

Agriculture

Reporting Agency

Central Services - Purchasing

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.	Purchase Orders	1676	7	FY 98-99	5	07-05-02	Recycled
2.	Paid Invoice	1676	10	FY 98-99	3	07-05-02	Recycled

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

Lynn Monahan
Signature

Fiscal Accts Clerk II
Title

07-05-02
Date

[Faint, illegible text]

JUL 18 2002

[Faint, illegible text]

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland Department of Agriculture

Reporting Agency

Weights and Measures Section

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.				
	Inspector Weekly Summary Sheets	1679	17	7-1-97/6-30-98	1/8	2-1-2002	manual (trash can)
	Inspector Weekly Summary Sheets	1679	17	7-1-98/6-30-99	1/8	2-1-2002	manual (trash Can)
	Time Sheets	1679	17	1-1/12-31-1998	1/8	2-1-2002	manual (trash can)
	Vehicle Mileage Logs	1679	17	7-1-97/6-30-98	1/8	2-1-2002	manual (trash can)
	Vehicle Mileage Logs	1679	17	7-1-98/6-30-99	1/8	2-1-2002	manual (trash can)

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

Louis Shaul

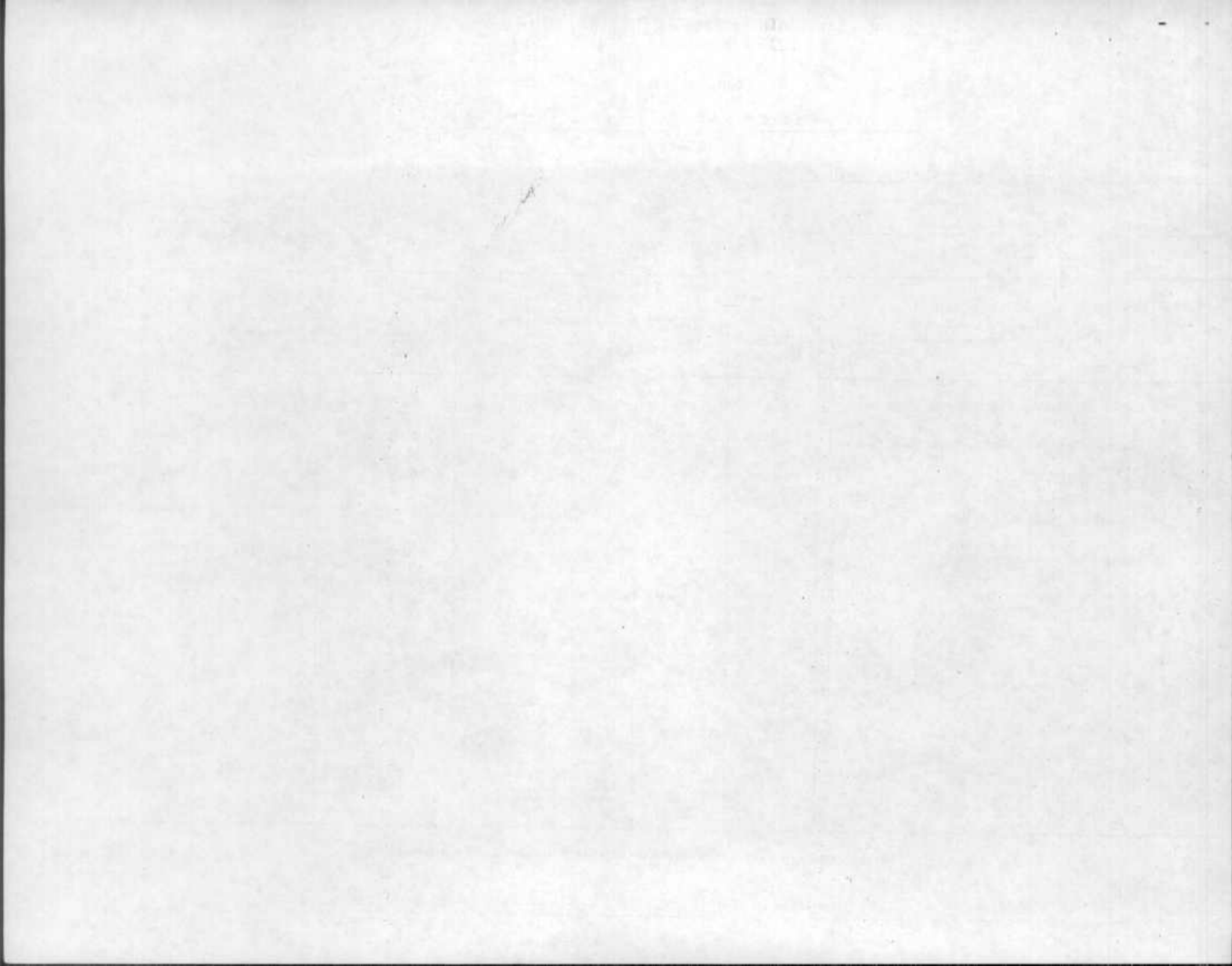
Signature

Chief, Weights & Measures

Title

February 1, 2002

Date



STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 25
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland Department of Agriculture

Reporting Agency

Weights and Measures Section

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.				
	Inspector Weekly Summary Sheets	1679	17	7-1-97/6-30-98	1/8	2-1-2002	manual (trash can)
	Inspector Weekly Summary Sheets	1679	17	7-1-98/6-30-99	1/8	2-1-2002	manual (trash can)
	Time Sheets	1679	17	1-1/12-31-1998	1/8	2-1-2002	manual (trash can)
	Vehicle Mileage Logs	1679	17	7-1-97/6-30-98	1/8	2-1-2002	manual (trash can)
	Vehicle Mileage Logs	1679	17	7-1-98/6-30-99	1/8	2-1-2002	manual (trash can)

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

Louis Shaul

Signature

Chief, Weights & Measures

Title

February 1, 2002

Date

PS-789

DGS-RM-2

MAR 6 2002

MAR 21 2002

RECEIVED

MAR 6 2002
DEPT. OF AGRICULTURE
CENTRAL SERVICES

MAR 21 2002

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

General Services

Reporting Agency

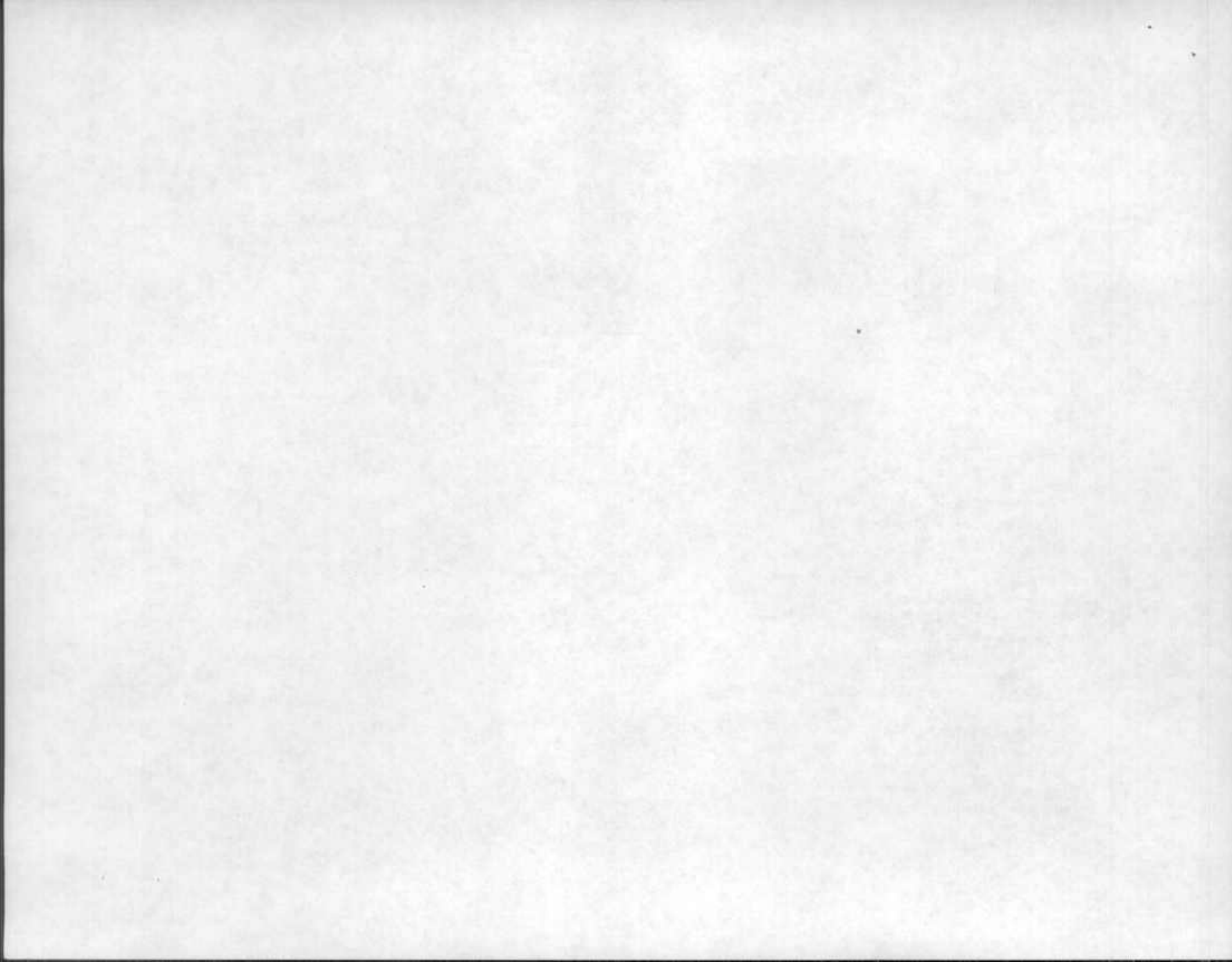
Attorney General's Office

Division or Bureau

PREPARE IN DUPLICATE

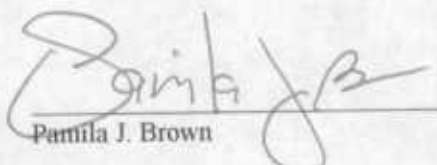
Retain one copy and forward
 original to above address

No.	Description of Records Include title and/or Form No.	Authorization For Disposal		Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.				
1.	Chavis Associates - Request for Small Business Preference #128A	1646	11A	1989		02/15/02	Trash
2.	State's Comprehensive Liability Insurance Program #151A	1646	11A	1984		02/15/02	Trash
3.	Nadine Whittington #157	1646	24A	1996		02/15/02	Trash
4.	Lease to U.S. Army Corp of Engineers Crownsville Hospital Land #318	1646	11A	1985		02/15/02	Trash
5.	Staff Meetings/Gene Lynch #339B	1646	11A	1995		02/15/02	Trash
6.	MD Bar Association/Fidelity & Surety Law Subcommittee #971	1646	11A	1994		02/15/02	Trash
7.	Public Justice Center, PIA Request	1646	11A	1995		02/15/02	Trash
8.	Ct. of Appeals Building & ADA #1291F Telecommunications Relay Service	1646	11A	1993		02/15/02	Trash
9.	Funding Legislation #1314A Governor's Fraud, Waste & Abuse Committee #1346	1646	11A	1992		02/15/02	Trash
10.	Performance Review Program, DGS #1391	1646	11A	1992		02/15/02	Trash
11.	Procurement Training Program DGS #1493	1646	11A	1992		02/15/02	Trash




12.	Procurement, Economic Development #1494	1646	11A	1992	02/15/02	Trash
13.	Criminal Appeals Division, Handling Overflow Cases #1510	1646	11A	1994	02/15/02	Trash
14.	MCImetro - Proposal to Lease Space at 6 St. Paul #1530B	1646	11A	1995	02/15/02	Trash
15.	Procurement Fraud (H.B. 333, 1995 Session) Training Program #1628C	1646	11A	1995	02/15/02	Trash
16.	BGE - Compressed Natural Gas Station Safety Valve Rupture #1681A	1646	11A	1995	02/15/02	Trash
17.	Multinational Monitor, PIA Request GATT #1794	1646	11A	1995	02/15/02	Trash
18.	Telecommunications, Billed Party Preference, FCC Proposed Regs. #1693	1646	11A	1994	02/15/02	Trash
19.	U.S. Realty & Investment Co. - PIA Request, Lease Space for DHR #1836A	1646	11A	1996	02/15/02	Trash
20.	Link Telecommunications, Inc. - LAN Connectivity Equipment & Serv. #1869	1646	11A	1996	02/15/02	Trash
21.	Michael T. Brown, Sr. - Assn. of Lawyers & Lawmakers for Employee Rights and Safety (ALLERS) #1874	1646	11A	1995	02/15/02	Trash
22.	D.R.J. Refuse, Inc. - Bankruptcy Assignment of Contract to BFI #1871	1646	11A	1996	02/15/02	Trash
23.	Charles County Dept. of Social Services Janitorial Contract	1646	11A	1996	02/15/02	Trash
24.	Real Equity Advisors Corp. - Proposal to Streamline Real Estate Process #1938	1646	11A	1996	02/15/02	Trash
25.	MCEA - PIA Request, Employee Information #1947	1646	11A	1996	02/15/02	Trash

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



 Pamela J. Brown

Principal Counsel _____

2/14/02
 Date _____



FEB 21 2002



OCT 15 2002

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE DEPARTMENT OF EDUCATION

Reporting Agency

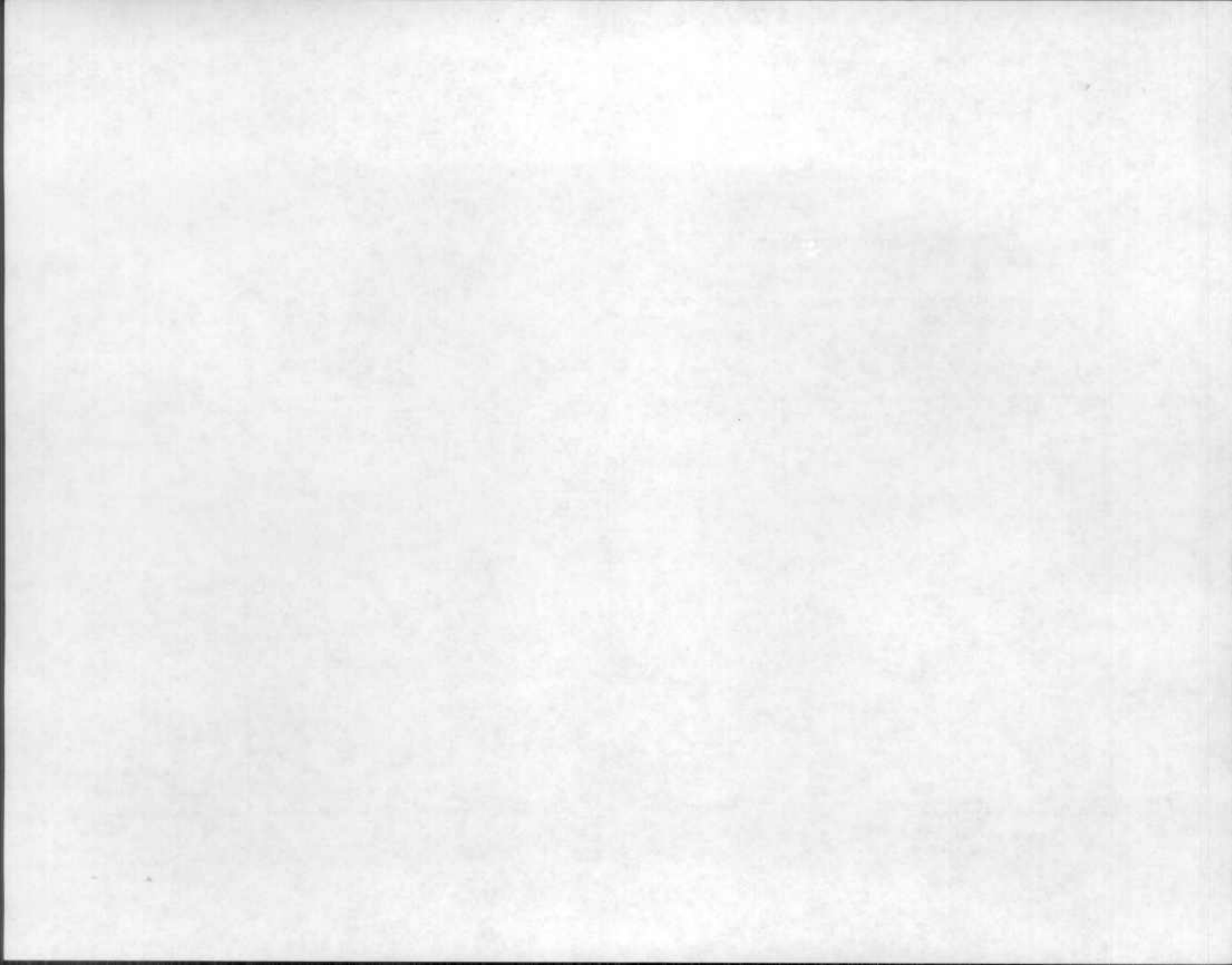
DIVISION OF REHABILITATION SERVICES - LANHAM OFFICE

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.				
	CASE SERVICES RECORDS			FY 1998	1.5 x 9 File Drawers 135	01/24/02	Shredding

cc: Frank Melcavage
Sandi Buchanan



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 list 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 File	1888	1	1992-1996	2.0	01/07/02	Commercial Hauler
				1996	1.0	01/23/02	Commercial Hauler
				1994-1996	1.0	01/28/02	Commercial Hauler
				1992-1996	1.0	01/30/02	Commercial Hauler
				1996	1.0	02/05/02	Commercial Hauler
				1994-1996	1.0	02/13/02	Commercial Hauler
				1994-1996	1.0	02/19/02	Shredded
				1995-1996	1.0	03/26/02	Trash Hauler/Shredded
				1995-1996	1.0	03/26/02	Trash Hauler/Shredded
				1996	1.0	03/26/02	Trash Hauler/Shredded
				1992-1996	1.0	04/04/02	Recycled
				1996	1.0	04/04/02	Recycled
2	Program Operation Files	1888	7	1997-1999	0.5	01/09/02	Shredded
				1998-1999	1.0	01/10/02	Trash Hauler/Shredded
3	State & Local Approval Files	2077	1	1992-1998	7.0	01/08/02	Trash Hauler/Shredded
				1991-1999	5.0	02/07/02	Trash Hauler/Shredded
				1990-1999	5.0	04/01/02	Trash Hauler/Shredded
				Total	31.5		

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

Paul R. Stoner

Division Chief

4/5/02

Signature

Title

Date



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 5, 2002

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 31.5 cubic feet.

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

Sincerely,

Paul R. Stoner
Compliance Program

PRS/bjt

Attachment

APR 8 2002

MAINTENANCE DEPARTMENT OF THE ENVIRONMENT

1200 ...
1110 ...

MDE

June 2, 2003

Department of General Services
Records Management Division
1125 Westwood Park
P.O. Box 202
Annapolis, MD 21404-0202

Dear Mr. ...

Thank you for ...

Attached will find a copy of the ...
from the ...
regarding the ...
and ...

Please call me if ...

Sincerely,



John E. ...
Director

cc: ...

BRP

Attachment



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

Merrylin Zaw-Mon
Acting Secretary

July 3, 2002

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 15.25 cubic feet.

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

Sincerely,

Paul R. Stoner
Compliance Program

PRS/bjt

Attachment

JUL 10 2002

MINISTRY OF DEFENCE OF THE KINGDOM OF SAUDI ARABIA



Ministry of Defense
Riyadh, Saudi Arabia

Date: 15/05/2024

Ministry of Defense
Personnel Management Division
P.O. Box 11500
Riyadh 11511, Saudi Arabia

Mr. [Name], [Address]

Dear Sir,

Reference is made to your letter of 10/05/2024 regarding the application for the position of [Job Title] in the [Department Name]. Your application and supporting documents have been reviewed and found satisfactory. We are pleased to inform you that you have been selected for the position.

Please call us at 110 55 417 711 for further details. Yours faithfully,

Sincerely,

[Name]
[Title]

05/05/2024

Attachment

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 list 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 File	1888	1	1984 - 1996	5.0	5/9/02	Shredded
2.	Program Operation Files	1888	7	1997 - 1999	0.25	4/11/02	Recycling
3.	State & Local Approval Files	2077	1	1985 - 1999	6.0	7/1/02	Commercial Hauler
				1989 - 1999	4.0	5/15/02	Commercial Hauler
				TOTAL	15.25		

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

SIGNATURE
TITLE
DATE

Department of Environment
Records Management Division
7557 Waterloo Road, PO Box 175
PO Box 175
Canberra, ACT 2616-0175

Program or Division
For use only if relevant to the
reporting agency or unit

CERTIFICATE OF RECORDS DISPOSAL

Serial Number	Description of Records	Date of Disposal	Authority	Disposal Method	
				Method	Date
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JUL 10 2002

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





MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101

Parris N. Glendening
Governor

Richard F. Pecora
Secretary

Kathleen Kennedy Townsend
Lt. Governor

Merrilyn Zaw-Mon
Deputy Secretary

November 20, 2002

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 29.80 cubic feet.

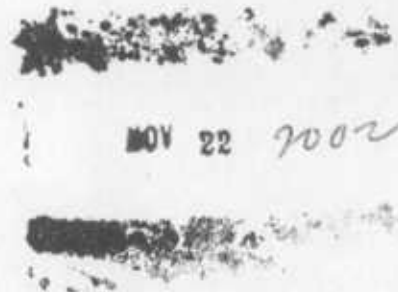
Please call me at 410-537-3957 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner
Compliance Program

PRS/bjt

Attachment



"Together We Can Clean Up"

THE UNIVERSITY OF CHICAGO
OFFICE OF THE DEAN OF STUDENTS
540 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3300



Dear Mr. [Name]

I am pleased to hear that you are interested in the [Program Name] program. We have a number of excellent opportunities available for students with your background.

You will receive a letter from the [Department Name] regarding the details of the program.

Sincerely,
[Name]

The [Program Name] program is designed to provide students with a comprehensive understanding of [Field Name]. It includes coursework in [List of Courses] and a research component. We are looking for students who are motivated and have a strong academic record.

If you have any questions, please contact the [Department Name] at [Phone Number].

Very truly yours,
[Name]

[Title]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]



00 00



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 list 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 File	1888	7	1994 - 1996	1.0	7/30/02	Shredded
4.	NPDES Facility File	1888	1	1998	1.0	9/3/02	Dumpster
4.	State & Local Approval Files	2077	7	1998	1.0	8/9/02	Dumpster/Shredded
4.	State & Local Approval Files	2077	7	1999	3.0	8/1/02	Dumpster/Shredded
5.	State & Local Approval Files	2077	7	1999	1.0	8/26/02	Dumpster/Shredded
6.	State & Local Approval Files	2077	7	1986 - 1992	3.0	8/27/02	Recycling
7.	State & Local Approval Files	2077	7	1999	9.0	11/12/02	Dumpster/Shredded
8.	Problem Activity Files	1888	5	07/01/00 - 06/28/01	2.5	7/15-16/02	Shredded
9.	Problem Activity Files	1888	5	7/1/00 - 6/28/01	3.0	7/25/02	Shredded
10.	Program Activity Files	1888	5	7/1/00 - 6/28/01	2.3	8/7/02	Shredded
10.	Program Activity Files	1888	5	7/1/00 - 6/28/01	3.0	Sept 2002	Shredded
				TOTAL	29.8		

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

Paul R. Stoner

Division Chief

11/20/2002

Signature

Title

Date



MAY 30 2002

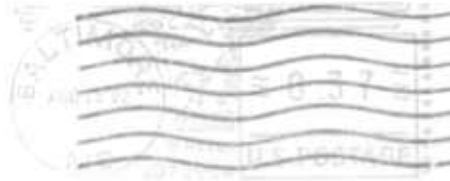




STATE OF MARYLAND

Bel
DHMH Health Information Services

Maryland Department of Health and Mental Hygiene
Walter P. Carter Center
630 W. Fayette Street
Baltimore, Maryland 21201



*Dept of Gen Services
Rec'ds Management Division
7275 Waterloo Rd (Rt 175)
PO Box 275
Jessup Md 20794-0275*

20794+0275





Walter P. Carter Center

Reporting Agency

Health Information Services

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				
	Regulation D Records	1421A-1	4	1995-1996	4.0	7/02	Shred

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

Beverly L Todd
Signature

Director
Title

8-15-02
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

DHMH

Reporting Agency

DHG Deer Head Center

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	DAILY ACCESSION AND workload Reports	2138	1	'95 thru '99	40 cubic ft	Removed to Study Rooms 10/23/01	shredding 2/5/01 done
2	QUALITY Control Records	2138	2	'89 thru '99	6 cubic ft	"	"
3	REFERENCE LAB RECORDS OF REQUISITIONS sent	2138	3	'93 ^{cc} thru '98	10 ^{cc} cubic ft	"	"
4	LABORATORY Copy of LAB Requisitions	2138	4	'94 thru '99	8 cubic ft 64	"	"

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

Carla d. Carter MS, MT, XSCP

Lab Supervisor

1/02/02
Date

JAN 7 2002

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

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

EASTERN CORRECTIONAL INSTITUTION

Reporting Agency

DIVISION OF CORRECTION

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.				
	Excess Property Declarations	1406-10	6.G.	1990		07/24/02	Compactor
	Legislative Auditors' Implementation Plan	1406-10	2.A.	2/1/88 - 5/7/90		07/24/02	Compactor
	Legislative Auditors' Report	1406-10	2.A.	2/1/88 - 5/7/90		07/24/02	Compactor
	Budget	1406-10	1.C.(4)	FY92		07/24/02	Compactor
	Budget Submission	1406-10	1.C.(4)	FY92		07/24/02	Compactor
	Legislative Audit Note	1406-10	2.A.	2/1/88 - 5/7/90		07/24/02	Compactor
	Legislative Audit Note	1406-10	2.A.	5/8/90 - 10/25/92		07/24/02	Compactor
	Budget	1406-10	1.C.(4)	FY93		07/24/02	Compactor
	Overtime Reports	1406-10	3.H.	FY93		07/24/02	Compactor
	Food Report	1406-10	3.D.	FY93 July - June		07/24/02	Compactor
	Welfare Report	1406-10	8.M.	06/30/94		07/24/02	Compactor
	Budget Estimates	1406-10	3.A.	FY94		07/24/02	Compactor
	Overtime Reports	1406-10	3.H.	FY94		07/24/02	Compactor
	Projections	1406-10	3.I.	FY94 Sept. - Apr.		07/24/02	Compactor
	Food Report	1406-10	3.D.	FY94 Jul, Aug, Jan, Feb, Mar		07/24/02	Compactor
	Budget Estimates	1406-10	3.A.	FY95		07/24/02	Compactor
	Projections	1406-10	3.I.	FY95 Sept. - Apr.		07/24/02	Compactor
	Food Report	1406-10	3.D.	FY95 Sept. - Apr.	2.3 Total	07/24/02	Compactor

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

Bobby Horney
Signature

Officer Sec. III, Finance
Title

7/24/02
Date

Joan Hardy
Signature

Fiscal Svcs Chief
Title

7/24/02
Date

~~XXXXXXXXXXXXXXXXXXXX~~

AUG 29 2002

~~XXXXXXXXXXXXXXXXXXXX~~

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

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

EASTERN CORRECTIONAL INSTITUTION

Reporting Agency

DIVISION OF CORRECTION

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.				
	Food Reports	1406-10	3.D.	FY90		07/24/02	Compactor
	Food Reports	1406-10	3.D.	FY91		07/24/02	Compactor
	PTR	1406-10	4.E.	FY93 12 months		07/24/02	Compactor
	Commissary Income Statement	1406-10	1.C.(3)	FY94 12 months		07/24/02	Compactor
	PTR	1406-10	4.E.	FY94 12 months		07/24/02	Compactor
	Food Report/Rstars Adj.	1406-10	3.D.	FY94 Aug,Sept,Oct,Dec,Apr,May		07/24/02	Compactor
	Aged Receiveables	1406-10	8.O.	FY94 Jan-Apr		07/24/02	Compactor
	Aged Receiveables	1406-10	8.O.	FY95 July-Jan		07/24/02	Compactor
	Commissary Income Statement	1406-10	1.C.(3)	FY95-Jul thru Mar		07/24/02	Compactor
	Overtime Report	1406-10	3.H.	FY95-Oct		07/24/02	Compactor
	Food Reports	1406-10	3.D.	FY97-July, Aug, Oct, Nov, May		7/24/02	Compactor
	Computer Equipment Inventory	1406-10	6.D.	FY97		7/24/02	Compactor
	Procurement Authorizations	1406-10	8.I.	FY97		7/24/02	Compactor
	Projections	1406-10	3.I.	10/97, 11/97, 12/97, 1/98, 2/98, 3/98, 4/98		7/24/02	Compactor
					2.3 Total		

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

Kathy Horney
Signature

Joan Hardy
Signature

Officer Sec. III, Finance
Title

Fiscal Svcs Chief
Title

7/24/02
Date

7/24/02
Date

DGS 550-2

[REDACTED]

AUG 29 2002

[REDACTED]

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

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

EASTERN CORRECTIONAL INSTITUTION

Reporting Agency

DIVISION OF CORRECTION

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.				
	Inmate Abandoned Property	1406-10	8.P.	1994		08/20/02	Compactor
	Overtime Reports	1406-10	3.H.	FY95		08/20/02	Compactor
	Overtime Reports	1406-10	3.H.	1996		08/20/02	Compactor
	Overtime Reports	1406-10	3.H.	1997		08/20/02	Compactor
	Employee Rosters	1406-10	4.A.	10/16-92 - 4/24/96		08/20/02	Shredded
	Accounts Payable files	1406-10	8.J.	FY93		08/20/02	Compactor
	Budget Estimates	1406-10	3.A.	FY95		08/20/02	Compactor
	Rstars Adjustments	1406-10	1.B.	FY95		08/20/02	Compactor
	Laundry Correspondence	1406-10	3.E.	1993-94		08/20/02	Compactor
	Contractual Payroll Registers (PTR)	1406-10	4.E.	FY97		08/20/02	Shredded
	Regular Payroll Registers (ETR)	1406-10	4.C.	FY97		08/20/02	Shredded
	Welfare Budget	1406-10	8.M.	FY98		08/20/02	Compactor
	Food Reports (Feb. & Mar.)	1406-10	3.D.	FY98		08/20/02	Compactor
	Purchase Order Authorizations	1406-10	8.I.	FY95, FY96, FY97		08/20/02	Compactor
					3.4 Total		

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

Kathy Horney
Signature

Joan Hardy
Signature

Office Secretary III
Title

Fiscal Svcs Chief IT
Title

8/20/02
Date

8/20/02
Date

DGS 550-2

~~XXXXXXXXXXXXXXXXXXXX~~

AUG 29 2002

~~XXXXXXXXXXXXXXXXXXXX~~

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

Eastern Correctional Institution

Reporting Agency

Division of Correction, DPSCS

Division or Bureau

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 Schd. No.	Item No.				
1	Eligible List-Office Clerk I dated 5/14/92	1406-15		field office retain 3 yrs HQ- 3 yrs Record Ctr 2 yrs		10-31-02	shred

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

Jacques Beal Popen Personnel Clerk
 Signature Title

10-31-02
 Date

DGS 550-2

NOV 6 2002

NOV 6 2002

NOV 6 2002

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

Eastern Correctional Institution

Reporting Agency

Division of Corrections--DPSCS

Division or Bureau

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 Schd. No.	Item No.				
1	By-Pass information dated 92 93 94 Background Investigations	1406-15	4	retain for 3 years State Records Ctr-2 yrs then destroy		11-06-02	Shred

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

Jacqueline Beil Rosen
 Signature

Personnel Clerk
 Title

11-6-02
 Date

DGS 550-2

NOV 12 2002

Reporting Agency

Division or Unit Highway

Department of General
ServicesRecords 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	Clock Cards - 4-99 thru 7-01	C880	8	04-15-02			
2	Utility Permits - 11- 99 thru 06-01	C880	7	04-15-02			
3	Miss Utility Call-ins 12-99 thru 06-01	C880	7	04-15-02			
4	Correspondence - 02- 89 thru 06-01	C880	2	04-15-02			
5	Uniform Invoices - 08-93 thru 06-01	C880	2	04-15-02			
6	Union Dues - 01-99 thru 11-99	C880	8	04-15-02			
7	Phone Bills - 08-91 thru 06-94	C880	2	04-15-02			
8	Invoice Records - 01- 88 thru 06-98	C880	2	04-15-02			
9	Insurance Certificates 07-98 thru 08-00	C880	2	04-15-02			
10	Expense Reports						

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

Signature

Title

Date

OCT 15 2002

Reporting Agency

Department of General Services

Prepare in duplicate

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 Highway

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.				
10	Continued						
	05-99 thru 05-00	C880	8	04-15-02			
11	Purchase Orders -						
	09-99 thru 02-00	C880	2	04-15-02			
12	Personnel Reports -						
	09-99 thru 06-01	C880	8	04-15-02			
13	Vacation and Sick						
	Leave reports - 03-						
	89 thru 06-01	C880	8	04-15-02			
14	Vendor Number Requests						
	10-99 thru 12-01	C880	2	04-15-02			

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

Diane Morgan
Signature

Office Associate IV
Title

4-24-02
Date

OCT 15 2002

[REDACTED]

MAY 7

[REDACTED]



MAY 1 2002



MDE

Reporting Agency

AIR & RADIATION MGT. ADMIN.

