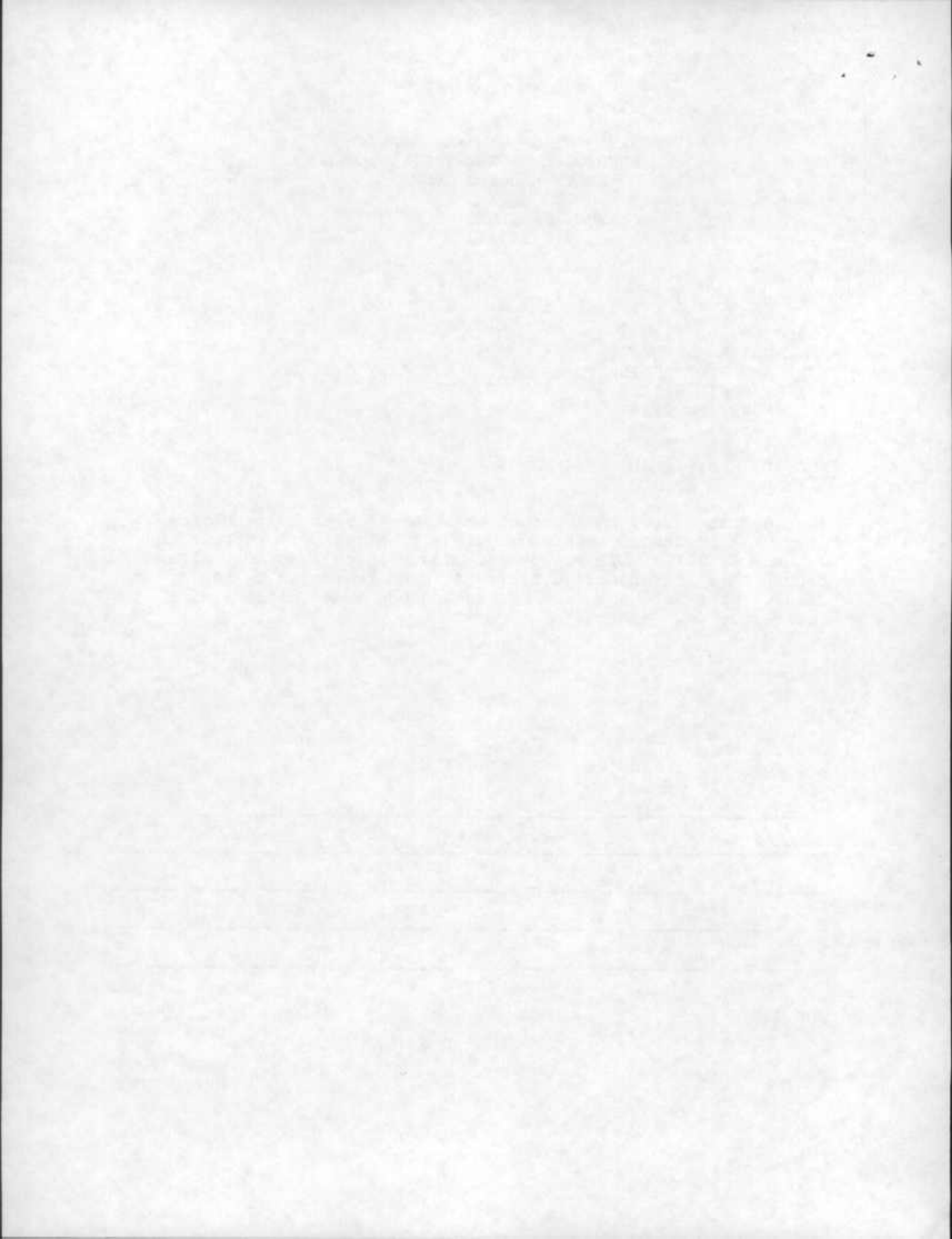
The records listed on attached sheet are eligible for disposal. They will be destroyed as scheduled if no reply is received by January 8, 2010 . If you do not concur in this action, please return this letter and justify continued retention on the space below. Cite Accession Number and include a new disposal for these records.

4107998532
345 Rock.

Sincerely,

Gabriel Lopez
Records Center Manager

*We need to retrieve pages 3, 4, 5
for litigation.*



Page No. 207
11/12/09

AGENCY HOLDINGS IN RECORDS CENTER

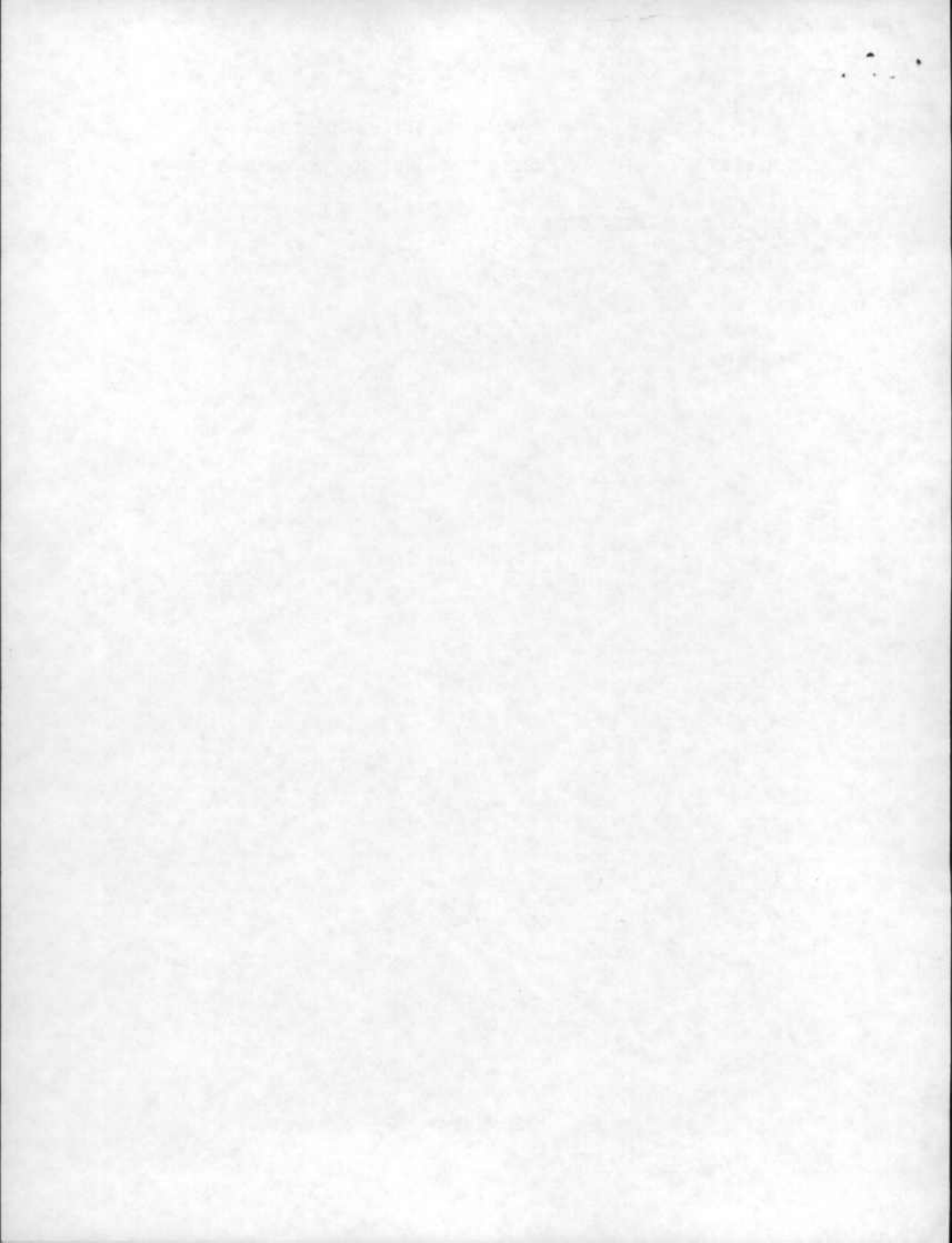
ACCESSION NO.	NO.	CUBIC FEET	RANGE	SECTIONS	SCHEDULES	ITEMS	DISP
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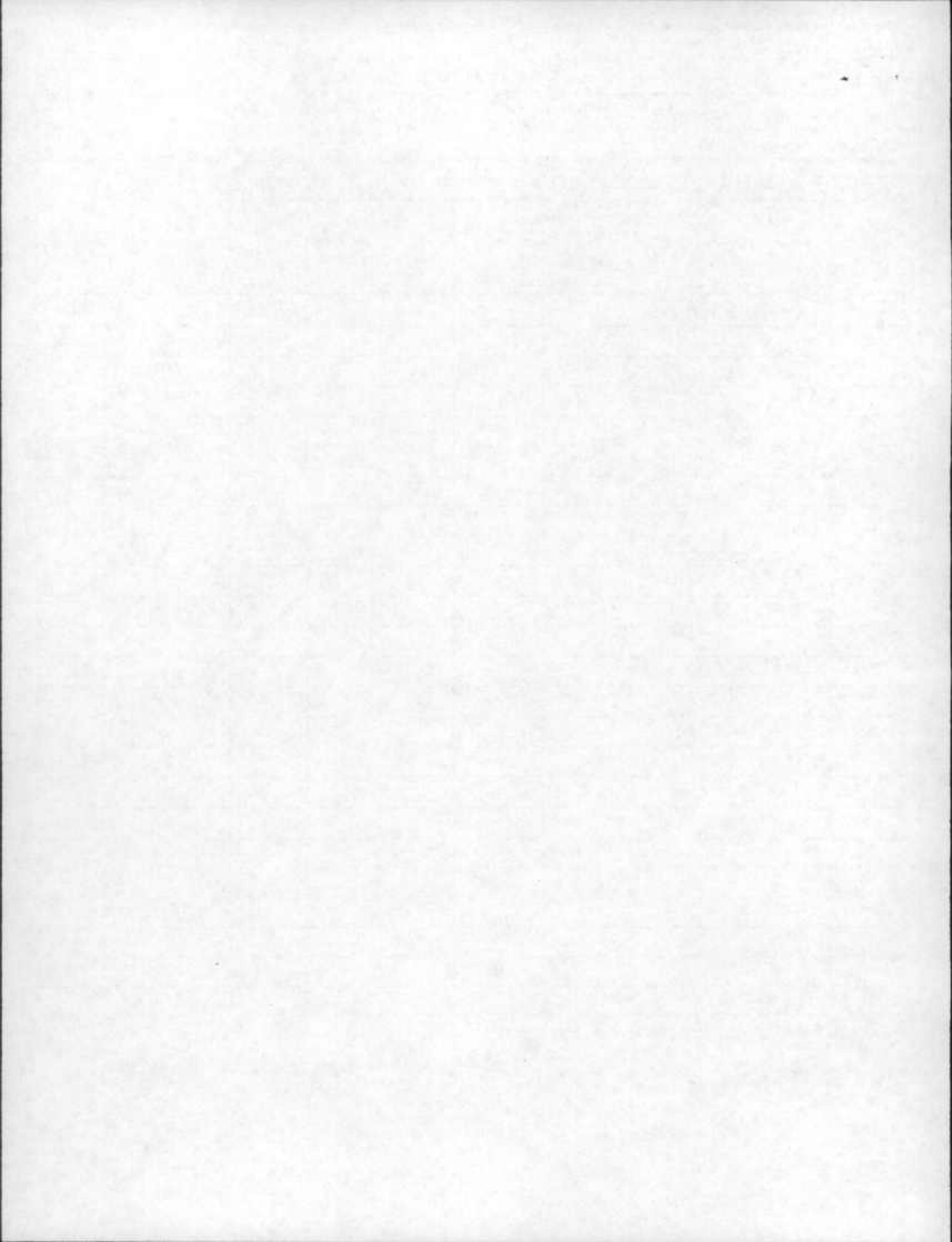
** RECORD MANAGEMENT CODE 26.01.09.01

