Comptroller of Maryland	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		
Motor Fuel Tax		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Sample Analysis Form						
	(Gasoline Lab Report)						
	COT/MFT-034	1658	3	1995-1996	3.0	7/12/01	Shredded

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

M. Herb Hache	Rev. Adm. Motor Fuel Tax	7/12/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93).

Figure 9

Crownsville Hospital Center Reporting Agency	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.
Health Information Services Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
	Regulation "D"	1421	2	1990	1	7/9/01	Recycle

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

Vanessa Hu RHIT — Signature

Director Health Info — Title

6/28/01 — Date

DGS 550-2 (Rev. 1/93).

Jul 2, 2 - ml

JUN 23 2004

Maryland Department Of Agriculture	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		
Executive Direction/ Attorney General's Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Regulations	1693	5	1985-1986	1.0	6/25/01	Recycle
	MALPF	"	4	1985	"	"	"
	Boards & Commissions	"	2	1985-1988	"	"	"
	Sections within MDA	"	1	1985-1990	"	"	"
	"	"	"	1982-1986	"	"	"
	"	"	"	1980-1984	"	"	"
	"	"	"	1984-1988	"	"	"
	"	"	"	1980-1990	"	"	"
					S.D.		

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

Signature	Title	Date
[signature]	Management Associate	6/25/01

DGS 550-2 (Rev. 1/93).

Dept. of Agriculture	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		
Resource Conservation		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Conservation Tillage Tax	1681-A1	10	1997	.25	02-09-01	Recycle

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

.25

Louise Lawrence

Signature Louise Lawrence

Chief, Resource Conservation
Title

02-09-01
Date

DGS 550-2 (Rev. 1/93).

Dept. of Agriculture	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		
Resource Conservation		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Conservation Tillage Tax	1681-A1	10	1997	.25	02-09-01	Recycle

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

Louise Lawrence

Signature Louise Lawrence

Chief, Resource Conservation
Title

02-09-01
Date

DGS 550-2 (Rev 1/93).

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	Maryland Fleet Operations and Management System	1385	1.	07/97-06/98	5	10/29/01	recycle bin
2.	General Correspondence	1385	2.	07/97-06/98	5	10/29/01	recycle bin

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

Brenda C. Hatridge — Signature

Services Supervisor I — Title

10-29-01 — Date

DGS 550-2 (Rev. 1/93).

44521

MDE

MARYLAND DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway • Baltimore, Maryland 21224

BALTIMORE MD

Department of General Services
Records Management Division
7275 Waterloo Road
PO Box 275
Jessup MD 20794-0275

20794+0275 03

Recycled Paper

Maryland Department of Environment	**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		
Water Manage. Admin. - Compliance Prog.		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as liste on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	NPDES Facility Files	1888	1	1/95 – 12/95	1.0	02/08/01	Commercial Trash Hauler
			1	1/95 – 12/95	1.0	02/20/01	Commercial Trash Hauler
			1	9/66 – 12/95	4.0	02/26/01	Shredder
			1	3/65 – 12/95	6.0	03/01/01	Shredder
			1	10/57 – 10/89	4.0	03/07/01	Recycling
			1	4/92 - 1995	5.0	04/17/01	Shredder
			1	1991 - 1995	3.0	04/23/01	Recycled & Commercial Trash Hauler
			1	1/85 – 12/95	8.0	04/25/01	Recycled
2	Erosion and Sediment Control Civil Penalty/Violations	2077	2	FY 1995	11.5	01/26/01	Commercial Trash Hauler
			2	FY 1995	7.5	02/26/01	Commercial Trash Hauler
				TOTAL	**50.0**		

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

Paul R. Stone	Division Chief	4/27/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

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MDE

MARYLAND DEPARTMENT OF THE ENVIRONMENT

2500 Broening Highway • Baltimore, Maryland 21224
(410) 631-3000 • 1-800-633-6101 • http://www.mde.state.md.us

Parris N. Glendening
Governor

Jane T. Nishida
Secretary

April 27, 2001

Department of General Services
Records Management Division
7275 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

Attn: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding, commercial trash hauler and recycling in accordance with Retention Schedules 1888 and 2077, which were approved April 21, 1997, and October 19, 1999 respectively. The total volume destroyed was 50.0 cubic feet.

Please call me at 410-631-3510 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner

Paul R. Stoner, Compliance Program

w/attach

/PRS

D:\Record Retention\DOC_DEST_LTR_2001.doc

MAY 2 2001

Maryland Department of Environment	**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		
Water Manage. Admin. - Compliance Prog.		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as liste on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	NPDES Facility Files	1888	1	5/88 – 12/94	1.0	3/6/2000	Shredder
			1	1/89 – 12/94	1.0	3/7/2000	Shredder
			1	1/91 – 12/94	1.0	3/8/2000	Shredder
			1	1987 – 12/94	1.0	4/25/2000	Shredder
			1	1991 – 12/94	1.0	5/23/2000	Commercial Trash Hauler
			1	1991 – 12/94	1.0	12/28/2000	Commercial Trash Hauler
			1	All to 12/31/95	1.0	1/08/2001	Commercial Trash Hauler
			1	All to 12/31/95	1.0	1/16/2001	Commercial Trash Hauler
			1	All to 12/31/94	1.0	1/16/2001	Commercial Trash Hauler
2	Inspection Summary Data Files	1888	7	FY 86 thru FY 93	2.5	12/19/2000	Shredder
3	Problem Activity Files	1888	5	FY 99	3.0	7/14/2000	Shredder
4	Public Information Act (PIA) Files	1888	7	CY 95 thru CY 97	1.0	2/11/2000	Shredder
5	Erosion and Sediment Control Civil Penalty/Violations	2077	2	FY 90 thru FY 94	3.5	2/11/2000	Shredder
				TOTAL	19.0		

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

Paul R. Stone	Division Chief	1/23/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93).

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MDE

MARYLAND DEPARTMENT OF THE ENVIRONMENT

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(410) 631-3000 • 1-800-633-6101 • http:// www. mde. state. md. us

Parris N. Glendening
Governor

Jane T. Nishida
Secretary

01/23/01

Department of General Services
Records Management Division
7275 Waterloo Road
P. O. Box 275
Jessup MD 20794-0275

Attn: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding and commercial trash hauler in accordance with Retention Schedules 1888 and 2077, which were approved April 21, 1997, and October 19, 1999 respectively. The total volume destroyed was 19.0 cubic feet.

Please call me at 410-631-3510 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner

Paul R. Stoner, Compliance Program

w/attach.

/PRS

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JAN 24 2001

Maryland Department of Environment	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		
Water Manage. Admin. - Compliance Prog.		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as liste on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	NPDES Facility Files	1888	1	1992 – 1995	1.0	07/03/01	Commercial Trash Hauler
			1	1993 - 1995	1.5	07/03/01	Commercial Trash Hauler
2	Erosion and Sediment Control Civil Penalty/Violations	2077	2	1992 - 1998	13.0	06/08/01	Commercial Trash Hauler
			2	1990 - 1998	6.0	07/16/01	Commercial Trash Hauler
				TOTAL	**21.5**		

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

Paul R. Stoner	Division Chief	8/1/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

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AUG 2 2001

MDE

MARYLAND DEPARTMENT OF THE ENVIRONMENT

2500 Broening Highway • Baltimore, Maryland 21224
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Parris N. Glendening
Governor

Jane T. Nishida
Secretary

July 31, 2001

Department of General Services
Records Management Division
7275 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

AUG 2 2001

Attn: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding, commercial trash hauler and recycling in accordance with Retention Schedules 1888 and 2077, which were approved April 21, 1997, and October 19, 1999 respectively. The total volume destroyed was 21.5 cubic feet.

Please call me at 410-631-3957 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner

Paul R. Stoner, Compliance Program

w/attach

/PRS

D:\Record Retention\DOC_DEST_LTR_2001.doc

Maryland Department of Environment	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		
Water Manage. Admin. - Compliance Prog.		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as liste on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	NPDES Facility Files	1888	1	1976 – 1995	1.0	8/24/01	Commercial Trash Hauler
2	Problem Activity Files	1888	2	FY 2000	8.3	August 2001	Shredded
3	Stand-Alone Violation Files	1888-A1	3	1995 - 1997	3.0	8/15/01	Shredded
4	Erosion and Sediment Control Civil Penalty Violations	2077	9	1992 - 1998	9.0	8/31/01	Commercial Trash Hauler/Shredded
			7	1990 - 1998	7.0	11/01/01	Commercial Trash Hauler/Shredded
			4	1990 – 1998	4.0	11/30/01	Commercial Trash Hauler/Shredded
				TOTAL	**32.3**		

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

Paul R. Hower	Division Chief	12/7/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

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MDE

MARYLAND DEPARTMENT OF THE ENVIRONMENT

2500 Broening Highway • Baltimore, Maryland 21224
(410) 631-3000 • 1-800-633-6101 • http://www.mde.state.md.us

Parris N. Glendening
Governor

Jane T. Nishida
Secretary

December 6, 2001

Department of General Services
Records Management Division
7275 Waterloo Road
P.O. Box 275
Jessup, MD 20794-0275

Attn: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding, commercial trash hauler and recycling in accordance with Retention Schedules 1888, 2077 and 1888-A1, which were approved April 21, 1997, October 19, 1999 and July 19, 2001 respectively. The total volume destroyed was 32.3 cubic feet.

Please call me at 410-631-3957 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner

Paul R. Stoner, Compliance Program

w/attach

/PRS

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DEC 12 2001

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1)	MCIJ PRIMO ELECTRICAL #113-94-10	1498	A	10/27/93	0.6	2/16/01	Recycle
2)	MCIJ VCR SIGNAL #113-94-10	1498	A	10/1/93	0.6	2/16/01	Recycle
3)	PATUXENT ELEVATORS	1498	A	8/4/93	0.6	2/16/01	Recycle
4)	MRDC ELEVATORS MAINTENANCE #93024-0211	1498	A	11/25/92	0.6	2/16/01	Recycle
5)	BCF FIRE DETECTION SYSTEM #930019-114-0206	1498	A	6/8/92	0.6	2/16/01	Recycle
6)	BCF NORTHPOINT ELECTRIC COMPANY #93019-114-0206	1498	A	1/8/93	0.6	2/16/01	Recycle
7)	BCCC PROTEST #93030-0206	1498	A	12/1/93	0.6	2/16/01	Recycle
8)	MCPRS CHEASPEAKE COURT BUILDERS #93030-0206	1498	A	8/27/93-10/4/93	0.6	2/16/01	Recycle
9)	BCCC MSBCA 1777 #93030-0206	1498	A	2/2/94-3/3/94	0.6	2/16/01	Recycle
10)	BCCC GYM FLOOR WELFARE #93-004	1498	A	1/28/93	0.6	2/16/01	Recycle
11)	BCCC GYM FLOOR SOLICITATION PROTEST (9/93)	1498	A	8/29/93-10/4/93	0.6	2/16/01	Recycle
12)	BCCC GYM FLOOR AWARD PROTEST 10/93	1498	A	1/31/93	0.6	2/16/01	Recycle
13)	BCCC GYMNASIUM FLOOR RENOVATION #93020-0206	1498	A	10/21/92-1/24/94	0.6	2/16/01	Recycle
14)	BCDC LONG FENCE CO., INC. #93049-1501	1498	A	7/29/93	0.6	2/16/01	Recycle
15)	BCDC RAZOR WIRE #93049-1501	1498	A	3/9/93	0.6	2/16/01	Recycle
16)	BPRU NORTHPOINT ELECTRIC #93040-113-0206	1498	A	7/29/93-8/17/93	0.6	2/16/01	Recycle
17)	MCPRS BPRU INSTALL UNIFIED FIRE ALARM	1498	A	8/2/93-5/18/93	0.6	2/16/01	Recycle

	SYSTEM #93040-0206						
18)	MCTC GUARD TOWER STAIR REPLACEMENT #93081-0212	1498	A	7/21/93	0.6	2/16/01	Recycle
19)	BCDC DIETARY ELEVATOR REPAIR #94004-1501	1498	A	10/4/93	0.6	2/16/01	Recycle
20)	MCIJ FIRE ALARM TESTING #93054-0210	1498	A	8/24/93	0.6	2/16/01	Recycle
21)	MP REPLACEMENT CONDENSATE TANK	1498	A	8/23/93	0.6	2/16/01	Recycle
22)	BCDC ELEVATOR MAINTENANCE #93036-1501	1498	A	5/7/93	0.6	2/16/01	Recycle
23)		1498	A		0.6		Recycle
24)		1498	A		0.6		Recycle
25)		1498	A		0.6		Recycle
26)		1498	A		0.6		Recycle
27)		1498	A		0.6		Recycle
28)		1498	A		0.6		Recycle
29)		1498	A		0.6		Recycle
30)		1498	A		0.6		Recycle
31)		1498	A		0.6		Recycle
32)		1498	A		0.6		Recycle
33)		1498	A		0.6		Recycle
34)		1498	A		0.6		Recycle
35)		1498	A		0.6		Recycle

I hereby certify that the records listed above were disposed of as indicated. 21.0