Division or Unit

Department of General Services

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

Page 1
Prepare in duplicate

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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.	PREMISES FILES MINOR SQUARES 15-1554 LONG ISLAND	2167A1	11.0	1976-1991	.50	02/20/02	Recycle
	ENGRAVING						
2.	15-0353 TOM HATTON PONTIAC						
3.	12-0078 PARNICO PRODUCTS						
4.	09-0040 ST. CLAIR E.S.						
5.	09-0035 E. CAMBRIDGE E.S.						
6.	09-0036 E. NEW MARKET E.S.						
7.	09-0039 PEACH BLOSSOM E.S.						
8.	09-0034 CRAPO E.S.						
9.	09-0033 APPELBY E.S.						
10.	09-0032 ACADEMY E.S.						
11.	06-0168 STRIPPER 917 CENTURY ST.						

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

Edmund Castle
Signature

Priscilla Meyer-Armon
Title

2/19/02
Date

2002 FEB 26

2002



FEB 26 2002



MDE

Reporting Agency

ARMA AIR & RADIATION MGMT. ADMIN.

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.

(1)

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.				
	PREMISES FILES -	2167A1	11.0	1973-1992	1	02/21/02	RECYCLE
	MINOR SOURCES						
1)	24-0054 MONTGOMERY WARD						
2)	24-1554 LOVE'S CLEANERS						
3)	24-2334 EXXON-2200 EDMONDSON AVE						
4)	24-2390 GODFREY'S AUTO WORKS						
5)	24-2400 EXXON-1901 BELAIR RD.						
6)	24-2458 EXXON-1542 HONOR ST.						
7)	24-2526 MINI AUTO WORKS						
8)	24-2623 ROBERT POLLEWAY & ASSOC						
9)	24-2637 NATIONAL CAR & TRUCK						
10)	24-2815 CITGO-3922 FALLS RD.						
11)	16-0459 CAMP SPRINGS ES						
12)	16-0366 MT. RAINIER JR H.S.						
13)	16-0276 WILLIAMS CENTER						
14)	16-0205 COMMUNITY SERVICES CENTER						
15)	16-0196 SURREYSVILLE ES						
16)	16-0259 MARLBORO ES						
17)	20-0006 CORDOVA ES						

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

Edward Cuth

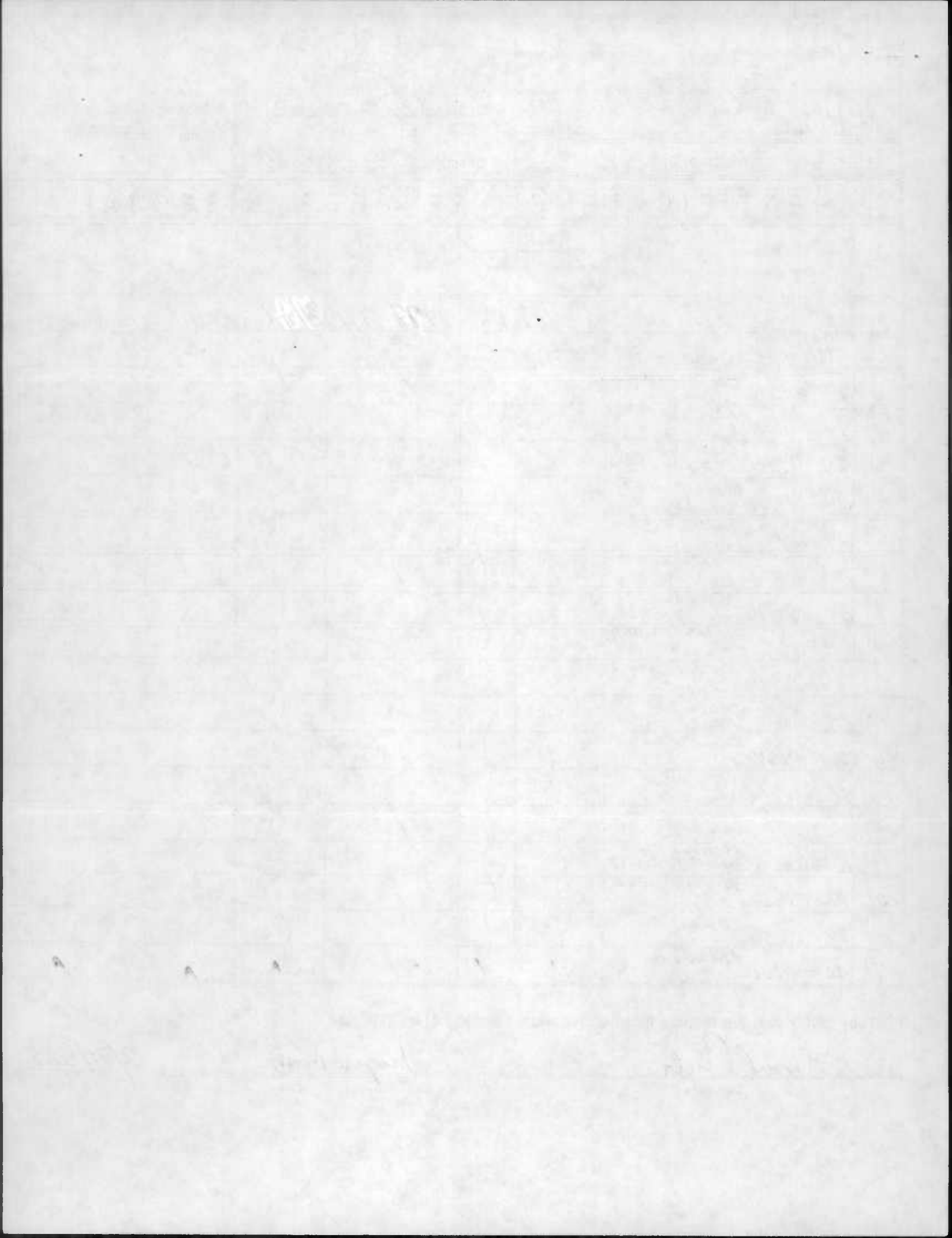
Signature

Progen Merye

Title

2/21/02

Date



MDE

Department of General Services

CONTINUATION ②

Reporting Agency

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

Prepare in duplicate

Air & Radiation Prot. Admin.

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.				
18.	20-0014 IDLEWILDE S.	2167A1	11.0	1977-1992			
19.	20-0007 TRAPPE E.S.						
20.	20-0015 DOUGLAS, FRED. E.S.						
21.	20-0005 OXFORD E.S.						
22.	15-1669 ASTON WOOD - WORK.						
23.	15-0812 MODERN BODY SHOP						
24.	19-0030 CRISFIELDS E.S. #3						
25.	19-0033 SOMERSET JR. H.S.						
26.	13-0044 STATE HWY AD. #13						
27.	13-0066 HORNINGSIDE EUG						
28.	02-0791 TEXACO						
29.	03-1770 CHEVRON - 113 YORK RD.						
30.	03-1549 SHELL-11201 YORK RD.						

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

Signature

Title

Date

FEB 27 2002

J. JOSEPH CURRAN, JR.
ATTORNEY GENERAL

DONNA HILL STATON
CARMEN M. SHEPARD
DEPUTY ATTORNEYS GENERAL



SEAN COLEMAN
ASSISTANT ATTORNEY GENERAL
PRINCIPAL COUNSEL

CRYSTAL R. CHISSELL
ASSISTANT ATTORNEY GENERAL

STATE OF MARYLAND

OFFICE OF THE ATTORNEY GENERAL

MARYLAND ENVIRONMENTAL SERVICE
2011 COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401-2911
(410) 974-7224

June 6, 2002

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

JUN 10 2002

Dear Records Management Division:

In accordance with the DGS Records Management Manual, please find enclosed a Certificate of Records Disposal (DGS 550-2) filed on behalf of the Water and Wastewater Division of the Maryland Environmental Service. The Certificate of Disposal is filed in connection with MES Retention Schedule # 2154.

If I can be of further assistance, please contact me at the above number.

Sincerely,

A handwritten signature in cursive script that reads "Pamela L. Fuller".

Pamela L. Fuller
Paralegal

124

Enc.

cc: Diane Thau

GILBERT

228 COTTON

Maryland Environmental Service

046

Department of General Services

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

Prepare in Duplicate

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Reporting Agency


Maryland Environmental Service

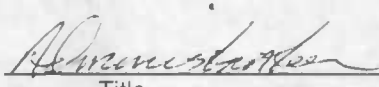
Division or Unit - Water/Wastewater - O & M

CERTIFICATE OF RECORDS DISPOSAL

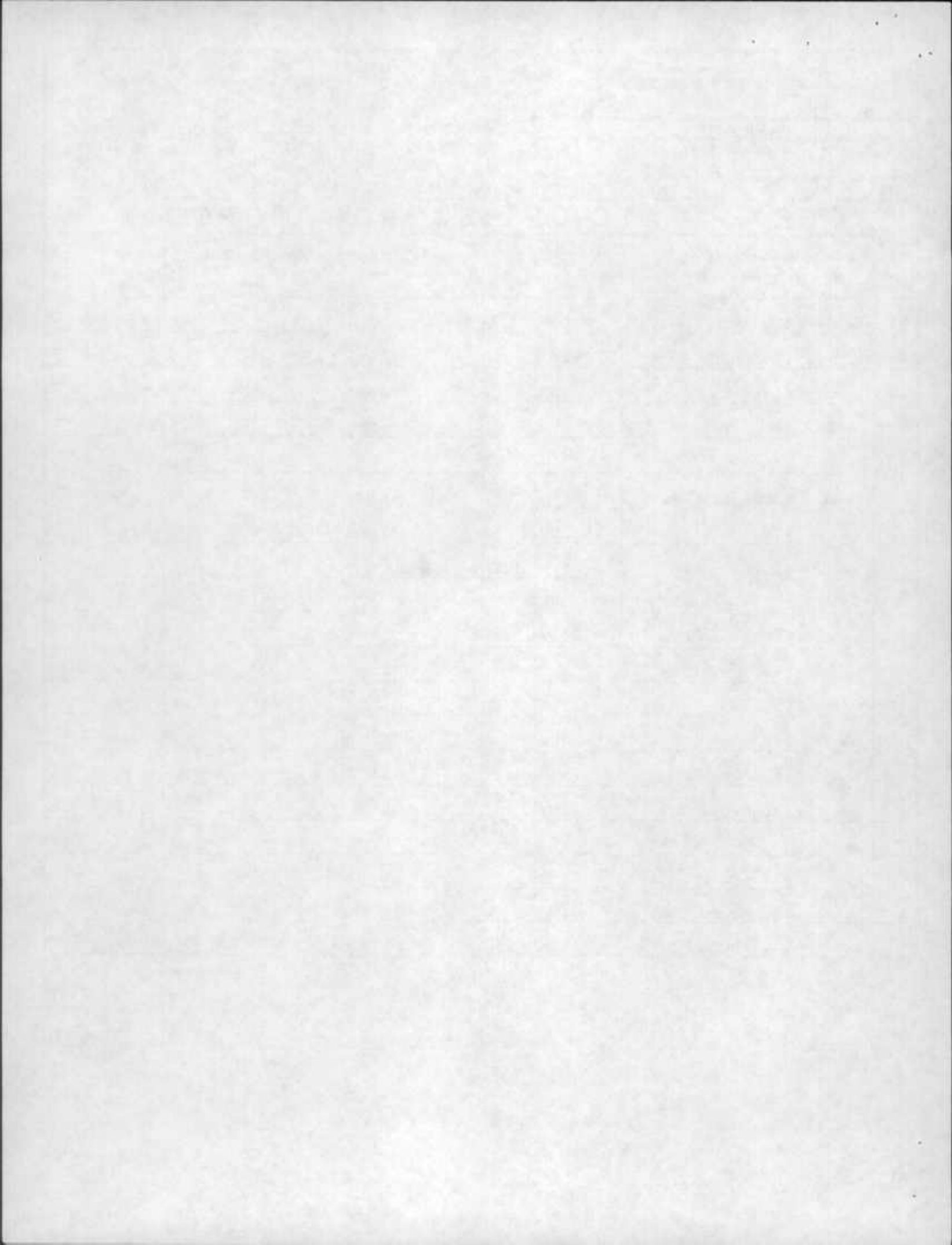
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Operations & Maintenance Files	2154	12	1980-1991	1	5/24/02	recycled
2	Operations & Maintenance Files	2154	12	1979-1982	1	5/9/02	recycled
3	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
4	Operations & Maintenance Files	2154	10	prior to 1990	1	5/9/02	recycled
5	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
6	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
7	Operations & Maintenance Files	2154	12	1985-1988	1	5/9/02	recycled
8	Operations & Maintenance Files	2154	12	1986-1991	1	5/24/02	recycled
9	Operations & Maintenance Files	2154	10	prior to 1990	1	5/24/02	recycled
10	Operations & Maintenance Files	2154	12	1970-1978	1	5/9/02	recycled
11	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
12	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
13	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
14	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
15	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
16	Operations & Maintenance Files	2154	12	1983	1	5/9/02	recycled
17	Operations & Maintenance Files	2154	12	1981-1982	1	5/9/02	recycled
18	Operations & Maintenance Files	2154	12	1981-1988	1	5/9/02	recycled
19	Operations & Maintenance Files	2154	12	FY 1991	1	5/9/02	recycled

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


Signature


Title

5/9/02
Date



Maryland Environmental Service

Department of General Services

Prepare in Duplicate

Reporting Agency

Maryland Environmental Service

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275

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Division or Unit - Water/Wastewater - O & M

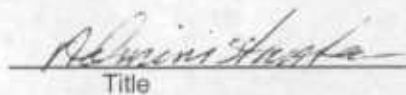
Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

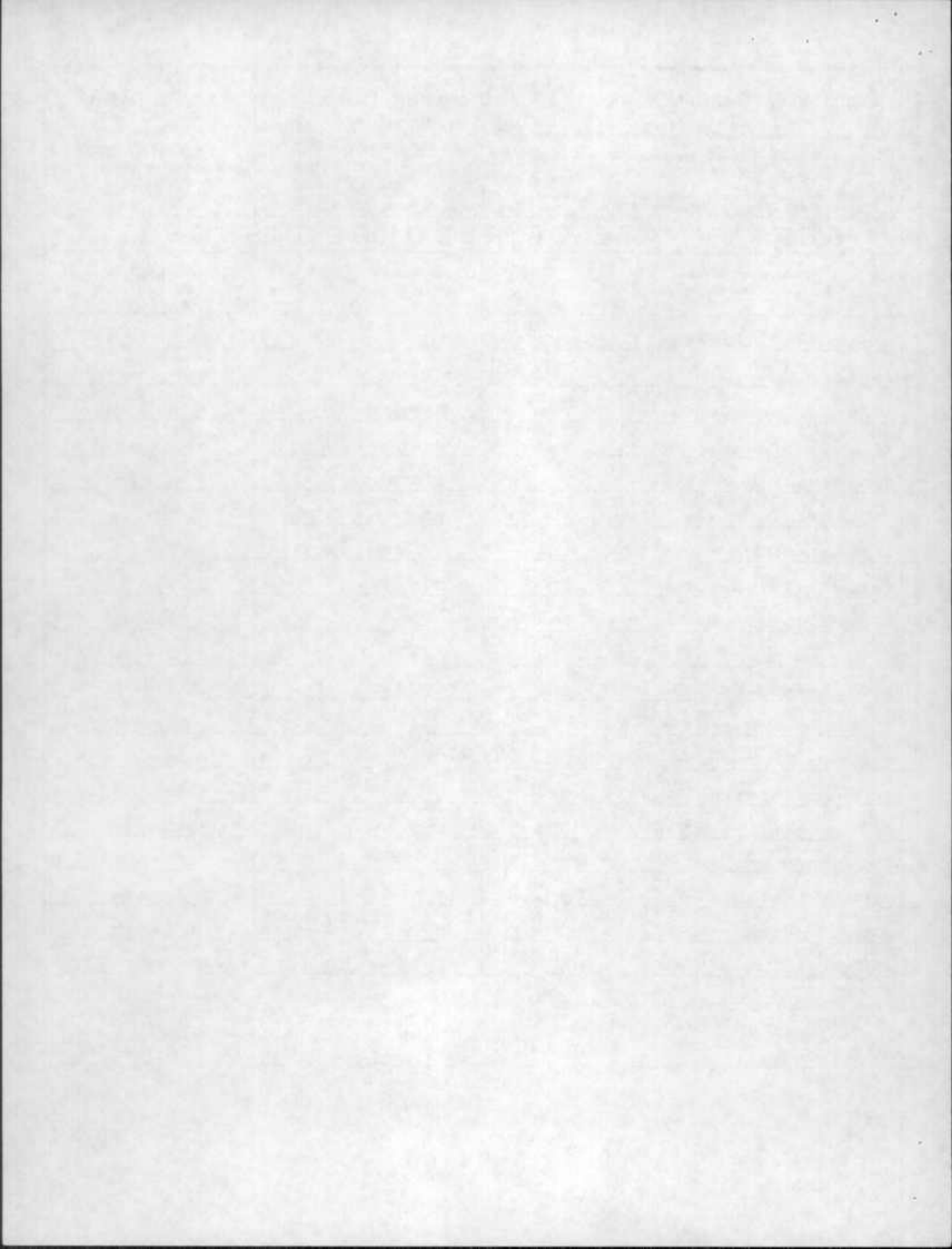
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
20	Operations & Maintenance Files	2154	12	1970-1982	1	5/9/02	recycled
21	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
22	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
23	Operations & Maintenance Files	2154	12	1974-1987	1	5/9/02	recycled
24	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
25	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
26	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
27	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
28	Operations & Maintenance Files	2154	12	1990	1	5/9/02	recycled
29	Operations & Maintenance Files	2154	12	prior to 1990	1	5/9/02	recycled
30	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
31	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
32	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
33	Operations & Maintenance Files	2154	12	1983	1	5/9/02	recycled
34	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
35	Operations & Maintenance Files	2154	12	1982-1984	1	5/9/02	recycled
36	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
37	Operations & Maintenance Files	2154	12	FY 1991	1	5/9/02	recycled
38	Operations & Maintenance Files	2154	12	1971-1985	1	5/9/02	recycled

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


Signature


Title


Date



Maryland Environmental Service

Department of General Services

Prepare in Duplicate

Reporting Agency

Maryland Environmental Service

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275

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

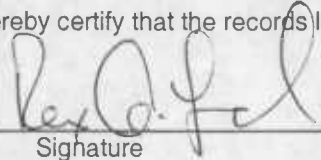
Division or Unit - Water/Wastewater - EMR

Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

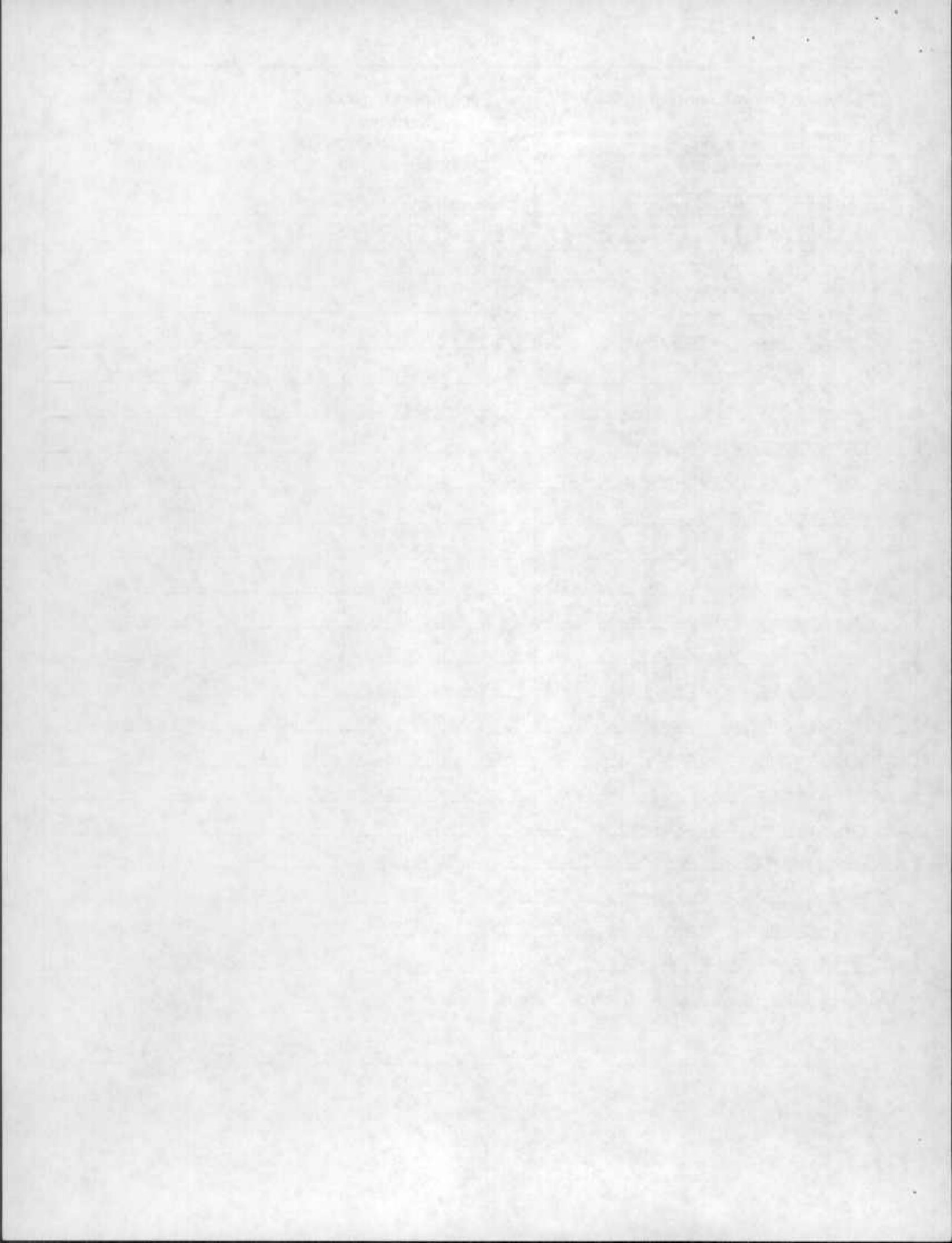
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
39	EMR - compliance related documents	2154	2	1990	1	5/9/02	recycled
40	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
41	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
42	EMR - compliance related documents	2154	2	1990	1	5/9/02	recycled
43	EMR - compliance related documents	2154	2	1982-1984	1	5/9/02	recycled
40	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
40	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
46	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
47	EMR - compliance related documents	2154	2	1980-1984	1	5/9/02	recycled
48	EMR - compliance related documents	2154	2	1977-1979	1	5/9/02	recycled
40	EMR - compliance related documents	2154	2	1977-1982	1	5/9/02	recycled
50	EMR - compliance related documents	2154	2	prior to 1982	1	5/9/02	recycled
51	EMR - compliance related documents	2154	2	1977-1985	1	5/9/02	recycled
52	EMR - compliance related documents	2154	2	1980-1984	1	5/9/02	recycled
53	EMR - compliance related documents	2154	2	1980-1984	1	5/9/02	recycled
54	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
55	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
56	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
57	EMR - compliance related documents	2154	2	1990	1	5/9/02	recycled

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


Signature

Division Chief EMR
Title

6/5/02
Date



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

CERTIFICATE OF RECORDS DISPOSAL

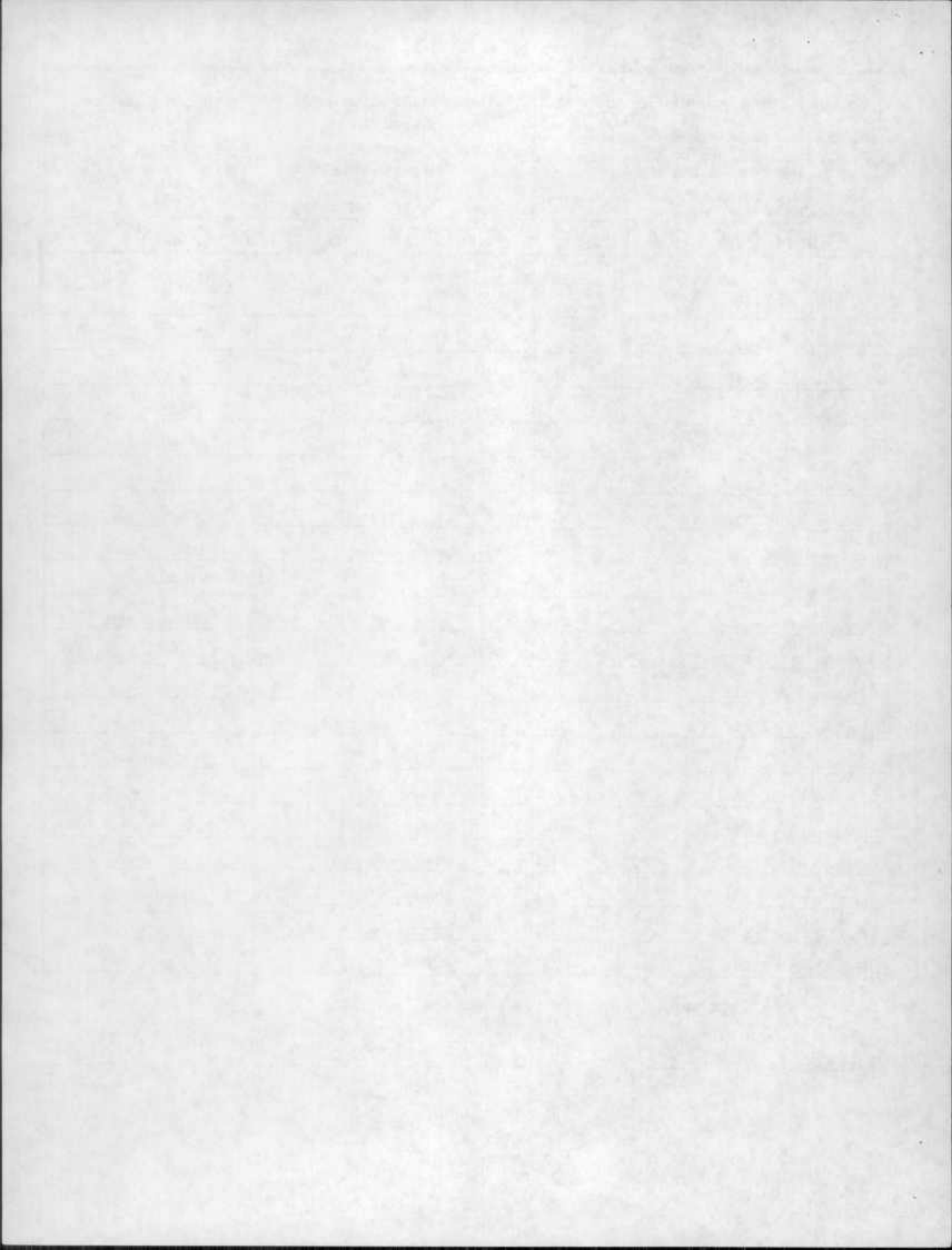
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
59	Engineering or O & M	2154	10	1995-1996	1	5/9/02	recycled
59	Engineering or O & M	2154	11	1997	1	5/9/02	recycled
60	Engineering or O & M	2154	5	1997	1	5/9/02	recycled
61	Engineering or O & M	2154	5	1996-1998	1	5/9/02	recycled
62	Engineering or O & M	2154	5	1995-1997	1	5/9/02	recycled
63	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
63	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
65	Engineering or O & M	2154	8	prior to 1990	1	5/9/02	recycled
68	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
67	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
68	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
69	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
70	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
71	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
72	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
73	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
74	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
75	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
76	Engineering or O & M	2154	8	1988-1990	1	5/9/02	recycled

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

Ellen A. Slatkic
Signature

Chief, Engineering Div.
Title

6/6/02
Date



Maryland Environmental Service

Department of General Services

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Reporting Agency

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275

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Division or Unit - Water/Wastewater - ENG

Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

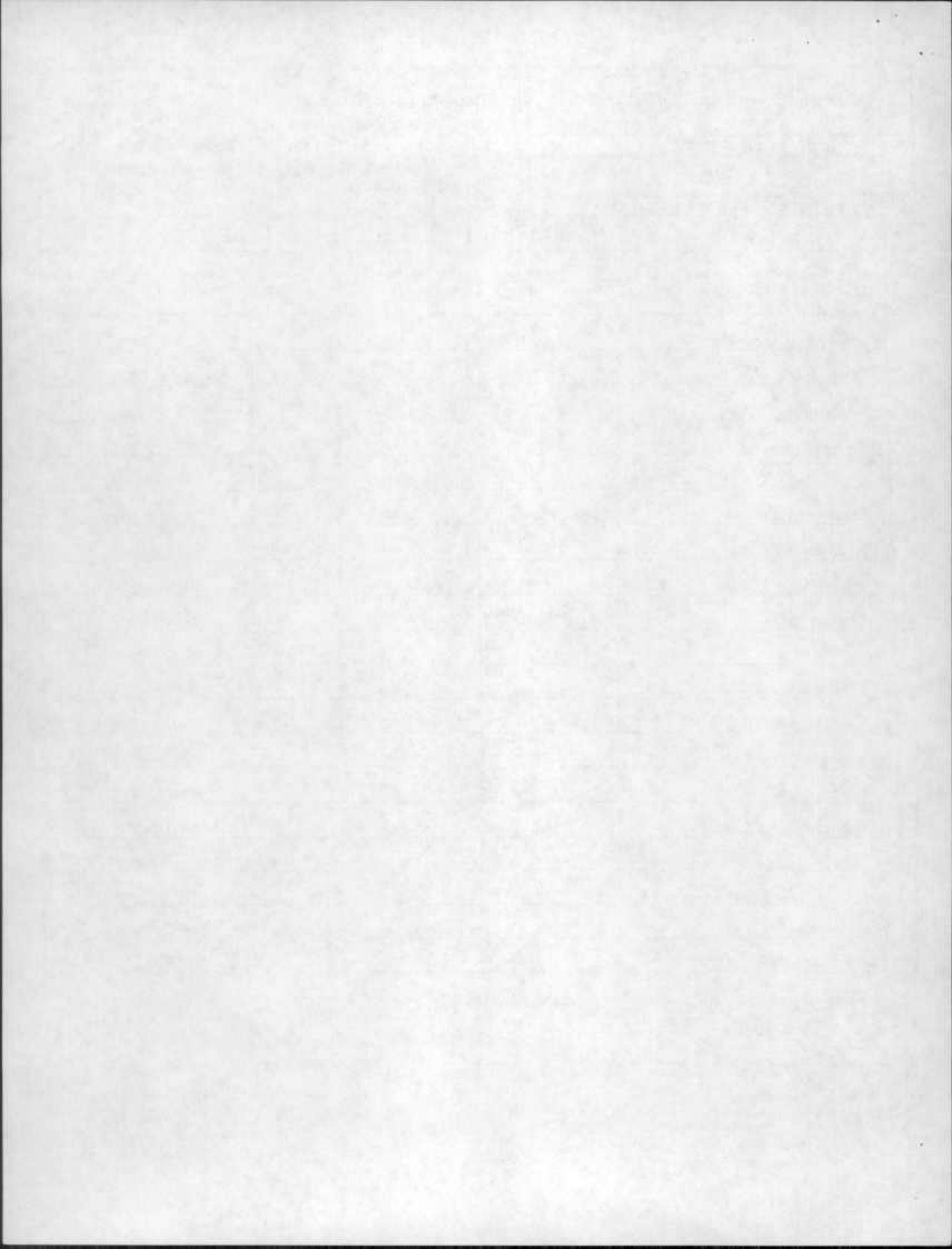
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
77	Engineering or O & M	2154	8	1988-1990	1	5/9/02	recycle
78	VOID	VOID	5	VOID	VOID	VOID	VOID
79	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
80	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
81	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
82	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
83	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
84	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
85	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
86	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
87	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
88	Engineering or O & M	2154	8	03/28/90-12/01/90	1	5/9/02	recycle
89	Engineering or O & M	2154	8	1991-1992	1	5/9/02	recycle
90	Engineering or O & M	2154	8	1991-1992	1	5/9/02	recycle
91	Engineering or O & M	2154	8	1991-1992	1	5/9/02	recycle
92	VOID	VOID		VOID	VOID	VOID	VOID
93	Engineering or O & M	2154	10	1990	1	5/9/02	recycle
94	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
95	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle

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

Ellen A. Skutic
Signature

Title

6/6/02
Date



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

CERTIFICATE OF RECORDS DISPOSAL

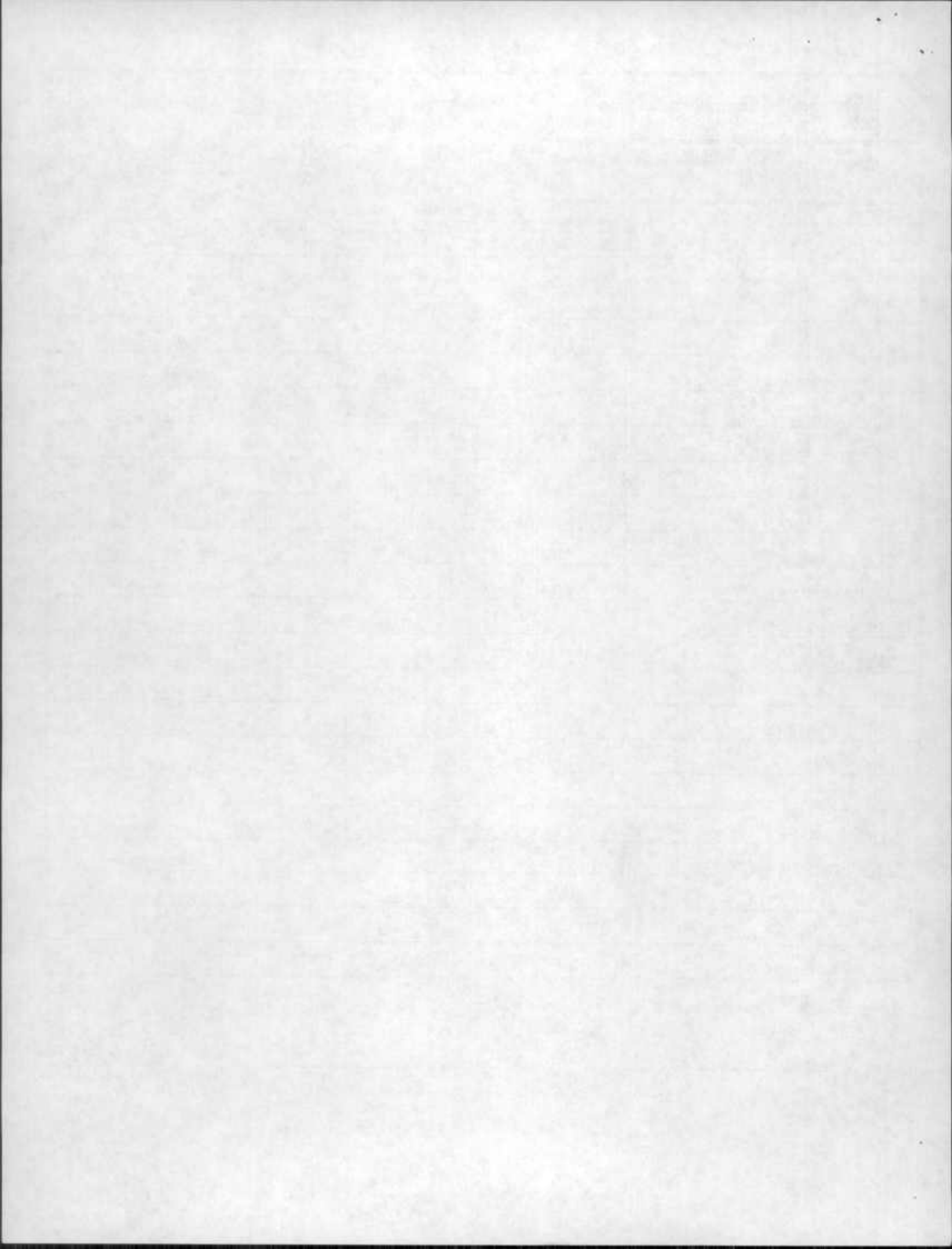
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
97	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
98	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
99	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
100	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
101	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
102	Engineering or O & M	2154	5	1991	1	5/9/02	recycled
103	Engineering or O & M	2154	8	1991	1	5/9/02	recycled
100	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
105	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
106	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
107	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
108	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
109	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
110	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
111	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
112	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
113	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
114	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled

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

Ellen A. Siskovic
Signature

Title

6/6/02
Date



Maryland Environmental Service Reporting Agency Division or Unit - Water/Wastewater - ENG	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

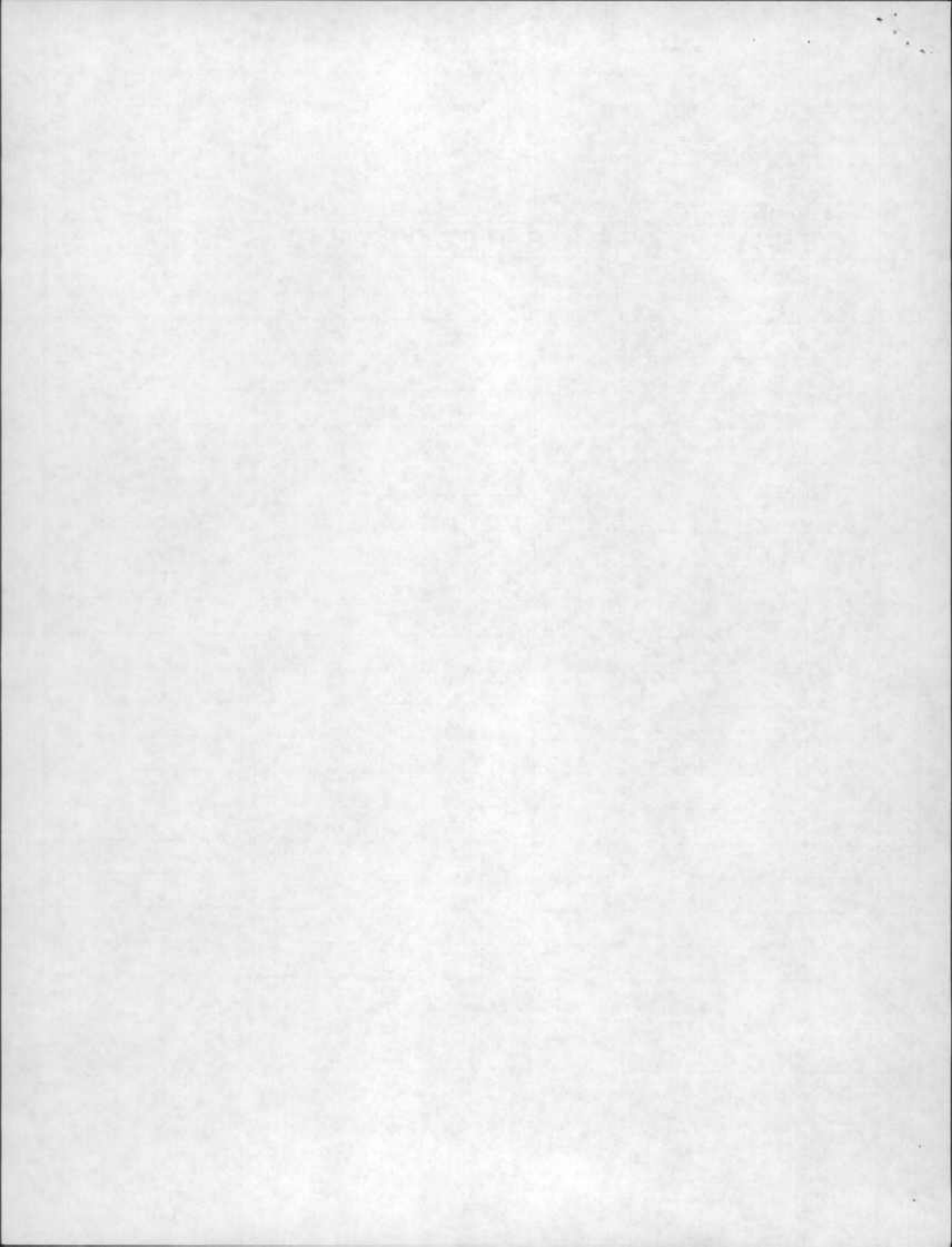
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
115	Engineering or O & M	2154	5	1993	1	5/9/02	recycled
115	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
117	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
118	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycled
119	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycled
120	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
121	Engineering or O & M	2154	8	1992	1	5/9/02	recycled
122	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
123	Engineering or O & M	2154	10	1987-1991	1	5/9/02	recycled
124	Engineering or O & M	2154	5	prior to 1990	1	5/9/05	recycled

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

Ellen A. Juketic
Signature

Title

6/6/02
Date



Maryland Environmental Service <i>DAO</i>	Department of General Services	Prepare in Duplicate
Reporting Agency Maryland Environmental Service	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 - Water/Wastewater - O & M		

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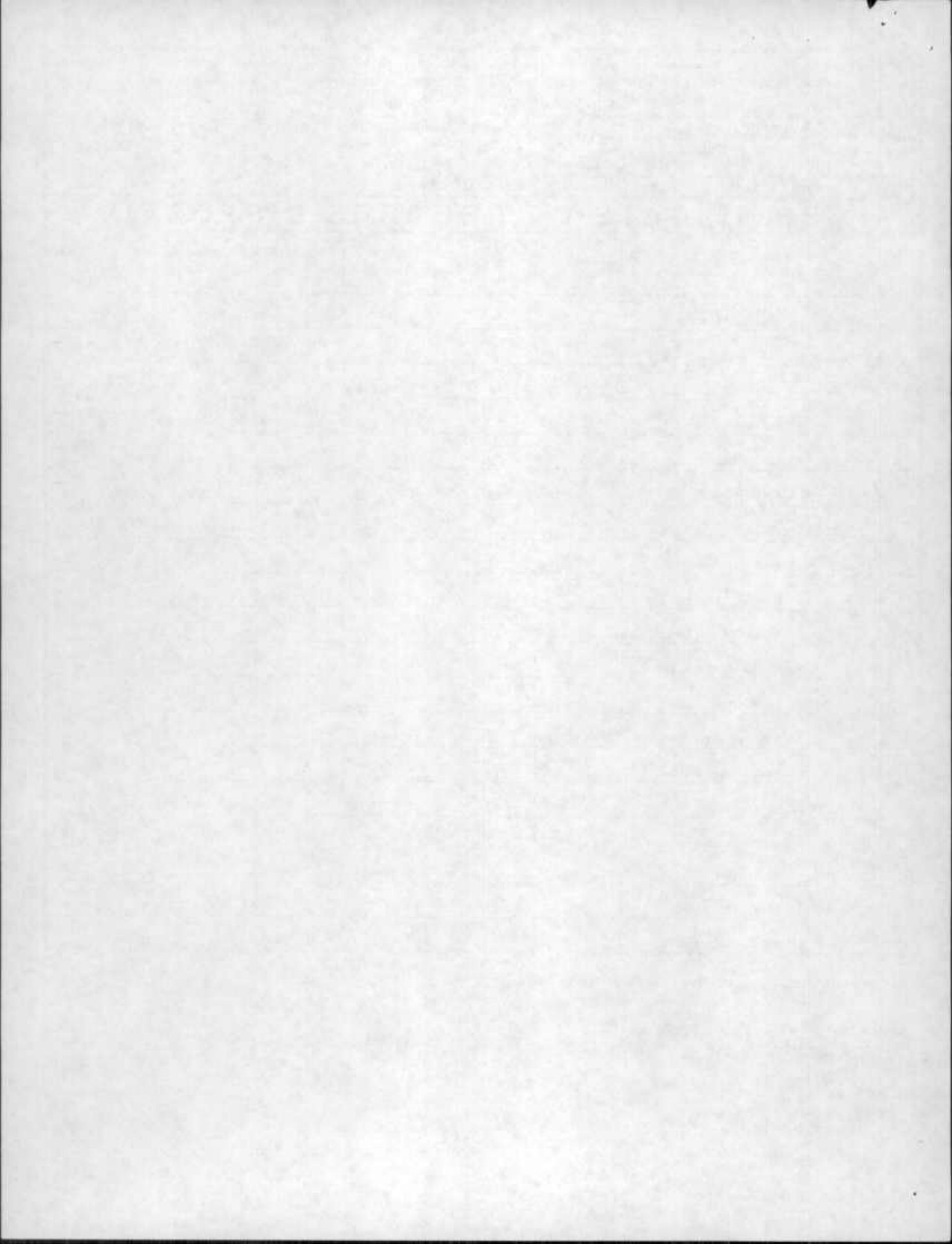
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Operations & Maintenance Files	2154	12	1980-1991	1	5/24/02	recycled
2	Operations & Maintenance Files	2154	12	1979-1982	1	5/9/02	recycled
3	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
4	Operations & Maintenance Files	2154	12	prior to 1990	1	5/9/02	recycled
5	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
5	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
7	Operations & Maintenance Files	2154	12	1985-1988	1	5/9/02	recycled
8	Operations & Maintenance Files	2154	12	1986-1991	1	5/24/02	recycled
9	Operations & Maintenance Files	2154	10	prior to 1990	1	5/24/02	recycled
10	Operations & Maintenance Files	2154	12	1970-1978	1	5/9/02	recycled
11	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
12	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
13	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
14	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
15	Operations & Maintenance Files	2154	12	1980-1990	1	5/9/02	recycled
16	Operations & Maintenance Files	2154	12	1983	1	5/9/02	recycled
17	Operations & Maintenance Files	2154	12	1981-1982	1	5/9/02	recycled
18	Operations & Maintenance Files	2154	12	1981-1988	1	5/9/02	recycled
19	Operations & Maintenance Files	2154	12	FY 1991	1	5/9/02	recycled

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

Chris Ely
Signature

Almonester
Title

5/9/02
Date



Maryland Environmental Service

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Maryland Environmental Service

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275

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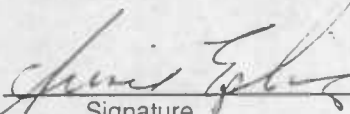
Division or Unit - Water/Wastewater - O & M

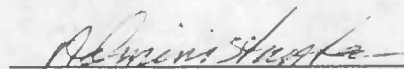
Jessup, Maryland 20794-0275

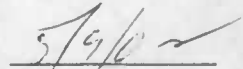
CERTIFICATE OF RECORDS DISPOSAL

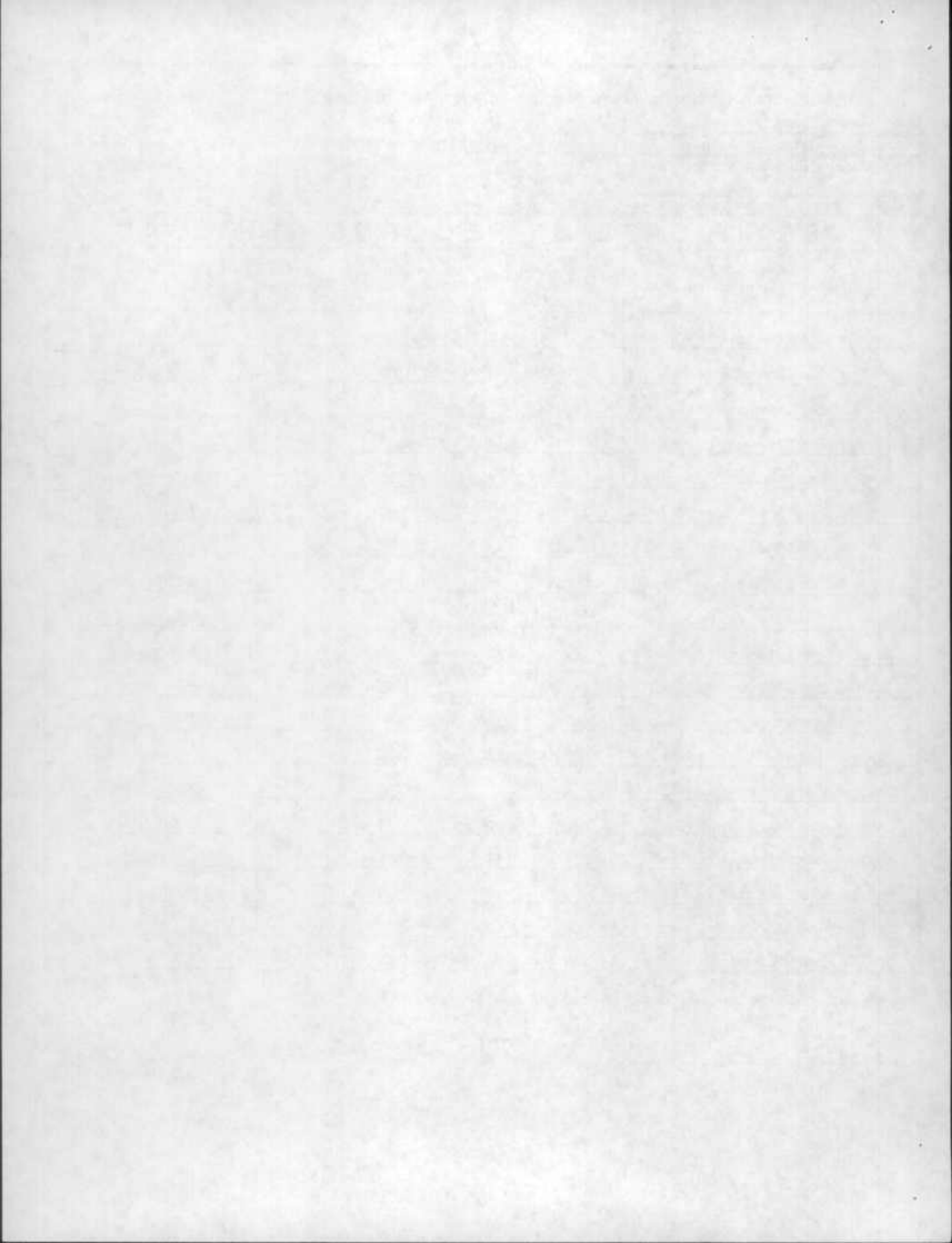
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
20	Operations & Maintenance Files	2154	12	1970-1982	1	5/9/02	recycled
21	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
22	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
25	Operations & Maintenance Files	2154	12	1974-1987	1	5/9/02	recycled
24	Operations & Maintenance Files	2154	12	1980-1985	1	5/9/02	recycled
25	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
26	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
27	Operations & Maintenance Files	2154	12	1970-1979	1	5/9/02	recycled
28	Operations & Maintenance Files	2154	12	1990	1	5/9/02	recycled
25	Operations & Maintenance Files	2154	12	prior to 1990	1	5/9/02	recycled
30	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
31	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
32	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
33	Operations & Maintenance Files	2154	12	1983	1	5/9/02	recycled
34	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
35	Operations & Maintenance Files	2154	12	1982-1984	1	5/9/02	recycled
36	Operations & Maintenance Files	2154	12	1985-1990	1	5/9/02	recycled
37	Operations & Maintenance Files	2154	12	FY 1991	1	5/9/02	recycled
38	Operations & Maintenance Files	2154	12	1971-1985	1	5/9/02	recycled

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


Signature


Title


Date



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Maryland Environmental Service

Records Management Division
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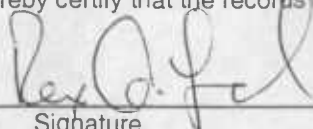
Division or Unit - Water/Wastewater - EMR

Jessup, Maryland 20794-0275

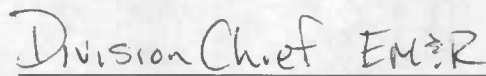
CERTIFICATE OF RECORDS DISPOSAL

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.				
39	EMR - compliance related documents	2154	2	1990	1	5/9/02	recycled
40	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
41	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
42	EMR - compliance related documents	2154	2	1986	1	5/9/02	recycled
43	EMR - compliance related documents	2154	2	1982-1984	1	5/9/02	recycled
44	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
45	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
46	EMR - compliance related documents	2154	2	1985-1989	1	5/9/02	recycled
47	EMR - compliance related documents	2154	2	1980-1984	1	5/9/02	recycled
48	EMR - compliance related documents	2154	2	1977-1979	1	5/9/02	recycled
49	EMR - compliance related documents	2154	2	1977-1982	1	5/9/02	recycled
50	EMR - compliance related documents	2154	2	prior to 1982	1	5/9/02	recycled
51	EMR - compliance related documents	2154	2	1977-1985	1	5/9/02	recycled
52	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
53	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
54	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
55	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
56	EMR - compliance related documents	2154	2	1987-1989	1	5/9/02	recycled
57	EMR - compliance related documents	2154	2	1990	1	5/9/02	recycled

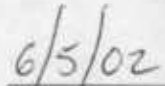
I hereby certify that the records listed above were disposed of as indicated.



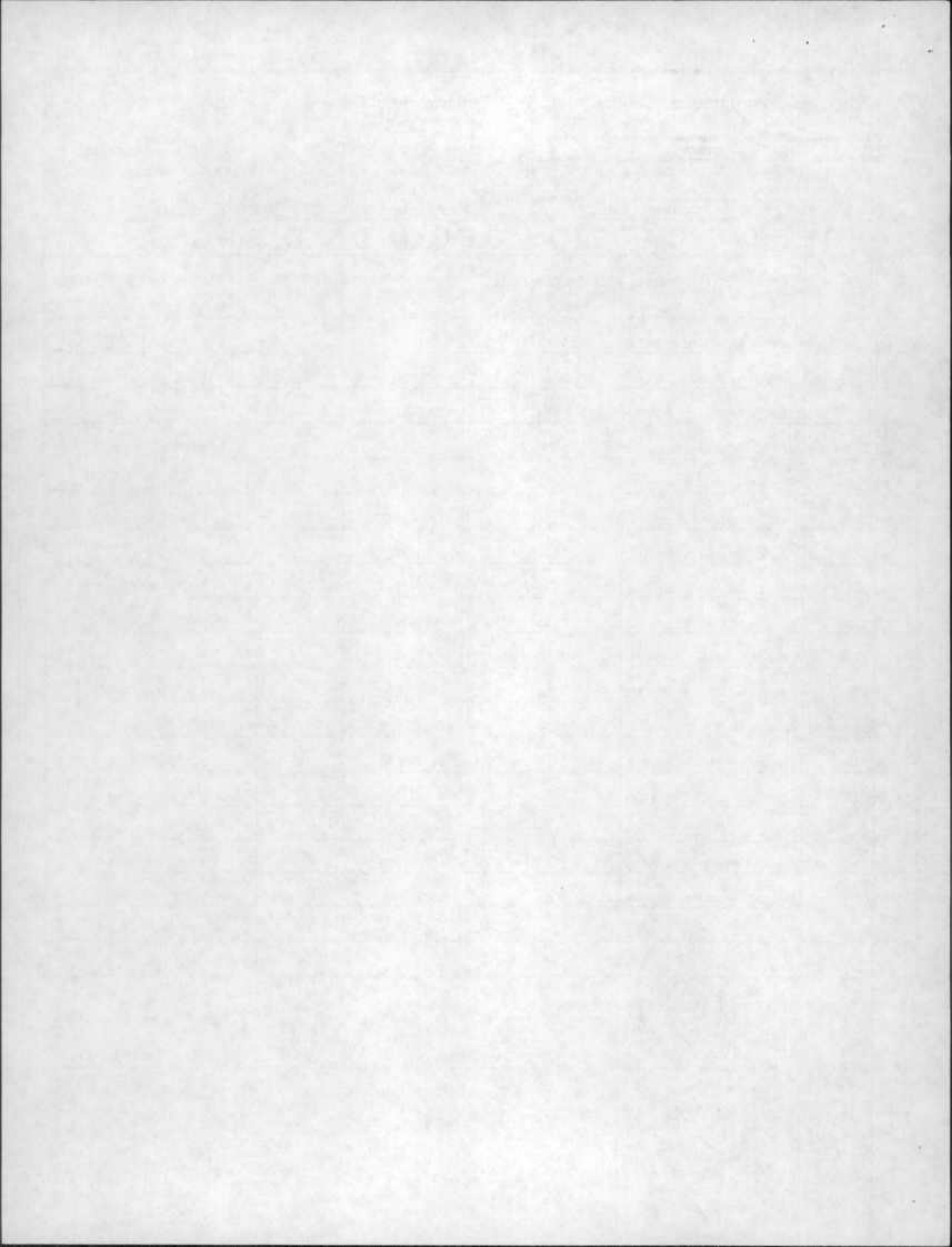
Signature



Title



Date



Maryland Environmental Service	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.
Maryland Environmental Service		
Division or Unit - Water/Wastewater - ENG		

CERTIFICATE OF RECORDS DISPOSAL

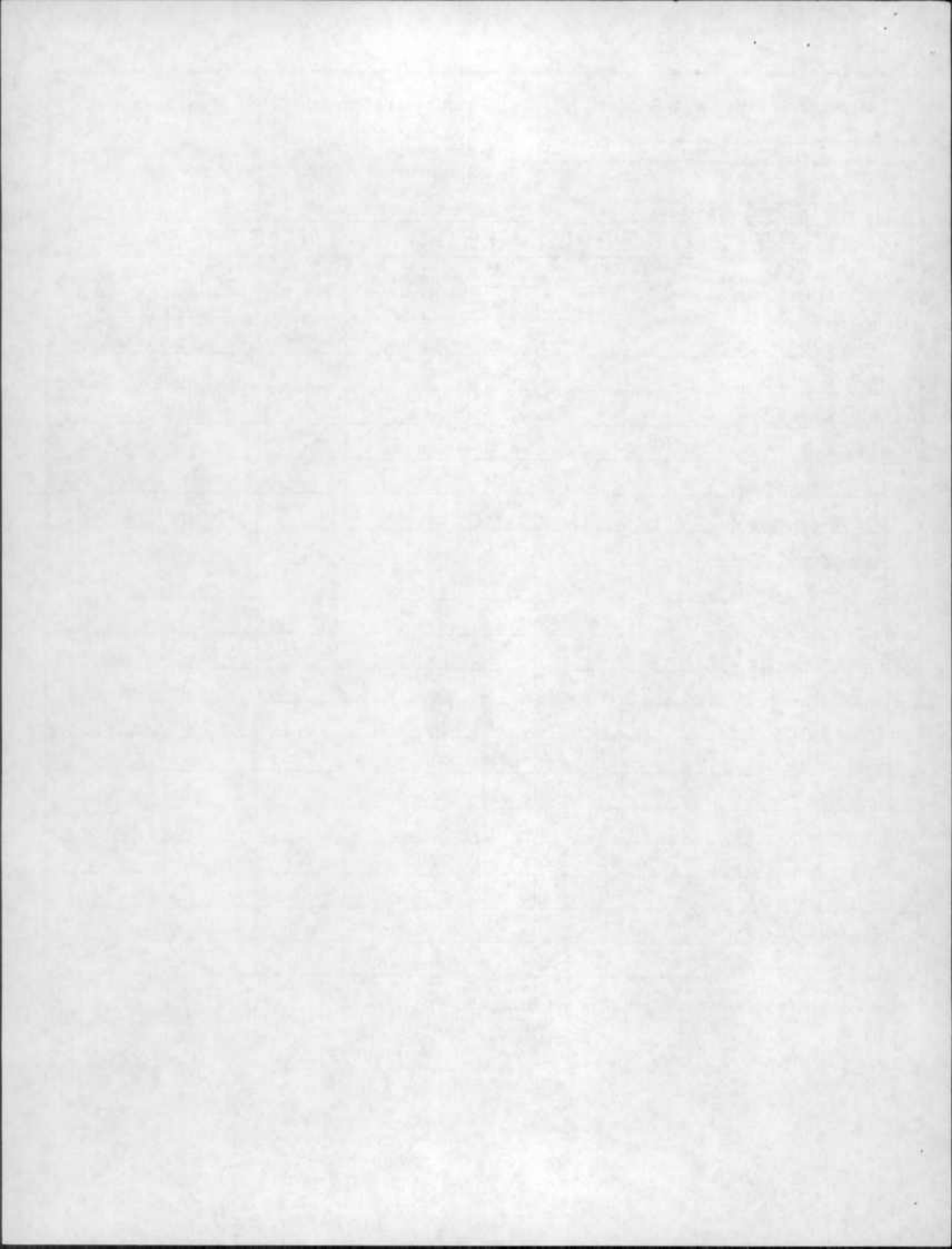
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
58	Engineering or O & M	2154	10	1995-1996	1	5/9/02	recycled
59	Engineering or O & M	2154	11	1997	1	5/9/02	recycled
60	Engineering or O & M	2154	9	1997	1	5/9/02	recycled
61	Engineering or O & M	2154	5	1995-1997	1	5/9/02	recycled
62	Engineering or O & M	2154	9	1995-1997	1	5/9/02	recycled
63	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
64	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
65	Engineering or O & M	2154	8	prior to 1990	1	5/9/02	recycled
66	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
67	Engineering or O & M	2154	9	prior to 1990	1	5/9/02	recycled
68	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
69	Engineering or O & M	2154	9	prior to 1990	1	5/9/02	recycled
70	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
71	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
72	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
73	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
74	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
75	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
76	Engineering or O & M	2154	8	1988-1990	1	5/9/02	recycled