08W0993			52	156 29	2320	51	1/10
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** Subtotal **

52





RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 376, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <i>Md. Dept. of Trans.</i>		ACCESSION NO. <i>03W402</i>	DATE REC'D <i>12-30-02</i>
B. DIVISION/UNIT <i>Secretary's Office</i>		LOCATION RANGE SECTION(S) <i>19 23</i>	RM CODE <i>26.01.12</i>
C. MAILING ADDRESS <i>P.O. Box 8755 10 Elm Road - BWI Airport 21240</i>		NO. OF CU. FT. <i>5</i>	
D. PHONE NO. <i>410-845-1024</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Shirley Varner</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>Secretary Jan. 2001 See attach list</i>	<i>Sche. # 1823 Jan 2001 - 2001 Item # 1 Disposal - Jan 2010</i>	

10-10-10

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10-10-10



Secretary's Correspondence - 2001

1. AASHTO – OTTS
2. MdTA
3. MAA – MVA
4. SHA – SHA/WWB
5. SHA

R-19
S-23

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 875, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <i>Md. Dept. of Trans.</i>		ACCESSION NO. <i>03W403</i>	DATE REC'D <i>12-31-02</i>
B. DIVISION/UNIT <i>Secretary's Office</i>		LOCATION RANGE SECTION(S) <i>19 23</i>	RM CODE <i>26.01.12</i>
C. MAILING ADDRESS <i>P.O. Box 8755 10 Elm Road - BWI Airport 21240</i>		NO. OF CU. FT. <i>4</i>	
D. PHONE NO. <i>410-845-1024</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Shirley Varun</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>Gov. Correspondence Jan. 2001 See attach list</i>	<i>Jan 2001 - 2001 Sche. # 1823 Item # 1 Jan. 2010</i>	

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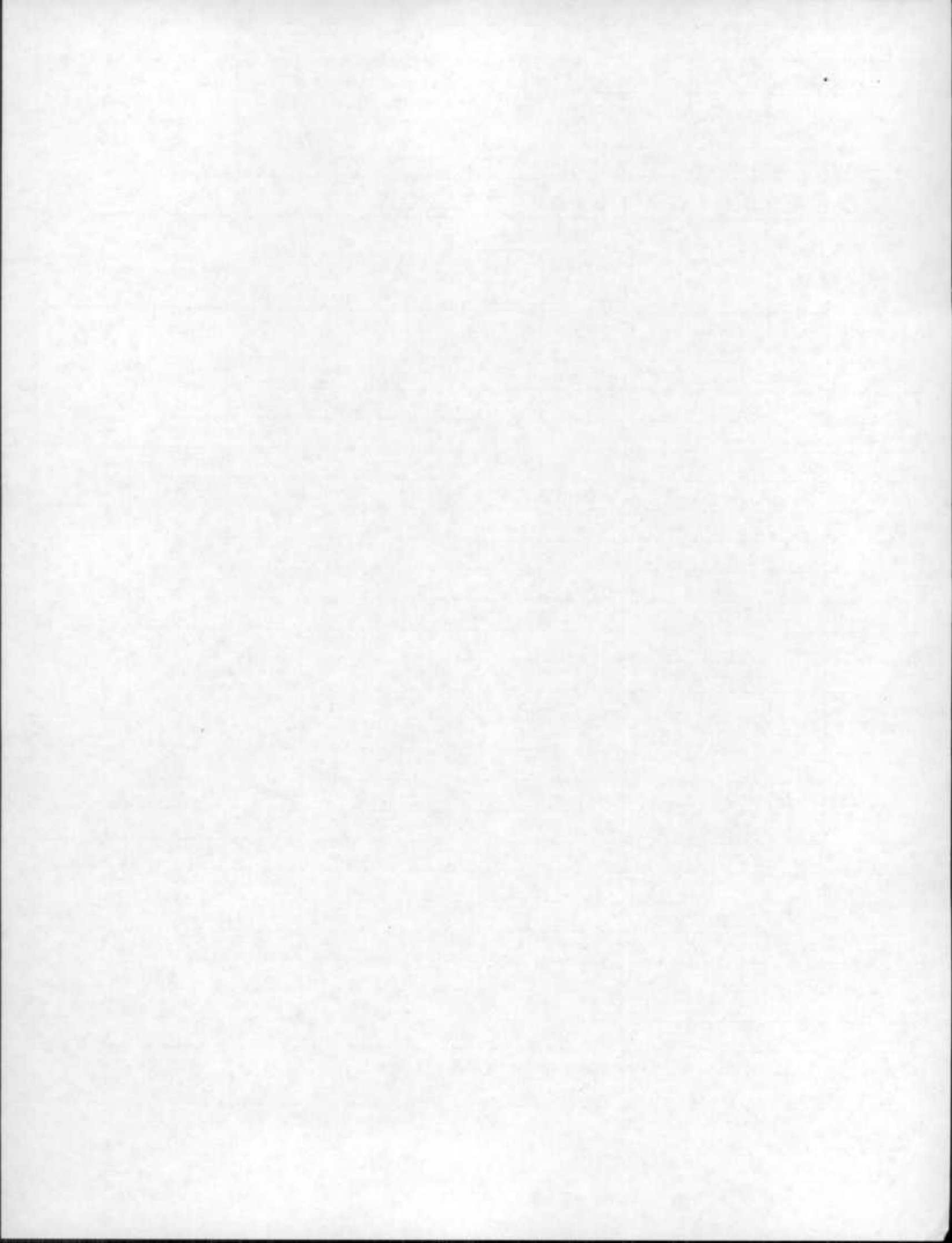
...



Governor and Lt. Governor's Correspondence

1. EOP – MPA
2. MAA – MVA
3. MVA – SHA
4. SHA (2 boxes)

R-19
S-23



12-12-22

01-01-23

11/11/22

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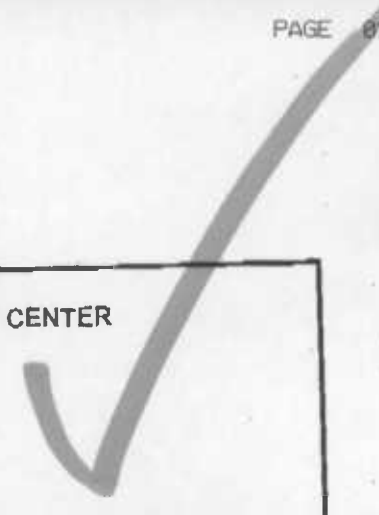
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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE 1-410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. 06W1114	DATE REC'D 6-8-06
B. DIVISION/UNIT Finance		RANGE 148	RM CODE 26.01.14
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		LOCATION SECTION(S) 18	NO. OF CU. FT 29
D. PHONE NUMBER 410/288-8459		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Celeste Green		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
	Description of Records:			Dates:	
916	Operating Checks	102659	102829	01/08/03 01/15/03	#1592 Item #1 Disposal Date: January, 2010 <i>*MISSING</i> Box # 931
917	Operating Checks	102830	102950	01/15/03 01/22/03	
918	Operating Checks	102951	103150	01/22/03 02/06/03	
919	Operating Checks	103151	103263	02/06/03 02/12/03	
920	Operating Checks	103264	104082	02/19/03 02/20/03	
921	Operating Checks	104083	104250	02/21/03 02/26/03	
922	Operating Checks	104251	104400	02/26/03 03/12/03	
923	Operating Checks	104401	104550	03/12/03 03/19/03	
924	Operating Checks	104551	104800	03/19/03 04/08/03	
925	Operating Checks	104801	105000	03/10/03 04/16/03	
926	Operating Checks	105001	105174	04/16/03 04/28/03	
927	Operating Checks	105175	105358	05/02/03 05/21/03	
928	Operating Checks	105359	106280	05/15/03 11/14/03	
929	Operating Checks	106281	106453	05/21/03 06/05/03	
930	Operating Checks	106454	106721	06/10/03 06/10/03	
931	Operating Checks	106722	106768	06/20/03 06/25/03	
932	Operating Checks	106769	106855	06/25/03 07/23/03	
933	Operating Checks	106856	107894	07/23/03 08/07/03	
934	Operating Checks	107001	107999	08/07/03 08/14/03	
935	Operating Checks	108000	108329	08/14/03 08/21/03	
936	Operating Checks	108330	108529	08/21/03 09/10/03	
937	Operating Checks	108530	108729	09/10/03 09/25/03	
938	Operating Checks	108730	108899	09/25/03 11/15/03	
939	Operating Checks	108900	109099	10/15/03 10/29/03	
940	Operating Checks	109100	109249	10/29/03 11/13/03	
941	Operating Checks	109250	110279	11/13/03 11/25/03	