Ulysses Rose

Signature

Ulysses Rose, Assistant Director of Procurement Services

Title

2/16/01

Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1)	BCDC CHEMICAL TOILETS #94012-1501	1498	A	3/1/94-2/28/95	0.6	2/20/01	Recycle
2)	BCDC CHEMICAL TOILETS #93056-1501	1498	A	8/1/93-7/31/94	0.6	2/20/01	Recycle
3)	MHCX CCTV REPAIR	1498	A	1/12/94-1/25/94	0.6	2/20/01	Recycle
4)	MRDCC ADDRESSABLE FIRE ALARM SYSTEM #94048-0211	1498	A	4/29/94	0.6	2/20/01	Recycle
5)	BPRU REPLACE FIRE DETECTION SYSTEM #94043-113-0206 MCPRS	1498	A	4/29/94	0.6	2/20/01	Recycle
6)	PATUX HARRISON & PALMER	1498	A	1/1/92-12/31/92	0.6	2/20/01	Recycle
7)	BCF INSTALL UNDERGROUND FUEL STORAGE TANK #94046-0206	1498	A	4/29/94	0.6	2/20/01	Recycle
8)	MP PROPANE GAS	1498	A	2/7/94	0.6	2/20/01	Recycle
9)	DS A&A WASTE OIL CO., INC #94052-0100	1498	A	7/15/94	0.6	2/20/01	Recycle
10)	DS DATA SERVICES REPAIR FUEL TANK #94052-0100	1498	A	6/94	0.6	2/20/01	Recycle
11)	MHC REPLACE LAUNDRY'S HOT WATER GENERATOR #1 #94047-0202	1498	A	4/29/94-8/5/94	0.6	2/20/01	Recycle
12)	MHC MAR-K ENTERPRISES, INC. #94047-0202	1498	A	8/24/94	0.6	2/20/01	Recycle
13)	ECI TILE REPLACEMENT IN EAST & WEST DINING ROOMS #94032-0215	1498	A	4/11/94-5/10/94	0.6	2/20/01	Recycle
14)	VALUE CARPET #94032-0215	1498	A	5/24/94	0.6	2/20/01	Recycle
15)	PCTC REMOVE AND REPLACE 2" WATER LINE #94049-0700	1498	A	5/24/94	0.6	2/20/01	Recycle
16)	PCTC LYLE MARTIN & SON #94049-0700	1498	A	6/7/94-617/94	0.6	2/20/01	Recycle
17)	PCTC PROTEST #94049-0700	1498	A	5/23/94-7/11/94	0.6	2/20/01	Recycle
18)	MHC REPLACE LIQUID COOLER COIL #94039-0202	1498	A	4/28/94	0.6	2/20/01	Recycle
19)	MHC WILL TECH, INC. #94039-0202	1498	A	4/4/94-6/16/94	0.6	2/20/01	Recycle
20)	RCI EXCAVATE AND STONE NEW RUNNING TRACK #94036-0214	1498	A	5/15/94	0.6	2/20/01	Recycle
21)	RCI POOLE & SONS EXCAVATING, INC.#94036-0214	1498	A	5/94	0.6	2/20/01	Recycle
22)	MCTC REPLACE HIGH VOLTAGE SWITCH #94034-105-0212	1498	A	4/20/94	0.6	2/20/01	Recycle
23)	MCTC DELTA ELECTRIC #94034-105-0212	1498	A	5/10/94	0.6	2/20/01	Recycle

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

Ulysses Rose
Signature

Ulysses Rose, Assistant Director of Procurement Services
Title

2/20/01
Date

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
24)	CLF INSTALL HOT WATER GENERATORS #94045-0206	1498	A	5/3/94-6/21/94	0.6	2/20/01	Recycle
25)	CLF INDUSTRIAL MAINT. & REPAIR, INC. #94045-0206	1498	A	7/1/94	0.6	2/20/01	Recycle
26)	MCTC REPLACE STAIRS IN GUARD TOWER #94031-0212	1498	A	3/2/94-3/4/94	0.6	2/20/01	Recycle
27)	MCTC BRONKA CONSTRUCTION CO., INC. #94031-0212	1498	A	4/22/94	0.6	2/20/01	Recycle
28)	MP REPLACEMENT OF DOMESTIC HOT WATER GENERATORS #94044-0203	1498	A	4/27/94	0.6	2/20/01	Recycle
29)	MP FLO-TRON CONTRACTING, INC. #94044-0203	1498	A	6/22/94	0.6	2/20/01	Recycle
30)	MCI-J ELECTRICAL DISTRIBUTION SYS. #94040-0210	1498	A	5/23/94-6/10/94	0.6	2/20/01	Recycle
31)	MCI-J HARFORD ELECTRICAL TESTING CO. INC, #94040-0210	1498	A	6/16/94	0.6	2/20/01	Recycle
32)	PCTC LYLE MARTIN & SON # 94003-0700	1498	A	10/6/93-10/20/93	0.6	2/20/01	Recycle
33)	PCTC REPLACE AND INSTALL BOILER #94003-0700	1498	A	9/23/93	0.6	2/20/01	Recycle
34)	CLF FIRE ALARM SYSTEMS #9401-012	1498	A	5/19/94-6/30/94	0.6	2/20/01	Recycle
36)		1498	A		0.6		Recycle
36)		1498	A		0.6		Recycle
37)		1498	A		0.6		Recycle
36)		1498	A		0.6		Recycle
36)		1498	A		0.6		Recycle
40)		1498	A		0.6		Recycle
41)		1498	A		0.6		Recycle
42)		1498	A		0.6		Recycle
43)		1498	A		0.6		Recycle
40)		1498	A		0.6		Recycle
40)		1498	A		0.6		Recycle
46)		1498	A		0.6		Recycle

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

Ulysses Rose

Signature

Ulysses Rose, Assistant Director of Procurement Services

Title

2/20/01

Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1)	SIEMS RENTAL & SALES COMPANY #95033-0212	1498	A	11/18/94	0.6	02/15/01	Recycle
2)	MHCX VARIOUS FURNITURE FOR ADMIN. BLDG. #94051-90012	1498	A	08/16/94	0.6	02/15/01	Recycle
3)	MHCX FURNITURE FOR ADMINSTRATION BLDG. #94051-90012A	1498	A	04/11/95	0.6	02/15/01	Recycle
4)	MHCX SECURITY FILING CABINET #93062-91004	1498	A	07/6/93	0.6	02/15/01	Recycle
5)	MHCX STAINLESS STEEL TABLES #95015-94106	1498	A	08/17/94	0.6	02/15/01	Recycle
6)	MHCX BARBER CHAIRS #95096-94106	1498	A	06/10/95	0.6	02/15/01	Recycle
7)	MHCX OVERBED TABLE #95079-94106	1498	A	05/22/95	0.6	02/15/01	Recycle
8)	MHCX OPEN SHELF FILING SYS. #95080-94106	1498	A	07/7/95	0.6	02/15/01	Recycle
9)	MHCX CONVEYOR TOASTER #95083-94106	1498	A	05/17/95	0.6	02/15/01	Recycle
10)	MHCX DUNNAGE RACKS #95084-94106	1498	A	06/29/95	0.6	02/15/01	Recycle
11)	MHCX D.P. WORK STATION MODS #95097-94106	1498	A	06/23/95	0.6	02/15/01	Recycle
12)	MHCX FILE CABINETS #95098-94106	1498	A	10/5/95	0.6	02/15/01	Recycle
13)	CBIF EXAMINATION TABLES	1498	A	07/26/95	0.6	02/15/01	Recycle
14)		1498	A		0.6		Recycle
15)		1498	A		0.6		Recycle
16)		1498	A		0.6		Recycle
17)		1498	A		0.6		Recycle
18)		1498	A		0.6		Recycle

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

Signature: [illegible]

Title: Assistant Director of procurement svcs. 10.8

Date: 2/15/01

DGS 550 -2 (Rev. 1/93)

Department of Public Safety & Correctional Services	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
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Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1)	MP PIPING & CORROSION CO #95040-0203	1498	A	4/20/95	0.6	3/1/01	Recycle
2)	MP INSTLL CATHODIC PROTECTION SYSTEM #95040-0203	1498	A	12/22/94	0.6	3/1/01	Recycle
3)	MRDCC TEMP AIR CO #93075-0211	1498	A	9/20/93	0.6	3/1/01	Recycle
4)	MRDCC CHILLER MAINTENANCE #93075-0211	1498	A	9/7/93-5/10/93	0.6	3/1/01	Recycle
5)	RCI J. A. ARGETAKIS CONTRACTING CO. #95030-0214	1498	A	11/94	0.6	3/1/01	Recycle
6)	RCI WATERPROOF BUILDING "K" AND GUARD TOWER #4 #95030-0214	1498	A	10/27/94-2/23/95	0.6	3/1/01	Recycle
7)	MCTC JETER PAVING #95095-0214	1498	A	7/28/95-8/1/95	0.6	3/1/01	Recycle
8)	MCTC PAVE STAFF HOUSE PARKING LOT #95095-0212	1498	A	5/13/95	0.6	3/1/01	Recycle
9)	PCTC L.J. BROSSOIT & SONS, INC. #94017-0700	1498	A	11/19/93	0.6	3/1/01	Recycle
10)	PCTC REMOVE & REPLACE SEWER LINE #94017-0700	1498	A	1/17/94-1/31/94	0.6	3/1/01	Recycle
11)	PCTC ASBESTOS REMOVAL #94022-0700	1498	A	1/17/94-1/31/94	0.6	3/1/01	Recycle
12)	PCTC LANDFILL #94022-0700	1498	A	12/7/93	0.6	3/1/01	Recycle
13)	PCTC BOILER REPLACEMENT #95017-0700	1498	A	4/14/94-10/19/94	0.6	3/1/01	Recycle
14)	PCTC HARRY SPARKS CO. INC. #95017-0700	1498	A	10/17/94-12/2/94	0.6	3/1/01	Recycle
15)	MCPRS TECHMARK LIMITED #95029-0206	1498	A	12/5/94	0.6	3/1/01	Recycle
16)	BCDC SECURITY ENHANCEMENTS #95025-1501	1498	A	11/23/94	0.6	3/1/01	Recycle
17)	BCDC LONG FENCE CO., INC. #95025-1501	1498	A	4/28/95	0.6	3/1/01	Recycle
18)	ECI FIRE DETECTION SYSTEM #9502-0215	1498	A	7/18/94	0.6	3/1/01	Recycle
19)	ECI DELMARVA TIME & CONTROL #9502-0215	1498	A	10/26/94	0.6	3/1/01	Recycle
20)	MRDCC IMPROVEMENTS TO DOMESTIC HOT WATER SYSTEM #9306-0211	1498	A	5/4/93	0.6	3/1/01	Recycle
21)	MRDCC MICA #93066-0211	1498	A	12/8/93	0.6	3/1/01	Recycle
22)	HLTBC HERMAN L.TOULSON BOOT CAMP FIRE ALARM / DETECTION SYS. #95029-0206	1498	A	10/26/94	0.6	10/26/94	Recycle
23)	BCF REPAIR TILE FLOOR IN DIETARY #94009-0206	1498	A	9/14/93	0.6	3/1/01	Recycle

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

Ulysses Rose — Signature

Ulysses Rose, Assistant Director of Procurement Services — Title

3/1/01 — Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
24)	ECI JAMES A. BRIDELL & SON #95063-0215	1498	A	5/24/95	0.6	3/1/01	Recycle
25)	ECI UPGRADING ELECTRICAL POWER #95063-0215	1498	A	4/21/95	0.6	3/1/01	Recycle
26)	MRDCC REPLACE CELL WINDOWS #95009-0211	1498	A	8/16/94	0.6	3/1/01	Recycle
27)	SEIDMAN GLASS COMPANY	1498	A	10/17/94	0.6	3/1/01	Recycle
28)		1498	A		0.6		Recycle
29)		1498	A		0.6		Recycle
30)		1498	A		0.6		Recycle
31)		1498	A		0.6		Recycle
32)		1498	A		0.6		Recycle
33)		1498	A		0.6		Recycle
34)		1498	A		0.6		Recycle
35)		1498	A		0.6		Recycle
36)		1498	A		0.6		Recycle
37)		1498	A		0.6		Recycle
38)		1498	A		0.6		Recycle
39)		1498	A		0.6		Recycle
40)		1498	A		0.6		Recycle
41)		1498	A		0.6		Recycle
42)		1498	A		0.6		Recycle
43)		1498	A		0.6		Recycle
44)		1498	A		0.6		Recycle
45)		1498	A		0.6		Recycle
46)		1498	A		0.6		Recycle

I hereby certify that the records listed above were disposed of as indicated. 27.6