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

Ellen A. Siskic
Signature

Chief, Engineering Div.
Title

6/6/02
Date



Maryland Environmental Service

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Records Management Division
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CERTIFICATE OF RECORDS DISPOSAL

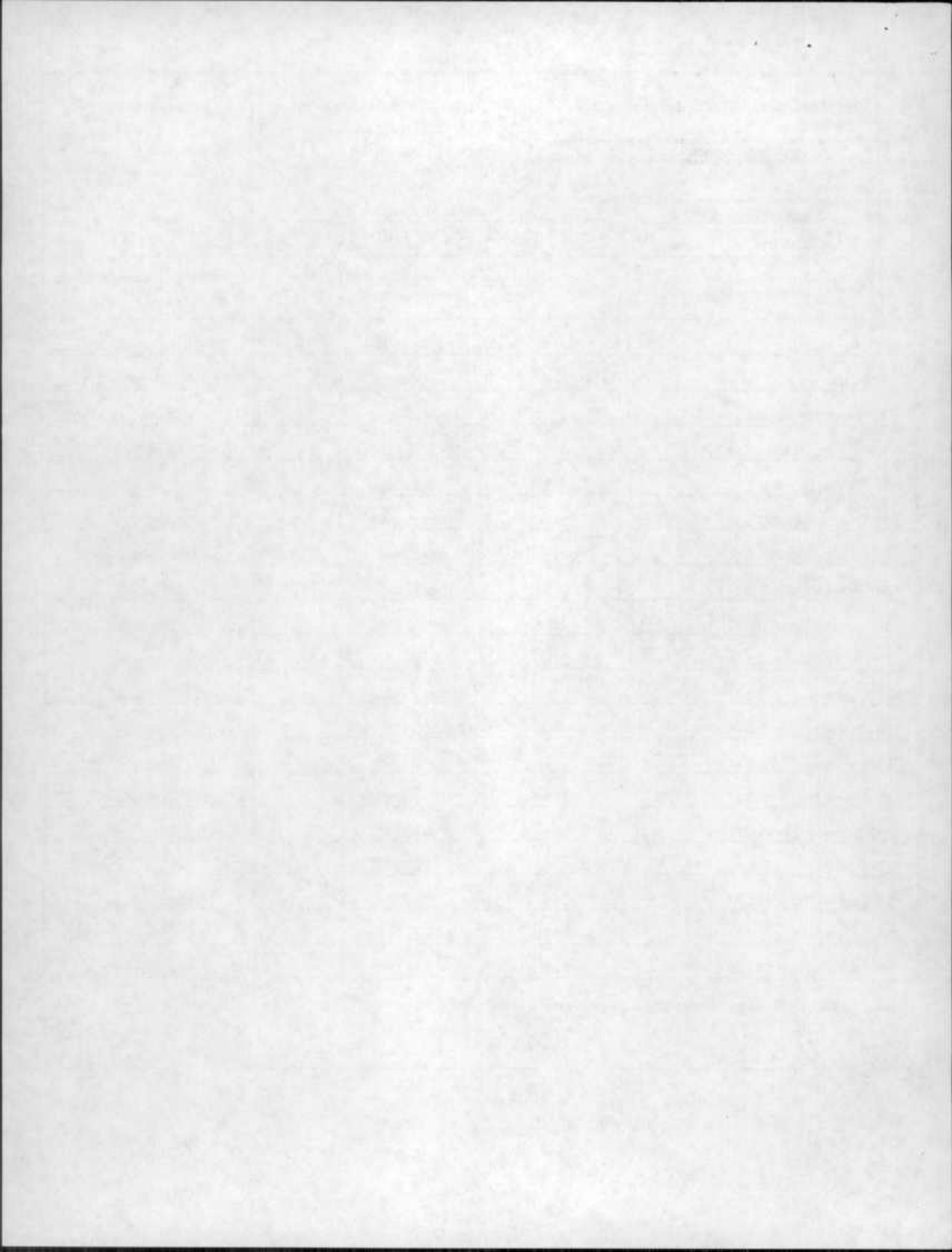
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
77	Engineering or O & M	2154	8	1988-1990	1	5/9/02	recycle
78	VOID	VOID	5	VOID	VOID	VOID	VOID
79	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
80	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
91	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
82	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
83	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
84	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
86	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
86	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
87	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
88	Engineering or O & M	2154	5	03/28/90-12/01/90	1	5/9/02	recycle
89	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycle
90	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycle
91	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycle
92	VOID	VOID		VOID	VOID	VOID	VOID
93	Engineering or O & M	2154	10	1990	1	5/9/02	recycle
94	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle
95	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycle

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

Ellen A. Skutic
Signature

Title

6/6/02
Date



Maryland Environmental Service

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Maryland Environmental Service

Records Management Division
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CERTIFICATE OF RECORDS DISPOSAL

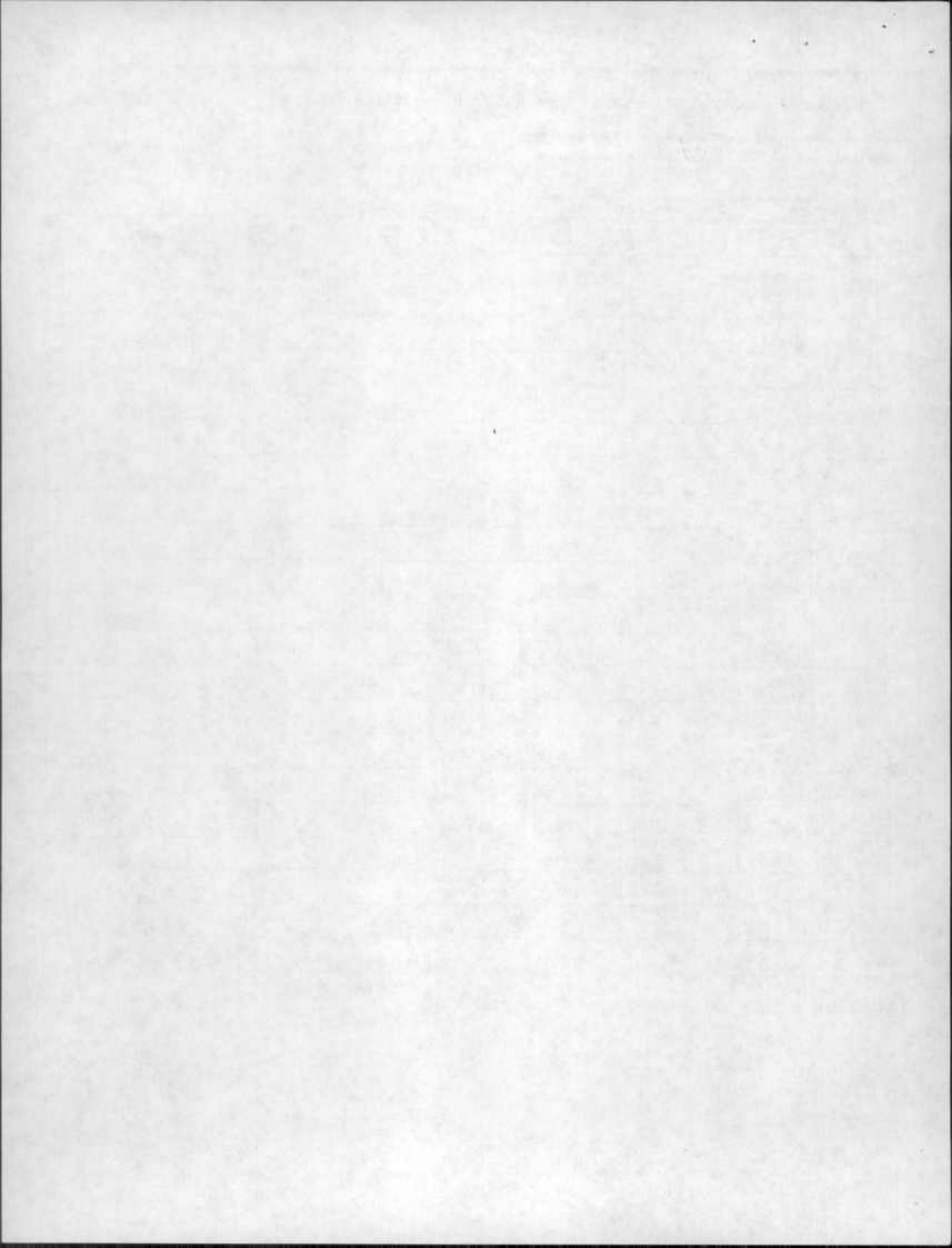
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
97	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
98	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
99	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
100	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
101	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
102	Engineering or O & M	2154	8	1991	1	5/9/02	recycled
103	Engineering or O & M	2154	8	1991	1	5/9/02	recycled
104	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
105	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
106	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
107	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
108	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
109	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
110	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
111	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
112	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
113	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
114	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled

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

Ellen A. Sclafic
Signature

Title

10/6/02
Date



Maryland Environmental Service

Department of General Services

Prepare in Duplicate

Reporting Agency

Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275

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

Division or Unit - Water/Wastewater - ENG

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.				
115	Engineering or O & M	2154	5	1993	1	5/9/02	recycled
116	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
117	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
118	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycled
119	Engineering or O & M	2154	5	1991-1992	1	5/9/02	recycled
120	Engineering or O & M	2154	5	prior to 1990	1	5/9/02	recycled
121	Engineering or O & M	2154	8	1992	1	5/9/02	recycled
122	Engineering or O & M	2154	10	prior to 1990	1	5/9/02	recycled
123	Engineering or O & M	2154	10	1987-1991	1	5/9/02	recycled
124	Engineering or O & M	2154	5	prior to 1990	1	5/9/05	recycled

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

Ellen A. Jukic
Signature

Title

6/6/02
Date



JUN 10 2002



[Illegible stamp]

JUL 10 2002

[Illegible stamp]

Maryland Environmental Service

Department of General Services

Prepare in Duplicate

Reporting Agency

Maryland Environmental Service

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 - Water/Wastewater - O & M

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.				
125	Operation & Maintenance Files	2154	12	1985	1	6/6/02	recycle
125	Operation & Maintenance Files	2154	12	1985	1	6/6/02	recycle
127	Operation & Maintenance Files	2154	12	1987	1	6/6/02	recycle

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

[Signature]
Signature

[Signature]
Title

6/6/02
Date

JUL 10 2002

J. JOSEPH CURRAN, JR.
ATTORNEY GENERAL

DONNA HILL STATON
CARMEN M. SHEPARD
DEPUTY ATTORNEYS GENERAL



SEAN COLEMAN
ASSISTANT ATTORNEY GENERAL
PRINCIPAL COUNSEL

CRYSTAL R. CHISSELL
ASSISTANT ATTORNEY GENERAL

STATE OF MARYLAND

OFFICE OF THE ATTORNEY GENERAL

MARYLAND ENVIRONMENTAL SERVICE
2011 COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401-2911
(410) 974-7224

July 2, 2002

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

Dear Records Management Division:

In accordance with the DGS Records Management Manual, please find enclosed a Certificate of Records Disposal (DGS 550-2) filed on behalf of the Water and Wastewater Division of the Maryland Environmental Service. The Certificate of Disposal is filed in connection with MES Retention Schedule # 2154.

If I can be of further assistance, please contact me at the above number.

Sincerely,

A handwritten signature in cursive script that reads "Pamela L. Fuller".

Pamela L. Fuller
Paralegal

Enc.
cc: Diane Thau

1987
528 COTTON

JUL 10 2002

J. JOSEPH CURRAN, JR.
ATTORNEY GENERAL

DONNA HILL STATON
CARMEN M. SHEPARD
DEPUTY ATTORNEYS GENERAL



SEAN COLEMAN
ASSISTANT ATTORNEY GENERAL
PRINCIPAL COUNSEL

CRYSTAL R. CHISSELL
ASSISTANT ATTORNEY GENERAL

STATE OF MARYLAND

OFFICE OF THE ATTORNEY GENERAL

MARYLAND ENVIRONMENTAL SERVICE
2011 COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401-2911
(410) 974-7224

October 1, 2002

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

Dear Records Management Division:

In accordance with the DGS Records Management Manual, please find enclosed a Certificate of Records Disposal (DGS 550-2) filed on behalf of the Procurement Department of the Maryland Environmental Service. The Certificate of Disposal is filed in connection with MES Retention Schedule # 2149.

If I can be of further assistance, please contact me at the above number.

Sincerely,

A handwritten signature in cursive script that reads "Pamela L. Fuller".

Pamela L. Fuller
Paralegal

Enc.

cc: Dale Rose

OCT

GILBERT
25th COTTAGE

100-100000-100000

OCT 1

100-100000-100000

100-100000-100000

MROCC
 Reporting Agency
 DIVISION OF CORRECTION
 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	MEDICAL DIET ORDERS	1406-11	1.D.	1/97 to 12/98	1	5/9/02	SHREDDED + RECYCLED
2	MEMOS OF RELIGIOUS DIETS AND RELIGIOUS DIET REQUESTS	1406-11	1.E.	1/97 - 12/98	1	5/9/02	SHREDDED + RECYCLED

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

Cpl. Cath. Satchel
 Signature

CO II / AUDIT COORDINATOR 5/9/02
 Title Date

Figure 9

STATE RECORDS MANAGEMENT CENTER

RECORDS MANAGEMENT

Administrator	799-1930
Forms Manager	799-1930
Records Specialist	799-1930

MICROGRAPHIC & LABORATORY SERVICES

C.O.M. Services (Computer Output Microfilm)	799-1728
Source Document Microfilming	799-1729

RECORDS CENTER

Manager	799-1379
Reference Service	799-1727

MAY 13 2002

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794

REHABILITATION SERVICES
DISTRICT COURT BLDG. - SUITE 111
7500 RITCHIE HIGHWAY
GLEN BURNIE, MARYLAND 21061-3749

CERTIFICATE OF RECORDS DISPOSAL

MSDE

Reporting Agency

DORS - Glen Burnie

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.				
	Case Services Records				1.57 8 (File Drawers) 12		Shredding

If you have any
questions, I can be
reached at
410-508-2303.

Jeff Chapin,
Sup. JS

CC: Frank Meltrage
CC: Sandi Buchanan

RECEIVED
GENERAL INVESTIGATIVE
DIVISION
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20535



**Maryland State Department of Education
DIVISION OF REHABILITATION SERVICES**

George M. Taylor District Court
Multi-Service Center, Suite 111
7500 Ritchie Highway
Glen Burnie, Maryland 21061-3749



**Department of General Services
Records Management Division
7275 Waterioo Road, P.O. Box 275
Jessup, Maryland 20794**

20794+0275 03





**THIS ENVELOPE IS RECYCLABLE AND MADE WITH 100%
RECYCLED PAPER, 30% POST-CONSUMER CONTENT**

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD, P.O. BOX 275
JESSUP, MD 20794

CERTIFICATE OF RECORDS DISPOSAL

MSDE

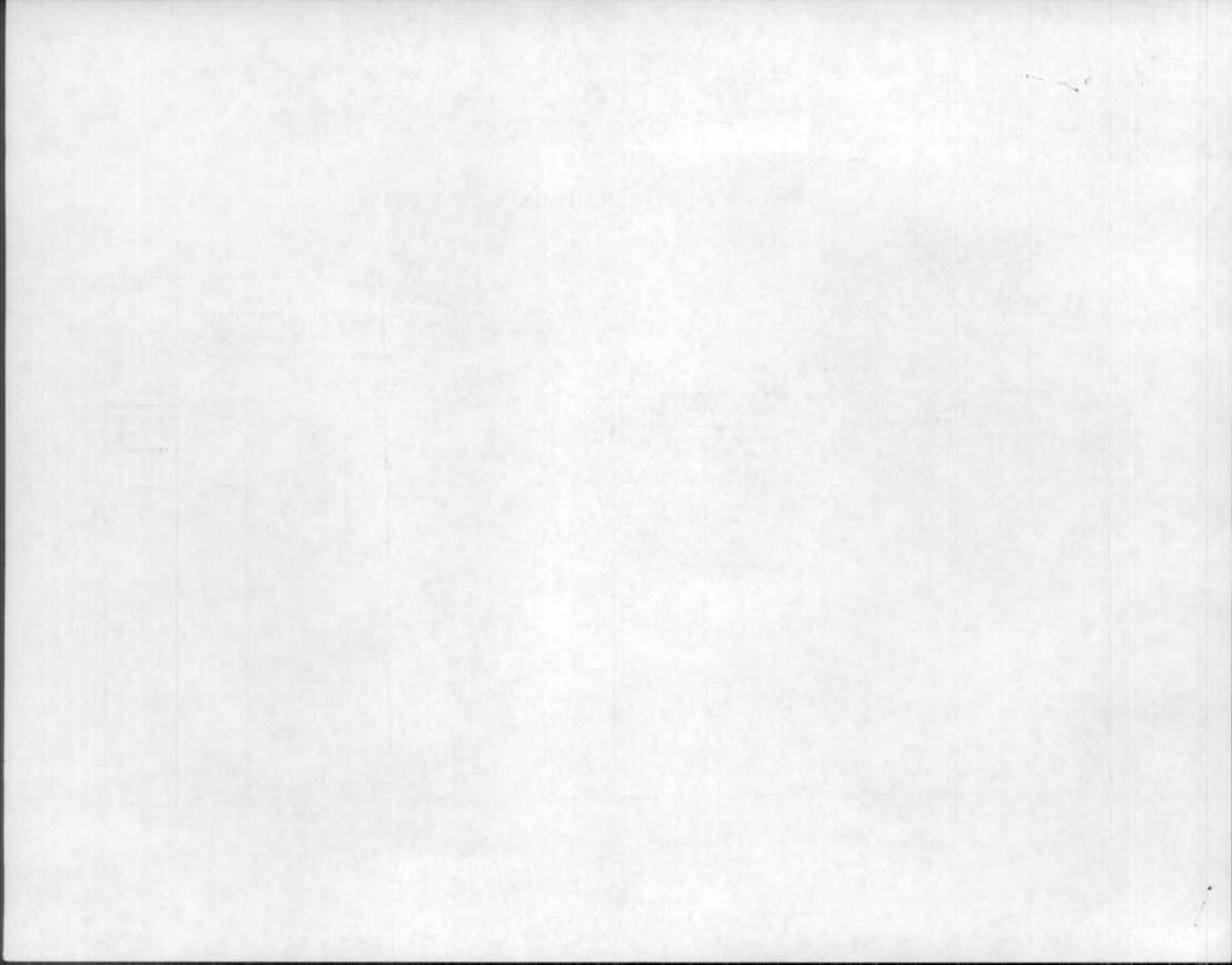
Reporting Agency

DORS - Annapolis

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.				
	Case Services Records FY 98				15	12/20/01	shredding



MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: February 14, 2002

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

FEB 19 2002

1875

1875

1875

covered
by
the
supplies



FEB 15 2012



MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: March 29, 2002

A Certificate of Records Disposal is attached for your handling. Thank you.

APR 2 2002

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

5300 S. DICKINSON DRIVE



APR 2 2002

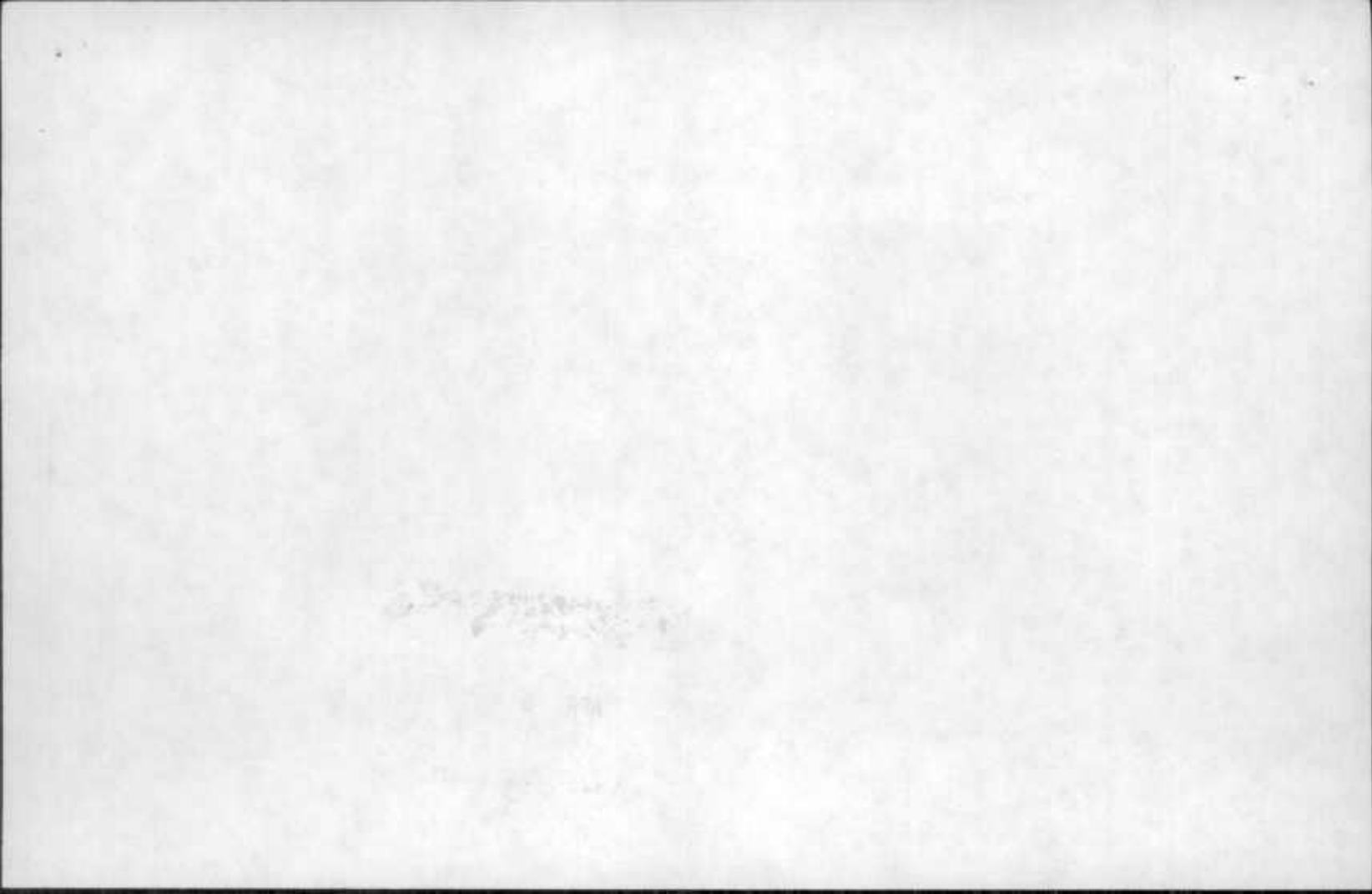


MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: April 1, 2002

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

APR 5





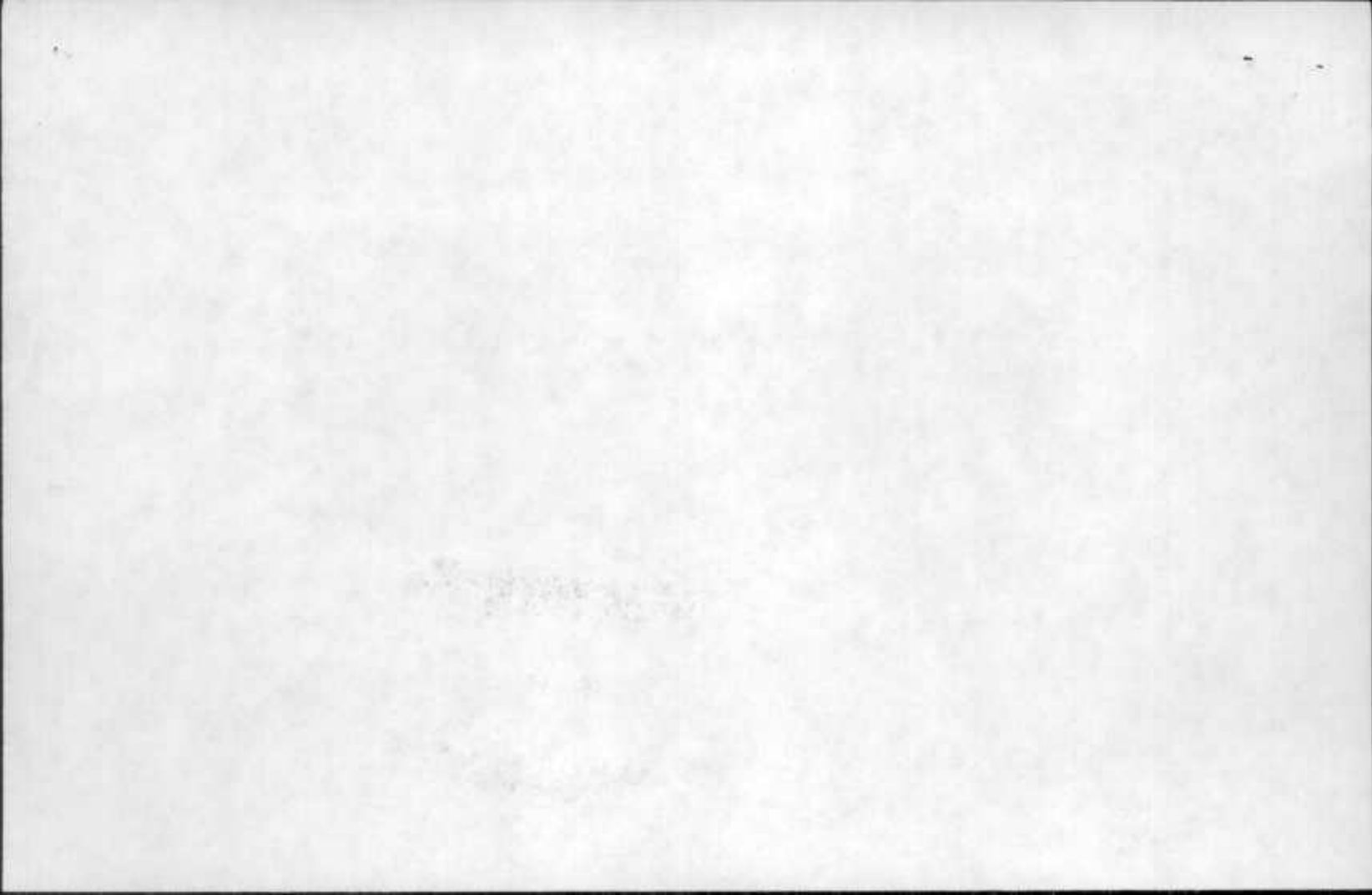
APR 5

MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: April 15, 2002

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

APR 17 2002



APR 17 2002

MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: April 24, 2002

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

APR 29 2002

1914

1915

1916

Reporting Agency

MVA

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

Table with 6 main columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Contains 6 rows of handwritten data.

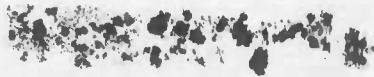
I hereby certify that the records listed above were disposed of as indicated.

Cindy Deem
Signature

Adm. Asst III
Title

4-19-02
Date

APR 29 2002



FEB 19 2002

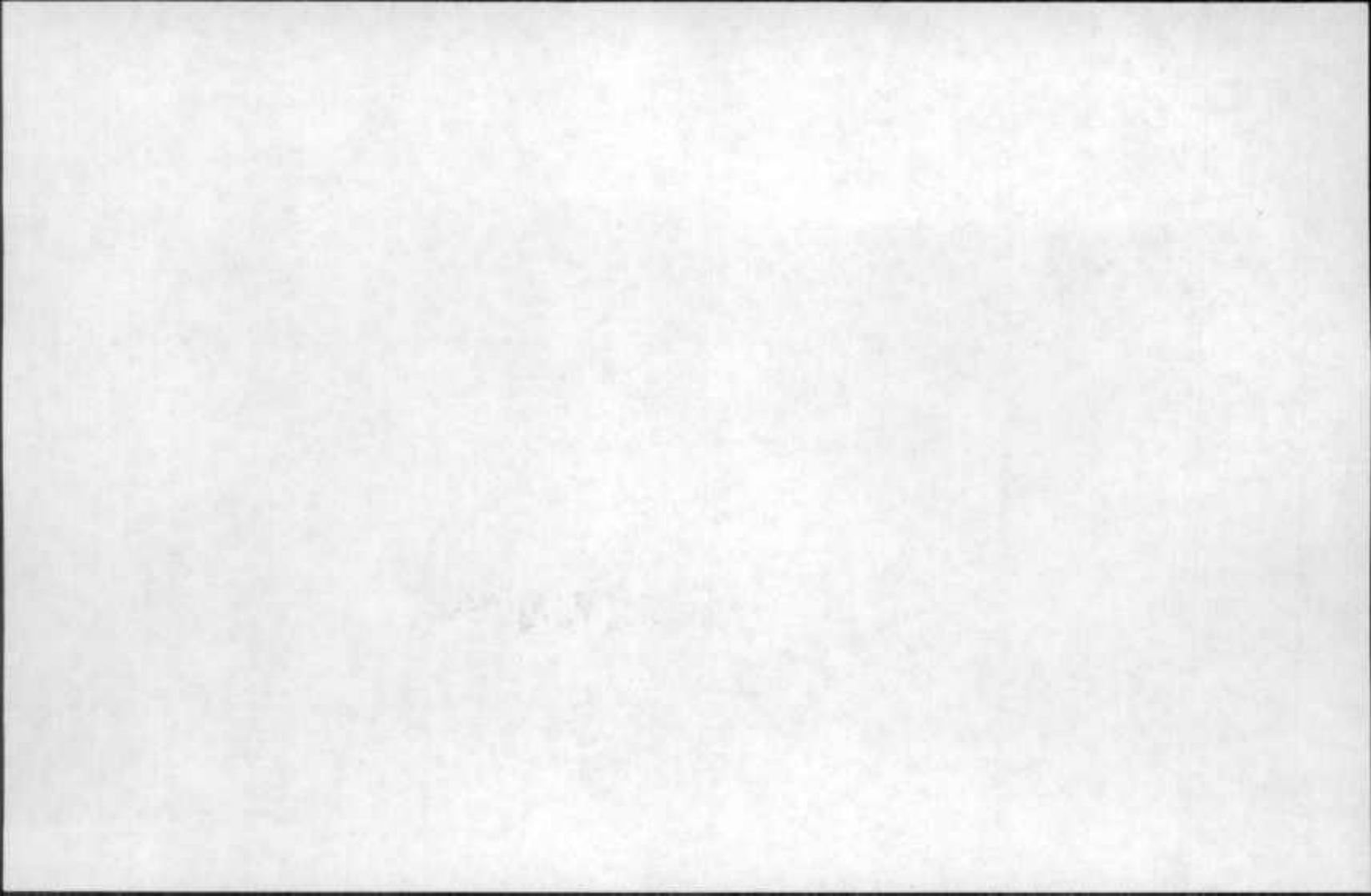


MOTOR VEHICLE ADMINISTRATION

TO: Gabriel Lopez FROM: Robert Campanaro DATE: June 11, 2002

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

JUN 18



~~XXXXXXXXXX~~

JUN 18 2002

~~XXXXXXXXXX~~

12751 Layhill road, Wheaton, Maryland 20906



THE
MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING
COMMISSION



DEPT.OF GENERAL SERVICES
STATE RECORDS MGMT.CENTER
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, MD 20794-0275

20794+0275 03





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.CAP.PARK & PLANNING COMMISSION

Reporting Agency

RECORDS MGMT.