4/11/10
21 41



R-148

S 18

MISSING Boy

931

EX

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE 1-410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. 06W1116	DATE REC'D 6-8-06
B. DIVISION/UNIT Finance		LOCATION	RM CODE 26-01-14
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		RANGE 148	SECTION(S) 18
D. PHONE NUMBER 410/288-8459		NO. OF CU. FT 12	
E. AGENCY OFFICIAL Celeste Green		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
	Operating Fund Checks	
	Description of Records:	
	Purchasing Card Logs	
		#1592 Item #1
956	Batch Numbers 022775 - 022964	Disposal Date: January, 2010
957	Batch Numbers 022988 - 023162	
958	Batch Numbers 023192 - 023353	
959	Batch Numbers 023396 - 023588	
960	Batch Numbers 023598 - 023743	
961	Batch Numbers 023751 - 023936	
962	Batch Numbers 023941 - 024105	
963	Batch Numbers 024165 - 024309	
964	Batch Numbers 024365 - 024520	
965	Batch Numbers 024554 - 024726	
966	Batch Numbers 024714 - 024914	
967	Batch Numbers 024915 - 025083	

R-148

S 18

The image shows a large, faint grid or table structure covering most of the page. The grid lines are very light and the text within the cells is illegible. A large checkmark is drawn over the top-left portion of the grid.

R 148
S 18

[Faint, illegible handwriting on a grid background]



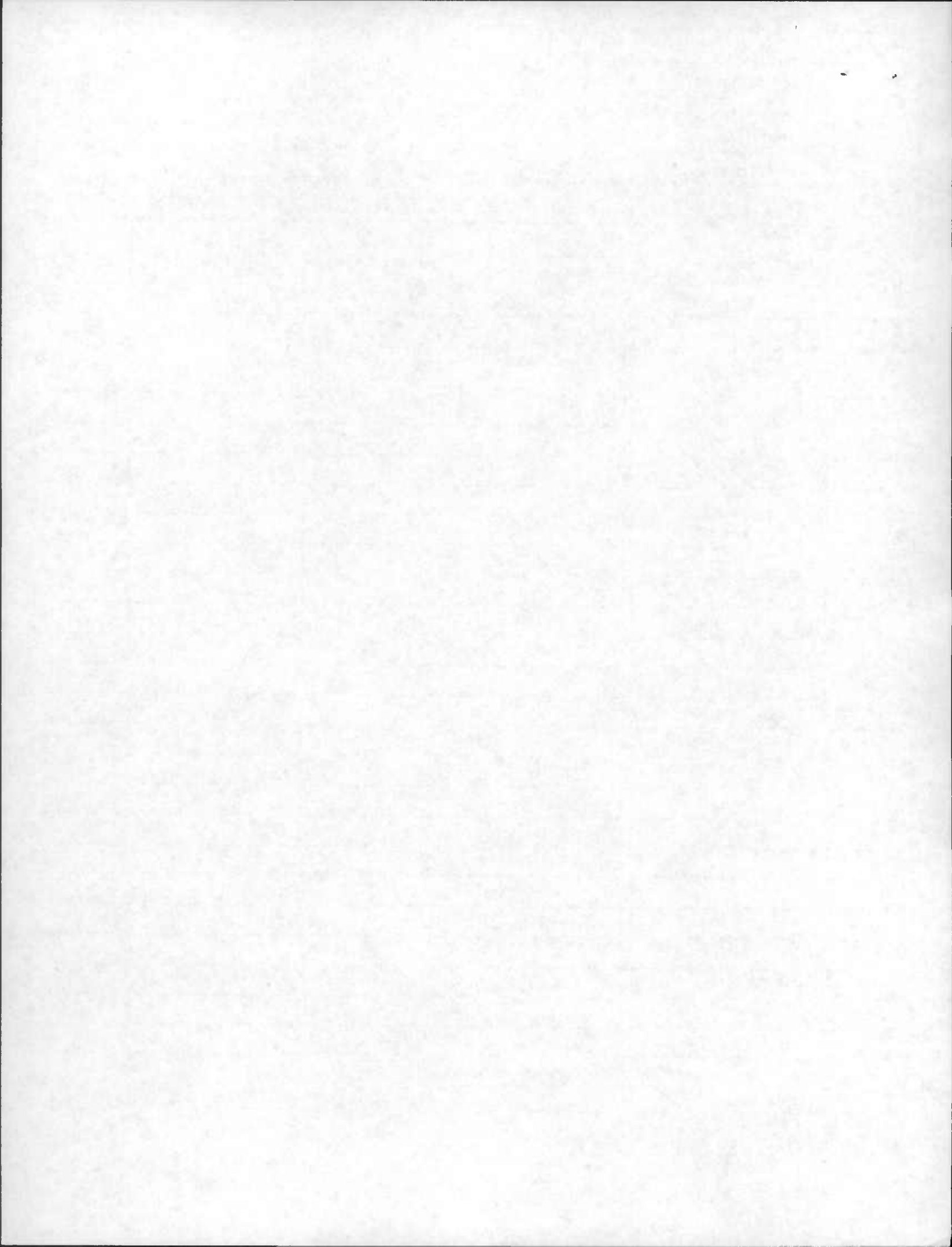
R 4
S 15

08/21/80
10:30 AM

08M939

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21 4



RECORDS TRANSMITTAL AND RECEIPT

RECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000 1. Motor Vehicle Administration	ACCESSION NO. 06W342	DATE REC'D 11-16-05
B. DIVISION/UNIT Vehicle Services Title File		RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E.. Glen Burnie, MD 21062	LOCATION RANGE 10 SECTION(S) 35	NO. OF CU. FT. 4
D. PHONE NO. 410-787-2931	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Betty Keogh, Section Manager <i>Betty Keogh</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
	45 DAY PERMITS	
26.	59's series (03/03 - 08/03)	1716, 4 Dec., 09
27.	59's series (10/02 - 01/03)	Jan., 2010
28.	59's series (11/02 - 02/03)	
30.	59's series (03/03 - 07/03)	

R-10

S-35

11-10-02

DRUMS

A 2 01

E.