Ulysses Rose
Signature

Ulysses Rose, Assistant Director of Procurement Services
Title

3/1/01
Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	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
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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.				
1)	HAGERSTOWN LPNS #93070-0202	1498	A	5/6/93-5/21/93	0.6	02/16/01	Recycle
2)	MCIW LANE COTTAGE SHOWERS	1498	A	08/16/92	0.6	02/16/01	Recycle
3)	PATUXENT ELEVATORS	1498	A	8/6/93	0.6	02/16/01	Recycle
4)	CLF ALARM SYSTEM REPAIRS	1498	A	10/15/93-11/12/93	0.6	02/16/01	Recycle
5)	ELEVATOR VENDORS	1498	A	9/4/91	0.6	02/16/01	Recycle
6)	DPSCS PAPER RECYCLING #93074-0101	1498	A	8/11/93	0.6	02/16/01	Recycle
7)	HAGERSTOWN (SHOT #2) LPNS	1498	A	8/31/93	0.6	02/16/01	Recycle
8)	TEMPORARY NURESES	1498	A	11/10/93-11/19/93	0.6	02/16/01	Recycle
9)	LPN EASTERN REGION	1498	A	12/13/93-12/17/93	0.6	02/16/01	Recycle
10)	ECI CONTRACTUAL NURSES	1498	A	8/31/93	0.6	02/16/01	Recycle
11)	MCTC PREMISE WIRING INMATE TELEPHONES	1498	A	2/23/94	0.6	02/16/01	Recycle
12)	POWER & COMBUSTION, INC. #940200-0200	1498	A	1/10/94	0.6	02/16/01	Recycle
13)	MHC REPAIR PORTABLE RADIOS	1498	A	12/1/93-4/30/94	0.6	02/16/01	Recycle
14)	PLAZA OFFICE CENTRAL SECURITY	1498	A	7/16/93	0.6	02/16/01	Recycle
15)	CONTRACTUAL NURSES MCIJ	1498	A	6/18/93	0.6	02/16/01	Recycle
16)	RED CROSS (DOL)HQS (DRAFT INFOR)	1498	A	7/1/92-7/1/93	0.6	02/16/01	Recycle
17)	HEPA FILTERS FOR DOC	1498	A	11/93-10/94	0.6	02/16/01	Recycle
18)	RED CROSS DOC	1498	A	7/1/93-6/30/94	0.6	02/16/01	Recycle
19)	RED CROSS PCTC	1498	A	4/10/92	0.6	02/16/01	Recycle
20)	PATUXENT ELEVATOR REPAIR SPECIFICATIONS	1498	A	4/28/93	0.6	02/16/01	Recycle
21)	MCI-H RECONSTRUCT BLEACHERS & STEPS	1498	A	5/11/92	0.6	02/16/01	Recycle
22)	BALTIMORE BUSINESS MACHINES, INC MHC	1498	A	5/19/94-5/18/95	0.6	02/16/01	Recycle
23)	PITNEY BOWES MHC	1498	A	7/1/94-6/30/95	0.6	02/16/01	Recycle

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

Ulysses Rose	Ulysses Rose, Assistant Director of Procurement Services	2/16/01
Signature	Title	Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	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
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CERTIFICATE OF RECORDS DISPOSAL

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		Retention Schedule No.	Item No.				
24)	BALTIMORE BUSINESS MACHINES, INC MHC	1498	A	6/29/94-6/28/96	0.6	02/16/01	Recycle
25)	MCIJ POLAROID CORPORATION	1498	A	5/1/94-4/30/95	0.6	02/16/01	Recycle
26)	MHC BALTIMORE BUSINESS MACHINES	1498	A	7/6/93-7/5/94	0.6	02/16/01	Recycle
27)	ECI PANASYSTEMS	1498	A	11/1/93-10/31/94	0.6	02/16/01	Recycle
28)	MCIW CHESAPEAKE RECREATION RENTALS, INC	1498	A	6/14/93	0.6	02/16/01	Recycle
29)	ECI COLUMBIA BUSINESS SYSTEMS	1498	A	1/1/94-12/3/94	0.6	02/16/01	Recycle
30)	MHC HOBART	1498	A	8/10/93	0.6	02/16/01	Recycle
31)	ECI INDUSTRIAL LIFT TRUCK CO.	1498	A	10/1/93-9/30/94	0.6	02/16/01	Recycle
32)	MCIJ OFFICE EQUIPMENT OF MD	1498	A	7/1/93-6/30/94	0.6	02/16/01	Recycle
33)	MHC BALTIMORE BUSINESS MACHINES	1498	A	7/6/93-7/5/94	0.6	02/16/01	Recycle
34)	MHC BALTIMORE BUSINESS MACHINES	1498	A	9/11/93-9/10/94	0.6	02/16/01	Recycle
35)	MHC OFFICE EQUIPMENT OF MD	1498	A	7/1/93-6/30/94	0.6	02/16/01	Recycle
36)	ECI TIME EQUIPMENT	1498	A	10/1/93-9/30/94	0.6	02/16/01	Recycle
37)	MHC BALTIMORE BUSINESS MACHINES	1498	A	7/12/94-7/13/95	0.6	02/16/01	Recycle
38)	MHC BALTIMORE BUSINESS MACHINES	1498	A	7/6/94-7/5/95	0.6	02/16/01	Recycle
39)	MHC DEX BUSINESS SYSTEMS, INC.	1498	A	4/1/94-3/31/95	0.6	02/16/01	Recycle
40)	MHC DEX BUSINESS SYSTEMS, INC.	1498	A	12/1/93-11/30/94	0.6	02/16/01	Recycle
41)	MCIJ ALCATEL FRIDEN	1498	A	7/27/93	0.6	02/16/01	Recycle
42)	MCIJ BALTIMORE BUSINESS MACHINES	1498	A	3/25/94-3/24/95	0.6	02/16/01	Recycle
43)	MHC BALTIMORE BUSINESS MACHINES	1498	A	6/25/94-6/30/95	0.6	02/16/01	Recycle
44)	MHC BALTIMORE BUSINESS MACHINES	1498	A	5/28/94-5/27/95	0.6	02/16/01	Recycle
45)	MHC BALTIMORE BUSINESS MACHINES	1498	A	5/27/94-5/26/95	0.6	02/16/01	Recycle
46)	MP COMMISSARY AIR CONDITIONING #94002-0202	1498	A	7/8/93	0.6	02/16/01	Recycle

I hereby certify that the records listed above were disposed of as indicated. 27.6

Ulysses Rose

Signature

Ulysses Rose, Assistant Director of Procurement Services

Title

3/16/01

Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit	7275 Waterloo Road (Rte. 175) P.O. Box 275	
Division or Unit	Jessup, Maryland 20794-0275	

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.				
1)	MHCX Electric Hospital Bed #95073-94106	1498	A	05/15/95	0.6	02/15/01	Recycle
2)	MHCX 2 Drawer File Cabinets #95104-94106	1498	A	06/28/95	0.6	02/15/01	Recycle
3)	MHCX Storage Cabinets #95099-94106	1498	A	06/21/95	0.6	02/15/01	Recycle
4)	MP Dormitory Housing Furniture #9503-90011	1498	A	11/2/94	0.6	02/15/01	Recycle
5)	MP Wall Key Cabinet #95036-90011	1498	A	05/5/95	0.6	02/15/01	Recycle
6)	MP File Cabinets #95034-90011	1498	A	10/5/95	0.6	02/15/01	Recycle
7)	MP Security Filing Cabinet #95035-90011	1498	A	09/22/94	0.6	02/15/01	Recycle
8)	WCI Various Furniture #95027-95105	1498	A	11/29/95	0.6	02/15/01	Recycle
9)	MCTC Dock Drain In Kitchen #94053-88049	1498	A		0.6	02/15/01	Recycle
10)	MP Metal Detector #95037-90011	1498	A	04/20/95	0.6	02/15/01	Recycle
11)	MHCX Optical Evaluation Sys. #95075-94106	1498	A	01/19/95	0.6	02/15/01	Recycle
12)	MHCX Walk Thru Metal Detector	1498	A	05/4/94	0.6	02/15/01	Recycle
13)	MHCX Storage Cabinets #95067-94106	1498	A	05/15/95	0.6	02/15/01	Recycle
14)	WCI Storage Cabinets #00097060-96104	1498	A		0.6	02/15/01	Recycle
15)	WCI Capital Equipment	1498	A	11/19/96	0.6	02/15/01	Recycle
16)	CBIF Storage Cabinets	1498	A	07/5/95	0.6	02/15/01	Recycle
17)	Religious Services Lectern	1498	A	05/8/95	0.6	02/15/01	Recycle
18)	MHCX File Cabinets	1498	A	09/19/94	0.6	02/15/01	Recycle
					10.8		

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

Ulysses Rose
Signature

Asst. Director of Procurement Svcs.
Title

2/15/01
Date

DGS 550 -2 (Rev. 1/93)

Department of Public Safety & Correctional Services	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
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		Retention Schedule No.	Item No.				
1)	MCH DISHS MACHINE REPAIR #Q0097063	1498	A	4/24/97	0.6	3/5/01	Recycle
2)	MHC COMM. KITCHEN SERVICES #Q0097063	1498	A	7/3/97	0.6	3/5/01	Recycle
3)	MHC PREVENTIVE MAINT. ON LIEBERT UPS SYSTEM #Q0097047	1498	A	1/3/96	0.6	3/5/01	Recycle
4)	EMERGENCY POWER SERVICES #Q0097047	1498	A	4/29/97	0.6	3/5/01	Recycle
5)	MHC ROOF REPAIRS #Q0097048	1498	A	2/3/97	0.6	3/5/01	Recycle
6)	MHC ADVANCE CRITICAL MANINTENCE FUND	1498	A	5/20/97	0.6	3/5/01	Recycle
7)	MP PREVENTIVE & REMEDIAL ELEV. MAINT.	1498	A	11/13/95	0.6	3/5/01	Recycle
8)	MP PREVENTIVE MAINT. ON ELEV#Q0097011	1498	A	7/19/96	0.6	3/5/01	Recycle
9)	MP MILLAR ELEV. SERVICE CO. #Q0097011	1498	A	7/16/96	0.6	3/5/01	Recycle
10)	MCIH INSTALL DAY TANK BEAVER MECH. CONTRACTORS #0497-06	1498	A	11/29/96	0.6	3/5/01	Recycle
11)	MCHX EMERGENCY POWER SERVICES #96057-1204 CHANGE ORD. #1	1498	A	8/15/96	0.6	3/5/01	Recycle
12)	SPECIAL PROJECT : FOOD SERVICE REPAIR	1498	A	10/2/97	0.6	3/5/01	Recycle
13)	MAINTENCE PROJECT	1498	A	7/15/96-7/16/97	0.6	3/5/01	Recycle
14)	MHCX UPS PREV. MAINTENCE #96057-j204	1498	A	5/8/96	0.6	3/5/01	Recycle
15)	SMPRU AIR CON. REPLACEMENT CIRITICAL MAINTENCE PROJECT	1498	A	8/22/96	0.6	3/5/01	Recycle
16)	MCIJ ELEVATOR	1498	A	8/26/96	0.6	3/5/01	Recycle
17)	MHC CHILLER PREVEN.MAINT. #96070-J314	1498	A	12/18/95	0.6	3/5/01	Recycle
18)	ECI REFINISHING GYM FLOORS #96077-E104	1498	A	12/18/95	0.6	3/5/01	Recycle
19)	BCCC CC TV CAMERAS	1498	A	8/26/96	0.6	3/5/01	Recycle
20)	PATUX COOLING TOWER REPLACEMENT CRITICAL MAINTENANCE	1498	A	8/26/96	0.6	3/5/01	Recycle
21)	CBIC STEAM ABSORPTION CHILLER MAINT. #00097030	1498	A	10/28/96	0.6	3/5/01	Recycle
22)	MP AIR COND. PREVEN. MAINTENCE #Q0097036	1498	A	12/2/96	0.6	36/5/01	Recycle
23)	MCIJ SIMPLEX TIME RECORDER #Q00B7000289	1498	A	1/14/97-1/30/97	0.6	3/5/01	Recycle
24)	MHC BOILER WATER TREATMENT #Q0097067	1498	A	6/4/97	0.6	3/5/01	Recycle

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

Ulysses Rose
Signature

Ulysses Rose, Assistant Director of Procurement Services
Title

3/5/01
Date

DGS 550-2 (Rev. 1/93)

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
25)	MCIJ FIRE ALARM SYS	1498	A	7/29/96	0.6	3/5/01	Recycle
26)	MHCX PREV. MAINT. #Q0097073	1498	A	4/28/97	0.6	3/5/01	Recycle
27)	MCTC FURNISH & INSTALL MATV SYS #95010-0212	1498	A	7/27/94	0.6	3/5/01	Recycle
28)	BCDC REST ROOMS #96009-1501	1498	A	1/30/96	0.6	3/5/01	Recycle
29)	BCDC CHEMICAL WATER TREATMENT #94016-1501	1498	A	12/27/93	0.6	3/5/01	Recycle
30)	MHC CHEMICAL WATER TREATMENT #96056-J104	1498	A	3/21/96	0.6	3/5/01	Recycle
31)	ECI INSTALL ROOM RESSURE #95014-0215	1498	A	8/16/94	0.6	3/5/01	Recycle
32)	MCTC AIR COND. INSTALL. #95089-0212	1498	A	5/30/95	0.6	3/5/01	Recycle
33)	BCF CLEAN BOILERS #95003-0206	1498	A	7/25/94	0.6	3/5/01	Recycle
34)	MCIJ SUBMERSIBLE PUMPS #960425314	1498	A	2/2/96	0.6	3/5/01	Recycle
35)	BCDC RESTROOM RENOVATIONS #96078-5304	1498	A	6/11/96	0.6	3/5/01	Recycle
36)	MCIJ ELECTRIC MOTOR REPAIR #Q0097051	1498	A	3/31/97	0.6	3/5/01	Recycle
37)	PCTC SIMPLEX TIME RECORDED CO.	1498	A	12/11/96	0.6	3/5/01	Recycle
38)	PCTC REPLACE FIRE ALARM PANEL #Q0097010	1498	A	11/15/96	0.6	3/5/01	Recycle
39)	ECI PAVILION CONSTRUCTION #96074-E104	1498	A	5/13/96	0.6	3/5/01	Recycle
40)	BCCC TOTAL BLDG. CONTROL SYS. #95006-0206	1498	A	5/18/94	0.6	3/5/01	Recycle
41)	CRITICAL MAINT. FY"93	1498	A	9/14/95-6/12/96	0.6	3/5/01	Recycle
42)	ECI B&W CONSTRUCTION #96074-E104	1498	A	7/14/96	0.6	3/5/01	Recycle
43)	BCDC HOT WATER GENERATOR INSTALLATION #Q0097022	1498	A	1/14/97-3/31/97	0.6	3/5/01	Recycle
44)	BCDC EMS HEATING/COOLING INC,#Q097022	1498	A	4/21/97	0.6	3/5/01	Recycle
45)	MCIJ PREV. MAINT. EMER. GENER.#96030J3141	1498	A		0.6		Recycle
46)	MCIJ JOHNSON & TOWERS #96030-J3141	1498	A	5/29/96	0.6	3/5/01	Recycle
		1498	A		0.6		Recycle