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.	Misc.correspondence	1229	1	1998-99	8	7/17/02	incinerator
2.	Employment apps	"	7	"	10	"	"
3.	Time cards	"	32	1996-97	56	"	"
4.	Petty cash	"	31	1998-99	16	"	"
5.	Cancelled checks	"	33	1998-99	40	"	"
6.	Incident cards	"	97t	2000-01	20	"	"

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

Carole Pappas
 Signature

Records Mgmt. Spec.
 Title

8/3/02
 Date

DGS 550-2

AUG 7 2002

20/1/8

CERTIFICATE OF RECORDS DISPOSAL

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

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)	CONFIRGURATION/DIAGNOSTICS FOR DOS AND OS/2 V2.2.0 REV.F	1498	A	010990	0.6	12/12/02	Recycle
2)	OVERTIME BY INST. #20	1498	A	1988	0.6	12/12/02	Recycle
3)	OVERTIME 85	1498	A	1985	0.6	12/12/02	Recycle
4)	CARC #1	1498	A	1988	0.6	12/12/02	Recycle
5)	CARC #2	1498	A	1989	0.6	12/12/02	Recycle
5)	CHOPTANK ELECTIC -ECI	1498	A	1989	0.6	12/12/02	Recycle
7)	TRASH BALT #2	1498	A	1989	0.6	12/12/02	Recycle
8)	TRASH BALT #1	1498	A	1989	0.6	12/12/02	Recycle
9)	CLF TRASH #2	1498	A	1989	0.6	12/12/02	Recycle
10)	TRASH CLF #1	1498	A	1989	0.6	12/12/02	Recycle
11)	ECI TRASH #3	1498	A	1989	0.6	12/12/02	Recycle
12)	ECI TRASH #2	1498	A	1989	0.6	12/12/02	Recycle
13)	ECI TRASH #1	1498	A	1989	0.6	12/12/02	Recycle
14)	TRASH EPRU	1498	A	1989	0.6	12/12/02	Recycle
15)	TRASH HAGERSTOWN #4	1498	A	1989	0.6	12/12/02	Recycle
16)	TRASH HAG. #3	1498	A	1989	0.6	12/12/02	Recycle
17)	TRASH HAG. #2	1498	A	1989	0.6	12/12/02	Recycle
18)	TRASH HAG. #1	1498	A	1989	0.6	12/12/02	Recycle
19)	JESSUP TRASH #4	1498	A	1989	0.6	12/12/02	Recycle
20)	TRASH JESSUP #3	1498	A	1989	0.6	12/12/02	Recycle
21)	TRASH JESSUP #2	1498	A	1989	0.6	12/12/02	Recycle
22)	JESSUP TRASH #1	1498	A	1989	0.6	12/12/02	Recycle
23)	TRASH PATUX	1498	A	1988	0.6	12/12/02	Recycle
24)	SUI TRASH HAGERSTOWN #1	1498	A	1988	0.6	12/12/02	Recycle
25)	SUI TRASH HAGERSTOWN #2	1498	A	1988	0.6	12/12/02	Recycle
26)	MED FY'89 DOC 8804-00 #14 FINAL #1	1498	A	1988	0.6	12/12/02	Recycle
27)	MED FY'89 DOC 8804-00 #15 FINAL #2	1498	A	1988	0.6	12/12/02	Recycle
28)	MED FY'89 DOC 8804-00 MISC #1	1498	A	1988	0.6	12/12/02	Recycle

Signature	Mike Volpe, Director of Procurement Services Title	12/12/2002 Date
-----------	---	--------------------



DEC 17 2002



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.				
29)	MED FY'89 DOC 8804-00 MOD "E & F"	1498	A	1989	0.6	12/12/02	Recycle
30)	MED FY'89 DOC 8804-00 MOD "D"	1498	A	1989	0.6	12/12/02	Recycle
31)	MED FY'89 DOC 8804-00 MOD "C"	1498	A	1989	0.6	12/12/02	Recycle
32)	MED FY'89 DOC 8804-00 MOD "B"	1498	A	1989	0.6	12/12/02	Recycle
33)	MED FY'89 DOC 8804-00 MOD "A"	1498	A	1989	0.6	12/12/02	Recycle
34)	MED FY'89 DOC 8804-00 MOD "I"	1498	A	1989	0.6	12/12/02	Recycle
35)	MED FY'89 DOC 8804-00 MOD "G & H"	1498	A	1989	0.6	12/12/02	Recycle

I hereby certify that the records listed above were disposed of as indicated. *210*

Mike Volpe
Signature

Mike Volpe, Director of Procurement Services
Title

12/12/2002
Date



DEC 17 2002

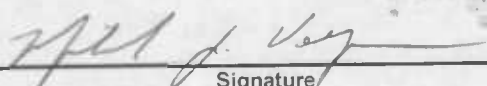


Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Office of the Secretary, 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.				
4)	EASTERN FY'88 MED #3	1498	A	1988	.06	12/12/02	RECYCLED
2)	EASTERN FY '88 MED. #4	1498	A	1988	.06	12/12/02	RECYCLED
3)	BALTO. FY'86 MED #2	1498	A	1986	.06	12/12/02	RECYCLED
4)	BALTO. FY'86 MED #1	1498	A	1986	.06	12/12/02	RECYCLED
6)	HAG. FY'86 MED #3	1498	A	1986	.06	12/12/02	RECYCLED
6)	HAG. FY'86, MED #2	1498	A	1986	.06	12/12/02	RECYCLED
7)	HAG. FY'86 MED #1	1498	A	1988	.06	12/12/02	RECYCLED
8)	JESSUP MEDICAL #3	1498	A	1986	.06	12/12/02	RECYCLED
9)	JESSUP MEDICAL #2	1498	A	1988	.06	12/12/02	RECYCLED
10)	JESSUP MEDICAL #1	1498	A	1986	.06	12/12/02	RECYCLED
11)	MED. 95 BCDC 940281500 VOL. #1	1498	A	1995	.06	12/12/02	RECYCLED
12)	MED. 95 BCDC 940281500 VOL. #2	1498	A	1995	.06	12/12/02	RECYCLED
13)	MED 93 MISC #1	1498	A	1993	.06	12/12/02	RECYCLED
14)	MED 93 92450201 MULTI PLAN	1498	A	1993	.06	12/12/02	RECYCLED
15)	MED 93 9245A0201 CONTRACT CMS ORIGINAL	1498	A	1993	.06	12/12/02	RECYCLED
16)	MED 93 9245B0201 CONTRACT PHS ORIGINAL	1498	A	1993	.06	12/12/02	RECYCLED
17)	MED 93 9245A/B0201 CONTRACT BASE	1498	A	1993	.06	12/12/02	RECYCLED
18)	MED 93 92450201 SOLICITATION VOL#3	1498	A	1993	.06	12/12/02	RECYCLED
16)	MED 93 9245021 SOLICITATION VOL#2	1498	A	1993	.06	12/12/02	RECYCLED
20)	MED 93 92450201 SOLICITATION VOL. #1	1498	A	1993	.06	12/12/02	RECYCLED
21)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-EXTENSION FY'89 MISC	1498	A	1989	.06	12/12/02	RECYCLED
22)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-BALTIMORE FY 89 EXTENSION	1498	A	1989	.06	12/12/02	RECYCLED
23)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-EASTERN FY 89 EXTENSION	1498	A	1989	.06	12/12/02	RECYCLED

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


Mike Volpe, Director of Procurement Services
12/12/2002
Signature
Title
Date

DEC 17 2002

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)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-HAGERSTOWN FY 89 EXTENSION	1498	A	1989	0.6	12/12/02	Recycle
26)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-JESSUP FY 89 EXTENSION #2	1498	A	1989	0.6	12/12/02	Recycle
26)	FY'89 MODS TO OLD CONTRACTS (MEDICAL)-JESSUP FY 89 EXTENSION #1	1498	A	1989	0.6	12/12/02	Recycle
27)	FY'87 MEDICAL-BALTO. FY 87 MED #2	1498	A	1987	0.6	12/12/02	Recycle
28)	BALT FY 87 MED #1	1498	A	1987	0.6	12/12/02	Recycle
29)	HAG. FY 87 MED	1498	A	1987	0.6	12/12/02	Recycle
30)	JESUUP FY 87 MED #2	1498	A	1987	0.6	12/12/02	Recycle
31)	JESSUP FY 87 MED #1	1498	A	1987	0.6	12/12/02	Recycle
32)	MED FY-89 DOC 8804-00 #13	1498	A	1989	0.6	12/12/02	Recycle
33)	MED FY-89 DOC 8804-00-12	1498	A	1989	0.6	12/12/02	Recycle
34)	MED FY-89 DOC 8804-00-11	1498	A	1989	0.6	12/12/02	Recycle
35)	MED FY-89 DOC 8804-00-10	1498	A	1989	0.6	12/12/02	Recycle
36)	MED FY-89 DOC 8804-00-9	1498	A	1989	0.6	12/12/02	Recycle
37)	MED FY-89 DOC 8804-00-8	1498	A	1989	0.6	12/12/02	Recycle
38)	MED FY-89 DOC 8804-00-7	1498	A	1989	0.6	12/12/02	Recycle
39)	MED FY-89 DOC 8804-00-6	1498	A	1989	0.6	12/12/02	Recycle
40)	MED FY-89 DOC 8804-00-5	1498	A	1989	0.6	12/12/02	Recycle
44)	MED FY-89 DOC 8804-00-4	1498	A	1989	0.6	12/12/02	Recycle
42)	MED FY-89 DOC 8804-00-3	1498	A	1989	0.6	12/12/02	Recycle
43)	MED FY-89 DOC 8804-00-2	1498	A	1989	0.6	12/12/02	Recycle
44)	MED FY-89 DOC 8804-00-1	1498	A	1989	0.6	12/12/02	Recycle
45)	IBM 3270 WORKSTATION PROGRAM	1498	A	1983-1987	0.6	12/12/02	Recycle
46)	CONFIGURATION/DIAGNOSTICS FOR DOS AND OS/2 V2.2.0 REV F	1498	A	010991	0.6	12/12/02	Recycle


Mike Volpe, Director of Procurement Services
12/12/2002

 Signature Title Date



DEC 17 2002

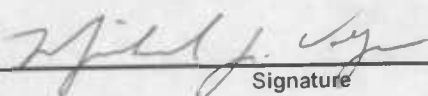


Department of Public Safety & Correctional Services	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
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Division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

CERTIFICATE OF RECORDS DISPOSAL

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		Retention Schedule No.	Item No.				
1)	MED FY'89 DOC 8804-00 MOD J & CLAIMS	1498	A	1989	0.6	12/12/02	Recycle
2)	MED FY'89 DOC 8804-00 MOD J MED DISK 4 MOD FINAL 8804-00	1498	A	1989	0.6	12/12/02	Recycle
3)	MED FY'89 DOC 8804-00 MOD J MED DISK 3 8804-00	1498	A	1989	0.6	12/12/02	Recycle
4)	MED FY'89 DOC 8804-00 JOD J MED DISK 2 8804-00	1498	A	1989	0.6	12/12/02	Recycle
5)	MED FY'89 DOC 8804-00 MOD J MED DISK 1 8804-00	1498	A	1989	0.6	12/12/02	Recycle
6)	ECI-POWER PLANT MISC. #1	1498	A	1988	0.6	12/11/02	Recycle
7)	ECI-POWER PLANT CONTRACT MOD #4-DISK #3	1498	A	1988	0.6	12/11/02	Recycle
8)	ECI-POWER PLANT CONTRACT MOD #4 DRAFT DISK #2	1498	A	1988	0.6	12/11/02	Recycle
9)	ECI-POWER PLANT CONTRACT MOD #4 DRAFT DISK #1	1498	A	1988	0.6	12/11/02	Recycle
10)	ECI POWER PLANT CONTRACT FINAL	1498	A	1988	0.6	12/11/02	Recycle
11)	ECI POWER PLANT CONTRACT DRAFT #7	1498	A	1988	0.6	12/11/02	Recycle
12)	ECI POWER PLANT SOL. MISCELLANEOUS FINAL	1498	A	1988	0.6	12/11/02	Recycle
13)	ECI POWER PLANT SOL. #5A FINAL	1498	A	1988	0.6	12/11/02	Recycle
14)	POWER PLANT #5	1498	A	1988	0.6	12/11/02	Recycle
15)	SYS #1 POWER PLANT	1498	A	1988	0.6	12/11/02	Recycle
16)	ECI OPERATOR #1	1498	A	1988	0.6	12/11/02	Recycle
17)	ECI OPERATOR #2	1498	A	1988	0.6	12/11/02	Recycle
18)	BALTIMORE FY'88 MEDICAL	1498	A	1988	0.6	12/11/02	Recycle
19)	JESSUP FY'88 MEDICAL	1498	A	1988	0.6	12/11/02	Recycle
20)	HAG. FY'88 MEDICAL	1498	A	1988	0.6	12/11/02	Recycle
21)	EASTERN FY'88 MED. #2	1498	A	1988	0.6	12/11/02	Recycle
22)	EASTERN FY'88 MED. #1	1498	A	1988	0.6	12/11/02	Recycle
23)	ATRIEVA CONFIG. DISK ONLY	1498	A	1998	0.6	12/12/02	Recycle

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



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Mike Volpe, Director of Procurement Service

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12/12/2002

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DEC 17 2002




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		Retention Schedule No.	Item No.				
24)	TEMPLATES BEHAVIORAL ELEMENTS (10)	1498	A	1998	0.6	12/12/02	Recycle
25)	MBE DATA BASE 9/98 EXCEL FORMAT	1498	A	1998	0.6	12/12/02	Recycle
26)	BB'S DISK #2	1498	A	1998	0.6	12/12/02	Recycle
27)	BB'S DISK #1	1498	A	1998	0.6	12/12/02	Recycle
28)	EMERGENCY #1	1498	A	1998	0.6	12/12/02	Recycle
29)	BCDC & DPDS #1	1498	A	1998	0.6	12/12/02	Recycle
30)	BCDC & DPDS #2	1498	A	1998	0.6	12/12/02	Recycle
31)	DPSCS #1	1498	A	1998	0.6	12/12/02	Recycle
32)	DPSCS #2	1498	A	1998	0.6	12/12/02	Recycle
33)	DPSCS #3	1498	A	1998	0.6	12/12/02	Recycle
34)	ECI, MISC. #2	1498	A	1998	0.6	12/12/02	Recycle
35)	DOC HQ. MISC VOL. #7	1498	A	1998	0.6	12/12/02	Recycle
36)	HQ. MISC. #6	1498	A	1998	0.6	12/12/02	Recycle
37)	HQ. MISC. #5	1498	A	1998	0.6	12/12/02	Recycle
38)	HQ. MISC. #4	1498	A	1998	0.6	12/12/02	Recycle
39)	MISC. #3 HQ	1498	A	1998	0.6	12/12/02	Recycle
40)	HQ MISC #2	1498	A	1998	0.6	12/12/02	Recycle
41)	HQ MISCELLANEOUS	1498	A	1998	0.6	12/12/02	Recycle
42)	MHC MISC #1	1498	A	1998	0.6	12/12/02	Recycle
43)	P & P #1	1498	A	1998	0.6	12/12/02	Recycle
44)	SUI MISC #1	1498	A	1998	0.6	12/12/02	Recycle
45)	HOME DETENTION #3 9030-01 & VOREC	1498	A	1988	0.6	12/12/02	Recycle
46)	HOME DETENTION 9030-01 #2	1498	A	1988	0.6	12/12/02	Recycle

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 Signature

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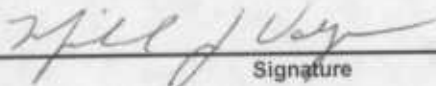
DEC 17 2002

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.				
47)	HOME DETENTION #1 9030-01	1498	A	1998	0.6	12/12/02	Recycle
48)	AUDITS	1498	A	1998	0.6	12/12/02	Recycle
49)	PP. URINE ALYSIS	1498	A	1998	0.6	12/12/02	Recycle
50)	DCIBs	1498	A	1998	0.6	12/12/02	Recycle
51)	DCR-ID	1498	A	1998	0.6	12/12/02	Recycle
52)	DPSCS.LPN	1498	A	1998	0.6	12/12/02	Recycle
53)	BCDC FOOD 9176-1501	1498	A	1998	0.6	12/12/02	Recycle
54)	BCDC FOOD 9176-1501 #1	1498	A	1998	0.6	12/12/02	Recycle
55)	BCDC-FOOD 9176-1501	1498	A	1998	0.6	12/12/02	Recycle
56)	BCDC FOOD 9176-1501 #2	1498	A	1998	0.6	12/12/02	Recycle
57)	UNIFORMS #2	1498	A	1988	0.6	12/12/02	Recycle
58)	UNIFORMS #1	1498	A	1988	0.6	12/12/02	Recycle
59)	BISMVEND ORIGINALS	1498	A	1988	0.6	12/12/02	Recycle
60)	BISMVEND #2	1498	A	1988	0.6	12/12/02	Recycle
61)	BISMVEND CURRENT	1498	A	1988	0.6	12/12/02	Recycle
62)	BCDC HOUSING #1	1498	A	1988	0.6	12/12/02	Recycle
63)	BTEC	1498	A	1988	0.6	12/12/02	Recycle
64)	ECI MISC #1	1498	A	1987	0.6	12/12/02	Recycle
65)	EMER #2	1498	A	1987	0.6	12/12/02	Recycle
66)	MCIJ MISC #1	1498	A	1987	0.6	12/12/02	Recycle
67)	MCIW MISC	1498	A	1987	0.6	12/12/02	Recycle
68)	MCPRS MISC.	1498	A	1987	0.6	12/12/02	Recycle
69)	MCTC MISC	1498	A	1987	0.6	12/12/02	Recycle

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


 Signature

Mike Volpe, Director of Procurement
 Services

 Title

12/12/2002
 Date



DEC 17 2002

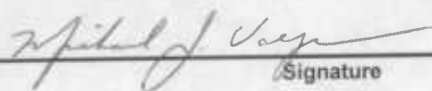


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		Retention Schedule No.	Item No.				
70)	MCIH MISC	1498	A	1987	0.6	12/12/02	Recycle
71)	MHC MISC #2	1498	A	1987	0.6	12/12/02	Recycle
72)	MP MISC	1498	A	1987	0.6	12/12/02	Recycle
73)	MRDCC MISC	1498	A	1987	0.6	12/12/02	Recycle
74)	PCTC	1498	A	1987	0.6	12/12/02	Recycle
75)	P & P #2	1498	A	1987	0.6	12/12/02	Recycle
76)	RCI MISC. #2	1498	A	1987	0.6	12/12/02	Recycle
77)	RCI MISC. #1	1498	A	1987	0.6	12/12/02	Recycle
78)	SUI MISC #2	1498	A	1987	0.6	12/12/02	Recycle
79)	BCDC & DPDS #3	1498	A	1987	0.6	12/12/02	Recycle
80)	BCDC & DPDS #4	1498	A	1987	0.6	12/12/02	Recycle
81)	DOC HQ. MISC VOL.8	1498	A	1987	0.6	12/12/02	Recycle
82)	DPSCS #4	1498	A	1987	0.6	12/12/02	Recycle
83)	DPSCS # 5	1498	A	1987	0.6	12/12/02	Recycle
84)	AIDS DATA COSTS VOL #1	1498	A	1987	0.6	12/12/02	Recycle
85)	AIDS COST DATA VOL #2	1498	A	1987	0.6	12/12/02	Recycle
86)	AIDS COST DATA VOL #3	1498	A	1987	0.6	12/12/02	Recycle
87)	RECORDS #1	1498	A	1987	0.6	12/12/02	Recycle
88)	RECORDS RETENTION SCHEDULE FINAL 5/1/91 COPY ONLY	1498	A	1991	0.6	12/12/02	Recycle
89)	RECORDS RETENTION FINAL	1498	A	1991	0.6	12/12/02	Recycle
90)	RECORDS RETENTION DRAFT #2	1498	A	1991	0.6	12/12/02	Recycle
91)	RECORDS RETENTION DRAFT #1	1498	A	1991	0.6	12/12/02	Recycle
92)	PROCUREMENT FORMS #3	1498	A	1991	0.6	12/12/02	Recycle

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



 Signature

Mike Volpe, Director of Procurement
 Services

_____ Title

12/12/2002
 _____ Date



DEC 17 2002

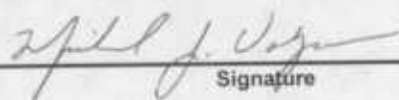


Department of Public Safety & Correctional Services <hr/> <p style="text-align: center;">Reporting Agency</p> <hr/> Office of the Secretary, Procurement Services Unit <hr/> <p style="text-align: center;">Division or Unit</p>	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (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.				
93)	PROCUREMENT FORMS #2	1498	A	1991	0.6	12/12/02	Recycle
94)	PROCUREMENT FORMS #1	1498	A	1991	0.6	12/12/02	Recycle
95)	RECORDS RETENTION	1498	A	1991	0.6	12/12/02	Recycle
97)	FEMALE RELEASE COUNSELING	1498	A	1991	0.6	12/12/02	Recycle
98)	DGS MAINT.	1498	A	1991	0.6	12/12/02	Recycle
99)	HAG. TEL 9101-01	1498	A	1991	0.6	12/12/02	Recycle
100)	LAUNDRY #2	1498	A	1991	0.6	12/12/02	Recycle
101)	LAUNDRY #1	1498	A	1991	0.6	12/12/02	Recycle
102)	BASK COMPILER	1498	A	1991	0.6	12/12/02	Recycle
103)	BLANK MEDICAL AUDIT	1498	A	1991	0.6	12/12/02	Recycle
104)	INTERPRETERS	1498	A	1991	0.6	12/12/02	Recycle
105)	MBE	1498	A	1991	0.6	12/12/02	Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle
		1498	A		0.6		Recycle

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 Signature

Mike Volpe, Director of Procurement
 Services

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630
 12/12/2002

 Date

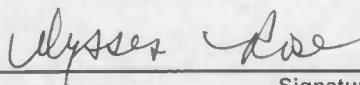
DEC 17 2002

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1)	DPSCS SOLICITATION #Q0097057-Temporary Office Help FY 98 for the following vendors #2-37.						
2)	Pro Staff,	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
3)	Allines Inc., FEIN#52-1843249	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
4)	True Temps, FEIN#52-1615056	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
5)	Kennedy Temporary Service, FEIN#52-1317051	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
6)	Able Personnel-Office Service Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
7)	Qualex International (Admin. Personnel Services) Control #97-3043-0111	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
8)	Uniforce Temporaries, FEIN#13-1996648	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
9)	Abacus Corporation, FEIN#52-0554932	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
10)	Priority Staffing Services	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
11)	ECCO Temporary Services	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
12)	Office Team	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
13)	ACCUSTAFF, FEIN #593116655	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
14)	Employment Servs Network, FEIN#52-0591576	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
15)	A. Omar Account Sect, FEIN#52-1703309	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
16)	Remedy Personnel	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
17)	Vitronics Inc., FEIN#22-2384719	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
18)	Office Plus Temps	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
19)	Kelly Services, FEIN#38-150762	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
20)	Staff Max Corp., FEIN#52-1858217	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
21)	National Employer's Concepts (Tate Personnel), FEIN #52-2032983	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
22)	Goodwill Temporary Services, FEIN#52-0591576	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
23)	Excel Staffing	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle

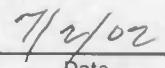
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Signature

Ulysses Rose, Assistant Director of Procurement Services

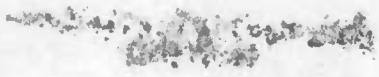
Title



Date



JUL 8 2002



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24)	Thomas and Thomas Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
25)	R.S. Staffing Services Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
26)	JRS Management	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
27)	A.E. Broadhurst Corporation, FEIN#52-1540400	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
28)	Manpower Temporary Services, FEIN#39-1836586	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
29)	OMV Medical Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
30)	AMTEX	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
31)	The Answer Temps Inc., FEIN#52-1540400	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
32)	Aspen Temporary Services Inc., FEIN#52-15789817	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
33)	Best Temporary Services Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
34)	Blair Temporaries & Staffing	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
35)	TMG Services Inc., FEIN#52-1881565	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
36)	PAJ Business Staffing Inc., FEIN#52-1756258	1498	A	7/1/97-6/30/98	0.6	7/2/02	Recycle
37)	Karen Smith Temps Inc.	1498	A	7/1/97-6/30/98	0.6	7/2/02	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
45)		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

7/2/02
Date

JUL 8 2002

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 Includes 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, 1998 thru DECEMBER, 1998	1 cu. foot	3/25/02	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

3/25/02

Date

DGS 550-2

MAR 27 2002

3008

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P. O. Box 275
JESSUP, MD 20794-0275

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Record Department January 18, 2002 Accession

District 13

COURT COUNTY DATE January 18, 2002

Series No.	Descriptions of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	Pre-Mats Citations	975 Sect.IV	II	1965-1974	42	1965-1974	2-19-02

Destruction Approved by Hall of Records Commission

Destruction certification

FEB 13 2002

Date

Edward C. Papenfuss

State Archivist

Patricia S. Buchanan Supd

Signature of Court Official

Title

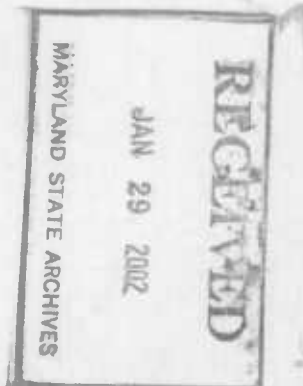
2-19-02

Date

INSTRUCTIONS FOR PREPARATION

1. PREPARE IN DUPLICATE. LEAVE COLUMNS DATE OF DESTRUCTION, METHOD OF DESTRUCTION, AND DESTRUCTION CERTIFICATION BLANK UNTIL ACTUAL DESTRUCTION HAS BEEN COMPLETED BY YOUR OFFICE.
(DISTRICT COURTS SHOULD PREPARE CERTIFICATES AT LEAST IN TRIPPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,
7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
3. THE RECORDS MANAGEMENT DIVISION WILL FORWARD THE PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION FORMS TO THE STATE ARCHIVIST FOR APPROVAL. IF THE RECORDS PROPOSED FOR DESTRUCTION ARE CONSIDERED BY THE STATE ARCHIVIST TO BE OF ARCHIVAL VALUE. ARRANGEMENTS WILL BE MADE FOR TRANSFER TO THE HALL OF RECORDS.
4. IF THE STATE ARCHIVIST APPROVES THE DESTRUCTION. BOTH COPIES WILL BE SIGNED AND RETURNED TO THE COURT. UPON RECEIPT, INDICATE THE DATE AND METHOD OF DESTRUCTION IN THE PROPER COLUMNS, AND HAVE THE DESTRUCTION CERTIFICATE SIGNED BY A COURT OFFICIAL (TO BE A PERSON RETAIN ONE COPY FOR YOUR FILE, AND FORWARD THE SECOND COPY TO THE RECORDS MANAGEMENT DIVISION AT THE ABOVE ADDRESS. (DISTRICT COURTS MUST SEND 1' COPY TO THE CHIEF CLERK'S OFFICE.)
5. FOR YOUR INFORMATION -

ONE LETTER-SIZE FILE DRAWER = 1.5 CU. FT. OF RECORDS
ONE LEGAL - SIZE FILE DRAWER = 2.0 CU. FT. OF RECORDS
ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS



FEB 22 2002

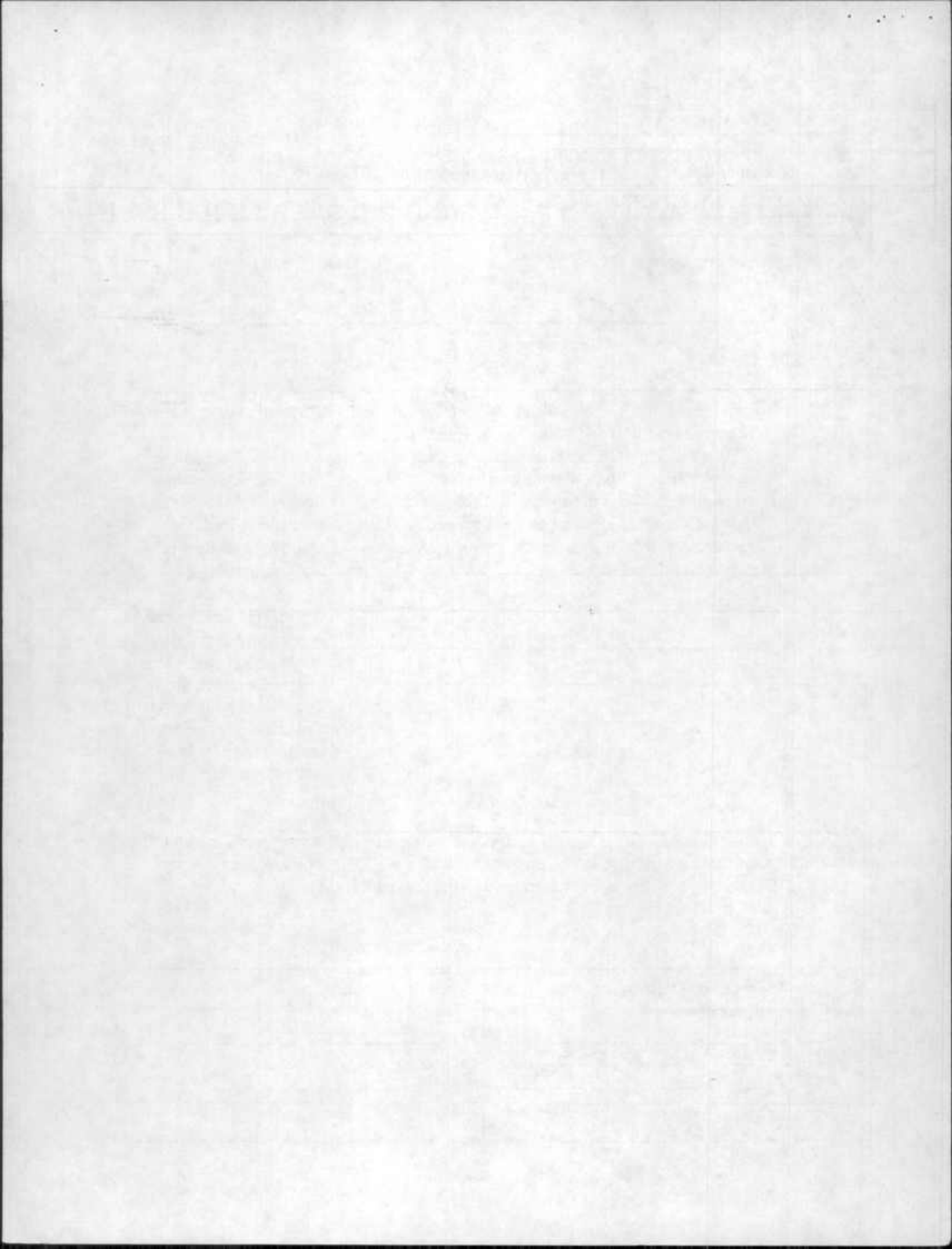
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
662 A-1
 Page 1 of 1

Agency Maryland Court System Probate Records	Division/Unit Orphans' Courts and Register of Wills
--	--

Item No.	Description	Retention
9 10	Add an amendment to items 9 and 10. The amendment will be numbered 9(a) and 10(a). Items 9 and 10 deal with claims filed in Decedents' estate. For Decedents dying on or after 5/19/89, a claim can be filed when no estate is opened. With the amendments to 9 and 10, claims that are filed before an estate is opened will be stored electronically and forwarded periodically to the Maryland State Archives.	9(a) See 10(a) 10(a) When a claim is recorded in the claims docket, and there is no estate of record, the claim may be electronically scanned and stored. After the image(s) is verified, the paper copy of the claim may be destroyed. The electronic record shall be retained permanently and transferred periodically to the Maryland State Archives.
35	Add an item 35. Legal heir forms are used to transfer an automobile when there are no other probate assets. Legal heir forms are not required for decedents dying on or after 1/1/98.	Retain 5 years from date of issue, then destroy.