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

RECORDS TRANSMITTAL AND RECEIPT

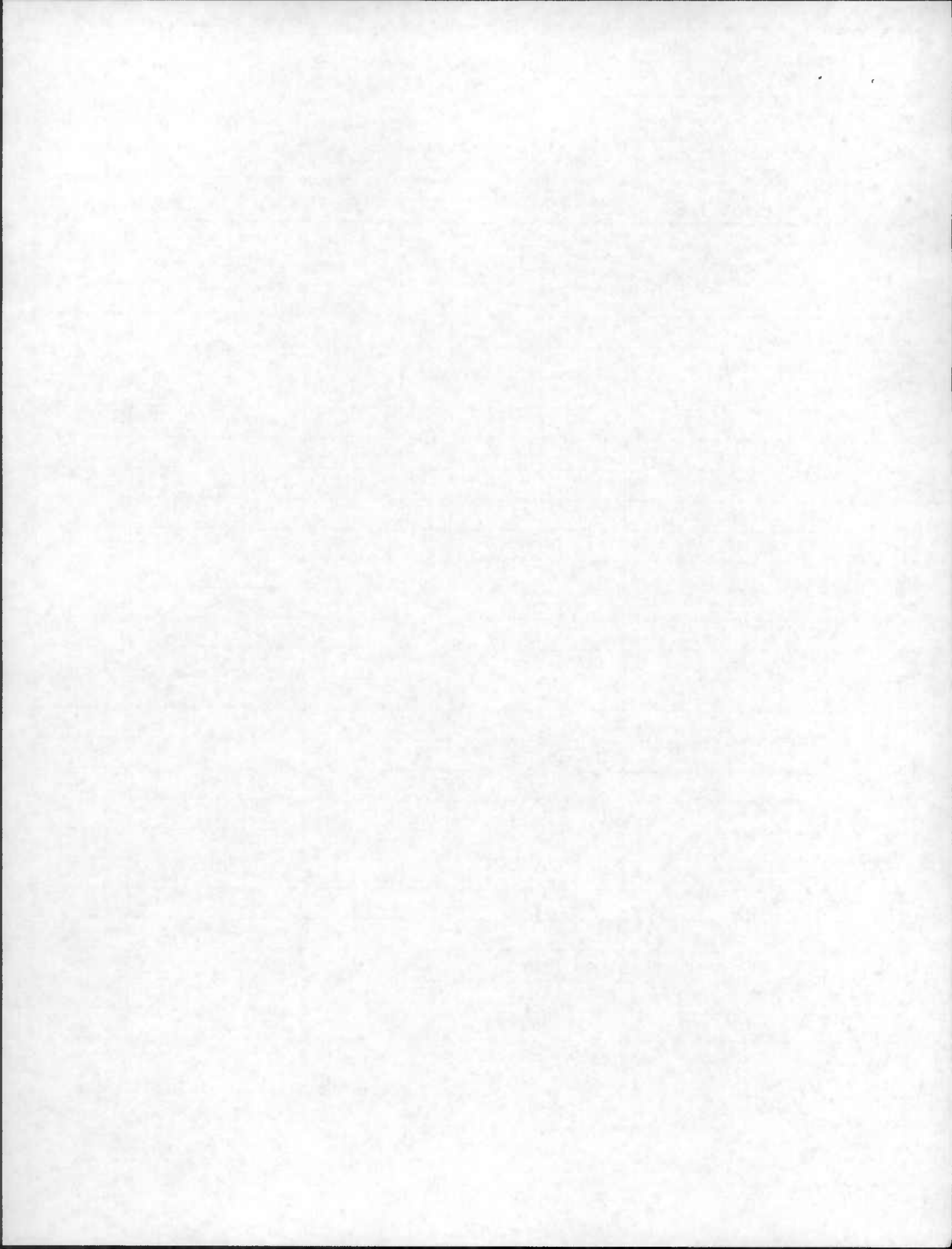
DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MOTOR VEHICLE ADMINISTRATION	ACCESSION NO. 09W548	DATE REC'D 4-2-09
B. DIVISION/UN VEHICLE SERVICES		RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway N.E. Glen Burnie Maryland 21062	LOCATION RANGE 18 SECTION(S) 10	NO. OF CU. FT. 16
D. PHONE NO. 410-762-5060	RECORDS CENTER MANAGER <i>Suzanne Davidson</i>	
E. AGENCY OFFICIAL Rhonda Witt, Division 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																																																																
BOX # 8 BOX # 8A BOX # 9 BOX # 9A BOX # 10 BOX # 11 BOX # 11A BOX # 12 BOX # 12A BOX # 13 BOX # 14 BOX # 14A BOX # 15 BOX # 16 BOX # 17 BOX # 18	<p style="text-align: center;">STOLEN AND RECOVERED REPORTS</p> <table border="0"> <tr><td>February</td><td>2006</td></tr> <tr><td>February</td><td>2006</td></tr> <tr><td>March</td><td>2006</td></tr> <tr><td>March</td><td>2006</td></tr> <tr><td>April</td><td>2006</td></tr> <tr><td>May</td><td>2006</td></tr> <tr><td>May</td><td>2006</td></tr> <tr><td>June</td><td>2006</td></tr> <tr><td>June</td><td>2006</td></tr> <tr><td>July</td><td>2006</td></tr> <tr><td>August</td><td>2006</td></tr> <tr><td>August</td><td>2006</td></tr> <tr><td>September</td><td>2006</td></tr> <tr><td>October</td><td>2006</td></tr> <tr><td>November</td><td>2006</td></tr> <tr><td>December</td><td>2006</td></tr> </table>	February	2006	February	2006	March	2006	March	2006	April	2006	May	2006	May	2006	June	2006	June	2006	July	2006	August	2006	August	2006	September	2006	October	2006	November	2006	December	2006	<p>Schedule #1716-A1 Item # 14 Disposal Date:</p> <table border="0"> <tr><td>February</td><td>2009</td></tr> <tr><td>February</td><td>2009</td></tr> <tr><td>March</td><td>2009</td></tr> <tr><td>March</td><td>2009</td></tr> <tr><td>April</td><td>2009</td></tr> <tr><td>May</td><td>2009</td></tr> <tr><td>May</td><td>2009</td></tr> <tr><td>June</td><td>2009</td></tr> <tr><td>June</td><td>2009</td></tr> <tr><td>July</td><td>2009</td></tr> <tr><td>August</td><td>2009</td></tr> <tr><td>August</td><td>2009</td></tr> <tr><td>September</td><td>2009</td></tr> <tr><td>October</td><td>2009</td></tr> <tr><td>November</td><td>2009</td></tr> <tr><td>December</td><td>2009</td></tr> </table> <p style="text-align: right;"><i>1/2010</i></p>	February	2009	February	2009	March	2009	March	2009	April	2009	May	2009	May	2009	June	2009	June	2009	July	2009	August	2009	August	2009	September	2009	October	2009	November	2009	December	2009
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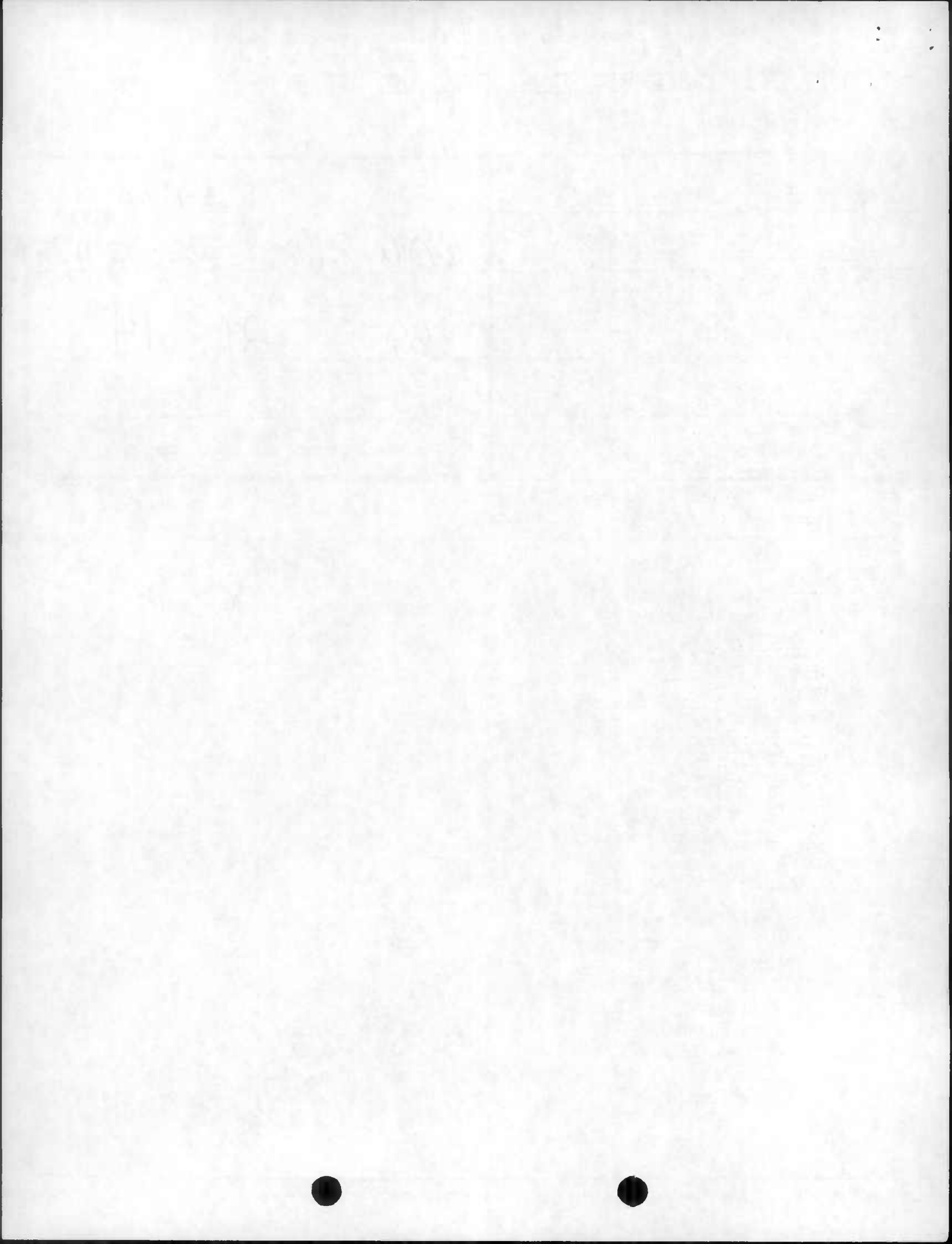


RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 00W888	DATE REC'D 3-1-00
B. DIVISION/UNIT OFFICE OF THE ATTORNEY GENERAL			RM CODE 26.02.11
C. MAILING ADDRESS 6601 RITCHIE HIGHWAY, N.E. GLEN BURNIE, MD 21062		LOCATION RANGE SECTION(S) 69 21	NO. OF CU. FT. 14
D. PHONE NO. (410) 768-7416		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jonathan Acton, II - Room 200		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>Administrative Proceedings</p> <p><u>BOX 1</u> 1/94-6/94</p> <p>Todd Scott Abramuk Marcus M. Almeida Scott A. Anthony Jose Antonio Arroyo Edward T. Artin Jr. Benjamin Thomas Aydellotte William Lloyd Barr Richard James Barry Max Bauer Richard Leo Blaine Grafton David Boone Eugene Haover Brandenburg</p> <p><u>Box 2</u></p> <p>Joseph Alford Brewster John Raymond Bruner Jeffrey M. Buckhole Robert Camfield Burgess Jonathan Burns Stanley B. Butler Donald S. Carter, Jr. Darlene Susan Chamberlin Madge Cooper Heck</p> <p>Bobby Dean Coates Michael Patrick Collins Robert Andrew Colvin Leslie Ann Condron Clark A. Cook Steve Cooper Brenda Joyce Cotterino John Fitzgerald Couch Theodore William Crafton</p>	<p>SCHEDULE 1646 ITEM 5 JULY 2010 JAN</p>



Box 3

Steve Curtis
Kevin Michael Davis
Frank Degraw
Vaughn Andrew Demond
David Stephen Donnelly
Gary Wayne Dresser
Bryan Keith Dunham
Carl Henry Durst
June A. Duvall
Spencer Hubert Eastridge Jr.
John Herman Elfman Jr.
Charles Franklin Ellicott
Joseph Francis Enoch
Van Nicholas Ertel
James J. Feehen 3rd.