28.2CF

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

Ulysses Rose — Signature

Ulysses Rose, Assistant Director of Procurement Services — Title

3/5/01 — Date

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

CERTIFICATE OF RECORDS DISPOSAL

DIVISION OF CORRECTION
Reporting Agency

EASTERN CORRECTIONAL INSTITUTION
Division or Bureau

30420 Revells Neck Road, Westover, Md 21890

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic ft)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Correspondence	1406-3	1	1/91 - 8/97	12.0	5/31/01	Recycled
2	Religious Files	1406-5	7	1/94 - 6/94	1.5	5/31/01	Recycled
3	Use of Force	1406-17	1.A	1989 - 1993	10.5	5/31/01	Recycled
4	Inmate Visiting List	1406-6	1.AB	1993 - 1994	1.5	5/31/01	Recycled
5	Entrance/Exit Logs	1406-17	1.AF	3/91 - 8/97	76.5	5/31/01	Recycled
6	Maintenance Logs	1406-17	1.AH	1995 - 8/97	1.5	5/31/01	Recycled
7	Travel Orders	1406-17	1.AN	6/92 - 9/95	7.5	5/31/01	Recycled
8	Serious Incidents	1406-17	1.AP	1988 - 1994	12	5/31/01	Recycled
9	Roll Call Sign In	1406-17	1.B	7/92 - 8/97	6	5/31/01	Recycled
10	Post Order Sign-Off	1406-17	1.B	5/92 - 9/93	1.5	5/31/01	Recycled
11	Log Books	1406-17	1.C	1988 - 8/97	96	5/31/01	Recycled
12	Equipment Inspection Logs	1406-17	1.D	1989 - 8/97	27	5/31/01	Recycled
13	Seg Forms	1406-6	1.D13	1995 - 1997	7.5	5/31/01	Recycled
14	Sanitation Forms	1406-17	1.E	1992 - 1995	4.5	5/31/01	Recycled

I hereby certify that the above listed records were disposed of as indicated. 265.5

C. R. Kupfer
Signature

Warden
Title

5/31/01
Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

DIVISION OF CORRECTION
Reporting Agency

EASTERN CORRECTIONAL INSTITUTION
Division or Bureau

30420 Revells Neck Road, Westover, Md 21890

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic ft)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
15	Matter of Record	1406-17	1.G	1994 - 8/97	6	5/31/01	Recycled
16	HU Equipment Inventory	1406-17	1.I	1995 - 8/97	1.5	5/31/01	Recycled
17	Security Inspection Sheets	1406-17	1.J	1989 - 8/97	52.5	5/31/01	Recycled
18	Key Logs	1406-17	1.N	1989 - 8/97	30	5/31/01	Recycled
19	Meal Evaluations	1406-17	1.R	6/92 - 8/97	6	5/31/01	Recycled
20	Count Sheets	1406-17	1.T	1987 - 8/97	129	5/31/01	Recycled
21	Traffic Sheets	1406-17	1.U	1991 - 8/97	87	5/31/01	Recycled
22	Property Files	1406-17	1.V	1988 - 8/97	69	5/31/01	Recycled
23	Collapsible Post	1406-17	1.W	1991 - 1996	3	5/31/01	Recycled
24	Shift Reports	1406-17	1.X	1991 - 8/97	34.5	5/31/01	Recycled
25	Overtime Reports	1406-17	1.Y	1992 - 8/97	30	5/31/01	Recycled
26	Duty Rosters	1406-17	1.Z	1989 - 8/97	19.5	5/31/01	Recycled
27	Reclass Docket	1406-6	10.A	1994 - 8/97	6	5/31/01	Recycled
28	Adjustment Results	1406-6	10.B	1995 - 1997	4.5	5/31/01	Recycled

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

498.5

R. Kuepee — Signature

Warden — Title

5/31/01 — Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

DIVISION OF CORRECTION
Reporting Agency

EASTERN CORRECTIONAL INSTITUTION
Division or Bureau
30420 Revells Neck Road, Westover, Md 21890

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic ft)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
29	Daily Population Report	1406-17	11.A	5/92 - 8/97	25.5	5/31/01	Recycled
30	Phone Bills	1406-10	8.F	Pre-1997	1.5	5/31/01	Recycled
31	Release Reports	1406-6	9.A	1987 - 1995	12	5/31/01	Recycled
					TOTAL		
					783 cu. ft.		

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

R. Kupec — Signature
Warden — Title
5/31/01 — Date

DGS 550-2

MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
EASTERN CORRECTIONAL INSTITUTION
30420 REVELLS NECK ROAD
WESTOVER, MARYLAND 21890

Mr. William Taylor, Director
Department of General Services
State records Management Center
7275 Waterloo Road, Rt. 175
P. O. Box 275
Jessup, MD 20794-0275

20794-0275

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

EASTERN CORRECTIONAL INSTITUTION

30420 REVELLS NECK ROAD
WESTOVER, MARYLAND 21890
(410) 651-9000
Fax (410) 651-9585

May 31, 2001

William Taylor, Director
Department of General Services
State Records Management Center
7275 Waterloo Road, Rt. 175
P. O. Box 275
Jessup, MD 20794-0275

RE: Destruction of Records Within Institution

Dear Mr. Taylor:

This correspondence is submitted pursuant to, and in compliance with, DCD 20-14. I am officially informing your office of the Destruction of Records within an Institution.

In accordance with DCD 20-14, please find attached the original Certificate of Records Disposal (DGS 550-2).

If any additional information is required, please advise me.

Sincerely,

Robert J. Kupec
Warden

RJK:w

Attachment

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Public Safety and Correctional Services
Reporting Agency

Division of Parole and Probation, 55 N. Court St., G-27, Westminster, Md. 21157
Division or Bureau

410-386-2700

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Expunged Case Files			JANUARY, 1996 thru DECEMBER, 1997	1/2 cu. foot 15	7/31/01	Shredding

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

R Michael Zerner
Signature
R. Michael Zerner

Field Supervisor I
Title

7/31/01
Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Public Safety and Correctional Services
Reporting Agency

Division of Parole and Probation, 55 N. Court St., G-27, Westminster, Md. 21157
Division or Bureau

410-386-2700

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Expunged Case Files			JANUARY, 1996 thru DECEMBER, 1997	1/2 cu. foot	7/31/01	Shredding

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

R Michael Zerner
Signature

Field Supervisor I
Title

7/31/01
Date

R. Michael Zerner

DGS 550-2

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1)	Procurement administration General Fy 1997	1498	E	7/9/96-6/24/97	0.1	10/1/01	Recycle
2)	Special Project: Gardens Reproduction Services	1498	F	2/7/92-2/26/92	0.1	10/1/01	Recycle
3)	Special Project: GATT	1498	F	9/15/93-9/16/93	0.1	10/1/01	Recycle
4)	Special Project: Lesansky Procurement	1498	F	6/9/92-7/2/92	0.1	10/1/01	Recycle
5)	Special Project: Jessup Regionalization	1498	F	4/12/91	0.1	10/1/01	Recycle
6)	Special Project: Hampton Plaza Move	1498	F	4/21/95-5/24/96	0.2	10/1/01	Recycle
7)	Special Project: Gloves	1498	F	4/12/90-2/22/91	0.2	10/1/01	Recycle
8)	Special Project: Long Fence Protest KB-000-911-003	1498	F	9/25/91-10/9/91	0.2	10/1/01	Recycle
9)	Special Project: Public Performers	1498	F	11/5/95	0.1	10/1/01	Recycle
10)	Special Project: PCTC BID VERIFICATION	1498	F	2/13/95-9/26/97	0.3	10/1/01	Recycle
11)	Facilities Maintence DFM DPSCS	1498		FY 92-95	0.2	10/1/01	Recycle
12)	Watkins Security Systems Inc. P&P 94029-0302	1498	A,B	FY 95-96	0.1	10/1/01	Recycle
13)	Pre-Employment Physicals Mercy Medical Center 94030-0201, DPS	1498	A,B	FY 95-97	0.2	10/1/01	Recycle
14)	PHS BCDC, Original, MOD A&B 94028-1500	1498	A	7/1/94-6/30/95	0.2	10/1/01	Recycle
15)	Special Project: Microshield	1498	F	7/12/88-8/24/88	0.2	10/1/01	Recycle
16)	Nova USA , RCI	1498	A,B	1/1/93-12/31/95,96,97	0.3	10/1/01	Recycle
17)	BISM, PCTC 95060-0701	1498	A	3/1/92-2/28/93,3/31/95,96,97	0.3	10/1/01	Recycle
18)	J.C. Erhlich Co. 93073-0204, HAG. REG.	1498	A,B	11/1/93-10/31/96	0.3	10/1/01	Recycle
19)	Waste Management, Inc. 94005-0209, HAG., SUI	1498	A,B	4/1/94-3/31/97	0.3	10/1/01	Recycle
20)	Maryland Medical LABS, 93055-0302, P&P	1498	A,B	7/1/93-6/30/94,95,96,97	0.4	10/1/01	Recycle
21)	Weyerhaeuser 93074-0101 , DPSCS	1498	A,B	4/1/94-3/31/97	0.3	10/1/01	Recycle
22)	SOLON , MCIW	1498	A,B	2/1/91-1/31/94,95,96,97	0.4	10/1/01	Recycle
23)	Waste MGMT. OF MD BALTO. Q0097066 DPSCS RECYCLING SERVICES	1498	A,B	4/1/97-9/1/97	0.1	10/1/01	Recycle

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

Myles Carpeneto
Signature

Myles Carpeneto, Director of Procurement Services
Title

10/24/01
Date

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, Procurement Services Unit		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
24)	Legal Aid, DPSCS	1498	E	7/1/96-7/31/96	0.2	10/1/01	Recycle
25)	Browning Ferris, Inc. 94021-0206 Trash Removal , CLF	1498	A,B	6/1/94-5/31/97	0.1	10/1/01	Recycle
26)							
27)							
28)							
29)							
30)							
31)							
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35)							
36)							
37)							
38)							
39)							
40)							
41)							
42)							
43)							
44)							
45)							
46)							

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

Myles Carpeneto
Signature

Myles Carpeneto, Director of Procurement Services
Title

12/24/01
Date

DGS 550-2 (Rev. 1/93)

State of Maryland
Department of Public Safety and Correctional Services
Suite 1000 - 300 East Joppa Road
Towson MD 21286-3020

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

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

PARRIS GLENDENING
GOVERNOR

KATHLEEN TOWNSEND
LT. GOVERNOR

STUART O. SIMMS
SECRETARY

WILLIAM SONDERVAN, Ed.D.
COMMISSIONER

JACK KAVANAGH
DEPUTY COMMISSIONER

LOUIS STEWART
ASSISTANT COMMISSIONER

PATRICIA PHELPS-SCHUPPLE
ASSISTANT COMMISSIONER

EASTERN CORRECTIONAL INSTITUTION

30420 REVELLS NECK ROAD
WESTOVER, MARYLAND 21890
(410) 651-9000
Fax (410) 651-9585

ROBERT J. KUPEC
WARDEN

KATHLEEN S. GREEN
ASSISTANT WARDEN OF PROGRAMS
& SERVICES

GEORGE KALOROUMAKIS
ASSISTANT WARDEN - OPERATIONS

VICTORIA A. BURKHARD
FACILITY ADMINISTRATOR ANNEX

SHIRLEY WASHINGTON-WORTHY
FACILITY ADMINISTRATOR PHPRU

ROBERT D. RITCHEY
CHIEF OF SECURITY

RONALD B. DRYDEN
CHIEF OF SECURITY

August 13, 2001

William Taylor, Director
Department of General Services
State Records Management Center
7275 Waterloo Road, Rt. 175
P. O. Box 275
Jessup, MD 20794-0275

RE: Destruction of Records Within Institution

Dear Mr. Taylor:

This correspondence is submitted pursuant to, and in compliance with, DCD 20-14. I am officially informing your office of the destruction of records within an institution in accordance with DCD 110-31. Please find attached the original Certificate of Records Disposal (DGS 550-2).

If any additional information is required, please advise.

Sincerely,

Robert J. Kupec
Warden

RJK:w

Attachment

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

CERTIFICATE OF RECORDS DISPOSAL

DPSCS
Reporting Agency

Div of Parole + Probation
Division or Bureau

Denton FIELD OFFICE

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
	Retention Sched. No.	Item No.				
Caroline Co Dist 604476J6 3J619 Talbot Co. Dist 1N365			12/5/97 ↓ 5/4/98	1	6/11/01 ↓	Shred ↓

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

Karen E Ratchey FSI

DGS 550-2

DPSCS-Patuxent Institution	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		
Director's Office		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Legislative Audits 1994-1996	1231	4	1-94 to 12-96	.5	11-21-01	Shredding
2	Lawsuits and grievance hearings	1231	7	1995 to 1998	.5	11-21-01	Shredding
3	General correspondence	1231	9	1995-1998	.5	11-21-01	Shredding

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

Eileen Brown — Signature

Management Associate — Title

11-27-01 — Date

DGS 550-2 (Rev. 1/93).