Schedule Approved by Department, Agency, or Division Representative Date <u>09/11/02</u> Signature <u>Virginia P. Fifer</u> Typed Name <u>Virginia P. Fifer</u> Title <u>Register of Wills</u>	Schedule Authorized by State Archivist Date _____ Signature _____
--	---



Handwritten scribbles

JUN 10 2002

Handwritten scribbles

STATE OF MARYLAND
EXECUTIVE DEPARTMENT

STATE ETHICS COMMISSION
9 STATE CIRCLE, SUITE 200
ANNAPOLIS, MARYLAND 21401



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



20794+0275 03





Executive Department

Reporting Agency

State Ethics Commission

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

Table with 7 columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Contains 4 rows of data.

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

Handwritten signature and line for Signature

Executive Director and line for Title

August 29, 2007 and line for 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


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.	Records Management		ADM 1-2	2000	See last page for total	4-11-02	Shredded
2.	General Orders		ADM 2	1998			
3.	Special Orders - Inactive		ADM 3-2	1998			
4.	Memoranda - Inactive		ADM 4-2	1998			
5.	Daily Barrack Logs & Radio		ADM 9	1998			
6.	MILES Message Log		ADM 10-2	1998			
7.	Staff Inspections		ADM 11	1998			
8.	Command Meeting Minutes		ADM 12	1998			
9.	Local Meeting Minutes		ADM 12-1	1998			
10.	General Agency Correspondence		ADM 14	1998			
11.	Trooper Activity Reports		PER 1	2000			
12.	Employee Wrk & Leave Reports		PER 2	2000			
13.	Leave & Duty Schedules		PER 3	2000			
14.	Overtime/Comp. Time Record		PER 4	2000			
15.	OT & Comp Form 197		PER 4-1	1998			
16.	OT Comp Rec. Civilians		PER 4-2	1998			
17.	Waiver of OT Comp.		PER 4-3	1998			
18.	Annual OT Summary		PER 4-4	1998			
19.	Off Duty Use Log		PER 8	2000			
20.	Working Fund		FIS 1	2000			
21.	Invoices Forwarded for Pay		FIS 2	2000			
22.	Capital Equipment		FIS 3-1	1998			
23.	Ordinance Equipment Inventory		FIS 3-3	1998			
24.	Cost Analysis		FIS 3-5	2000			
25.	Contracts		FIS 5	1998			
26.	Check Accountability Log		FIS 6	1998			
27.	Check Accountability Form		FIS 6-1	2000			
28.	Warrants - Closed		OPS 3-1	2000			
29.	Special Police Commission Inv		OPS 5-1	1998			
30.	Private Detective Log		OPS 6	1998			
31.	Private Investigators File		OPS 6-1	1998			
32.	App. To Purchase Pistol/Rev.		OPS 10	2000			
33.	Handgun Permit Investigations		OPS 11-4	2000			
34.	Firearms Report		OPS 12	2000			
35.	Detention Log		OPS 13	1998			
36.	MILES/NCIC Validation		OPS 15-1	2000			
37.	Criminal Summons - Closed		OPS 15-2	2000			
38.	Court Notification Log		OPS 15-3	2000			
						4-11-02	Shredded

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

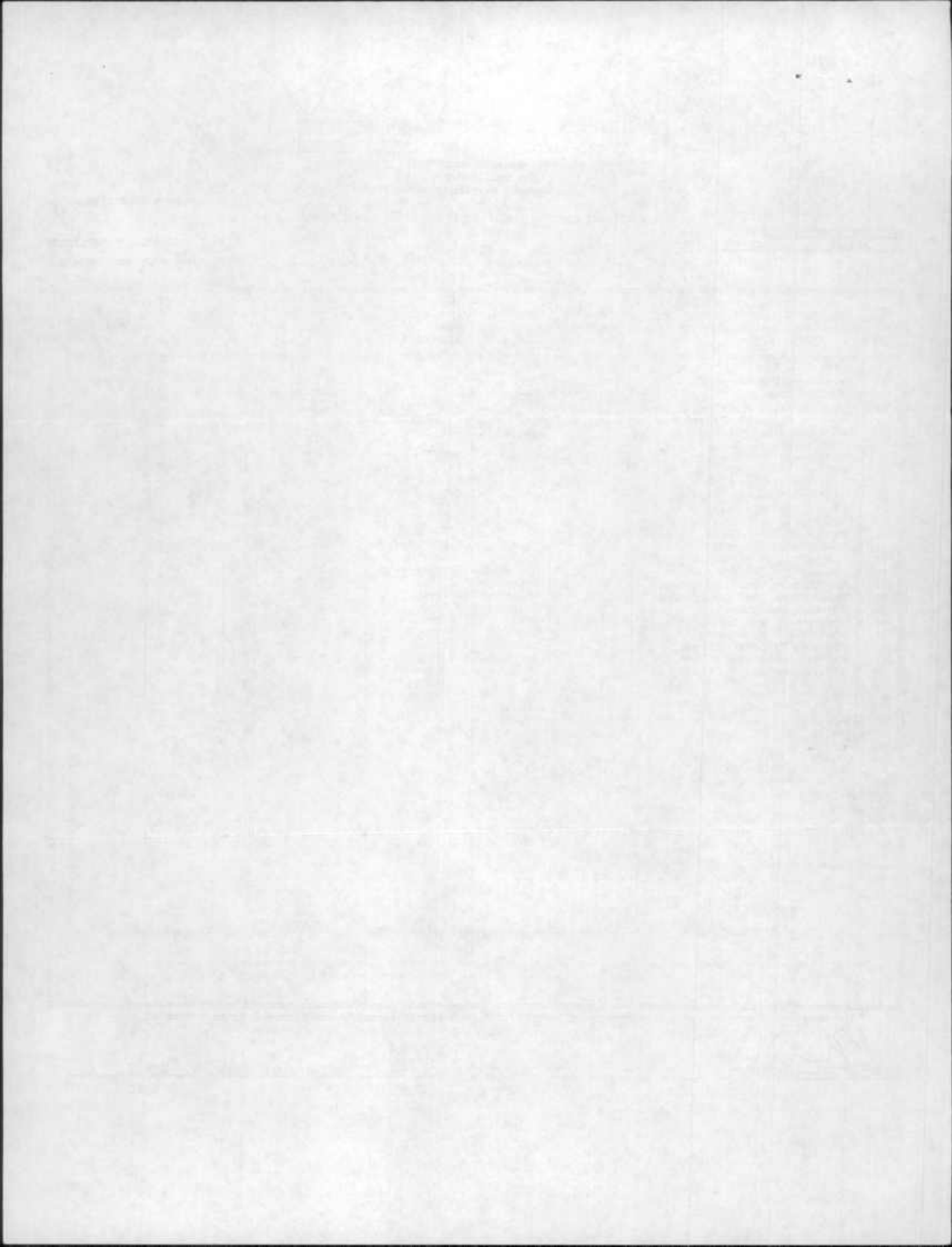
Non-records copy

Kevin R. Lawber

Signature

Lieutenant, Bk. Commander May 7, 2002

Title

Date



IF NOT DELIVERED IN THREE DAYS RETURN TO

STATE OF MARYLAND

DEPARTMENT OF MARYLAND STATE POLICE

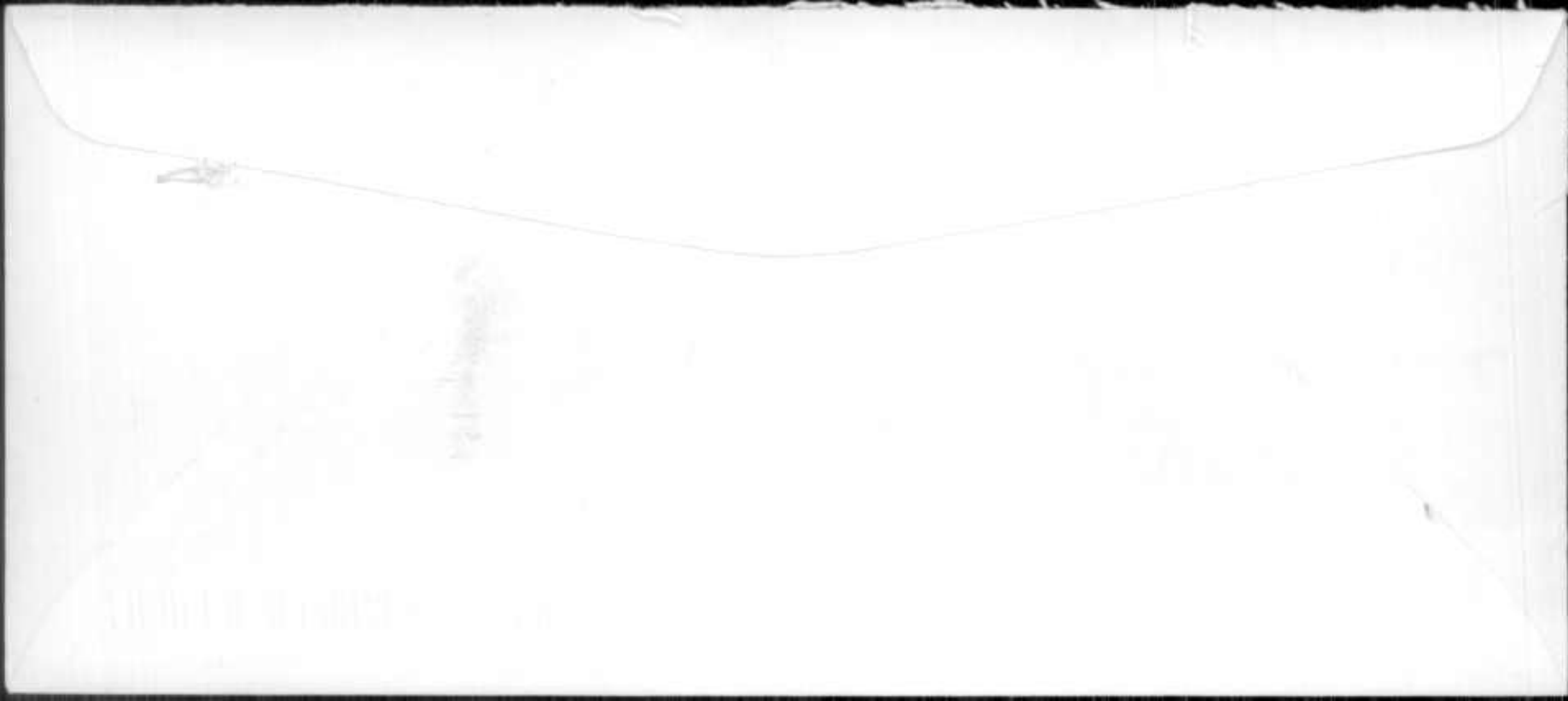
Barrack "J"
610 Taylor Avenue
Annapolis, MD 21401



Department of General Services
State Records Management Center
7275 Waterloo Road (Route 175)
P.O. Box 275
Jessup, MD 20794-0275

20794-0275 02





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"

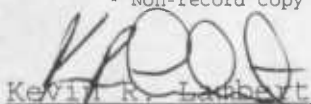
PREPARE IN DUPLICATE
Retain one copy and forward
original to above address

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
39.	Incident Reports - Closed		OPS 23	1998		4-11-02	Shredded
40.	Consent to Search		OPS 24-4	2000			
41.	Missing Person Rpts - Closed		OPS 25-1	1998			
42.	Vehicle Reports - Closed		OPS 26-1	1998			
43.	Abandoned M/V - Closed		OPS 26-3	1998			
44.	M/V Inventroy Log		OPS 27	1998			
45.	Tow Truck Appl.-Closed		OPS 28-1	1998			
46.	Tow Request Dist. Forms		OPS 28-2	2000			
47.	Accident Reports		OPS 35	1998			
48.	Cit. Book Issuance Cntrol Led.		OPS 36	1998			
49.	Vehicle Pursuit Review						
50.	Disabled Vehicle Daily Log		OPS 37-3	1998			
51.	Driving While Intoxicated		OPS 38	1998			
52.	Breath Testing Instru.		OPS 41-1	2000			
53.	Alcohol Influence Summary		OPS 41-3	1998			
54.	Alcohol Inf. Yearly Summary		OPS 41-7	1997			
55.	Preliminary Breath Test Log		OPS 41-10	1998			
56.	DR-15A Book Iss. Cont. Ledger		OPS 41-11	1998			
57.	Juvenile Detention Log		OPS 41-13	1998			
58.	Semi Annual Rpt.Juv.LockUps		OPS 53	1998			
59.	Monthly U.C.R. Reports		OPS 53-1	1998			
60.	Property Records - Closed		OPS 55	2000			
61.	Federal Agencies		OPS 56-1	2000			
62.	State Agencies Exc. Court		LIA 1	1998			
63.	State Courts		LIA 2	1998			
64.	Municipal Government		LIA 3	1998			
65.	County Government		LIA 4	1998			
66.	Requisition Log		LIA 5	1998			
67.	M/V Operations Report		SUP 2-2	1998			
68.	Organizations		SUP 3-1	2000			
69.	Press Releases		PR 2	2000			
70.	Acad. & Spec. Courses		TNG 1	2000	Total 2001 Shredded cubic	4-11-02	Shredded
71.	Tactical Training		TNG 4	1998	feet:		
72.	Ad Hoc Recommendations		TNG 5	2000	16.5		

* Non-record copy

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


Kevin R. Lambert

Signature

Lieutenant, Bk. Commander May 7, 2002

Title

Date

[Illegible stamp]

MAY 10 1902

[Illegible stamp]

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

"B", Frederick, MD

Division or Bureau

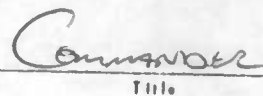
PREPARE IN DUPLICATE

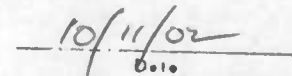
Retain one copy and forward original to above address

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	DWI Cases (Closed) (Form 92 Etc)	1209	OPS 41-1	2000 - Oct 01	3.9	10/11/02	Shredded
2	Vehicle Reports (Closed) (Form 91)	"	OPS 26-1	Sep 98 - Jun 99	.7	"	"
3	Accident Reports (Form 1)	"	OPS 35	1998	3.0	"	"
4	Detention Log (Form 112)	"	OPS 13	Jan-Aug 99	.9	"	"
5	Correspondence, General	"	ADM 14	1997-98-99	3.3	"	"
6	Incident Reports (Form 88)	"	OPS 23	Feb-Oct 99	.6	"	"
7	Missing Persons (Closed) (Form 79)	"	OPS 25-1	Jul 97 - Sep 99	.5	"	"
8	Overtime-Comp Time (Form 197)	"	PER 4-1	Feb-Apr 99	.2	"	"
9	Barrack & Radio Logs (Forms 3 & 4)	"	ADM 9	Feb=Jul 99	.8	"	"
10	Summons Log (Form 65)	"	OPS 15-1	1991-1997	.1	"	"
11	Warrant Log (Form 65)	"	OPS 3-2	1979-1997	.3	"	"
12	Summons (Closed) (Form 167)	"	OPS 15-2	Feb-Jul 01	.4	"	"

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


 Signature


 Title


 Date

DGS 550-2

RECEIVED
FEB 18 2002

RECEIVED
FEB 18 2002

RECEIVED

007 18 2002

RECEIVED

RECEIVED

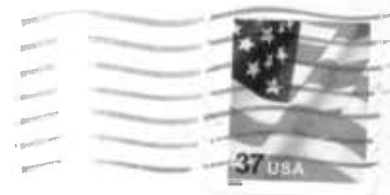
RECEIVED

RECEIVED

IF NOT DELIVERED IN THREE DAYS RETURN TO



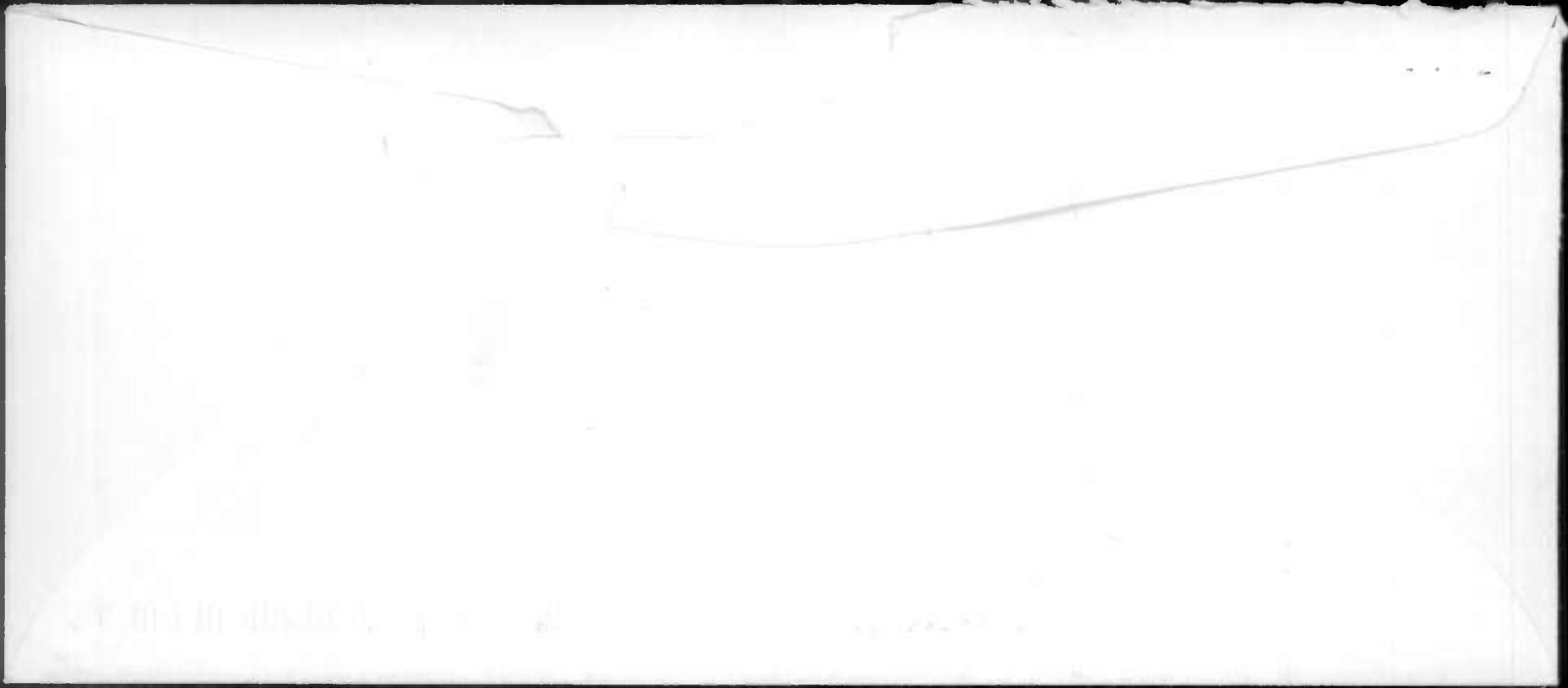
STATE OF MARYLAND
DEPARTMENT OF MARYLAND STATE POLICE
Barrack "B"
110 Airport Drive East
Frederick, MD 21701



State Records Management Center
7275 Waterloo Road
P. O. Box 275
Jessup, MD 20794-0275

20794+0275 03





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

CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency _____

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	Feb-Jul 01	.2	10/11/02	Shredded
14	Warrants (Closed) (Form 167)	"	OPS 3-1	Feb-Jul 01	2.5	"	"
15	Installation Property Log	"	OPS 56-3	1973 - Aug 97	.3	"	"
16	Trooper Activity Report (Form 14)	"	PER 1	Jan-Jun 01	.1	"	"

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


 R. Scott Yinger

Signature

1st Lt., MSP

Title

10/11/02

Date

DGS 550-2

NOV 18 2002

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

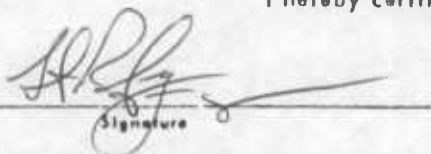
Division or Bureau

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	Trooper Activity Report (Form 14)	1209	PER 1	Jun 99-Dec 00	0.4	2/5/02	Burial in Fre Co/ Landfill
2	Detention Log (Form 112)	"	OPS 13	Apr-Dec 98	0.6	"	"
3	Summons (Closed) (Form 167)	"	OPS 15-2	Apr 00-Jan 01	0.6	"	"
4	Warrants (Closed) (Form 167)	"	OPS 3-1	Misc	5.5	"	"
5	Personnel	"	PER 5	Misc	2.0	"	"
6	Personnel - Civilian	"	PER 6	Misc	0.1	"	"
7	Tow Truck Service (Form 194)	"	OPS 28	Misc 95-00	1.3	"	"
8	Liaison	"	LIA	Misc	0.5	"	"
9	Barrack & Radio Logs (Form 3 & 4)	"	ADM 9	Oct 97-Jan 99	2.0	"	"
10	Invoices Forwarded	"	FIS 2	Feb 00-Jan 01	0.4	"	"
11	General Agency Correspondence	"	ADM 14	Jan-Jul 98	0.3	"	"
12	Incident Reports (Form 88)	"	OPS 23	Jan 98-Jan 99	1.1	"	"

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


 Signature

1st Lt.

Title

2/5/02

Date

DGS 550-2

21
22

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

CERTIFICATE OF RECORDS DISPOSAL

Reporting Agency _____

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	Vehicle Reports (Closed) (Form 91)	1209	OPS 26	Feb-Jul 98	0.5	2/5/02	Burial Fred. Co. Landfill
14	District Court	"	LIA 3	Misc	0.4	"	"
15	Overtime-Comp Time Auth. (Form 197	"	PER 4-1	Jan 98-Jan 99	0.2	"	"
16	Empl. Payroll Auth. Summ. (Form 31A)	"	PER 2-1	Dec 99-Dec 00	0.1	"	"

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

DGS 550-2

Signature _____

Title _____

Date _____

FEB 26 2002

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"

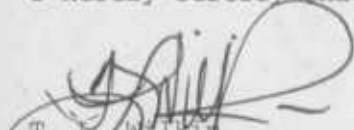
Authorization for Disposal

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*	2000	See last page for total	January- February 2002	Burned (Medical/ Auxiliary files returned to personnel)
2.	5-Year Report (DGS550-6)		ADM 1-3*	1996			
3.	General Orders (Inactive)		ADM 2-1*	1998			
4.	Special Orders (Inactive)		ADM 3-1*	1998			
5.	Memoranda (Inactive)		ADM 4-1*	1998			
6.	Status Reports		ADM 5	1996			
7.	Statistical Surveys/Reports		ADM 8	1996			
8.	Daily Barrack/Radio Logs		ADM 9	1998			
9.	MILES Message Log		ADM 10-2	1998			
10.	Staff Inspections		ADM 11	1999			
11.	Command Meeting Minutes		ADM 12	1998			
12.	Local Meeting Minutes		ADM 12-1	1998			
13.	General Agency Correspondence		ADM 14	1998			
14.	MILES/NCIC Audit Reports		ADM 15	1997			
15.	MILES/NCIC Validations		ADM 15-1	2000			
16.	NCIC Training Correspondence		ADM 15-2	1999			
17.	MILES/NCIC/CJIS Surveys		ADM 15-3	1999			
18.	Trooper Activity Reports		PER 1	2000			
19.	Activity Summaries		PER 1-1	1999			
20.	Employee Work & Leave Reports		PER 2*	2000			
21.	Payroll Authorization Summary		PER 2-1*	2000			

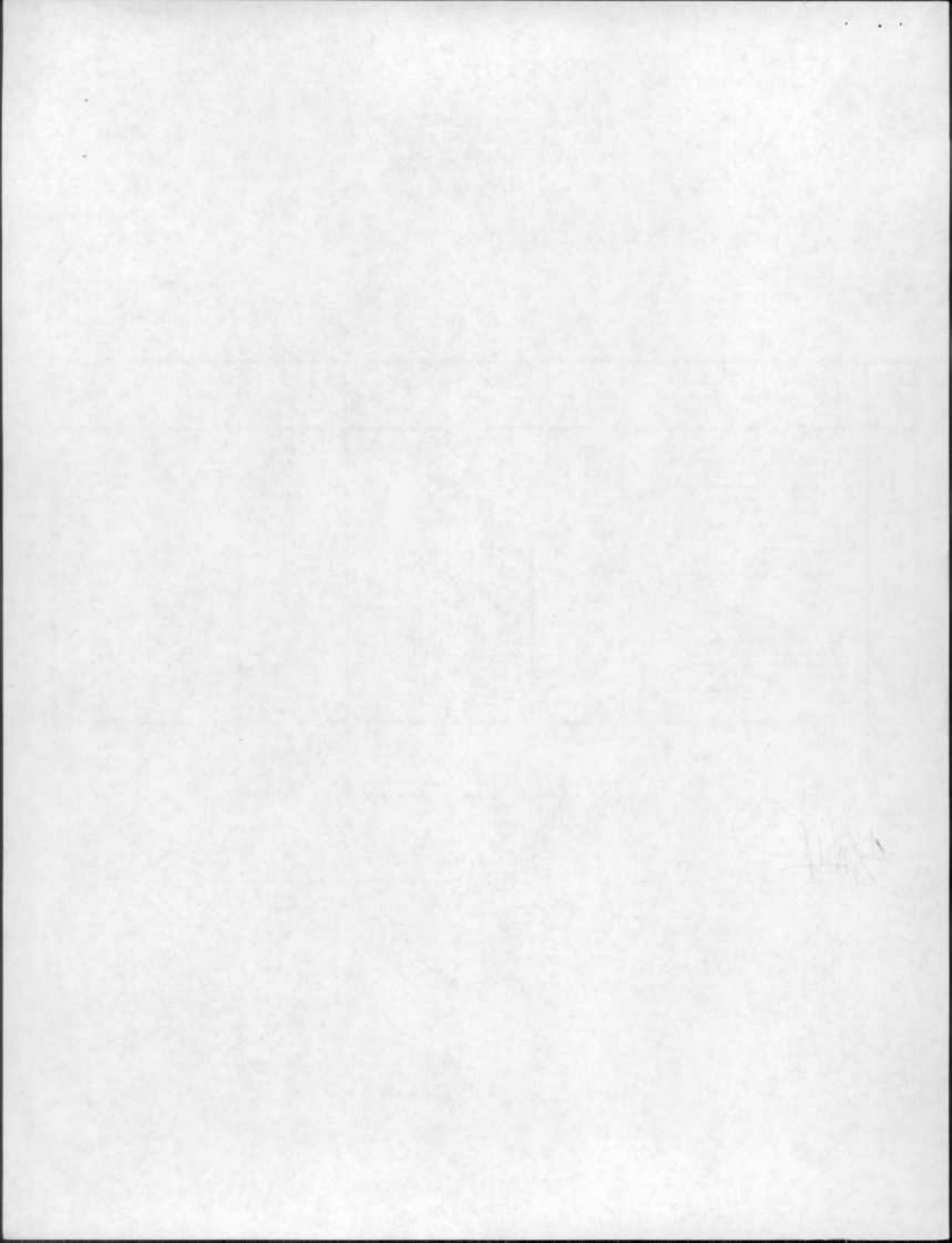
* Non-record copy

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


 T. E. Walker
 Signature

Lieutenant/Barrack Commander
 Title

2/19/02
 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

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
22.	Leave & Duty Schedules	1209	PER 3*	2000	See last page for total	January- February 2002	Burned (Medical/ Auxiliary files returned to personnel)
23.	Overtime/Comp Time Record		PER 4	1998			
24.	Performance Evaluations (161)		PER 5-1	1996			
25.	Lost/Damaged Equipment (195)		PER 5-2	1997			
26.	Request for Secondary Emp. (168)		PER 5-9	1998			
27.	Donation of Sick Leave (201)		PER 5-10*	2000			
28.	Request for Training (9)		PER 5-12*	1998			
29.	Inspection Report (152)		PER 5-15	1999			
30.	Personnel Counseling (165)		PER 5-16*	1998			
31.	Job Observation Records (164/164A)		PER 5-51	1998			
32.	Donation of Sick Leave (201)		PER 6-3*	2000			
33.	Request for Secondary Emp. (168)		PER 6-9	1998			
34.	Off-Duty Use Log (49)		PER 8	2000			
35.	Off-Duty Use Vehicle Summary (49A)		PER 8-1*	1996			
36.	Form 29B, Monthly Summary To/From		PER 8-2*	1996			
37.	Request to Fill Vacancy		PER 11-4*	1998			
38.	Working Fund		FIS 1*	2000			
39.	Invoices Forwarded for Payment		FIS 2*	2000			
40.	Capital Equip. Invent/Improvements		FIS 3-1*	1998			
41.	Ordinance Equipment Inventory		FIS 3-3*	1998			
42.	Tactical Equipment Inventory		FIS 3-4*	1998			