Box 4

John Finnegan
Alexander Firbow
Mary Kae Fleishman
Willard Kent Fleming
Brian Wayne Fletcher
James Elbert Perry
James William Ford
Joseph Franco III
Steven David Gahles
Jeanette Crizer Garman
Bobby Wayne Garris

Box 5

Lynn Anne Garrison
John Andrew Gemell
Joseph Harvey Gribble
Stanley Grokas
Rolland, Donald Groves 2 files
Paul Jackson Hamm
Leslie Hankins
Keith William Hankinson
Dana Marie Hann
Kneass C. Harrington Jr.
Mary Christina Hardy

Box 6

Videt Hatfield
Glenn Mitchell Hawkins
James P. Haynes 2 files
Scott Christopher Helmers
Michael Rurke Hoch
Michael Charles Horner
Leroy Thomas Horseman
Kevin Eugene Hutton
Frank Jacobs
Stephanie Jamin
Jerry's Toyota Inc.
Jeanette J. Johnson
David Wayne Johnston
David Wayne Jones

Box 7

Linda Carlene Julian
Vitold Andrew Kaliszczak
Stanley Moore Keithely
Michael J. Kelly
Robert Allan Kelley
James Thomas Kennedy
James Joseph Kerig
Russell Kimball
Jang Ha Koh
Donald Morris Knox
Cheryl Ann Koke
Richard G. Kruse III
Scott Tavis Kydd

Box 8

Steven Michael Laird
Daniel Lawson
Regina Ann Laffer
John Jenkins Lancaster III
David Leslie Leese
Kenneth Eugene Love
Christine Kinsley Lowe
Robert Martin Lyons
David Westcott Mackey
Edna Virginia Maddox
Marissa A. Et. Al. Malatt
Wayne Allen McLain

Box 9

Dennis Sean McDonnel
Patrick Shawn Malone
Thanuthai Maphungphon
Mario Joseph Matarazzo
Wade Mendes
Jeffrey Edgar Sr. Miller
Ronald Russell Mincher Sr.
Theresa Demedici Morgan
Donald William Murphy
Louis J. Nocar Jr.
Linda Suzanne Novak
Raymond H. O'Donnell
Thomas Oliver Sr.
Thomas Olson
Howard Ho Song Pak

Box 10

Charles Wilbur Palmer
Benedict J. O'Toole
Ethel Marie Parker
Jackie Curtis Parker
Michael Vncent Paturzo
Joseph Charles Pecar
Ellen Elizabeth Pett
John William Pfeiffer
Andrzej Podles
Larry Francis Proctor
Geoffrey Hudson Quarles
Ann Catherine Ragula
Richard Wayne Randle

Box 11

Joseph Edward Rawls
Richard Joseph Rebslock
John A. Rhodes
Christopher Michael Richmond
Mark S. Ristau
Gerald Thomas Rowe
Patrick Kelly Sasson
Scott Anderson Savage
Robert Curtis Schele
Scott David Shelly
Selectire Jons.
Michael J. Sernocky

Box 12

Richard Joseph Shaffer
Chad Lee Short
Richard Linn Short
William Peter Smith Jr.
William Ronald Smoot Jr.
Willie Smith
Lawrence Walter Soltynsk
Steven Douglas Sonn
David Alan Stengler
Valaipoh Seriyachaiwat
Loraine Eleyabeth Szyman
William Henry Tallon
Joseph Louis Thomas
Kevin Darwell Thomas
Jerry Alan Thurston
Paul Nicholas Trapani

Box 13

Raymond F. Trumpe
Robert Steven Trump
Yuri Stevens Tzaneff
UB Leasing
John William Urbany
Mario Robert Velasquez
Daryl C. Wagner
Stephen Walls Sr.
Richard William Walker
Stephen C. Weakley
Florence Weaver
Maurice Whelan

Box 14

Brett Kenneth Williams
Mrlagros Williams
Robert Williams
Charles Mathew Williams
William Harold Wilt
J. Calven Wood
Kathy Jo Wood
Roger M. Young

~~R26~~ R-69

~~S15~~ S-21

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

RECORDS TRANSMITTAL AND RECEIPT



E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 00W889	DATE REC'D 3-1-00
B. DIVISION/UNIT OFFICE OF THE ATTORNEY GENERAL			RM CODE 26.02.11
C. MAILING ADDRESS 6601 RITCHIE HIGHWAY, N.E. GLEN BURNIE, MD 21062		LOCATION RANGE SECTION(S) 3 10	NO. OF CU. FT. 11
D. PHONE NO. (410) 768-7416		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jonathan Acton, II - Room 200		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	Administrative Proceedings 7/94-12/94	
	DAVID ALEXANDER ALLEN LEE ANDERSON 2ND KEVIN MICHAEL ANTONIACCI LARRY PHILIP AUSTIN ROGER DALE BALL RICHARD C. BASSETT ERNEST WILLIAM BECK JOHN C. BELLISTRI MICHAEL JOSEPH BERRANG CAROL TURKIEL BOSWELL MILES DUDLEY BOYD ALBRETA MILDRED BRIDGES GARY WAYNE BRIGGS OLIVER R. BROWN	SCHEDULE 1646 ITEM 5 JULY 2010 JAN
	BOX 2 WILLIAM GEORGE BULLOCK DAVID GLEN BURLEY ELIGABETH ANNE CHENEY LAWRENCE CHERNESK RICHARD DOUGLAS CLOUGH JOHN EDWARD COALE PATRICK BRYAN CONLEY CHARLES EDWARD COOK WILLIAM J. COSTIGAN III ROBERT CHARLES COUGHLIN MARVIN LEE COX	<i>Schedule 1646 Item 5 2009 July 2010</i>

NO. 100

11-25-25 282600

11-25-25 282600

BOX 3

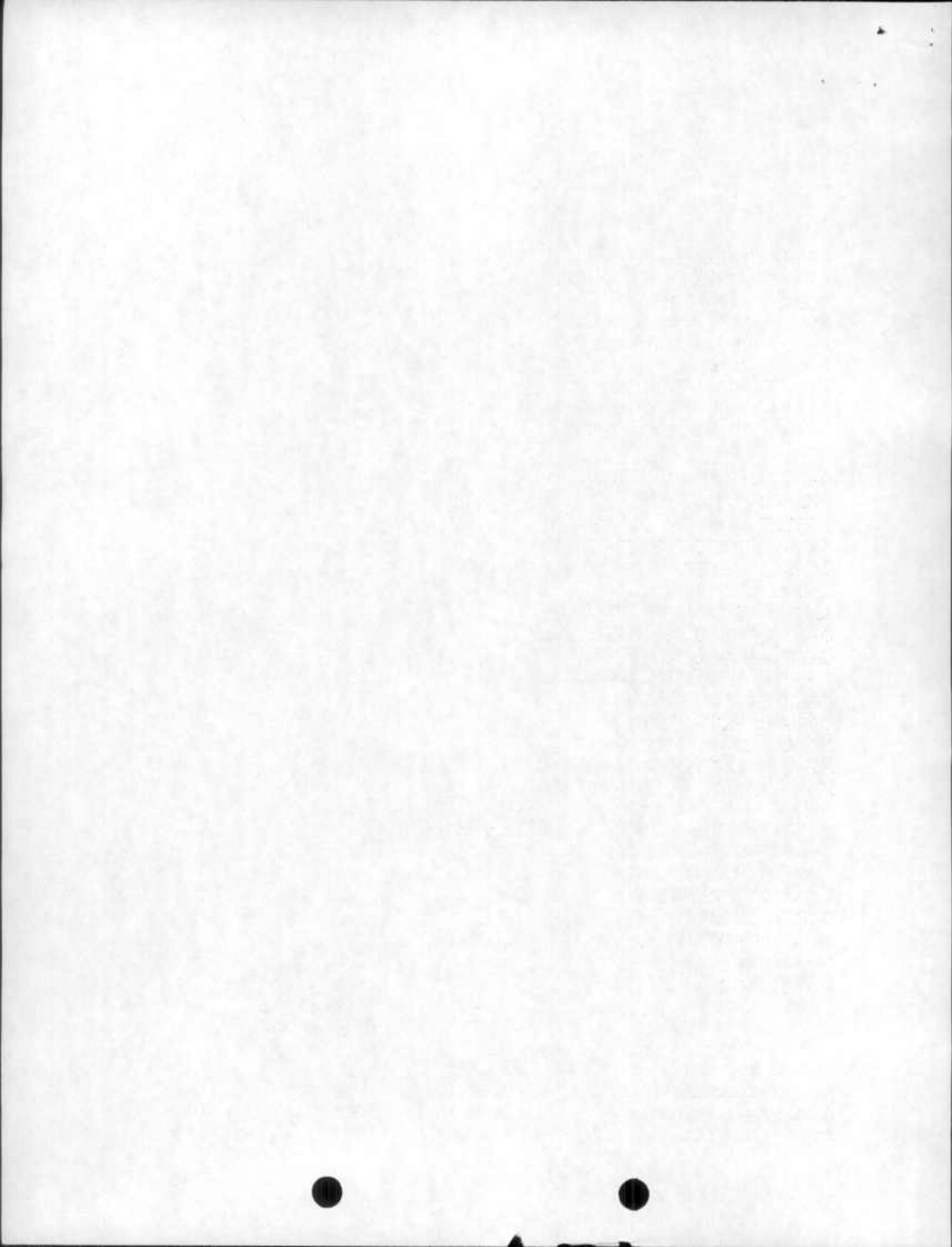
BERNARD JEFFREY CRANATH
JOHN ANDREW CRAWFORD
JOHN PATRICK CULLEN
WILLIAM FREDERICK DAVIS
JAMES MICHAEL DICK
DANNY DUNN
HARRY PAUL EDWARDS
JOHNA LAURINE ENDERS
NORMAN JAMES EVANS
RICHARD FENLOCK
KENNETH EDWARD FERGUSON
MELANIE FOLLMAYER