Figure 9

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

CERTIFICATE OF RECORDS DISPOSAL

DIVISION OF CORRECTION
Reporting Agency

EASTERN CORRECTIONAL INSTITUTION
Division or Bureau

30420 Revells Neck Road, Westover, Md 21890

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic ft)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Population Count Sheets (East/West/Annex)	1406-06	11.A	9/97 - 12/99	111	8/13/01	Recycled

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

Robert Kupper
Signature

Warden
Title

8/13/01
Date

DGS 550-2

Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division	Prepare in Duplicate
Reporting Agency		
Office of the Secretary, Procurement Services Unit	7275 Waterloo Road (Rte. 175) P.O. Box 275	Retain one (1) copy and forward original to address at left
Division or Unit	Jessup, Maryland 20794-0275	

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.				
1)	MHCX GATEHOUSE/REGISTRATION BLDG. FURNITURE #95018-91016	1498	A	08/31/94	0.6	02/15/01	Recycle
2)	MHCX VISITING SECURITY BLDG.FURNITURE #95019-91016	1498	A	08/31/94	0.6	02/15/01	Recycle
3)	MCIW MICRO COMPUTER STAND #94058-91013	1498	A	11/4/94	0.6	02/15/01	Recycle
4)	MCIW LIBRARY SHELVING #95023-91013	1498	A	09/15/94	0.6	02/15/01	Recycle
5)	MCTC 132 SQ. FT. CONCRETE TOPPING #95056-88069	1498	A	02/20/95	0.6	02/15/01	Recycle
6)	MCTC FURNITURE FOR EDUCATION/GUIDANCE BLDG. #95049-93105	1498	A	03/1/95	0.6	02/15/01	Recycle
7)	MCTC FILE CABINETS #95050-94108	1498	A	03/1/95	0.6	02/15/01	Recycle
8)	MCIW WORK BENCHIES #94056-91013	1498	A	05/13/94	0.6	02/15/01	Recycle
9)	MHCX PEST CONTROL Q00P6017244	1498	A	04/29/96	0.6	02/15/01	Recycle
10)	BCDC TEMPORARY ACCOUNTANT	1498	A	05/1/95-11/3/95	0.6	02/15/01	Recycle
11)	MHCX TABLE ARM CHAIRS #95032-91016	1498	A	11/14/94	0.6	02/15/01	Recycle
12)	METROPOLITAN TRANSITION CENTER #96006-90011	1498	A	08/7/95	0.6	02/15/01	Recycle
13)	MCIW FILE CABINETS #95008-91013	1498	A	07/13/94	0.6	02/15/01	Recycle
14)	MCIW STORAGE CABINETS #94055-91013	1498	A	08/15/94	0.6	02/15/01	Recycle
15)	MCIW OFFICE FURNITURE #94054-91013	1498	A	08/14/94	0.6	02/15/01	Recycle
16)	MHCX MULTIPLE TERMINAL STATION #95069-94106	1498	A	07/12/95	0.6	02/15/01	Recycle
17)	MHCX NIGHT STAND UTIL. CABINETS #95072-94106	1498	A	04/17/01	0.6	02/15/01	Recycle
18)	MHCX EXAMINATION TABLES	1498	A	05/11/95	0.6	02/15/01	Recycle

10.8

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

Ulysses Rose — Signature

Asst. Director of Procurement Svcs — Title

2/15/01 — Date

DGS 550 -2 (Rev. 1/93)

Maryland House of Correction Reporting Agency	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.
Security - Audit Office Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
1.C.	Post Orders Logbooks	1406	17	1980-1986	50	01/01	incinerated
1.Z.	Duty Rosters	1406	17	7/85-10/87	6	01/01	incinerated
1.AN.	Escort Logs	1406	17	7/85-9/87	3	01/01	incinerated
1.AS.	Inmate Transfer List	1406	17	1986	1	01/01	incinerated
1.X.	Shift Reports	1406	17	1983-1993	10	01/01	incinerated
1.C.	Post Order Logbooks Traffic Journals	1406	17	1967-1977	2	01/01	incinerated
					72		

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

Sanda Galloway — Signature

Audit Coordinator — Title

6/1/01 — Date

DGS 550-2 (Rev. 1/93).

Reporting Agency	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
Md. House of Correction Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	FMIS PO Log Book	1406-16		FY 95, 96 & 97	1	2-23-01	Recycled Trash
2	Md Register			3/96 - 12/97			
3	Egg Orders			8/96 - 6/97			
4	P.O.'s			12/96 - 7/97			
5	P.O.'s			6/96 - 12/96			
6	P.O.'s			3/96 - 5/96			
7	P.O.'s			11/95, 6/95 - 12/95			
8	Meat Quarterly			94 + 95			
9	Photo Copier P.O.'s.			89 - 96			
10	Dry Goods Req + PO's			95			
11	House Furnishings Req + P.O.'s			94 + 95			
12	Trash Contract			91			
13	Vending Machine Contract			88 - 97			
14	Central Duplicating			87 - 96			
15	MCI-J Intrussion Contract			1991			
16	MHC Septic Waste Contract			8/92			
17	MCI-J Septic Waste Contract			3/92			
18	MHC Sprinkler Inspection			9/92			

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

Beverly Smith — Signature

Agency Buyer I — Title

3-14-01 — Date

DGS 550-2 (Rev. 1/93)

Reporting Agency	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
Md. House of Correction Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
19	MHC-A Sprinkler Inspection	1406-16		9/90 - 6/97		2-23-01	Recycled Trash
20	MHC-A Timeclock Ser Cont.			95			
21	MCI-J Timeclock Ser. Cont.			94			
22	MHC Laundry Contract for Electric Motor Repair.			4/95 + 5/93			
23	MHC Dietary Hobart Mixer Ser. Contract			94			
24	MCI-J Contract for MES to Pump Raw Sewage			93 - 96			
25	MHC Contract for MES to Pump Raw Sewage			93-96			
26	PHH Contract Listing of Vendors			92-95			
27	MHC Ice Cube Contract			94			
28	Recycled Paper Contract			94			
29	Md Contract Weekly			7/96 - 10/97			
30	SUI Meat Orders MHC			7/95 - 12/97			
31	DGS Contracts for Commodities			92-97			
32	Truck Rental Contract			92+93			
33	Quarterly Sprinkler System Inspection			94+95+97			
34	Typewriter / Timeclock Service Tickets			92 - 97			
35	MCI-J Elevator Ser. Contract.			8/91 - 8/96			
36	MCI-J Ice Cube Contract			94 + 97			

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

Signature _____ Title _____ Date _____

DGS 550-2 (Rev. 1/93)

Reporting Agency	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
Md House of Correction Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization: Retention Schedule No.	Authorization: Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
37	Meat Quarterly	1406-16		FY 96		2-23-01	Recycled Trash
38	Warehouse Requisitions			7/92 - 12/97			
39	MCI-J, SMI Meats			7/95 - 4/96			
40	DGS Fuel Oil Price Adjustment Sheets			4/95 - 12/95			
41	Statewide DGS Contract Listings			97			
42	Statewide DGS Commodity Contracts			93 - 97			

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

Signature _____ Title _____ Date _____

DGS 550-2 (Rev. 1/93)

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1-7	Course Completion Records of Training Center	1671	2	1992	7	1/9 or 1/10	Shredded

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

Signature _____ Title _____ Date 1/9/2012

DGS 550-2 (Rev. 1/93).

Figure 9

Motor Vehicle Admin	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		
Motorcycle Safety		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
1	1997 Payroll Records	1671	2	1997	1	1/8/2001	Shredded
1	1995 Invoices & Leasing	1671	6	1995	1	1/8/2001	Shredded
1	1995 Deposits	1671	1	1995	1	1/8/2001	Shredded
1	1997 Personnel	1671	1	1997	1	1/8/2001	Shredded

I hereby certify that the records listed above were disposed of as indicated. 11.0

Signature: [signature] Title: _____ Date: 1-8-2001

DGS 550-2 (Rev. 1/93).

Figure 9

MOTOR VEHICLE ADMINISTRATION Reporting Agency	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.
BEL AIR BRANCH Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
1	Employee Leave Cards	1198	4D	JAN 97-DEC 97	1	2-5-01	Recycled &
2	Paycheck Register	1198	4D	JAN 97-DEC. 97	1 1/2	2-5-01	Schredded
3	Bi-weekly Leave Journal	1198	4D	JAN 97-DEC. 97	1 1/2	2-5-01	"
4	NEC TEMP TIME SHEETS	1198	4D	JAN 97-DEC 97	1	2-5-01	"
5	Bank Deposit Slips FS-8	1198	4E	JAN 97-DEC 97	1	2-8-01	"
6	Combined Deposit Work sheet	1198	4A	JAN 97-DEC. 97	1/2	2-8-01	"
7	Efficiency Ratings	1198	6	1995	1	2-8-01	"
8	Efficiency Ratings	1198	6	1996	1	2-8-01	"
9	Efficiency Ratings	1198	6	1997	1	2-8-01	"

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

Cindy Dean	Adm Asst. III	2-9-01
Signature	Title	Date

S 550-2 (Rev 1/93).

igure 9

MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: October 2, 2001

The attached certificate of records disposal is presented for your handling. Thank you for your assistance in this.

OCT 10 2001

MVA

Reporting Agency

Field Operations / Bel Air

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.				
1	Employee Roster Card (Leave Cards - timesheets)	1198	4D	1/98 - 12/98	2	9-26-01	Recycled &
2	Bi-weekly Leave Cards	1198	4D	1/98 - 12/98	1/32	9-27-01	Schredded
3	Paycheck Register	1198	4D	1/98 - 12/98	1/32	9-27-01	"
4	Records (in house form) of overtime	1198	4	1/98 - 12/98	1/16	9-27-01	"
5	Bi-weekly Leave Journal	1198	4	1/98 - 12/98	1/16	9-27-01	"
6	Employee's (Quarterly) Leave Records	1198	4	1/98 - 12/98	1/16	9-27-01	"
7	Recorded Mail Log Sheet	1198	DA-28	1/98 - 6/98	1/32	9-27-01	"

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

Cindy Dein — Signature

Adm. Asst. III — Title

9-27-01 — Date

GS 550-2 (Rev 1/93).

igure 9

MVA Reporting Agency	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.
Bel Air Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
1	Tag + Sticker Report	1198	5	1/97 to 8/97	1	2-2-01	Recycle

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

Cindy Dein — Signature

Adm. Asst. III — Title

2-2-01 — Date

GS 550-2 (Rev. 1/93).

igure 9

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

CERTIFICATE OF RECORDS DISPOSAL

MD NAT.CAPITAL PARK & PLANNING COMMISSION
Reporting Agency

DHRM/RECORDS MANAGEMENT
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	EMPLOYMENT APPLICATIONS	1229	7	1997-98	26 cf	7/19/01	Incinerator
2.	INSURANCE CLAIMS	"	13	1993	4 cf	"	"
3.	PETTY CASH	"	31	1996-98	76 cf	"	"
4,	CHECK COPIES	"	33	1996-98	46 cf	"	"
5.	TIME CARDS	"	32	1995-96	44 cf	"	"
6.	PURCHASE ORDERS & REQUISITIONS	"	34	1992-94	32 cf	"	"
7.	INCIDENT CARDS	"	97 t	1999-00	20 cf	"	"
					248.0		

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

DGS 550-2

CAROL A. PIPER
Signature

RECORDS MGMT.SPEC.
Title

7/5/01
Date

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

CERTIFICATE OF RECORDS DISPOSAL

Department of General Services
Reporting Agency

Office of the Attorney General
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include title and/or Form No.	Authorization For Disposal: Retention Schedule	Authorization For Disposal: Item No.	Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
1.	Potomac Iron Works, Inc. (1322A) Public Information Act Request	1646	11A	1995	All files combined equal less than 1 cu. ft	04/17/01	Trash
2.	Governor's Work Force Investment Board, Procurement Training (1346A)	1646	11A	1993		04/17/01	Trash
3.	General Projections Systems (1484F) Public Information Act Request	1646	11A	1995		04/17/01	Trash
4.	Ira Cooke, Public Information Act Request, DJJ Site Selection (1574)	1646	11A	1995		04/17/01	Trash
5.	Shillman Building, Alterations to (1575A) DHR Tenant Space	1646	11A	1995		04/17/01	Trash
6.	Evergreen Slate Company (1818) Public Information Act Request	1646	11A	1995		04/17/01	Trash
7.	MD Minority Contractors' Assn. (1819) Public Information Act Request 08/95	1646	11A	1995		04/17/01	Trash
8.	MD Minority Contractors' Assn (1819) Public Information Act Request 05/95	1646	11A	1995		04/17/01	Trash
9.	Delta 378 Mine Forfeiture Reclam. (1722) Project, W. VA Preference Issue	1646	11A	1994		04/17/01	Trash

10.	Union Baptist Church - Grant (1814) Child Care Facility	1646	11A	1995	04/17/01	Trash
11.	Lease - Bethany 40 Limited (1881) Child Care Center for DHR	1646	11A	1995	04/17/01	Trash

---

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

Signature: Sanita J

Title: Principal Counsel

Date: 5/15/01

Division of Parole & Probation
207 S. 3rd Street
Denton, Md. 21629

Dept of General Services
State Records Management Center
7275 Waterloo Rd-P.O. Box 275
Jessup, MD 20794-0275

20794+0275

Reporting Agency	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.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Miscell. Accounting Records	1675	E	FY 98	25	6/20/01	Recycle

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

Merry McNeil — Signature

Fiscal Accounts Supervisor — Title

6/20/01 — Date

DGS 550-2 (Rev. 1/93).