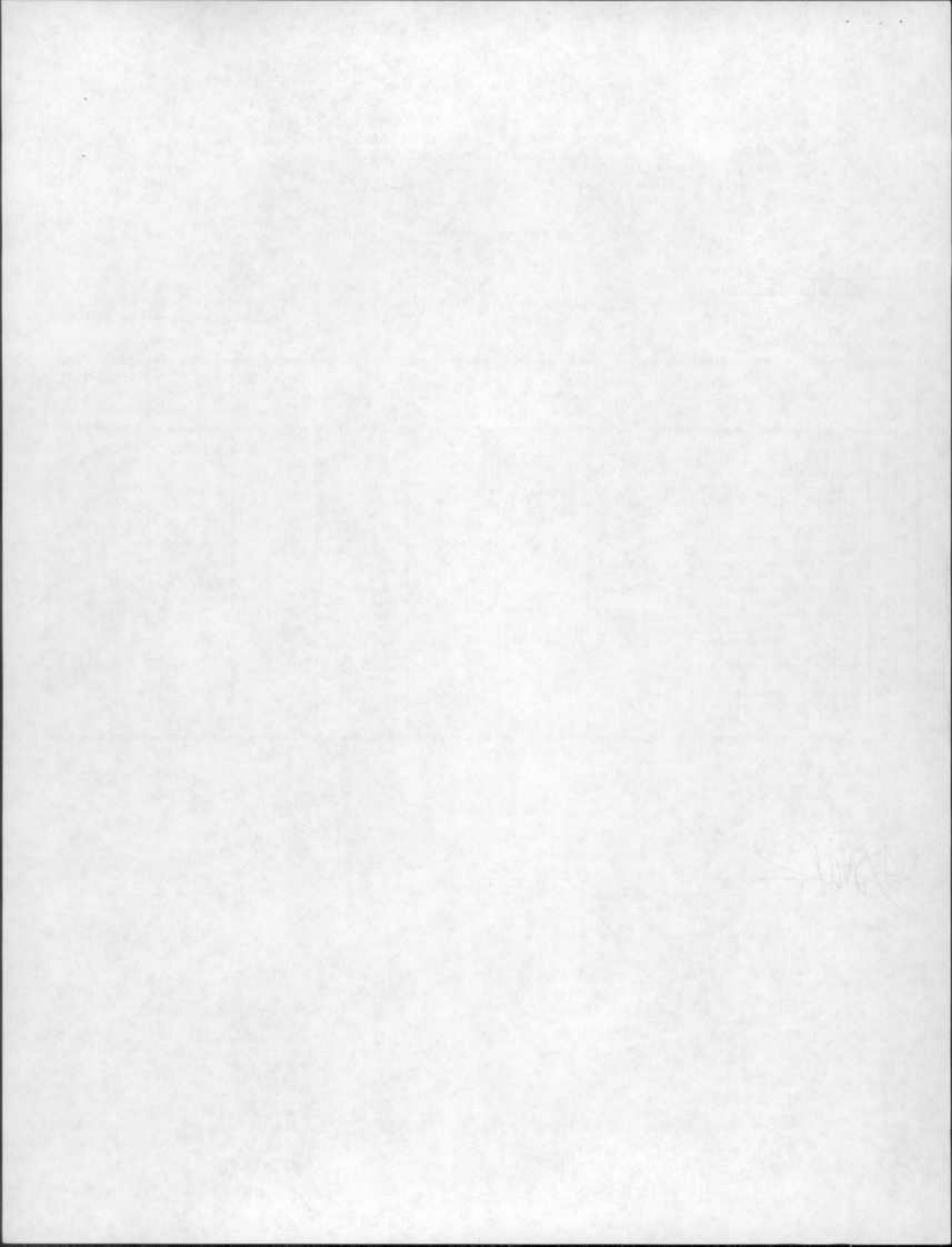
* Non-record copy

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


 Signature

Lieutenant/Barrack Commander
 Title

2/19/02
 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

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

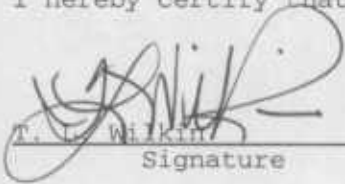
Authorization for Disposal

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
43.	Cost Analysis Worksheet (138)	1209	FIS 3-5	2000	See last page for total	January- February 2002	Burned (Medical/ Auxiliary files returned to personnel)
44.	Audit Report		FIS 4*	1998			
45.	Contracts		FIS 5-0	1998			
46.	Check Accountability Log		FIS 6-0	1998			
47.	Check Accountability Form		FIS 6-1*	2000			
48.	Motor Vehicle Administration		OPS 1*	2000			
49.	Applicant Investigations		OPS 2*	1998			
50.	Warrants (Closed)		OPS 3-1	2000			
51.	Warrant Case Assignment Log		OPS 3-2	1996			
52.	Private Detective Log		OPS 6*	1998			
53.	All Other Applicant Invest Log		OPS 7*	1998			
54.	Firearms Dealer Log		OPS 9*	1998			
55.	Handgun Permit Log		OPS 11*	1998			
56.	Handgun Permit Investigations		OPS 11-4*	2000			
57.	Firearms Report		OPS 12*	2000			
58.	Jail Docket/Ledger		OPS 13	1998			
59.	Criminal Summons Log		OPS 15-1	1996			
60.	Criminal Summons (Closed)		OPS 15-2	2000			
61.	Court Notification Log		OPS 15-3	2000			
62.	Criminal Inv. Caseload Ledger		OPS 21-1	1998			

* Non-record copy

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


 R. L. Wilkin
 Signature

Lieutenant/Barrack Commander
 Title

2/19/02
 Date

Handwritten signature or mark

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
63.	Incident Reports (Closed)	1209	OPS 23	1998	See last page for total	January- February 2002	Burned (Medical/ Auxiliary files returned to personnel)
64.	Consent to Search & Seize		OPS 24-4	2000			
65.	Missing Person Rpts (Closed)		OPS 25-1*	1998			
66.	Vehicle Reports (Closed)		OPS 26-1	1998			
67.	Abandoned M/V (Closed)		OPS 26-3	1998			
68.	Motor Vehicle Inventory Log		OPS 27	1998			
69.	Tow Truck Service Application		OPS 28-1	1998			
70.	Towing Request Dist. Form (189)		OPS 28-2	2000			
71.	Accident Reports		OPS 35*	1998			
72.	Accident Reconstruction Rpts.		OPS 35-1	1996			
73.	Citation Book Issuance Control		OPS 36	1998			
74.	Vehicle Pursuit Review (114)		OPS 37-3	1998			
75.	Disabled Vehicle Daily Log		OPS 38	1998			
76.	MSP Speed Computer (158)		OPS 39	1999			
77.	Driving W/Intoxicated (Closed)		OPS 41-1	2000			
78.	Alcohol Influence Summary		OPS 41-2*	2000			
79.	Breath Testing Instrument		OPS 41-3	1998			
80.	Alcohol Testing Program Log		OPS 41-7	1998			
81.	Alcohol Influence Yearly Summary		OPS 41-10*	1998			
82.	Preliminary Breath Test Log		OPS 41-11	1998			
83.	DR-15A Book Issuance Control Ledger		OPS 41-13	1998			
84.	DR-15A/Allied Law Enf. Agencies		OPS 41-14	2000			
85.	Criminal Arrest Juvenile/Log (53/112)		OPS 53	1998			

* Non-record copy

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


 T. L. Wilin
 Signature

Lieutenant/Barrack Commander
 Title

2/19/02
 Date

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
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MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

Authorization for Disposal

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 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
86.	Semi-Annual Report Juvenile Lockups	1209	OPS 53-1*	1998	See last page for total. 8.5 cuft	January- February 2002	Burned (Medical/ Auxiliary files returned to personnel)
87.	Monthly UCR Reports		OPS 55*	2000			
88.	Property Records (Closed)		OPS 56-1*	2000			
89.	Property Record Control Log		OPS 56-2	1996			
90.	MSP Installation Property Log		OPS 56-3	1996			
91.	Confidential Informant File (Inactive)		OPS 57-1	1996			
92.	Burglar & Telephone Alarm Log		OPS 66	1997			
93.	Burglar & Telephone Alarm Corres.		OPS 66-1	1997			
94.	Federal Agencies		LIA 1*	1998			
95.	State Agencies		LIA 2*	1998			
96.	State Courts		LIA 3*	1998			
97.	Municipal Courts		LIA 4*	1998			
98.	County Governments		LIA 5*	1998			
99.	Requisition Log		SUP 2-2	1999			
100.	Motor Vehicle History (per Manual)		SUP 3*	1998			
101.	Motor Vehicle Operation Reports		SUP 3-1*	2000			
102.	Tactical Supplies Inventory		SUP 5*	1998			
103.	Organizations		PR 1*	1998			
104.	Press Releases (Local/HQ)		PR 2	2000			
105.	Tactical Training		TNG 4*	1998			
106.	Ad-Hoc Recommendations		TNG 5*	2000			
107.	Med Status/Medication Report		MED 2*	2000			
108.	Duty-Related Illness/Injury		MED 3*	1998			

* Non-record copy

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



Lieutenant/Barrack Commander
 Title

2/19/02
 Date

FEB 26

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		
Office Of Management and Finance		
Division or Unit		

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	M-1235, M-1312, M-1356, M-1418, M-1420, M-1448, M-1466, M-1491, M-1508-1510, M-1514, M-1518, M-1522, M-1524-1525, M-1528-1533, M-1538-1564, M-1566-1569 M-1571, M-1575, M-1579-1582, M-1584, M-1587-1588, M-1590-1592, M-1594-1600, M-1603-1604	971-02-A-5		1997-1999	1.5	06/17/02	Shredded

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

Thomas L. Anderson Jr.
Signature

Dept Records Control Officer
Title

June 18, 2002
Date

~~XXXXXXXXXX~~

JUN 19 2002

~~XXXXXXXXXX~~

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

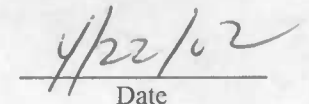
Division or Bureau

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
1.	Motor Vehiele Citations						
	a. Citations and Voided Citations, Transmittal, Tally and Disposition Sheets	971-30	3000	Jan- Dec 1998	(3.75 Cubic Ft.)	02/12/02	Shredder
2.	Accident Report File	971-30	3001	Jan-Dec 1996			
	a. Microfilm Cartridges	971-30	3001	Jan-Dec 1996	44 Reels 1 Box (18x12)	03/28/02	Incinerator
	b. Cash receipts Transmittals	971-30	3001	Jan-Dec 1996	Reels	03/28/02	Shredder
	c. Monthly Billing Transmittals	971-30	3001	Jan-Dec 1996	1 Box (18x12)	01/09/02	Shredder
3.	Accident Negative File - (Non-Fatals)	971-30	3002	Jan-Dec 1996	1 Box (18x12)	01/09/02	Shredder
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.	01/16/02	Shredder

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


Signature


Title


Date

APR 25 2002

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.	01-16-02	Shredder
		971-30	3005-02	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-04	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-05	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-06	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-07	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-09	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-10	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-11	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-12	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder
		971-30	3005-13	Jan-Dec 1999	4 Cubic Ft.	01-16-02	Shredder

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


Signature

Division Director
Title

4/22/02
Date

APR 25 2002

Maryland State Police	DEPARTMENT OF GENERAL SERVICES	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency	RECORDS MANAGEMENT DIVISION	
94 / Barrack "W" McHenry	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

N o.	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	Daily Radio & Barrack Logs	1209	ADM 9	1998	.5	03/15/02	Shredded
2	MILES Message Log	1209	ADM 10-2	1998	.5	03/15/02	Shredded
3	Staff Inspections	1209	ADM 11	1999	.5	03/15/02	Shredded
4	Command Meeting Minutes	1209	ADM 12	1998	.5	03/15/02	Shredded
5	Local Meeting Minutes	1209	ADM 12-1	1998	.5	03/15/02	Shredded
6	General Agency Correspondence	1209	ADM 14	1998	.5	03/15/02	Shredded
7	Trooper Activity Reports	1209	PER 1	2000	.5	03/15/02	Shredded
8	Activity Summaries	1209	PER 1-1	2000	.5	03/15/02	Shredded
9	Employee Work & Leave Reports	1209	PER 2	2000	.5	03/15/02	Shredded
10	Employee Payroll Auth. Summary	1209	PER 2-1	2000	.5	03/15/02	Shredded
11	Leave & Duty Schedules	1209	PER 3	2000	.5	03/15/02	Shredded

Total 5.5

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

A. G. [Signature]
Signature

COMMANDER, McHENRY
Title

4/5/02
Date

33.50

Handwritten text, likely a signature or name, located at the bottom of the page. The text is faint and difficult to decipher, but appears to be written in cursive.

Maryland State Police	DEPARTMENT OF GENERAL SERVICES	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency	RECORDS MANAGEMENT DIVISION	
94 / Barrack "W" McHenry	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

N o.	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.				
12	Overtime & Compensatory Time	1209	PER 4	1998	.5	03/15/02	Shredded
13	Overtime & Comp. Time, Civilians	1209	PER 4-1	1998	.5	03/15/02	Shredded
14	Reimbursable Overtime Projects	1209	PER 4-4	2000	.5	03/15/02	Shredded
15	Off-Duty Use Log	1209	PER 8	2000	.5	03/15/02	Shredded
16	Off-Duty Use Summary	1209	PER 8-1	1996	.5	03/15/02	Shredded
17	Working Fund	1209	FIS 1	2000	.5	03/15/02	Shredded
18	Invoices Forwarded for Payment	1209	FIS 2	2000	.5	03/15/02	Shredded
19	Budget Requests Authorization	1209	FIS 3	1996	.5	03/15/02	Shredded
20	Capital Equipment Inventory & Improvements	1209	FIS 3-1	1998	.5	03/15/02	Shredded
21	Ordnance Equipment - Inventory	1209	FIS 3-3	1998	.5	03/15/02	Shredded
22	Tactical Equipment - Inventory	1209	FIS 3-4	1998	.5	03/15/02	Shredded
23	Cost Analysis Worksheet	1209	FIS 3-5	2000	.5	03/15/02	Shredded

Total 6.0

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

A. R. Deal
Signature

COMMANDER M^S HENRY
Title

4/5/02
Date

1872
Commonwealth of Massachusetts
State of Massachusetts

Maryland State Police	DEPARTMENT OF GENERAL SERVICES	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency	RECORDS MANAGEMENT DIVISION	
94 / Barrack "W" McHenry	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

		Authorization For Disposal					
N o.	Description of Records (Same Title as Listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
24	Check Accountability Log	1209	FIS 6-0	1998	.5	03/15/02	Shredded
25	Check Accountability Form	1209	FIS 6-1	2000	.5	03/15/02	Shredded
26	Warrants	1209	OPS 3-1	2000	.5	03/15/02	Shredded
27	Warrant Case Assignment Log	1209	OPS 3-2	1996	.5	03/15/02	Shredded
28	Detention Log	1209	OPS 13	1998	.5	03/15/02	Shredded
29	Criminal and/or Other Summons	1209	OPS 15-2	1999	.5	03/15/02	Shredded
30	MSP Court Notification Log	1209	OPS 15-3	2000	.5	03/15/02	Shredded
31	Incident Reports	1209	OPS 23	1998	.5	03/15/02	Shredded
32	Consent to Search & Seize	1209	OPS 24-4	2000	.5	03/15/02	Shredded
33	Missing Person Report - Closed	1209	OPS 25-1	1998	.5	03/15/02	Shredded
34	Vehicle Report	1209	OPS 26-1	1998	.5	03/15/02	Shredded
35	Motor Vehicle Inventory Log	1209	OPS 27	1998	.5	03/15/02	Shredded
36	Tow Truck Service Applications	1209	OPS 28	2000	.5	03/15/02	Shredded
37	Accident Reports		OPS 35	1998	.5	03/15/02	Shredded

TOTAL 7.0

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

A. R. [Signature]
Signature

COMMANDER, McHENRY
Title

4/5/02
Date

1874
George W. ...
...


Maryland State Police	DEPARTMENT OF GENERAL SERVICES	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency	RECORDS MANAGEMENT DIVISION	
94 / Barrack "W" McHenry	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275, Jessup, MD 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

N o.	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.				
38	Detailed Crash Investigation Reports	1209	OPS 35-1	1996	.5	03/15/02	Shredded
39	Citation Bk. Issuance Ctrl. Ledger	1209	OPS 36	1998	.5	03/15/02	Shredded
40	Vehicle Pursuit Review	1209	OPS 37-3	1998	.5	03/15/02	Shredded
41	Disabled Vehicle Daily Log Sheet	1209	OPS 38	1998	.5	03/15/02	Shredded
42	DWI (Closed)	1209	OPS 41	As Needed	.5	03/15/02	Shredded
43	Alcohol Influence Summary	1209	OPS 41-2	2000	.5	03/15/02	Shredded
44	Breath Testing Instrument Report	1209	OPS 41-3	1998	.5	03/15/02	Shredded
45	Alcohol Influence Yearly Summary	1209	OPS 41-10	1998	.5	03/15/02	Shredded
46	Preliminary Breath Test Log	1209	OPS 41-11	1998	.5	03/15/02	Shredded
47	DR-15A Bk. Issuance Ctl. Ledger	1209	OPS 41-13	1998	.5	03/15/02	Shredded
48	Criminal Arrest - Juvenile Detention	1209	OPS 53	1998	.5	03/15/02	Shredded
49	Semi-Annual Rpt. Juv. Held in Cell	1209	OPS 53-1	1998	.5	03/15/02	Shredded
50	UCR Monthly Reports	1209	OPS 55	2000	.5	03/15/02	Shredded
51	Property Records Closed	1209	OPS 56-1	As Needed	.5	03/15/02	Shredded
52	MSP Installation Property Log		OPS 56-3	1996	.5	03/15/02	Shredded
53	Alarm Log		OPS 66-1	1997	.5	03/15/02	Shredded
54	Burglar & Telephone Alarm Corres.		OPS 66	1997	.5	03/15/02	Shredded

Total 8.5

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


Signature

COMMANDER McHENRY
Title

4/15/02
Date

4/12/22

Submitted Mr. Jones

Robert


Maryland State Police	DEPARTMENT OF GENERAL SERVICES	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency	RECORDS MANAGEMENT DIVISION	
94 / Barrack "W" McHenry	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275, Jessup, MD 20794-0275	

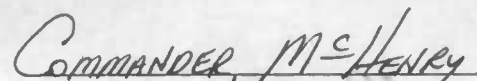
CERTIFICATE OF RECORDS DISPOSAL

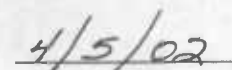
		Authorization For Disposal					
N o.	Description of Records (Same Title as Listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
55	Federal Agencies	1209	LIA 1	1998	.5	03/15/02	Shredded
56	State Agencies	1209	LIA 2	1998	.5	03/15/02	Shredded
57	State Courts	1209	LIA 3	1998	.5	03/15/02	Shredded
58	Municipal Governments	1209	LIA 4	1998	.5	03/15/02	Shredded
59	County Governments	1209	LIA 5	1998	.5	03/15/02	Shredded
60	Requisition Log	1209	SUP 2-2	1999	.5	03/15/02	Shredded
61	Motor Vehicle Operation Reports	1209	SUP 3-1	2000	.5	03/15/02	Shredded
62	Organizations	1209	PR 1	1998	.5	03/15/02	Shredded
63	Press Releases	1209	PR 2	2000	.5	03/15/02	Shredded
64	Public Inquires	1209	PR 4	1998	.5	03/15/02	Shredded
65	Medical Records	1209	MED 1	2000	.5	03/15/02	Shredded
	a. Form 200			N/A	.5	03/15/02	Shredded
	b. Form 175A & 175B			2000	.5		
	c. Form 199			1998			

Total 6.5

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


Signature


Title


Date

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APR 15 2002

[REDACTED]

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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

83 - PRINCE FREDERICK - "U"

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	Records Transmittal & Receipt (DGS 550-5)	1209	ADM 1-1*	1971/1975	See Last Page for Total	1/2002	Incinerated
2	Certificate of Record Disposal (DGS 550-2)		ADM 1-2*	2000			
3	5-Year Report (DGS 550-6)		ADM 1-3*	1996			
4	General Orders - Inactive		ADM 2*	1998			
5	Special Orders - Inactive		ADM 3-1*	1998			
6	Memoranda - Inactive		ADM 4-1*	1998			
7	Status Reports		ADM 5	1996			
8	Energy Conversation		ADM 7	1998			
9	Statistical Surveys/Reports		ADM 8	1996			
10	Daily Barrack/Radio Logs		ADM 9	1998			
11	MILES Message Log		ADM 10-2	1998			
12	Staff Inspections		ADM 11	1999			
13	Command Meeting Minutes		ADM 12	1998			
14	Local Meeting Minutes		ADM 12-1	1998			
15	General Agency Correspondence		ADM 14	1998			
16	MILES/NCIC Audit Reports		ADM 15	1997			
17	MILES/NCIC Validations		ADM 15-1	2000			
18	NCIC Training Correspondence		ADM 15-2	1999			
19	MILES/NCIC/CJIS Surveys		ADM 15-3	1999			
20	Trooper Activity Reports		PER 1	2000			
21	Activity Summaries		PER 1-1*	1999			
22	Employee Work & Leave Reports		PER 2*	2000			
23	Payroll Authorization Summary		PER 2-1*	2000			



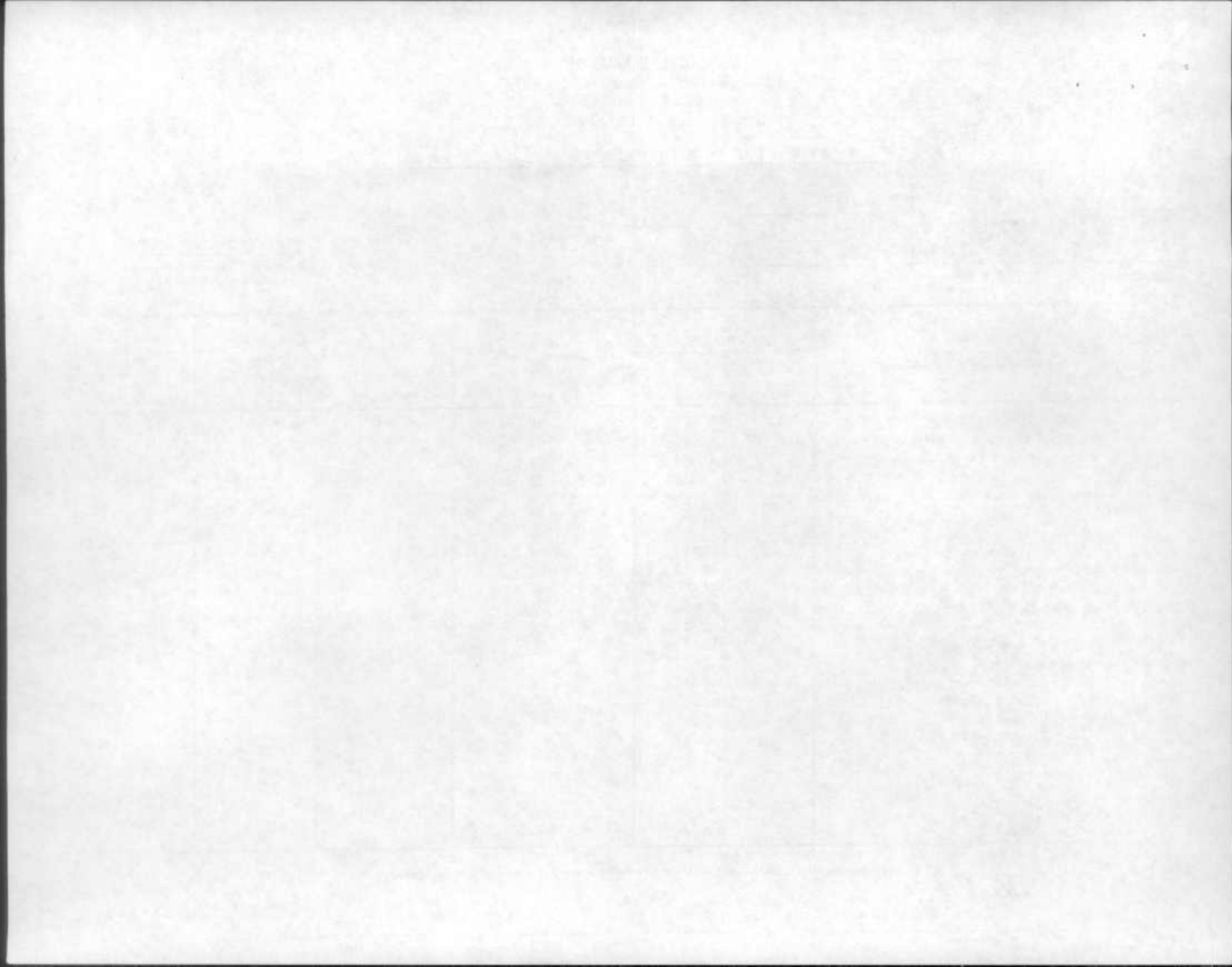
I hereby certify that the above listed records were disposed of as indicated.

H. R. Rich
Signature

Lieutenant
Title

02-26-02
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

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

Page 2 of 6

MARYLAND STATE POLICE

Reporting Agency


83 - PRINCE FREDERICK - "U"

Division or Bureau

PREPARE IN DUPLICATE

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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*	2000	See Last Page for Total	1/2002	Incinerated
25	Overtime/Comp. Time Record		PER 4	1998			
26	Performance Evaluations (161)		PER 5-1	1996			
27	Lost/Damaged Equipment (195)		PER 5-2	1997			
28	Request for Secondary Emp. (168)		PER 5-9	1998			
29	Donation of Sick Leave (201)		PER 5-10*	2000			
30	Request for Training (9)		PER 5-12*	1998			
31	Inspection Report (152)		PER 5-15	2000			
32	Personnel Counseling (165)		PER 5-16*	1998			
33	Job Obs. Records (164/164A)		PER 5-51	1998			
34	Donation of Sick Leave (201)		PER 6-3*	2000			
35	Request for Secondary Emp. (168)		PER 6-9	1998			
36	Off-Duty Use Log (49)		PER 8	2000			
37	Off-Duty Use Vehicle Summary (49A)		PER 8-1*	1996			
38	Monthly Summary To & From (29B)		PER 8-2*	1996			
39	Request to Fill Vacancy		PER 11-4*	1998			
40	Working Fund		FIS 1*	2000			
41	Invoices Forwarded for Payment		FIS 2*	2000			
42	Budget Requests Authorized		FIS 3*	1996			
43	Cap. Equip. Invent./Impr.		FIS 3-1*	1998			
44	Ordinance Equipment Inv.		FIS 3-3*	1998			
45	Tactical Equipment Inv.		FIS 3-4*	1998			
46	Cost Analysis Worksheet (138)		FIS 3-5	700			



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

H. R. Rich

Signature

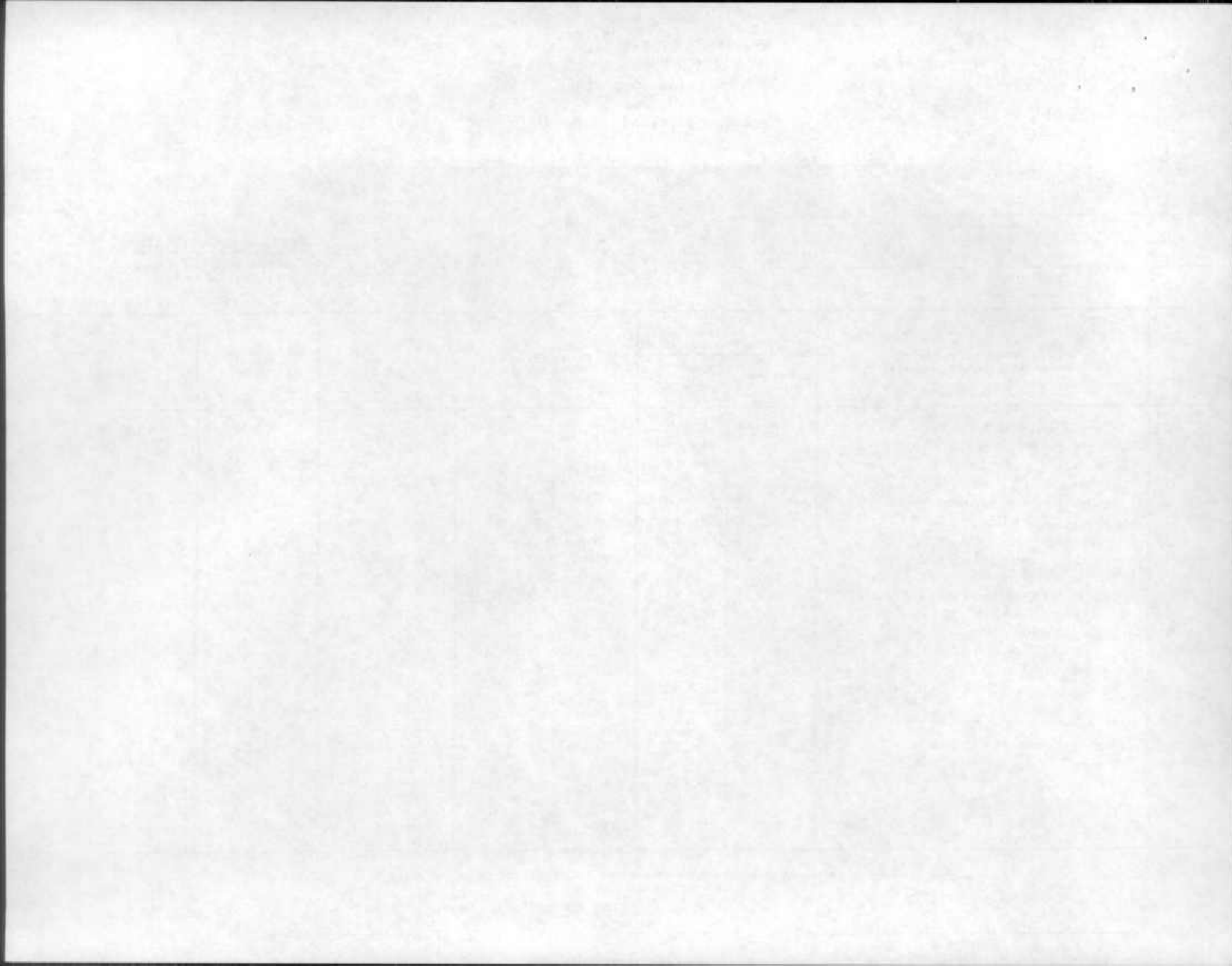
Lieutenant

Title

02-26-02

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

Reporting Agency

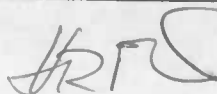
83 - PRINCE FREDERICK - "U"

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.				
47	Audit Report	1209	FIS 4*	1998	See Last Page for Total	1/2002	Incinerated
48	Contracts		FIS 5-0	1998			
49	Check Accountability Log		FIS 6-0	1998			
50	Check Accountability Form		FIS 6-1*	2000			
51	Motor Vehicle Administration		OPS 1*	2000			
52	Applicant Investigations		OPS 2*	1998			
53	Warrants (Closed)		OPS 3-1	2000			
54	Warrant Case Assignment Log		OPS 3-2	1996			
55	Correctional Officers Log		OPS 4	1998			
56	Special Police Commission Log		OPS 5	1998			
57	Private Detective Log		OPS 6	1998			
58	All Other Applicant Invest. Log		OPS 7	1998			
59	Firearms Dealer Log		OPS 9	1998			
60	Handgun Permit Log		OPS 11	1998			
61	Handgun Permit Investigations		OPS 11-4*	2000			
62	Firearms Report		OPS 12*	2000			
63	Jail Docket/Ledger		OPS 13	1998			
64	Criminal Summons Log		OPS 15-1	1996			
65	Criminal Summons (Closed)		OPS 15-2	2000			
66	Court Notification Log	OPS 15-3	2000				
67	Criminal Invest. Caseload Log	OPS 21-1	1998				
68	Incident Reports (Closed)	OPS 23	1998				
69	Crime Prevention Reports	OPS 23-1	1998				