BOX 4

HOWARD BENJAMIN FORREST
JOHN HOWARD FRANCIS
NICHOLAS CARROLL FREEZE
JOSEPH PATRICK GALLAGHER
RAPHAEL PONCE GARCIA
JOSEPH ODELL GLENN
CHRISTOPHER FRANK GNAU
WARREN FRANCIS GOLDMAN
JOHN EDWARD GOODMAN
JEFFREY STEVE GREEN
KENNETH JOHN GUIDO
DEBBIE ELAINE HAFFERMAN
TIMOTHY STEVEN HALL
CHARLES BONNIE HAYES
JOSEPH GILBERT HERBST
MAYFORD HIGGENS
MARK HILL
DAVID HOEFNER

BOX 5

RICHARD A. HOFFMAN
VICTOR CHARLES HOLDER
ADAM PAUL HOYDYSH
JAE WOOK HYUN



FLOYD LAWRENCE JARBOE
THOMAS K. JENKINS, JR.
CYNTHIA B. JEWEL
ROY JOHNSON
ANTHONY LEE JONES
BRIDGETT CHERYL KAHNTROFF
JOHN SMITH KU
JAMES JOSEPH KERIG
NICHOLAS JOHN KERLEY
JOSEPH MELVIN KEYS
RALPH EDWARD KEYS

BOX 6

CARL JAMES KLEPSIG
JULIE MARIE KLUCK
ROBERT A. KOISTER
RAYMOND GEORGE KRUSE
CHARLES ALGER LINDBERG
DELMAR JOSEPH LUCE
ANDREW CHARLES MAIER
DANIEL CORNELIUS MAJETTE
CATHY ANN MALETZKY
PEGGY SUE MALOUE
CHARLES MARSHALL
EDWARD MCCAWLEY
STEVEN CRAIG MCCLANAHAN
ASA HILBERT MCDOWELL
JOHN PATRICK MCILBRAITH

BOX 7

JOSEPH MICHAEL MCLAUGHLIN
RICKY WAYNE MCNEW
DOROTHEA MAY METHENY
TRACY FAITH MICHAELS
HOWARD E. MONTGOMERY
MOLLY BRAID MOXLEY
JOHN ANTHONY MULLIKIN
NOAH MYLES
PAUL ORVILLE NAYEBROD
DANIEL NICK
ERIC JASON O'BRIEN
JAMES FRANCIS O'HARA
THOMAS O'LEARY

ROBERT MICHAEL O'MAHONEY

BOX 8

CARL VINCENT PETRO
GALE LYNN PLUME
BRUCE FREDERICK PRACHNIAK
DANIEL J. RAMBOW
MATTHEW CARTER RASH
RICHARD G. REDMAN
TERRY ANNE REICHART
GLEN E. RICE
KENNETH ALLEN ROCK
PAULINE ROMANOWSK
CHRISTOPHER EDWARD ROYSTOR
THOMAS MICHAEL RYBARSK
FRANCIS OSBORNE ST. CLAIR
JAMES LESLY SAUNDERS

BOX 9

LISA SARBACHER
JOHN A. SCHAFFER JR.
KENNETH DARRELL SCHELL
AMY MARGARET SCHRMAND
MICHAEL EDWARD SCHULTY
PAUL GABREIL SCHUNCKE JR.
SAMUEL JOSEPH SERIO III
AMY L. SEYBOLT
EUGENE M. STIEMLY
FREDERICK GUSTAN SIPERKO
DAVID LEWIS SMITH JR.
LOUIS FRANK STOLARSK
EUGENE ARNOLD SUMMERS
FREDERICK STERN TAWNEY

BOX 10

JAIME E. TERESHUK
JOSEPH R. TOPOLSK
DOMINIC JOHN TRIONFO
JOHNNY ALAN VAUGHAN
WILLISM T. VICKERS
MICHAEL WALTER WALEGA JR.
SCOTT WALKER
JACK MCKINLEY WARD

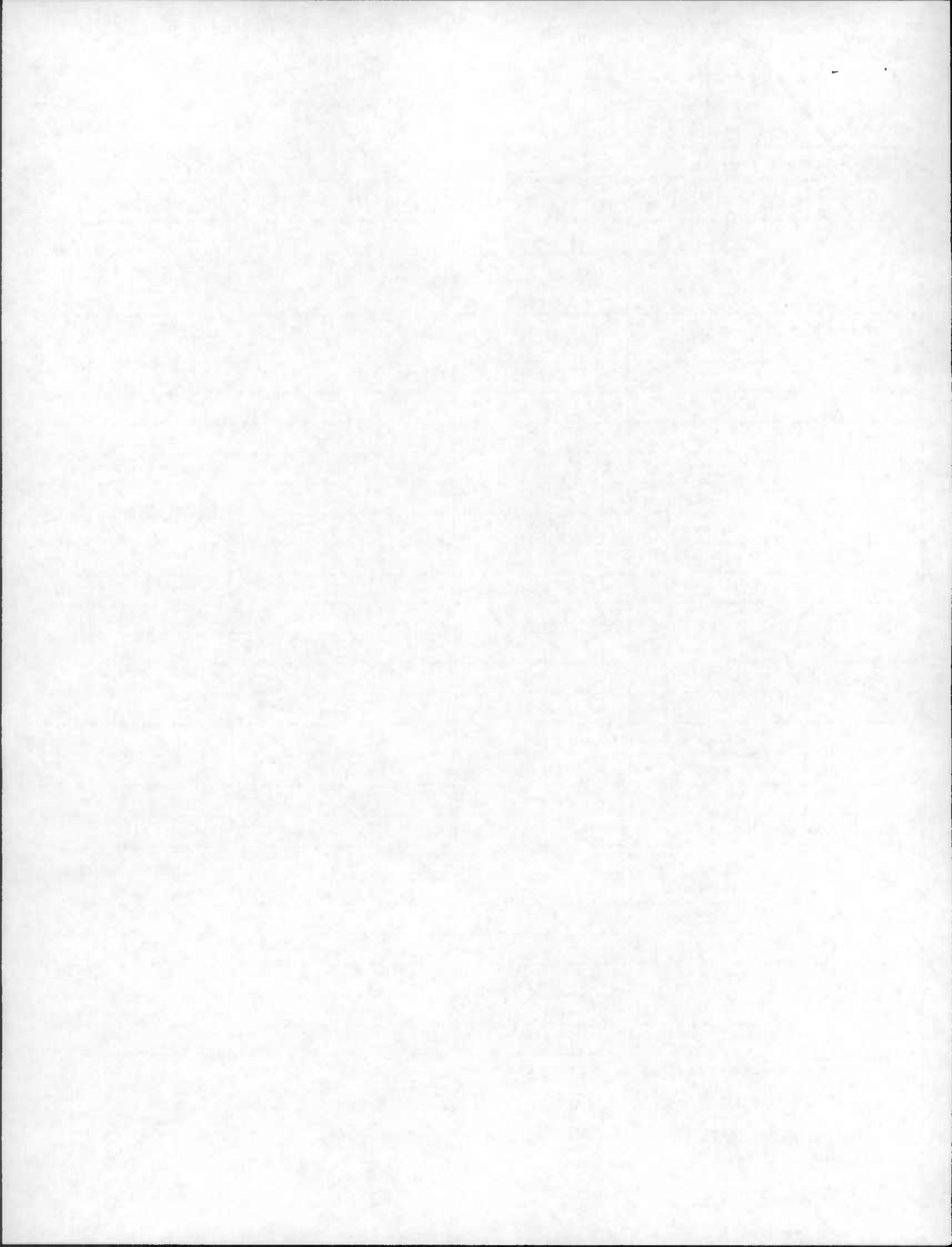
KENNETH NORMAN WEBSTER
DANIEL EDWARD WHITEHEAD
DEWITT GRANT WILCOX
CYNTHIA IWANNA WILDER

BOX 11

RANDY CARSON WILLIAMS
AUBREY CECIL WILLIAMS
CHRISTOPHER JAMES WILSON
WILLIAM HENRY WILSON
RICHARD IVAN WILSON
NEAL AUGUSTUS WISE
BARRETT C. WITSLADT
JAY JOSEPH WORCH
CHARLES JOSEPH ZUKOWSKI

R3
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3- Entry SPACES



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. Motor Vehicle Administration	ACCESSION NO. 08W1024	DATE REC'D 4-25-08
B. DIVISION/UNIT Human Resources – Recruitment and Examinations		RM CODE 26.02.18
C. MAILING ADDRESS Room 101 6601 Ritchie Highway NE Glen Burnie, MD 21062	LOCATION RANGE SECTION(S) 6 7	NO. OF CU. FT. 8
D. PHONE NO. (410) 787-7719	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Patricia Bess, Division Manager Lori Loder (410) 768-7044	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>1 of 8</u>	APPLICATIONS AND TEST MATERIALS Administrator III – DLS Business Systems Admin (07/06) Administrator III – Policy Analyst (07/06) Administrator II – Asst Div Mgr of Employee Development Training (07/06) Construction Manager (07/06) MVA Section Manager – Central Programs CA III – Lead Worker (08/06)	2402 – 1, 2 Jan, 2010
<u>2 of 8</u>	APPLICATIONS AND TEST MATERIALS DLA III – Lead Worker (07/06) Nurse Case Reviewer (08/06) Personnel Clerk (08/06) CA III – Advanced Worker (08/06)	2402 – 1, 2 Jan, 2010
<u>3 of 8</u>	APPLICATIONS AND TEST MATERIALS Police Officer III – State Temporary (10/06) Administrative Officer II – Vehicle Registration Training Specialist (10/06) Administrative Assistant II – Contractual (10/06) Transportation Facilities Maintenance Worker (10/06) Nurse Case Reviewer (11/06)	2402 – 1, 2 Jan, 2010
<u>4 of 8</u>	APPLICATIONS AND TEST MATERIALS CA – II (10/06) (Box 1 of 2)	2402 – 1, 2 Jan, 2010
<u>5 of 8</u>	APPLICATION AND TEST MATERIALS CA – II (10/06) (Box 2 of 2)	2402 – 1, 2 Jan, 2010
<u>6 of 8</u>	APPLICATIONS AND TEST MATERIALS CA III – Advanced Worker (12/06) Administrative Specialist II (12/06) Administrative Specialist III (12/06) Administrator III – Policy Analyst (12/06) (See Box 1, 07/06, same classification)	2402 – 1, 2 Jan, 2010
<u>7 of 8</u>	APPLICATIONS AND TEST MATERIALS CA I & II State Temporary (03/06) CA I Contractual (03/06) Section Manager – Central (04/06) CA II Document Examiner (03/06 – 04/06) Vehicle Compliance Agent I (04/06) Administrator II Contractual (08/06)	2402 – 1, 2 Jan, 2010