PATUXENT INSTITUTION
POST OFFICE BOX 700
JESSUP, MARYLAND 20794-0700

Department of General Services
Records Management Division
7275 Waterloo Road
P. O. Box 275
Jessup, MD 20794

20794+0275

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

CERTIFICATE OF RECORDS DISPOSAL

OFFICE OF THE PUBLIC DEFENDER DIST.9
Reporting Agency

2 S. BOND STREET, BEL AIR, MD 21014
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Including Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	District Court Files FY '98	812	2A	7/1/97 to 6/30/98	15	09/18/01	Burial (Scarborough Landfill)

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

Robin L. Bowman
Signature

Administrative Officer
Title

9/18/01
Date

DGS 550-2

Fig. 5

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

CERTIFICATE OF RECORDS DISPOSAL

OFFICE OF THE PUBLIC DEFENDER - DIST. 9
Reporting Agency

2 S. BOND STREET, BEL AIR, MD 21014
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Including Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	District Court Files FY '99	812	2A	07/1/98 to 6/30/99	15	09/18/01	Burial (Scarborough Landfill)

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

Robin L. Barowian
Signature

Administrative Officer
Title

9/18/01
Date

DGS 550-2

Fig. 5

MARYLAND STATE POLICE

TO Paul C. Lamberson, State Records Center **DATE** 01-04-01

FROM D/Sgt. C. R. Cameron, Asst. Cmdr., 83 - Prince Frederick

X For your information	___ Take charge of
___ As requested	___ For additional information
___ Approve and return	___ For comment/recommendation
___ Note and return	___ Give me facts so I can answer
___ See me	___ Prepare reply for my signature

RE: Records Transmittal

Please be advised that our records are ready for transport. Please advise of date. I can be contacted at 410-535-1400.

Also, attached is DGS 550-2, Certificate of Records Disposal.

1002 8

Form 17

MARYLAND POLICE AND CORRECTIONAL
TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163-1099

BALTIMORE, MD 212
PM
13 JUN
2001
WOODSTOCK
MD

U.S. POSTAGE

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

20794-0275

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
59 - ANNAPOLIS - BARRACK "J"

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

Authorization for Disposal

No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
1.	Special Orders - Inactive		ADM 3-1	1997	See last page for total	3-26-01	Shredded
2.	Memoranda - Inactive		ADM 4-1	1997			
3.	Daily Barrack Logs & Radio		ADM 9	1997			
4.	MILES Message Log		ADM 10-2	1997			
5.	Staff Inspections		ADM 11	1997			
6.	Command Meeting Minutes		ADM 12	1997			
7.	Local Meeting Minutes		ADM 12-1	1997			
8.	General Agency Correspondence		ADM 14	1997			
9.	Trooper Activity Reports		PER 1	1999			
10.	Activity Summaries		PER 1-1	1997			
11.	Employee Work & Leave Reports		PER 2	1999			
12.	Payroll Authorization Summary		PER 2-1	1999			
13.	Leave & Duty Schedules		PER 3	1999			
14.	Overtime/Comp. Time Record		PER 4	1997			
15.	OT & Comp Form 197		PER 4-1	1997			
16.	OT Comp Rec. Civilians		PER 4-2	1997			
17.	Waiver of OT Comp.		PER 4-3	1997			
18.	Annual OT Summary		PER 4-4	1997			
19.	Off Duty Use Log		PER 8	1999			
20.	Request to Fill Vacancy		PER 11-4	1997			
21.	Working Fund		FIS 1	1999			
22.	Invoices Forwarded for Payment		FIS 2	1999			
23.	Capital Equipment		FIS 3-1	1997			
24.	Ordinance Equipment Inventory		FIS 3-3	1997			
25.	Tactical Equipment Inventory		FIS 3-4	1997			
26.	Cost Analysis		FIS 3-5	1999			
27.	Contracts		FIS 5	1997			
28.	Check Accountability Log		FIS 6	1997			
29.	Check Accountability Form		FIS 6-1	1999			
30.	Motor Vehicle Administration		OPS 1	1999			
31.	Applicant Investigations		OPS 2	1997			
32.	Warrants - Closed		OPS 3-1	1999			
33.	Special Police Commission Inv		OPS 5-1	1997			
34.	Private Detective Log		OPS 6	1997			
35.	App. To Purchase Pistol/Rev.		OPS 10	1999			
36.	Handgun Permit Log		OPS 11	1997			
37.	Handgun Permit Investigations		OPS 11-4	1999			
38.	Firearms Report		OPS 12	1999			
39.	Detention Log		OPS 13	1997			
40.	MILES/NCIC Validation		OPS 15-1	1999			
41.	Criminal Summons - Closed		OPS 15-2	1997			
42.	Court Notification Log		OPS 15-3	1999			
43.	Criminal Invest. Caseload Log		OPS 21-1	1997			
44.	CC Cards		OPS 22	1999			
45.	IR Closed 1994		OPS 23	1997		3-26-01	Shredded

* Non-record copy

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

Donald W. Knott	Lieutenant, Bk. Commander	April 16, 2001
Signature	Title	Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
59 - ANNAPOLIS, BARRACK "J"

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

Authorization for Disposal

No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
46.	Consent to Search		OPS 24-4	1999		3-26-01	Shredded
47.	Missing Person Rpts - Closed		OPS 25	1997			
48.	Vehicle Reports - Closed		OPS 26-1	1997			
49.	Abandoned M/V - Closed		OPS 26-3	1997			
50.	M/V Inventroy Log		OPS 27	1997			
51.	Tow Truck Appl.-Closed		OPS 28-1	1997			
52.	Tow Request Dist. Forms		OPS 28-2	1999			
53.	Accident Reports		OPS 35	1997			
54.	Cit. Book Issuance Cntrol Led.		OPS 36	1997			
55.	Vehicle Pursuit Review		OPS 37-3	1997			
56.	Driving While Intoxicated		OPS 41	1999			
57.	Alcohol Influence Summary		OPS 41-2	1999			
58.	Alcohol Test. Prog Log 75-80		OPS 41-7	1997			
59.	Alcohol Inf. Yearly Summary		OPS 41-10	1997			
60.	Preliminary Breath Test Log		OPS 41-11	1997			
61.	Prelimianry Breath Test Sum.		OPS 41-12	1997			
62.	DR-15A Book Iss. Cont. Ledger		OPS 41-13	1997			
63.	Juvenile Detention Log		OPS 53	1997			
64.	Semi Annual Rpt.Juv.LockUps		OPS 53-1	1997			
65.	Monthly U.C.R. Reports		OPS 55	1999			
66.	Property Records - Closed		OPS 56-1	1999			
67.	Federal Agencies		LIA 1	1997			
68.	State Agencies Exc. Court		LIA 2	1997			
69.	State Courts		LIA 3	1997			
70.	Municipal Government		LIA 4	1997			
71.	County Government		LIA 5	1997			
72.	M/V Operations Report		SUP 3-1	1999			
73.	Organizations		PR 1	1997	Total 2000		
74.	Press Releases		PR 2	1999	Shredded cubic		
75.	Public Inq. & Req.		PR 4	1997	feet:		
76.	Acad. & Spec. Courses		TNG 1	1999	18		
77.	Ad Hoc Recommendations		TNG 5	1999		3-26-01	Shredded

* Non-record copy

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

Donald W. Knott — Signature
Lieutenant, Bk. Commander — Title
April 16, 2001 — Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

Authorization for Disposal

PREPARE IN DUPLICATE
Retain one copy and forward original to above address.

No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
1.	Certificate of Record Disposal	1209	ADM 1-2*	1999	See last page for total	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
2.	5-Year Report (DGS550-6)		ADM 1-3*	1995			
3.	General Orders (Inactive)		ADM 2-1*	1997			
4.	Special Orders (Inactive)		ADM 3-1*	1997			
5.	Memoranda (Inactive)		ADM 4-1*	1997			
6.	Status Reports		ADM 5	1995			
7.	Energy Conservation		ADM 7	1997			
8.	Statistical Surveys/Reports		ADM 8	1995			
9.	Daily Barrack/Radio Logs		ADM 9	1997			
10.	MILES Message Log		ADM 10-2	1997			
11.	Staff Inspections		ADM 11	1998			
12.	Command Meeting Minutes		ADM 12	1997			
13.	Local Meeting Minutes		ADM 12-1	1997			
14.	General Agency Correspondence		ADM 14	1997			
15.	MILES/NCIC Audit Reports		ADM 15	1996			
16.	MILES/NCIC Validations		ADM 15-1	1999			
17.	NCIC Training Correspondence		ADM 15-2	1998			
18.	MILES/NCIC/CJIS Surveys		ADM 15-3	1998			
19.	Trooper Activity Reports		PER 1	1999			
20.	Activity Summaries		PER 1-1	1998			
21.	Employee Work & Leave Reports		PER 2*	1999			
22.	Payroll Authorization Summary		PER 2-1*	1999			

* Non-record copy

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

T. E. Wilkin	Lieutenant/Barrack Commander	3/27/01
Signature	Title	Date

DGS 550-2

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MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
23.	Leave & Duty Schedules	1209	PER 3*	1999	See last page for total	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
24.	Overtime/Comp Time Record		PER 4	1997			
25.	Performance Evaluations (161)		PER 5-1	1995			
26.	Lost/Damaged Equipment (195)		PER 5-2	1996			
27.	Request for Secondary Emp. (168)		PER 5-9	1997			
28.	Donation of Sick Leave (201)		PER 5-10*	1999			
29.	Request for Training (9)		PER 5-12*	1997			
30.	Inspection Report (152)		PER 5-15	1998			
31.	Personnel Counseling (165)		PER 5-16*	1997			
32.	Job Observation Records (164/164A)		PER 5-51	1997			
33.	Donation of Sick Leave (201)		PER 6-3*	1998-1999			
34.	Request for Secondary Emp. (168)		PER 6-9	1997			
35.	Off-Duty Use Log (49)		PER 8	1999			
36.	Off-Duty Use Vehicle Summary (49A)		PER 8-1*	1995			
37.	Form 29B, Monthly Summary To/From		PER 8-2*	1995			
38.	Request to Fill Vacancy		PER 11-4*	1997			
39.	Working Fund		FIS 1*	1999			
40.	Invoices Forwarded for Payment		FIS 2*	1999			
41.	Budget Requests Authorized		FIS 3*	1995			
42.	Capital Equip. Invent/Improvements		FIS 3-1*	1997			
43.	Ordinance Equipment Inventory		FIS 3-3*	1997			
44.	Tactical Equipment Inventory		FIS 3-4*	1997			

* Non-record copy

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

T. L. Witkop	Lieutenant/Barrack Commander	3/27/01
Signature	Title	Date

DGS 550-2

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STATE RECORDS MANAGEMENT CENTER
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MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
45.	Cost Analysis Worksheet (138)	1209	FIS 3-5	1999	See last page for total	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
46.	Audit Report		FIS 4*	1997			
47.	Contracts		FIS 5-0	1997			
48.	Check Accountability Log		FIS 6-0	1997			
49.	Check Accountability Form		FIS 6-1*	1999			
50.	Motor Vehicle Administration		OPS 1*	1999			
51.	Applicant Investigations		OPS 2*	1997			
52.	Warrants (Closed)		OPS 3-1	1999			
53.	Warrant Case Assignment Log		OPS 3-2	1995			
54.	Correctional Officers Log		OPS 4*	1997			
55.	Private Detective Log		OPS 6*	1997			
56.	All Other Applicant Invest Log		OPS 7*	1997			
57.	Firearms Dealer Log		OPS 9*	1997			
58.	Handgun Permit Log		OPS 11*	1997			
59.	Handgun Permit Investigations		OPS 11-4*	1999			
60.	Firearms Report		OPS 12*	1999			
61.	Jail Docket/Ledger		OPS 13	1997			
62.	Criminal Summons Log		OPS 15-1	1995			
63.	Criminal Summons (Closed)		OPS 15-2	1999			
64.	Court Notification Log		OPS 15-3	1999			
65.	Criminal Invest. Caseload		OPS 21-1	1997			
66.	Ledger						

* Non-record copy

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

T. L. Wilkin — Signature
Lieutenant/Barrack Commander — Title
3/27/01 — Date

DGS 550-2

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MARYLAND STATE POLICE
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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
68.	Complaint Control Cards	1209	OPS 22*	1999	See last page for total	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
69.	Incident Reports (Closed)		OPS 23	1997			
70.	Crime Prevention Reports		OPS 23-1	1997			
71.	Consent to Search & Seize		OPS 24-4	1999			
72.	Missing Person Rpts (Closed)		OPS 25-1*	1997			
73.	Vehicle Reports (Closed)		OPS 26-1	1997			
74.	Abandoned M/V (Closed)		OPS 26-3	1997			
75.	Motor Vehicle Inventory Log		OPS 27	1997			
76.	Tow Truck Service Application		OPS 28-1	1997			
77.	Towing Request Dist. Form (189)		OPS 28-2	1999			
78.	Accident Reports		OPS 35*	1997			
79.	Accident Reconstruction Rpts.		OPS 35-1	1995			
80.	Citation Book Issuance Control		OPS 36	1997			
81.	Vehicle Pursuit Review (114)		OPS 37-3	1997			
82.	Disabled Vehicle Daily Log		OPS 38	1997			
83.	MSP Speed Computer (153)		OPS 39	1993			
84.	Driving W/Intoxicated (Closed)		OPS 41-1	1999			
85.	Alcohol Influence Summary		OPS 41-2*	1999			
86.	Breath Testing Instrument		OPS 41-3	1997			
87.	Alcohol Testing Program Log		OPS 41-7	1997			
88.	Alcohol Influence Yearly Summary		OPS 41-10*	1997			
89.	Preliminary Breath Test Log		OPS 41-11	1997			