1-12-13
24-05-13

10/10/13

10/10/13



RECORDS TRANSMITTAL AND RECEIPT

(CONTINUATION SHEET)

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

ACCESSION NUMBER _____

(Assigned at State Records Center)

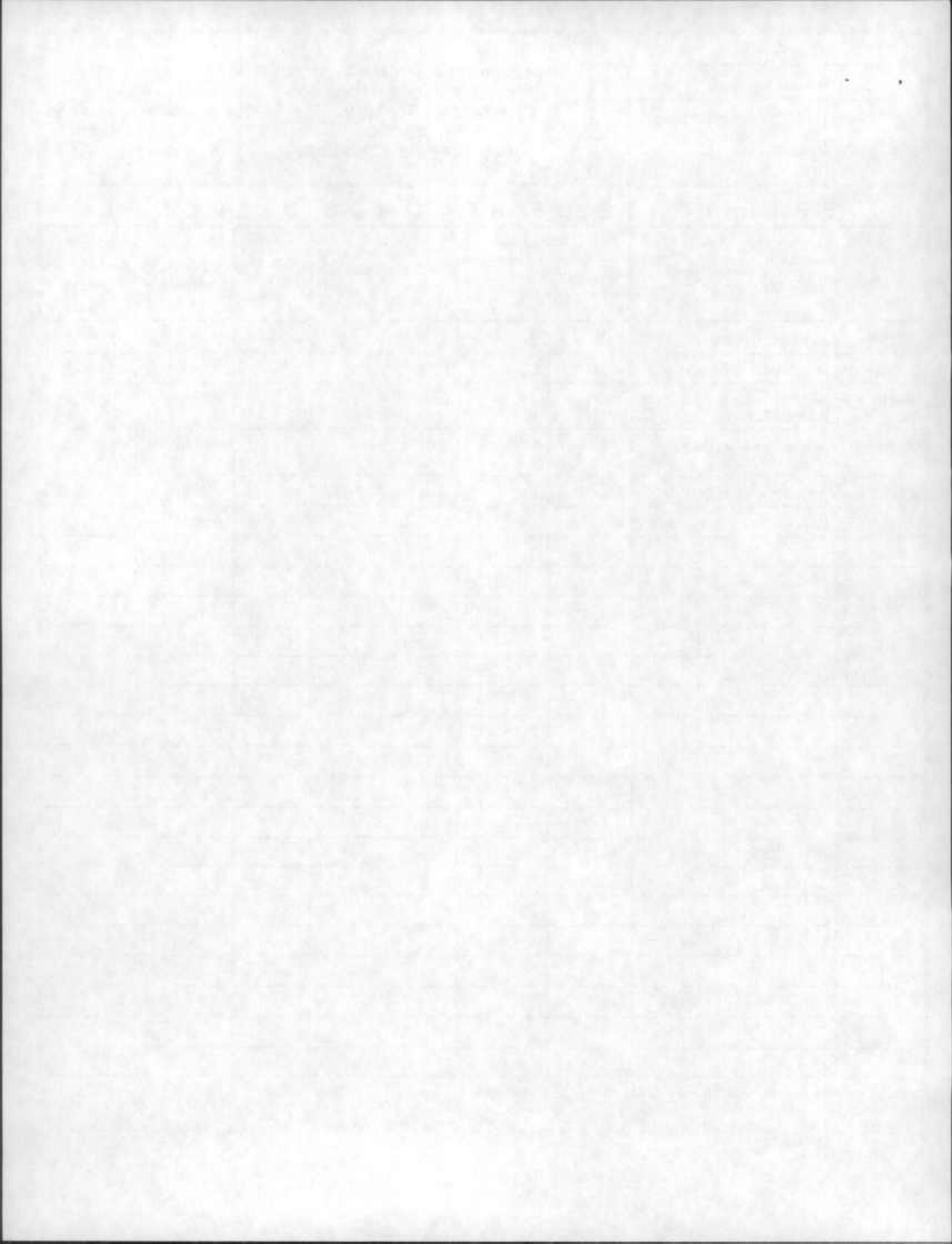
BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
8 of 8	<u>APPLICATIONS and TEST MATERIALS</u> REU Assistant – Contractual (08/06)	2402 – 1, 2

R-6

S-7

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

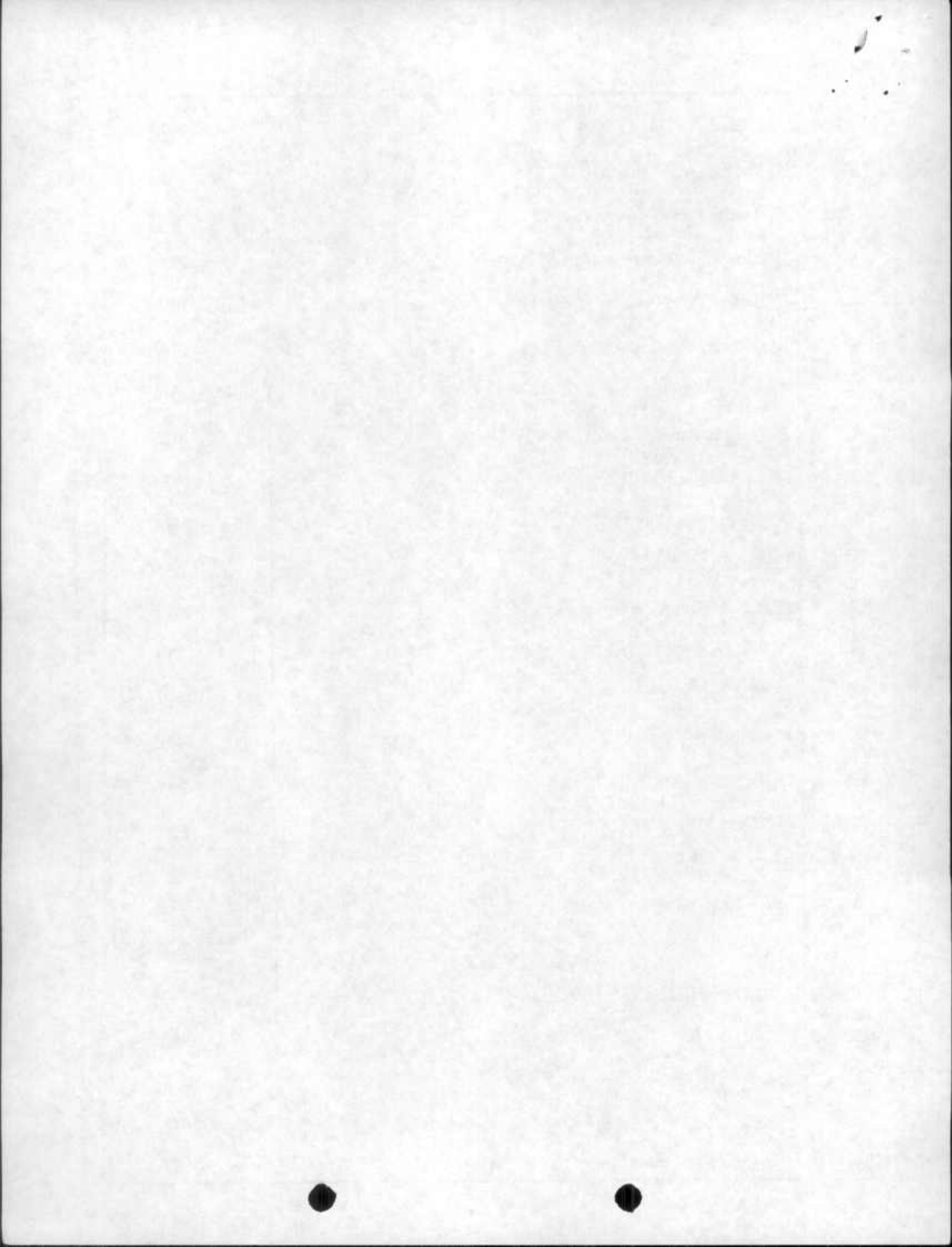
A. Agency 1. STATE HIGHWAY ADMINISTRATION		Accession No. <i>03W1372</i>	Date Rec'd <i>12-24-02</i>
			RM Code <i>26.03.05</i>
B. Division/Unit OFFICE OF FINANCE Accounting & Reporting Section		Location Range Section(s) <i>33 18-19</i>	No. of Cu. Ft. <i>46</i>
C. Mailing Address : 707 N. Calvert St. Baltimore, MD 21202			
D. Phone No. (410) 545-5535		Records Center Manager	
E. Agency Official : Mary Carol Baranoski		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>- Journal Entry Backup - Fy 95 Fy '99 Boxes 43 + 44 MISSING</i>	<i>11475 1649 item 6 2010 Fy 2010</i>	

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1	JE Backup June only FY'94	11/92 1649	2005
2	JE Backup Dec 94 to Jan 95 FY'95	1649	2006
3	JE Backup Feb 95 to Mar 95 FY 95	1649	
4	JE Backup June only 506101 FY'95	1649	
5	JE Backup Oct 94 to Nov 94 FY'95	1649	
6	JE Backup Jan to Feb FY'96	1649	2007
7	JE Backup Feb 96 to March 96 FY'96	1649	
8	JE Backup March 96 Part of April FY'96	1649	
9	JE Backup April 96 FY'96	1649	
10	JE Backup May only 1996	1649	
11	JE Backup July 95 to Aug 95 FY'96	1649	
12	JE Backup Sept 95 to Oct 95 FY'96	1649	
13	JE Backup Nov 95 - Dec 95 FY'96	1649	
14	JE FY'97 - FY'98	1649	2009
15	JE FY'98	1649	
16	JE FY'98 to FY'99	1649	2010
17	JE July 98 to June 99	1649	
18	JE FY'99	1649	
19	JE FY'99	1649	
20	JE FY'99	1649	
21	JE Batches 001-134 7/96 - 6/97	1649	2008
22	JE Batches 150-151 7/96 - 6/97	1649	
23	JE Batches 150 to 159 7/96 - 6/97	1649	
24	JE Batches 152 7/96 - 6/97	1649	
25	JE Batches 160 - 7/96 - 6/97	1649	



26	JE Batches 170 to 210 7/96 - 6/97		11 yrs	1649	2008
27	JE Batches 211 to 355 7/96 - 6/97			1649	↓
28	JE Batches 400-971			1649	2007
29	JE Books July 95 to Feb 96 FY'96			1649	↓
30	JE Books July 94 to May 95 FY'95			1649	2006
31	JE Books FY'96 March 96			1649	↓
32	JE Books FY'95 June 95 only			1649	↓
33	JE Books-FY'94 - July 93-May 94			1649	2005
34	JE PR Lists July 94 Sept 94 FY'95			1649	2004
35	JE PR lists April 95 Only FY'95			1649	↓
36	JE PR List June 95 FY'95			1649	↓
37	JE PR Lists July 95 only FY'96			1649	2003
38	JE PR Lists Sept'95 only FY'96			1649	↓
39	JE PR List Nov 95 Dec 95 FY'96			1649	↓
40	JE PR Lists March only FY'96			1649	↓
41	JE PR Lists June only FY'96			1649	↓
42	PR List August only FY'96			1649	↓
43	PR List Jan 96 FY'96	MISSING		1649	↓
44	PR List FY'96	MISSING		1649	↓
45	JE Prior Years FY'97 to FY'98			1649	2009
46	Prior Years JE FY'98			1649	↓

(22) SPACE
(5-19)

R-33

S-18-19

MISSING BOXES

43, U-44

EX

RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. 06W257	Date Rec'd 10-25-05
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Range 23	Location Section(s) 26
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 1	
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy		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	
146	Logo AE000806 - AE001308 FY02 Scanned	2394 09/09 - 1811 item 4 Jan. 2010	

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20-22-91 P. 23/20

20-22-91

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E

RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1068	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) 15 1	RM Code 26.03.05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 2	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

175 Pd Accidents Inv. 5/02-8/02/AA008400 - AA008649
 200 Cash Receipt Back Up - 7/00-8/9/00

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 Not Scanned

08/08 - 2394
 08/08 - 2396 - 1

Item 2

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EX

RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1069	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) 15 1	RM Code 06-03-05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 2	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

176 Pd Accidents Inv. 8/02-9/02/AA008650 - AA008942
207 Cash Receipt Back Up - 8/10/00-9/11/00

Not Scanned
Not Scanned

09/08 - 2394
09/08 - 2396 -1

Tom 2

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Handwritten notes, possibly including a table or diagram, but the text is extremely faint and illegible.

EX

RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1070	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) 15 1	RM Code 26-03-05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 1	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		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	

177 Pd Accidents Inv.9/02-12/02/AA008951 - AA009199

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12/08 - 2394

from 2

1/2010

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1.SHA		Accession No. 08W1297	Date Rec'd 6-24-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Location Range Section(s) 3 35	No. of Cu. Ft. 1
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410-545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jackie Steffy/Norman Gabriel			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
405	Daily Cash Receipts 7/1/02 - 11/29/02 <i>Backup</i>	11/09-2396 <i>Item 1</i> <i>1/2010</i>	

08/18/11
M. D. D. 02
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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

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

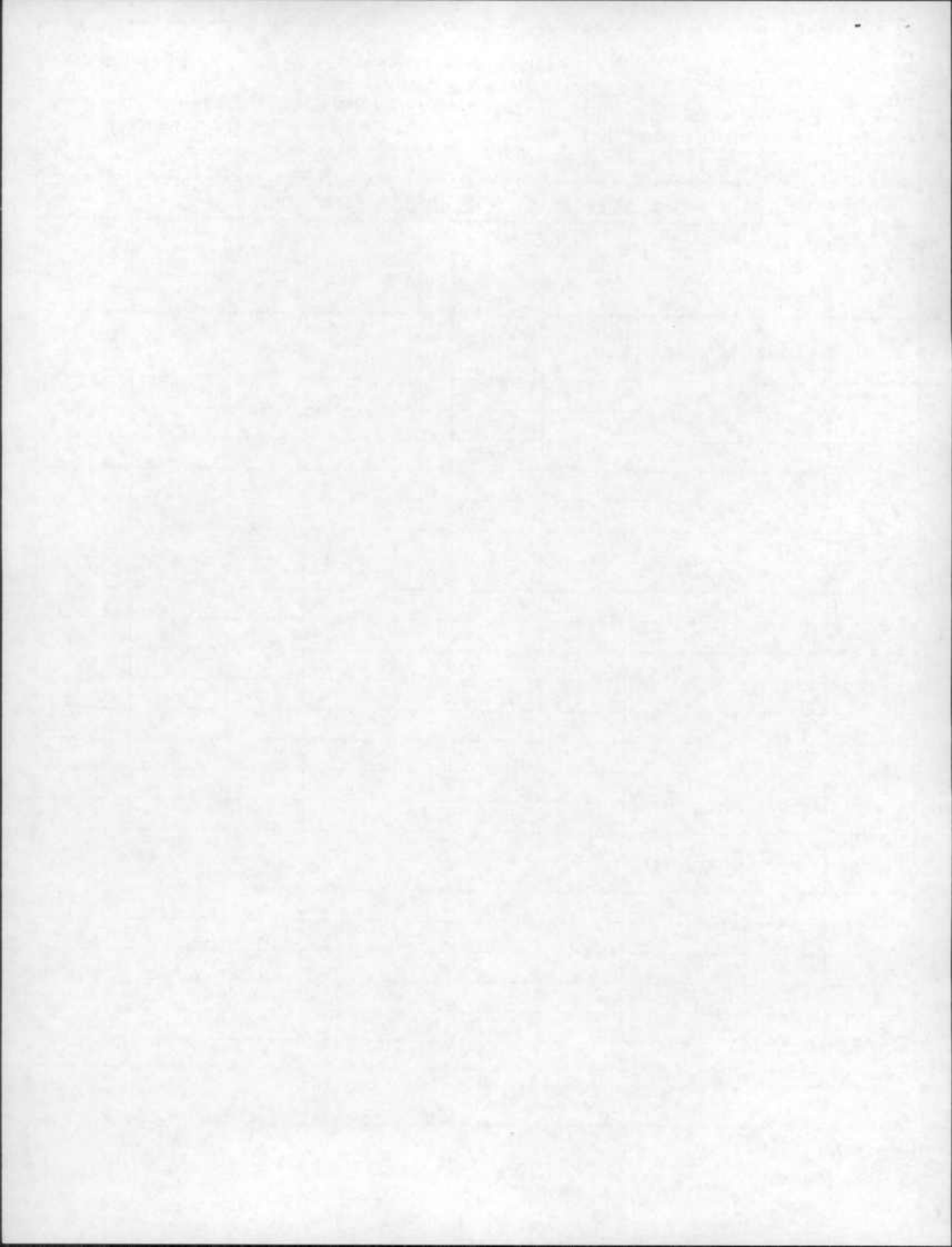
AGENCY STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 05W1299	DATE REC'D 5-20-05
DIVISION/UNIT EMPLOYEE SERVICES DIVISION			RM CODE 26.03.08.00
MAILING ADDRESS 707 NORTH CALVERT STREET, ROOM C610 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 7 23	NO. OF CU. FT. 6
PHONE NO. (410) 545-5791		RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>Daniel K. LeBlanc</i>		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
	Employees Personnel Folders - Inactive "2001"	Sch. # 1822 Item # 14 Disposal Date: 2010
1	Anderson - Conrad	1/2010
2	Cutshaw Jr. - Hawkins	
3	Hayes - Mack	
4	Mahaffey IV - Radloff	
5	Ragan - Shaver Jr.	
6	Shelton - Woods	

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RECEIVED
MAY 19 1964
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.



DEPARTMENT OF GENERAL SERVICES
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 Transportation State Highway Administration		Accession No. 05W556	Date Rec'd 12-9-04 RM Code 26.03.08.01
B. Division/Unit Employer-Employee Relations		Location Range Section(s) 16 16	No. of Cu. Ft. 3
C. Mailing Address 707 N. Calvert Street Mailstop C-604 Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410 545-2903		To Be Completed At State Records Management Center	
E. Agency Official Tanya Matthews			
2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	

6	G. Adams - K. Wimbish - 2003 <i>Medical Evaluations</i>	Retain in Office until termination of employment, then transfer to a Records Center for 5 years, then destroy. Item No. 5 <i>Sche # 1479</i> <i>Items # 5, 2, 4</i> <i>Jan 2010</i>
7	C. Wood - B. Houston - 2003 <i>Grievance Appeals</i>	Retain in Office for (3) years after resolution, transfer to a Records Center for an additional (3) years, then destroy. Items 2
8	A. Iervello - L. Young - 2003 <i>Discharge Appeals</i>	Retain in Office for (3) years after resolution, transfer to a Records Center for an additional (3) years, then destroy. Item No 4