* Non-record copy

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T. L. Wilin	Lieutenant/Barrack Commander	3/27/01
Signature	Title	Date

DGS 550-2

DEPARTMENT OF GENERAL SERVICES
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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
90.	DR-15A Book Issuance Control Ledger	1209	OPS 41-13	1997	See last page for total.	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
91.	DR-15A/Allied Law Enf. Agencies		OPS 41-14	1999			
92.	Criminal Arrest Juvenile/Log (53/112)		OPS 53	1997			
93.	Semi-Annual Report Juvenile Lockups		OPS 53-1*	1997			
94.	Monthly UCR Reports		OPS 55*	1999			
95.	Property Records (Closed)		OPS 56-1*	1999			
96.	Property Record Control Log		OPS 56-2	1995			
97.	MSP Installation Property Log		OPS 56-3	1995			
98.	Confidential Informant File (Inactive)		OPS 57-1	1995			
99.	Burglar & Telephone Alarm Log		OPS 66	1996			
100.	Burglar & Telephone Alarm Corres.		OPS 66-1	1996			
101.	Federal Agencies		LIA 1*	1997			
102.	State Agencies		LIA 2*	1997			
103.	State Courts		LIA 3*	1997			
104.	Municipal Courts		LIA 4*	1997			
105.	County Governments		LIA 5*	1997			
106.	Requisition Log		SUP 2-2	1998			
107.	Motor Vehicle History (per Manual)		SUP 3*	1997			
108.	Motor Vehicle Operation Reports		SUP 3-1*	1999			

* Non-record copy

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

T. L. Wilkin — Signature
Lieutenant/Barrack Commander — Title
3/27/01 — Date

DGS 550-2

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
109.	Tactical Supplies Inventory	1209	SUP 5*	1997	2001 Total - 9 cubic feet	January-March 2001	Burned (Medical/ Auxiliary files returned to personnel)
110.	Organizations		PR 1*	1997			
111.	Press Releases (Local/HQ)		PR 2	1999			
112.	Public Inquiries & Requests		PR 4*	1997			
113.	Tactical Training		TNG 4*	1997			
114.	Ad-Hoc Recommendations		TNG 5*	1999			
115.	Med Status/Medication Rpt.		MED 2*	1999			
116.	Duty-Related Illness/Injury		MED 3*	1997			

* Non-record copy

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

T. L. Wilkin — Signature
Lieutenant/Barrack Commander — Title
3/27/01 — Date

DGS 550-2

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MARYLAND STATE POLICE
Reporting Agency

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Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Records Transmittal & Receipt (DGS 550-5)	1209	ADM 1-1*	1970/1974	See last page for total	1/2000	Burned
2	Certificate of Record Disposal (DGS 550-2)		ADM 1-2*	1999			
3	5-Year Report (DGS 550-6)		ADM 1-3*	1995			
4	General Orders - Inactive		ADM 2*	1997			
5	Special Orders - Inactive		ADM 3-1*	1997			
6	Memoranda - Inactive		ADM 4-1*	1997			
7	Status Reports		ADM 5	1995			
8	Energy Conversation		ADM 7	1997			
9	Statistical Surveys/Reports		ADM 8	1995			
10	Daily Barrack/Radio Logs		ADM 9	1997			
11	MILES Message Log		ADM 10-2	1997			
12	Staff Inspections		ADM 11	1998			
13	Command Meeting Minutes		ADM 12	1997			
14	Local Meeting Minutes		ADM 12-1	1997			
15	General Agency Correspondence		ADM 14	1997			
16	MILES/NCIC Audit Reports		ADM 15	1996			
17	MILES/NCIC Validations		ADM 15-1	1999			
18	NCIC Training Correspondence		ADM 15-2	1998			
19	MILES/NCIC/CJIS Surveys		ADM 15-3	1998			
20	Trooper Activity Reports		PER 1	1999			
21	Activity Summaries		PER 1-1*	1998			
22	Employee Work & Leave Reports		PER 2*	1999			
23	Payroll Authorization Summary		PER 2-1*	1999			

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

G. P. Cameron
Signature

Detective Sergeant
Title

01-04-01
Date

DGS 550-2

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
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MARYLAND STATE POLICE
Reporting Agency

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
24	Leave & Duty Schedules	1209	PER 3*	1999	See last page for total	1/2000	Burned
25	Overtime/Comp. Time Record		PER 4	1997			
26	Performance Evaluations (161)		PER 5-1	1995			
27	Lost/Damaged Equipment (195)		PER 5-2	1996			
28	Request for Secondary Emp. (168)		PER 5-9	1997			
29	Donation of Sick Leave (201)		PER 5-10*	1999			
30	Request for Training (9)		PER 5-12*	1997			
31	Inspection Report (152)		PER 5-15	1999			
32	Personnel Counseling (165)		PER 5-16*	1997			
33	Job Obs. Records (164/164A)		PER 5-51	1997			
34	Donation of Sick Leave (201)		PER 6-3*	1999			
35	Request for Secondary Emp. (168)		PER 6-9	1997			
36	Off-Duty Use Log (49)		PER 8	1999			
37	Off-Duty Use Vehicle Summary		PER 8-1	1995			
38	Weight Checks		PER 9	1999			
39	Request to Fill Vacancy		PER 11-4*	1997			
40	Working Fund		FIS 1*	1999			
41	Invices Forwarded for Payment		FIS 2*	1999			
42	Budget Requests Authorized		FIS 3*	1995			
43	Cap. Equip. Invent./Impr.		FIS 3-1*	1997			
44	Ordinance Equipment Inv.		FIS 3-3*	1997			
45	Tactical Equipment Inv.		FIS 3-4*	1997			
46	Cost Analysis Worksheet (138)		FIS 3-5	7/99			

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

G. P. Cameron	Detective Sergeant	01-04-01
Signature	Title	Date

DGS 550-2

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		Retention Sched. No.	Item No.				
47	Audit Report	1209	FIS 4	1997	See last page for total	1/2000	Burned
48	Contracts		FIS 5-0	1997			
49	Check Accountability Log		FIS 6-0	1997			
50	Check Accountability Form		FIS 6-1	1999			
51	Motor Vehicle Administration		OPS 1*	1999			
52	Applicant Investigations		OPS 2*	1997			
53	Warrants (Closed)		OPS 3-1	1999			
54	Warrant Case Assignment Log		OPS 3-2	1995			
55	Correctional Officers Log		OPS 4*	1997			
56	Special Police Commission Log		OPS 5*	1997			
57	Private Detective Log		OPS 6*	1997			
58	All Other Applicant Invest. Log		OPS 7*	1997			
59	Firearms Dealer Log		OPS 9*	1997			
60	Handgun Permit Log		OPS 11*	1997			
61	Handgun Permit Investigations		OPS 11-4*	1999			
62	Firearms Report		OPS 12*	1999			
63	Jail Docket/Ledger		OPS 13	1997			
64	Criminal Summons Log		OPS 15-1	1995			
65	Criminal Summons (Closed)		OPS 15-2	1999			
66	Court Notification Log		OPS 15-3	1999			
67	Criminal Invest. Caseload Log		OPS 21-1	1997			
68	Incident Reports (Closed)		OPS 23	1997			
69	Crime Prevention Reports		OPS 23-1	1997			

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

G. P. Cameron
Signature

Detective Sergeant
Title

01-04-01
Date

DGS 550-2

DEPARTMENT OF GENERAL SERVICES
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schod. No.	Item No.				
70	Consent to Search & Seize	1209	OPS 24-4	1999	See last page for total	1/2000	Burned
71	Missing Person Report (Closed)		OPS 25-1*	1997			
72	Vehicle Reports (Closed)		OPS 26-1	1997			
73	Abandoned M/V (Closed)		OPS 26-3	1997			
74	Motor Vehicle Inventory Log		OPS 27	1997			
75	Tow Truck Service Quest.		OPS 28-1	1997			
76	Towing Req. Dist. Form (189)		OPS 28-2	1999			
77	Accident Reports		OPS 35*	1997			
78	Accident Reconstruction Rpts.		OPS 35-1	1995			
79	Citation Book Issuance Control		OPS 36	1997			
80	Vehicle Pursuit Review (114)		OPS 37-3	1997			
81	Disabled Vehicle Daily Log		OPS 38	1997			
82	MSP Speed Computer (158)		OPS 39	1999			
83	Driving W/Intox. (Closed)		OPS 41-1	1999			
84	Alcohol Influence Summary		OPS 41-2*	1999			
85	Breath Testing Inst. Report		OPS 41-3	1997			
86	Alcohol Testing Program Log		OPS 41-7	1997			
87	Alcohol Inf. /Yearly Summary		OPS 41-10	1997			
88	Preliminary Breath Test Log		OPS 41-11	1997			
89	DR-15A Bk. Iss. Con. Ledger		OPS 41-13	1997			
90	DR-15A/Allied Law Enf. Ags		OPS 41-14	1999			
91	CA Juvenile/Log (53/112)		OPS 53	1997			
92	S/A Report Juvenile Lockups		OPS 53-1*	1997			

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

G. R. Cameron	Detective Sergeant	01-04-01
Signature	Title	Date

DGS 550-2

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
93	Monthly UCR Reports	1209	OPS 55*	1999	See last page for total	1/2000	Burned
94	Property Records (Closed)		OPS 56-1	1999			
95	Property Record Control Log		OPS 56-2	1995			
96	MSP Installation Property Log		OPS 56-3	1995			
97	Con. Informant File (Inactive)		OPS 57-1	1995			
98	Burglar & Telephone Alarm Log		OPS 66	1998			
99	Burglar & Tel. Alarm Corresp.		OPS 66-1	1998			
100	K-9 Activities		OPS 68	1999			
101	K-9 Activities Summary		OPS 68-1	1999			
102	K-9 Handlers Daily Act. Report		OPS 68-2	1999			
103	Audio/Visual Recording (83)		OPS 69	1995			
104	Federal Agencies		LIA 1*	1997			
105	State Agencies		LIA 2*	1997			
106	State Courts		LIA 3*	1997			
107	Municipal Courts		LIA 4*	1997			
108	County Governments		LIA 5*	1997			
109	Requisition Log		SUP 2-2	1998			
110	Motor Vehicle Op. Reports		SUP 3-1*	1999			
111	Tactical Supplies Inventory		SUP 5*	1997			
112	Organizations		PR 1*	1997			
113	Press Releases (Local/HG)		PR 2	1999			
114	Public Inquiries & Requests		PR 4*	1997			
115	Academies & Special Courses		TNG 1	1999			

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

G. P. Cameron
Signature

Detective Sergeant
Title

01-04-01
Date

DGS 550-2

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal: Retention Sched. No.	Authorization For Disposal: Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
116	College Programs (On Campus)		TNG 2	1999	Total for 1999 21 cu. ft.	1/2000	Burned
117	Weapons Qualification		TNG 3*	1997			
118	Tactical Training		TNG 4*	1997			
119	Ad Hoc Recommendations		TNG 5*	1999			
120	Med. Status/Medication Rpt.		MED 2*	1999			
121	Duty-Related Illness/Injury		MED 3*	1997			

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

Signature	Title	Date
G. P. Cameron	Detective Sergeant	01-04-01

DGS 550-2

STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police
Reporting Agency

Barrack "B", Frederick
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Off Duty Use Log (Form 49)	1209	PER 8	Mar-Jun 99	.1	3/2/01	Burial in Fred. Co. Landfill
2	Vehicle Reports (Closed)(Form 91)	"	OPS 26-1	Apr-Sep 97	.3	"	"
3	Warrants (Closed)(Form 167)	"	OPS 3-1	Jul 99 - Feb 00	5.1	"	"
4	Detention Log (Form 112)	"	OPS 13	Aug 97 - Feb 98	.6	"	"
5.	Summons (Closed)(Form 167)	"	OPS 15-2	Jul 99 - Feb 00	.6	"	""
6	Incident Reports (Closed)(Form 88)	"	OPS 23	Jul 97 - Jan 98	.6	"	"
7	Barrack & Radio Logs (Forms 3 & 4)	"	ADM 9	Apr-Sep 97	1.0	"	"
8	Accident R eports (Form 1)	"	OPS 35	1997	3.0	"	"
9	DWI Reports (Closed)(Form 92A Etc)	"	OPS 41-1	1999	3.0	"	"
10	Trooper Activity Report (Form 14)	"	PER 1	Oct-Nov 99	.1	"	"
11	CCC Cards (Form 87)	"	OPS 22	1999	6.0	"	"
12	CIRs (Form 89-92 Etc)	"	OPS 24	Misc	17.5	"	"

I hereby certify that the above listed records were disposed of as indicated. 379

Signature

L. R. Turano, 1st Lt., MSP
Title

3/15/01
Date

DGS 550-2

STATE RECORDS MANAGEMENT CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police
Reporting Agency

Barrack "B", Frederick
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
13	Invoices Forwarded	1209	FIS 2	Jul 99 - Jan 00	.2	3/2/01	Burial in Fred. Co. Landfill
14	Overtime-Comp Time Auth, (Form 197)	"	PER 4	Aug 97 - Jan 98	.4	"	"
15	General Agency Cirrespondence	"	ADM 14	1997	.1	"	"
16	Trooper Monhhly Activity Summ. (Fm 29)	"	PER 1-1	Feb-Dec 98	.1	"	"
17.	Working Fund Expenditures (Form 106)	"	FIS 1	1999	.1	"	"
18	Leave & Duty Schedule (Form 7)	"	PER 3	1999	.1	"	"
19	Employee Payroll Auth. Summ. (Fm 31A)	"	PER 2-1	1999	.1	"	"

I hereby certify that the above listed records were disposed of as indicated. = 39.0

Signature

L. R. Turano, 1st Lt., MSP
Title

3/15/01
Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police
Reporting Agency

Barrack "E", Salisbury
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Inclu s Title and/or Form Number	Authorization For Disposal: Retention Sched. No.	Authorization For Disposal: Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
1	Miles Messages & Logs	1209	ADM 10-2	Year 1997	2	2/15/01	Shredding
2	Daily Barrack Logs						
	Daily Radio Logs	1209	ADM 9	Year 1997	2	2/15/01	Shredding
3	Status Reports	1209	ADM 5	Year 1995			
	Statistical Surveys	1209	ADM 8	Year 1998			
	Staff Inspections	1209	ADM 11	Year 1998			
	Command Meeting Minutes	1209	ADM 12	Year 1997			
	Local Meeting Minutes	1209	ADM 12-1	Year 1997			
	General Agency Correspondence	1209	ADM 14	Year 1997			
	Validations	1209	ADM 15	Year 1998	1	2/15/01	Shredding
4	Trooper Activity Reports	1209	PER 1	Year 1999			
	Trooper Activity Summaries	1209	PER 1-1	Year 1999			
	Employee Leave/Work Reports	1209	PER 2	Year 1999			
	Payroll Summary	1209	PER 2-1	Year 1999			
	Bi-Weekly Balances	1209	PER 2-2	Year 1999			
	Leave Schedules	1209	PER 3	Year 1999			
	Overtime/Compensatory Records	1209	PER 4-1	Year 1997			
	Off-Duty Vehicle Use	1209	PER 8	Year 1999			
	Off-Duty Vehicle Use Summary	1209	PER 8-1	Year 1995	1	2/15/01	Shredding

I hereby certify that the above listed records were disposed of as indicated. 6.0

William H. Harden, Sr.
Signature

Lieutenant
Title

2/15/01
Date

DGS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police
Reporting Agency

Barrack "E", Salisbury
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Inclu 1 Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	Working Fund	1209	FIS 1	Year 1999			
	Invoices Forwarded for Payment	1209	FIS 2	Year 1999			
	Budget Requests/Authorizations	1209	FIS 3	Year 1995			
	Purchase Orders	1209	FIS 3-1	Year 1997			
	Improvements	1209	FIS 3-1	Year 1997			
	Captial Inventory	1209	FIS 3-1	Year 1997			
	Ordnance Inventory	1209	FIS 3-3	Year 1997			
	Tactical Inventory	1209	FIS 3-4	Year 1997			
	Cost Analysis Worksheet	1209	FIS 3-5	Year 1998			
	Check Accountability Log	1209	FIS 6-0	Year 1997			
	Check Accountability Form	1209	FIS 6-1	Year 1999	1	2/15/01	Shredding
6	Motor Vehicle Administration	1209	OPS 1	Year 1999			
	Special Police Commission File	1209	OPS 5-1	Year 1997			
	Handgun Permit Investigations	1209	OPS 11-4	Year 1999			
	Detention Log	1209	OPS 13	Year 1997			
	Criminal Summons	1209	OPS 15	Year 1999			
	Incident Reports-Closed	1209	OPS 23	Year 1997			
	Missing Persons-Closed	1209	OPS 25-1	Year 1997			
	Court Summons	1209	OPS 15-3	Year 1999			
	Pawn Sheets	1209	OPS 19	Year 1999	2	2/15/01	Shredding

I hereby certify that the above listed records were disposed of as indicated. 3.0

William H. Harden, Sr.
Signature

Lieutenant
Title

2/15/01
Date

GS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police
Reporting Agency

Barrack "E", Salisbury
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Including Title and/or Form Number	Authorization For Disposal: Retention Sched. No.	Authorization For Disposal: Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
7	Vehicle Reports - Closed	1209	OPS 26-1	Year 1997			
	Abandoned Vehicles - Closed	1209	OPS 26-3	Year 1997			
	Motor Vehicle Inventory Log	1209	OPS 27	Year 1997			
	Citation Book Issuance Ledger	1209	OPS 36	Year 1997			
	Vehicle Pursuit Review	1209	OPS 37-3	Year 1997			
	Disabled Vehicle Daily Log	1209	OPS 38	Year 1997			
	Semi-Annual Report-Juveniles	1209	OPS 53-1	Year 1997			
	Tow Truck Service Application	1209	OPS 28-1	Year 1996-1997			
	Monthly UCR Reports	1209	OPS 55	Year 1999	1	2/15/01	Shredding
8	Alarm Logs	1209	OPS 66	Year 1996			
	Property Records-Closed	1209	OPS 56-1	Year 1999			
	Warrants-Closed	1209	OPS 3-1	Year 1999	1	2/15/01	Shredding
9	CCC Cards	1209	OPS 22	Year 1999	2	2/15/01	Shredding
10	Closed Breathalyzer Cases	1209	OPS 41-1	Year 1998	2	2/15/01	Shredding
11	Accident Reports/Cards/Pictures	1209	OPS 35	Year 1997			
	Accident Recon.Ledger/Reports	1209	OPS 35-1	Year 1995	1	2/15/01	Shredding

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

William H. Harden, Sr. — Signature
Lieutenant — Title
2/15/01 — Date

GS 550-2

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

CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police
Reporting Agency

Barrack "E", Salisbury
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Inclu. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
12	Patrol Checks	1209	OPS 29-2	Year 1999			
	School Bus Violation Warning	1209	OPS 37-2	Year 1999			
	Alcohol Influence Summary	1209	OPS 41-2	Year 1999			
	Breath.Testing Instru.Reports	1209	OPS 41-3	Year 1997			
	Preliminary Breath.Test Log	1209	OPS 41-11	Year 1997			
	DR 15A Control Log	1209	OPS 41-13	Year 1997			
	Criminal Arrests-Juvenile	1209	OPS 53	Year 1997			
	Escorts	1209	LIA 2-4	Year 1997			
	Motor Vehicle Operation Reports	1209	SUP 1	Year 1999			
	Press Releases	1209	PR 2	Year 1999			
	Organizations	1209	PR 1	Year 1997	1	2/15/01	Shredding

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

= 17.0

William H. Harden, Sr. — Signature
Lieutenant — Title
2/15/01 — Date

GS 550-2

3/201

Westminster Police Department Reporting Agency	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 copy and forward original to address at left.
Records Division Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Accident Reports	M-42	13	1995-1994	1	1/18/01	Burned
2	Impound Records	M-42	14	1995-1994	1	1/18/01	Burned
3	Activity Sheets	M-42	24	1999-1998	3	1/18/01	Burned
4	Incident Reports	M-42	12	1999-1998	5.5	1/18/01	Burned
5	Arrest Records	M-42	9	1985-1984	5	1/18/01	Burned
6	Juvenile Records	M-42	10	1985-1984	1	1/18/01	Burned
7	Offense Reports	M-42	11	1985-1984	9	1/18/01	Burned
8	Log Books	M-42	11	1983-1985	.5	1/18/01	Burned
9	City Tickets (Paid)	M-42	18	1997, 1998, 1999	2	1/18/01	Burned
10	City Ticket Logs	M-42	18	1994, 1995, 1996	.5	1/18/01	Burned
11	City Tickets (Unpaid)	M-42	19	1994, 1995, 1996	.25	1/18/01	Burned
					28.75		

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

Chief Roger W. Jonechis
Signature

Director of Records
Title

February 8, 2001
Date

DGS 550-2 (Rev. 10/92)

Westminster Police Department Reporting Agency	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 copy and forward original to address at left.
Records Division Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
12	City Tickets (Nolle Prosequi)	M-42	20	1998, 1999, 2000	.5	1/18/01	Burned
13	State Citations	M-42	21	1997, 1998, 1999	2	1/18/01	Burned
14	State Citation Logs	M-42	21	1993 through 1999	.5	1/18/01	Burned
15	Warning Tickets	M-42	23	1998, 1999, 2000	.75	1/18/01	Burned
16	Accident Victim Cards	M-42	13	1994, 1995	.25	1/18/01	Burned
17	Victim Cards	M-42	11	1984, 1985	.75	1/18/01	Burned
18	Receipt Books	M-42	18	1998, 1999	1	1/18/01	Burned
19	Dissemination Log	M-42	17	1995, 1996, 1997	.5	1/18/01	Burned
20	Press Release	M-42	1	1996, 1997, 1999	.5	1/18/01	Burned
21	NCIC Outgoing Messages	M-42	1	1997		1/18/01	Burned
22	Miles Messages	M-42	1	1999	>25	1/18/01	Burned

=35.75

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

Chief Roger A. Janecka
Signature

Director of Records
Title

February 8, 2001
Date

DGS 550-2 (Rev. 10/92)

3/2001

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police
Reporting Agency

Maryland State Police - Handgun Roster Board
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward original to above address

No.	Description of Records Inclu. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	General Correspondence	971-25-1	ADM 1-14	1995 - 1996	.3	5/4/01	Recycled
2.	Liason - Attorney General	971-25-1	LIA 6-1	1989 - 1996	.05	5/4/01	Recycled
3.	Liason - Maryland State Police	971-25-1	LIA 6-2	1989 - 1996	.05	5/4/01	Recycled
					.40		

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

Iris Birenbaum
Signature

Administrator
Maryland Handgun Roster Bd
Title

May 4, 2001
Date

DGS 550-2

Fig. 5

Maryland State Police	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 copy and forward original to address at left.
Reporting Agency		
02 - OBLFA		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

NO.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Manual Projects File: All project numbers are preceded by a "G". Numbers are as follows: 994, 996, 999, 1000, 1004, 1006-1008, 1012-1015, 1019.	971-02-A-5	02-06	4-9-96 to 1-8-98	0.3	4-30-01	recycled
2	Manual Projects File: All project numbers are preceded by an "M". Numbers are as follows: 1453-1455, 1473, 1478, 1479-1505, 1512, 1513, 1515, 1516, 1519-1521, 1523.	971-02-A-5	02-09	4-4-97 to2-11-98	0.4 0.7	4-30-01	recycled

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

Thomas L. Vandersander — Signature

Records Officer — Title

April 30, 2001 — Date

DGS 550-2 (Rev. 10/92)

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
Reporting Agency

CENTRAL RECORDS DIVISION
Division or Bureau

PREPARE IN DUPLICATE
Retain one copy and forward
Original to above address

No.	Description of Records	Authorization Retention Schedule No.	For Disposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
1.	Motor Vehicle Citations						
	a. Citations and Voided Citations, Transmittal, Tally and Disposition Sheets	971-30	3000	Jan- Dec 1997	(3.75 Cubic Ft.)	02/09/01	Shredder
2.	Accident Report File	971-30	3001	Jan-Dec 1995			
	a. Microfilm Cartridges	971-30	3001	Jan-Dec 1995			
	b. Cash receipts Transmittals	971-30	3001	Jan-Dec 1995	46 Reels (2.0 Cubic Ft.)	02/09/01	Incinerator
	c. Monthly Billing Transmittals	971-30	3001	Jan-Dec 1995	1 Box (18x12)	02/09/01	Shredder
	d. Accident Report Supplement File	971-30	3001	Jan-Dec 1995	1 Box (18x12)	02/09/01	Shredder
3.	Accident Negative File - (Non-Fatals)	971-30	3002	Jan-Dec 1995	1 Box (18x12)	02/09/01	Incinerator
4.	Criminal Investigation Reports	971-30	OPS-24	Jan-Dec 2000	56 Cubic Ft.	Monthly	Shredder
5.	Uniform Crime Reporting Correspondence Files	971-30	3004	Jan-Dec 1999	4 Cubic Ft.	01/11/01	Shredder

I hereby certify that the above listed records were disposed of as indicated. 68.75

Peter J. Williams
Signature

Division Director
Title

4-16-01
Date

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
Reporting Agency

PREPARE IN DUPLICATE
Retain one copy and forward
Original to above address

CENTRAL RECORDS DIVISION
Division or Bureau

No.	Description of Records	Authorization Retention Schedule No.	For Disposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
6.	Uniform Crime Reports (UCR Files)	971-30	3005-01	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-02	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-04	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-05	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-06	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-07	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-09	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-10	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-11	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-12	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
		971-30	3005-13	Jan-Dec 1999	4 Cubic Ft.	01-11-01	Shredder
					44.0		

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

112.75

Alle J. Williams
Signature

Division Director
Title

4-16-01
Date

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	General Correspondence	1845	10	1992-1995	12	5/24/01	Recycle
2	Budget & Fiscal Records	1845	12	1992-1995	6	5/24/01	Recycle
3	Annual Training Records	1845	3	1992-1995	10	5/24/01	Recycle
					28.0		

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

Signature	Title	Date
Frank Moore	Assistant Director	6/12/01

DGS 550-2 (Rev. 1/93).

Figure 9