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

H. R. Rich

Signature

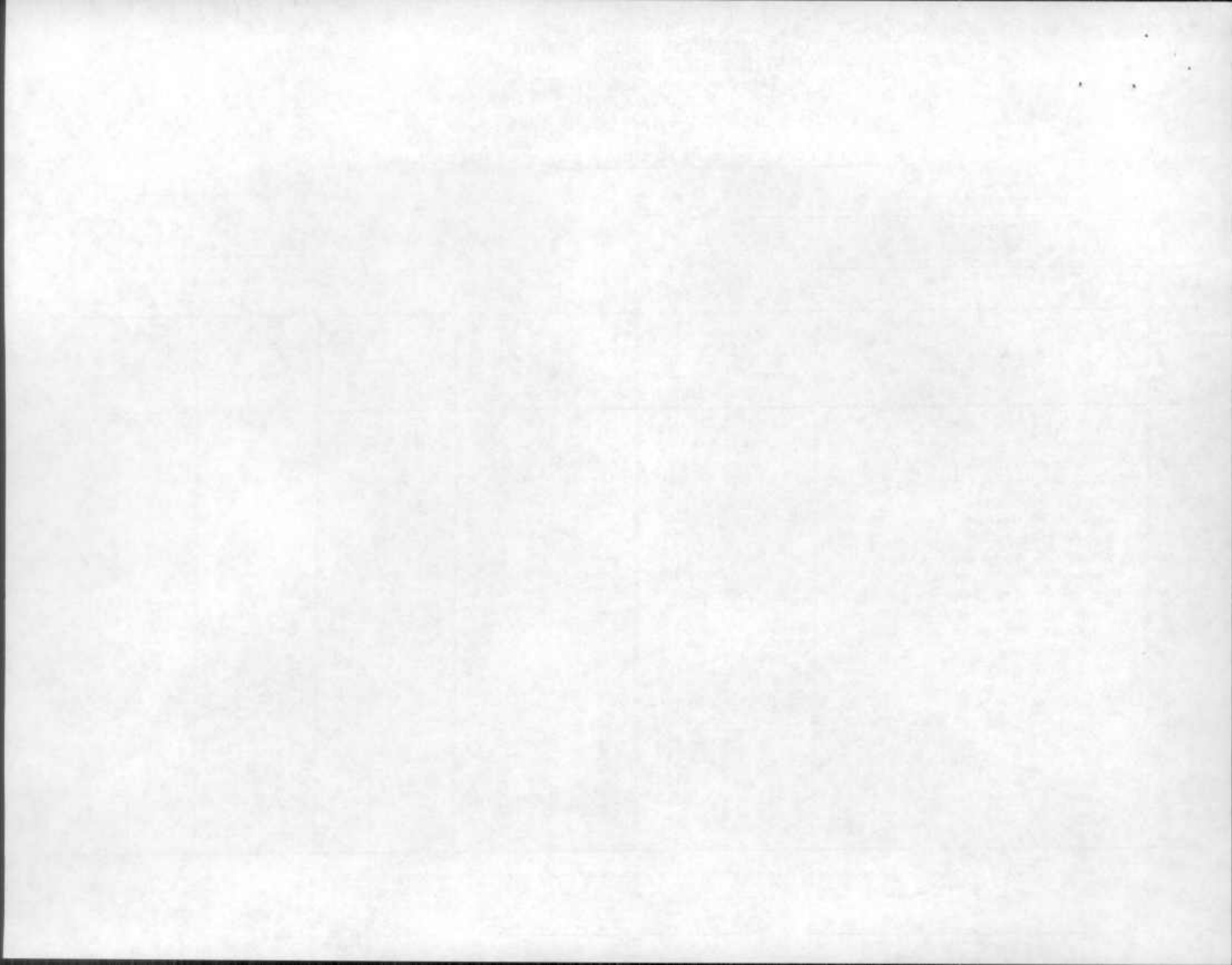
Lieutenant

Title

02-26-02

Date

DGS 550-2



DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
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CERTIFICATE OF RECORDS DISPOSAL

Page 4 of 6

MARYLAND STATE POLICE

Reporting Agency

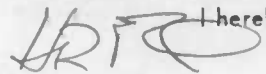
83 - PRINCE FREDERICK - "U"

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.				
70	Consent to Search & Seize	1209	OPS 24-4	2000	See Last Page for Total	1/2002	Incinerated
71	Missing Person Report (Closed)		OPS 25-1	1998			
72	Vehicle Reports (Closed)		OPS 26-1	1998			
73	Abandoned M/V (Closed)		OPS 26-3	1998			
74	Motor Vehicle Inventory Log		OPS 27	1998			
75	Tow Truck Service Quest.		OPS 28-1	1998			
76	Towing Req. Dist. Form (189)		OPS 28-2	2000			
77	Accident Reports		OPS 35*	1998			
78	Accident Reconstruction Rpts.		OPS 35-1	1996			
79	Citation Book Issuance Control		OPS 36	1998			
80	Vehicle Pursuit Review (114)		OPS 37-3	1998			
81	Disabled Vehicle Daily Log		OPS 38	1998			
82	MSP Speed Computer (158)		OPS 39	2000			
83	Driving W/Intox. (Closed)		OPS 41-1	2000			
84	Alcohol Influence Summary		OPS 41-2*	2000			
85	Breath Testing Inst. Report		OPS 41-3	1998			
86	Alcohol Testing Program Log		OPS 41-7	1998			
87	Alcohol Inf./Yearly Summary		OPS 41-10*	1998			
88	Preliminary Breath Test Log		OPS 41-11	1998			
89	DR-15A Bk. Iss. Com. Ledger		OPS 41-13	1998			
90	DR-15A/Allied Law Enf. Ags.		OPS 41-14	2000			
91	CA Juvenile/Log (53/112)	OPS 53	1998				
92	SA Report Juvenile Lockups	OPS 53-1*	1998				



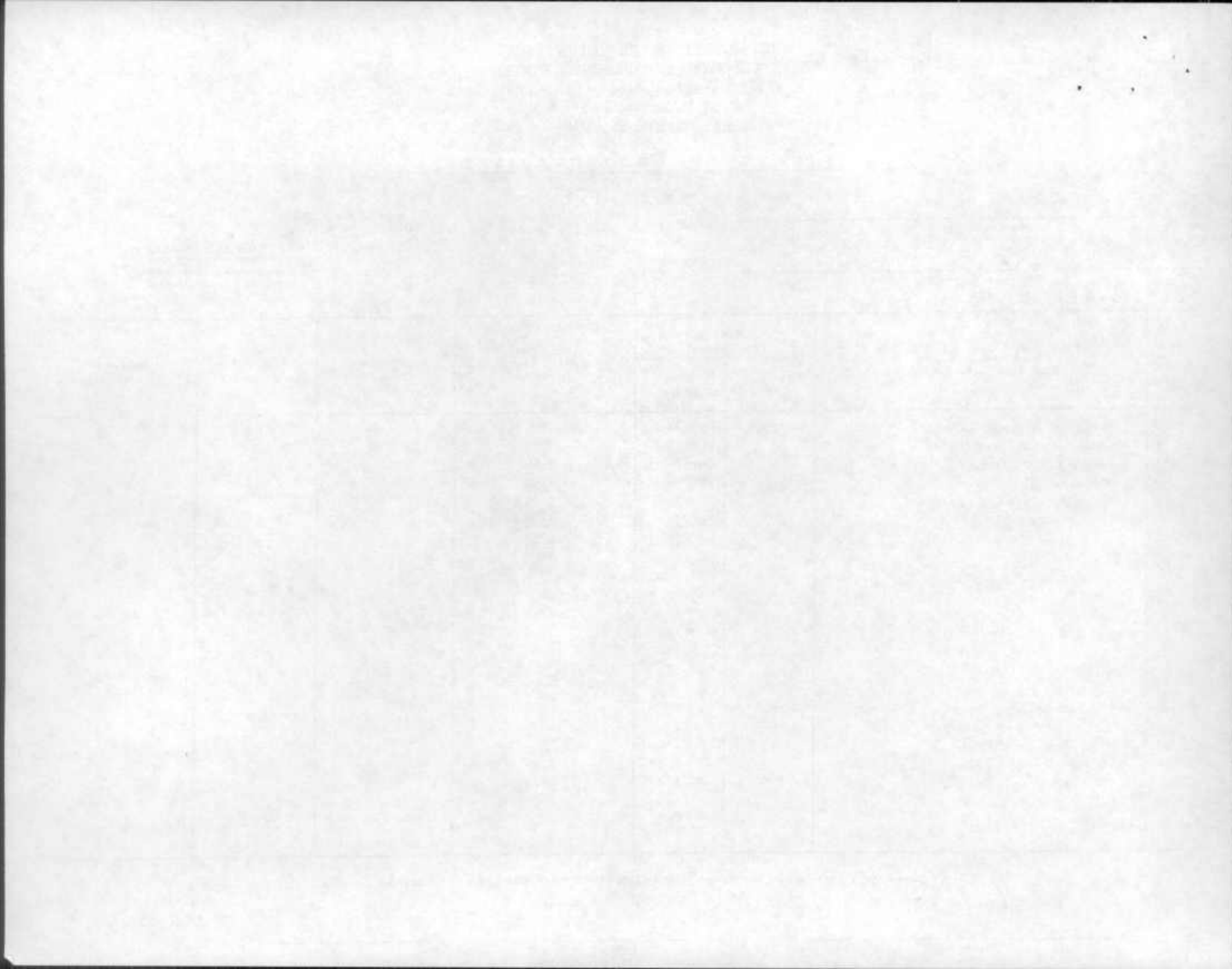
I hereby certify that the above listed records were disposed of as indicated.

H. R. Rich
Signature

Lieutenant
Title

02-26-02
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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CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

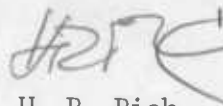
83 - PRINCE FREDERICK - "U"

Division or Bureau

PREPARE IN DUPLICATE

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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*	2000	See Last Page for Total	1/2002	Incinerated
94	Property Records (Closed)		OPS 56-1*	2000			
95	Property Record Control Log		OPS 56-2	1996			
96	MSP Installation Property Log		OPS 56-3	1996			
97	Con. Informant File (Inactive)		OPS 57-1	1996			
98	Burglar & Telephone Alarm Log		OPS 66	1997			
99	Burglar & Tel. Alarm Corresp.		OPS 66-1	1997			
100	K-9 Activities		OPS 68	2000			
101	K-9 Activities Summary		OPS 68-1	2000			
102	K-9 Handlers Daily Act. Report		OPS 68-2	2000			
103	Audio/Visual Recording (83)		OPS 69	1996			
104	Federal Agencies		LIA 1*	1998			
105	State Agencies		LIA 2*	1998			
106	State Courts		LIA 3*	1998			
107	Municipal Courts		LIA 4*	1998			
108	County Governments	LIA 5*	1998				
109	Requisition Log	SUP 2-2	1999				
110	Motor Vehicle Op. Reports	SUP 3-1*	2000				
111	Tactical Supplies Inventory	SUP 5*	1998				
112	Organizations	PR 1*	1998				
113	Press Releases (Local/HG)	PR 2	2000				
114	Public Inquiries & Requests	PR 4*	1998				
115	Academies & Special Courses	TNG 1	2000				



H. R. Rich

Signature

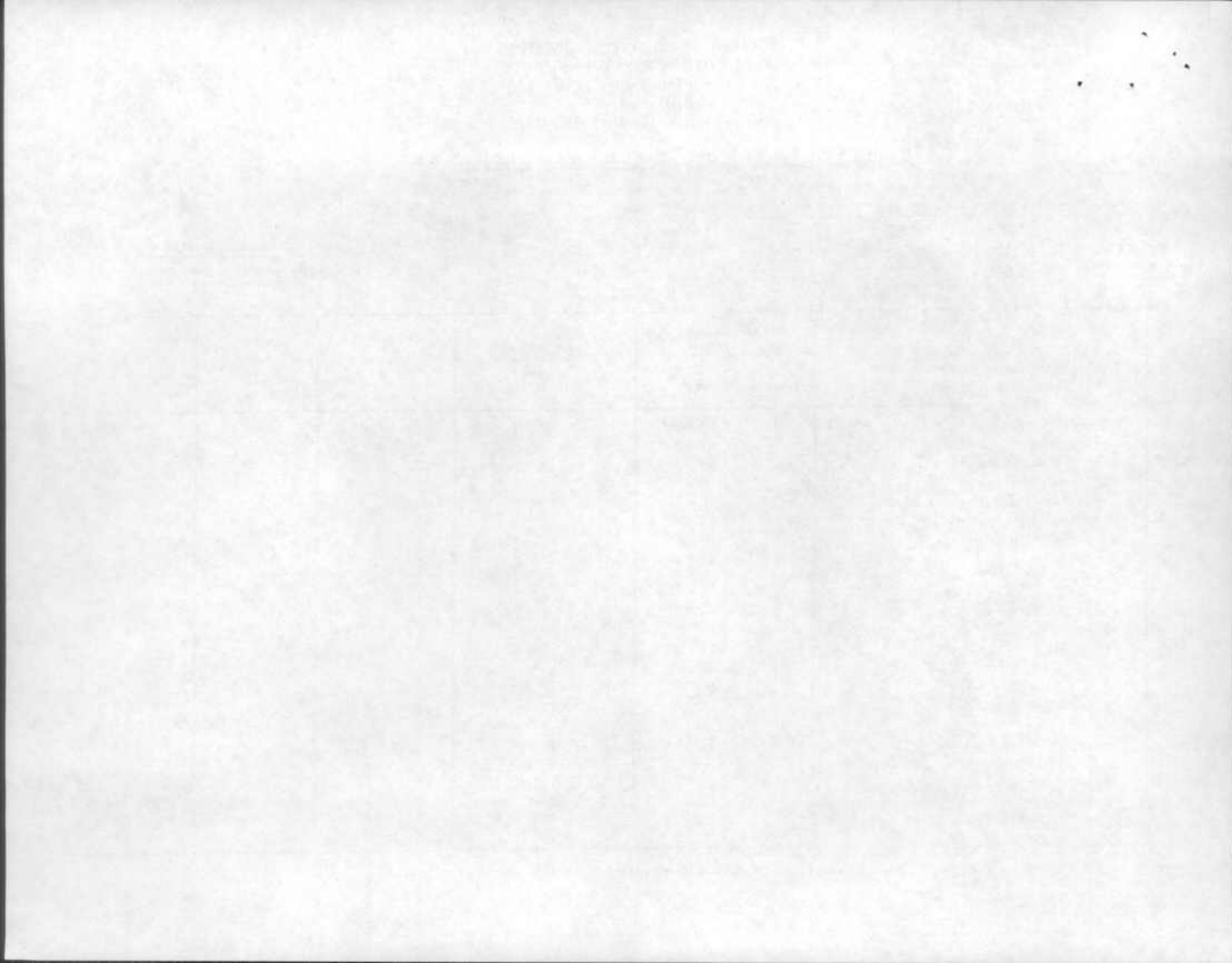
I hereby certify that the above listed records were disposed of as indicated.

Lieutenant

Title

02-26-02

Date



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CERTIFICATE OF RECORDS DISPOSAL

Page 6 of 6

MARYLAND STATE POLICE

Reporting Agency

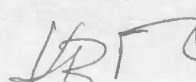
83 - PRINCE FREDERICK - "U"

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.				
116	College Programs (On Campus)	1209	TNG 2	2000	Total: 22 c.f.	1/2002	Incinerated
117	Tactical Training		TNG 4*	1998			
118	Ad Hoc Recommendations		TNG 5*	2000			
119	Med. Status/Medication Rpt.		MED 2*	1998			
120	Duty-Related Illness/Injury		MED 3*	1998			
	*Non-record copy						

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

H. R. Rich
Signature

Lieutenant
Title

02-26-02
Date

DGS 550-2

FEB 27 2002

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 Jessup, Maryland 20794-0275

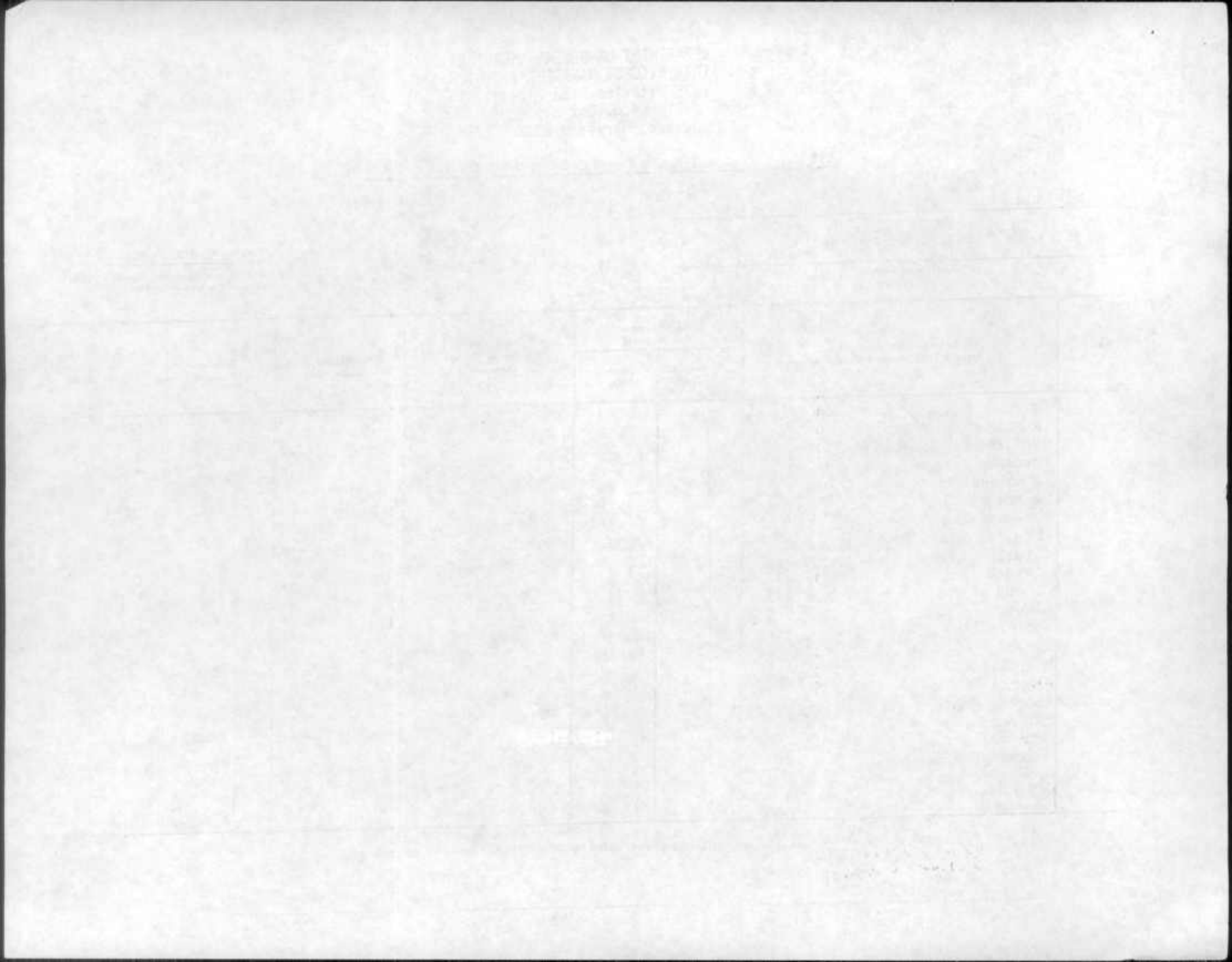
CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police, Barrack "N"
 Reporting Agency
 Rockville (63)
 Division or Bureau

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

No.	Description of Records Incl. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1.	Inactive Special Orders	983	ADM3-1	1995-1999	1 Box	2002	Burned
2.	Daily Radio & Barrack Logs		ADM9	1995-1998			
3.	Statistical Surveys		ADM 8	1995-1998			
4.	Status Reports		ADM 5	1993-1997			
5.	Miles Message Logs		ADM 10-2	1995-1998			
6.	Staff Inspection Reports		ADM 11	1996-1999			
7.	Command Meeting Minutes		ADM 12	1995-1998			
8.	Local Meeting Minutes		ADM 12-1	1995-1998			
9.	General Correspondence		ADM 14	1995-1998			
10.	Tpr. Activity Reports		PER 1	1997-2000			
11.	Employee Work & Leave Reports		PER 2	1997-2000			
12.	Employee Payroll Auth. Summary		PER 2-1	1997-2000			
13.	O.T. Auth. Record		PER 4	1995-1998			
14.	Reimbursable OT Reports		PER 4-4	1997-2000			
15.	O.D. Use Logs		PER 8	1997-2000			
16.	O.D. Use Summary		PER 8-1	1993-1997			
17.	Weight Check		PER 9	1997			
18.	Request Fill Vacancy		PER 11-4	1993-1998	1 Box		
19.	Working Fund		FIS 1	1997-2000			
20.	Invoices		FIS 2	1997-2000			
21.	Budget Requests		FIS 3	1992-1997			

I hereby certify that the above listed records were disposed of as indicated.
 T. W. Tower
 Lieutenant
 9/25/02
 Signature Title Date



IF NOT DELIVERED IN THREE DAYS RETURN TO

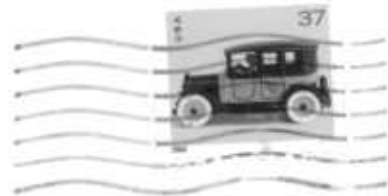
STATE OF MARYLAND

DEPARTMENT OF MARYLAND STATE POLICE

~~1201 HENDERSTOWN ROAD~~ XXX

~~RIKESVILLE, MARYLAND 21208-3899~~
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

7915 Montrose Road
Rockville, MD 20854



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



20794+0275 03





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

Barrack "N", Rockville (63)

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		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
22.	Capital Equipment Inventory	983	FIS 3-1	1994-1998	1 Box	2002	Burned
23.	Ordnance Equipment Inventory		FIS3-3	1995-1998			
24.	Tactical Equipment Inventory		FIS 3-4	1995-1998			
25.	Check Accountability Log		FIS 6-0	1995-1998			
26.	Check Accountability Form		FIS 6-1	1997-2000			
27.	Detention Log		OPS 13	1995-1998			
28.	Consent Search & Seize		OPS 24-4	1997-2000			
29.	Detailed Crash Report		OPS35-1	1993-1996			
30.	Citation Book Issuance		OPS 36	1995-1998			
31.	Accident Reports & Pictures		OPS 35	1995-1998			
32.	Closed warrants		OPS 3-1	1999-2000			
33.	Closed Criminal Summons		OPS 15-1	1999-2000			
34.	Vehicle Pursuit Review		OPS 37-3	1994-1998			
35.	Disabled & Unattend. Vehicle Log		OPS 38	1995-1998			
36.	MSP Speed Calib. Inspection		OPS 39	1997-2000			
37.	Alcohol Influence Yearly Summary		OPS 41-10	1995-1998			
38.	Alcohol Influence Summary		OPS 41-2	1997-2000			
39.	PBT Log		OPS 41-11	1995-1998			
40.	Criminal Arrest Juvenile Log		OPS 53	1995			
41.	Monthly UCR Report		OPS 55	1997-1999			
42.	Closed Property Held		OPS 56-1	1997-2000			
43.	MSP Property Log		OPS 56-3	1992-1993			
44.	Quarterly Property Record		OPS 56-4	1998-2001			

Lt. T. W. Tower

T. W. Tower

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

Lieutenant

9/25/02

Signature

Title

Date

STATE OF NEW YORK
IN SENATE
January 10, 1907.

REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION

PASSED BY THE SENATE

ON JANUARY 10, 1906.

ALBANY:

ANDREW DEWEY, PRINTERS.

1907.

100-10000

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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 P.O. Box 275
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CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "N", Rockville (63)

Division or Bureau

PREPARE IN DUPLICATE

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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.				
45.	Alarm Log Incident Reports	983	OPS 66	1994	1 Box	2002	Burned
46.			OPS 23	1997, 1998		//	//

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

T. W. Tower

Signature

T. W. Tower

Lieutenant

Title

9/25/02

Date

OCT 1 2002

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

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

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.				
1	Miles Messages & Logs	1209	ADM 10-2	Year 1998	2	3/5/02	Shredding
2	Daily Barrack Logs Daily Radio Logs	1209	ADM 9	Year 1998	2	3/5/02	Shredding
3	Status Reports Statistical Surveys Staff Inspections General Agency Correspondence Validations	1209 1209 1209 1209 1209	ADM 5 ADM 8 ADM 11 ADM 14 ADM 15	Year 1996 Year 1999 Year 1999 Year 1998 Year 1999	1	3/5/02	Shredding
4	Trooper Activity Reports Trooper Activity Summaries Employee Leave/Work Reports Payroll Summary Bi-Weekly Balances Leave Schedules Overtime/Compensatory Records Off-Duty Vehicle Use Off-Duty Vehicle Use Summary	1209 1209 1209 1209 1209 1209 1209 1209 1209	PER 1 PER 1-1 PER 2 PER 2-1 PER 2-2 PER 3 PER 4-1 PER 8 PER 8-1	Year 2000 Year 2000 Year 2000 Year 2000 Year 2000 Year 2000 Year 1998 Year 2000 Year 1996	1	3/5/02	Shredding

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


 William H. Harden, Sr.

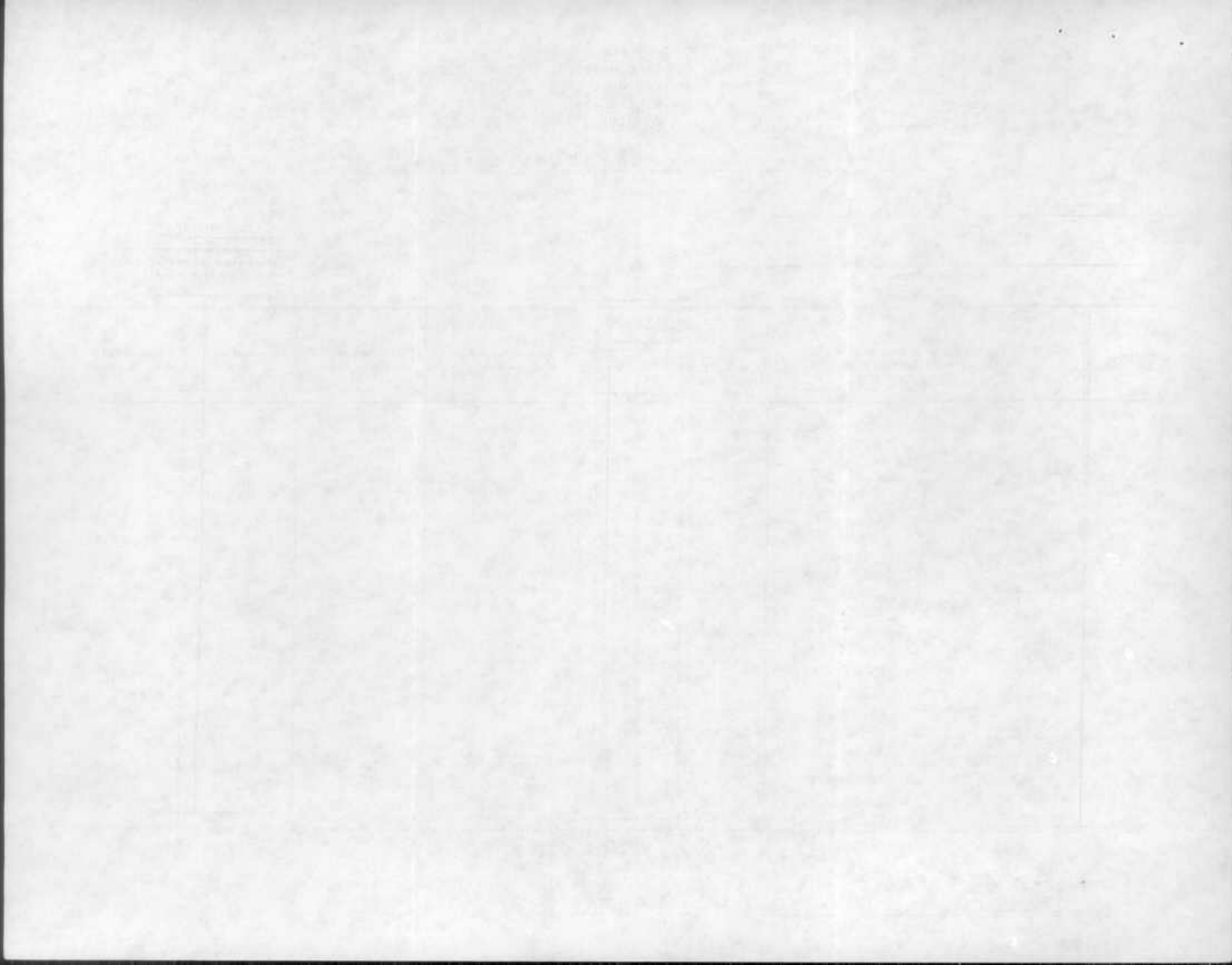
Signature

Lieutenant

Title

3/5/02

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 Maryland State Police

Reporting Agency

Barrack "E", Salisbury

Division or Bureau

PREPARE IN DUPLICATE

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		Retention Schd. No.	Item No.				
5	Working Fund	1209	FIS 1	Year 2000	1	3/5/02	Shredding
	Invoices Forwarded for Payment	1209	FIS 2	Year 2000			
	Budget Requests/Authorizations	1209	FIS 3	Year 1996			
	Purchase Orders	1209	FIS 3-1	Year 1998			
	Improvements	1209	FIS 3-1	Year 1998			
	Capitla Inventory	1209	FIS 3-1	Year 1998			
	Ordnance Inventory	1209	FIS 3-3	Year 1998			
	Tactical Inventory	1209	FIS 3-4	Year 1998			
	Cost Analysis Worksheet	1209	FIS 3-5	Year 1998			
	Check Accountability Log	1209	FIS 6-0	Year 1998			
Check Accountability Form	1209	FIS 6-1	Year 2000				
6	Motor Vehicle Administration	1209	OPS 1	Year 2000	2	3/5/02	Shredding
	Special Police Commission File	1209	OPS 5-1	Year 1998			
	Handgun Permit Investigations	1209	OPS 11-4	Year 2000			
	Detention Log	1209	OPS 13	Year 1998			
	Criminal Summons	1209	OPS 15	Year 2000			
	Incident Reports-Closed	1209	OPS 23	Year 1998			
	Missing Persons-Closed	1209	OPS 25-1	Year 1998			
	Court Summons	1209	OPS 15-3	Year 2000			
	Pawn Sheets	1209	OPS 19	Year 2000			

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

William H. Harden, Sr.
 William H. Harden, Sr.

Signature

Lieutenant

Title

3/5/02

Date

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DEPARTMENT OF GENERAL SERVICES
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 P.O. Box 275
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CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police

Reporting Agency

Barrack "E", Salisbury

Division or Bureau

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No.	Description of Records Inclu.'s Title and/or Form Number	Authorisation For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
7	Vehicle Reports-Closed	1209	OPS 26-1	Year 1998	1	3/5/02	Shredding
	Abandoned Vehicles-Closed	1209	OPS 26-3	Year 1998			
	Motor Vehicle Inventory Log	1209	OPS 27	Year 1998			
	Citation Book Issuance Ledger	1209	OPS 36	Year 1998			
	Vehicle Pursuit Review	1209	OPS 37-3	Year 1998			
	Disabled Vehicle Daily Log	1209	OPS 38	Year 1998			
	Semi-Annual Report-Juveniles	1209	OPS 53-1	Year 1998			
	Tow Truck Service Application	1209	OPS 28-1	Year 1997-1998			
Monthly UCR REports	1209	OPS 55	Year 2000				
8	Alarm Logs	1209	OPS 66	Year 1997	1	3/5/02	Shredding
	Property Records-Closed	1209	OPS 56-1	Year 2000			
	Warrants-Closed	1209	OPS 3-1	Year 2000			
9	CCC Cards	1209	OPS 22	Year 2000	2	3/5/02	Shredding
10	Closed Breathalyzer Cases	1209	OPS 41-1	Year 1999	2	3/5/02	Shredding
11	Accident Reports/Cards/Pictures	1209	OPS 35	Year 1998	1	3/5/02	Shredding
	Accident Recon.Ledger/Reports	1209	OPS 35-1				

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

William H. Harden, Sr.
 William H. Harden, Sr.

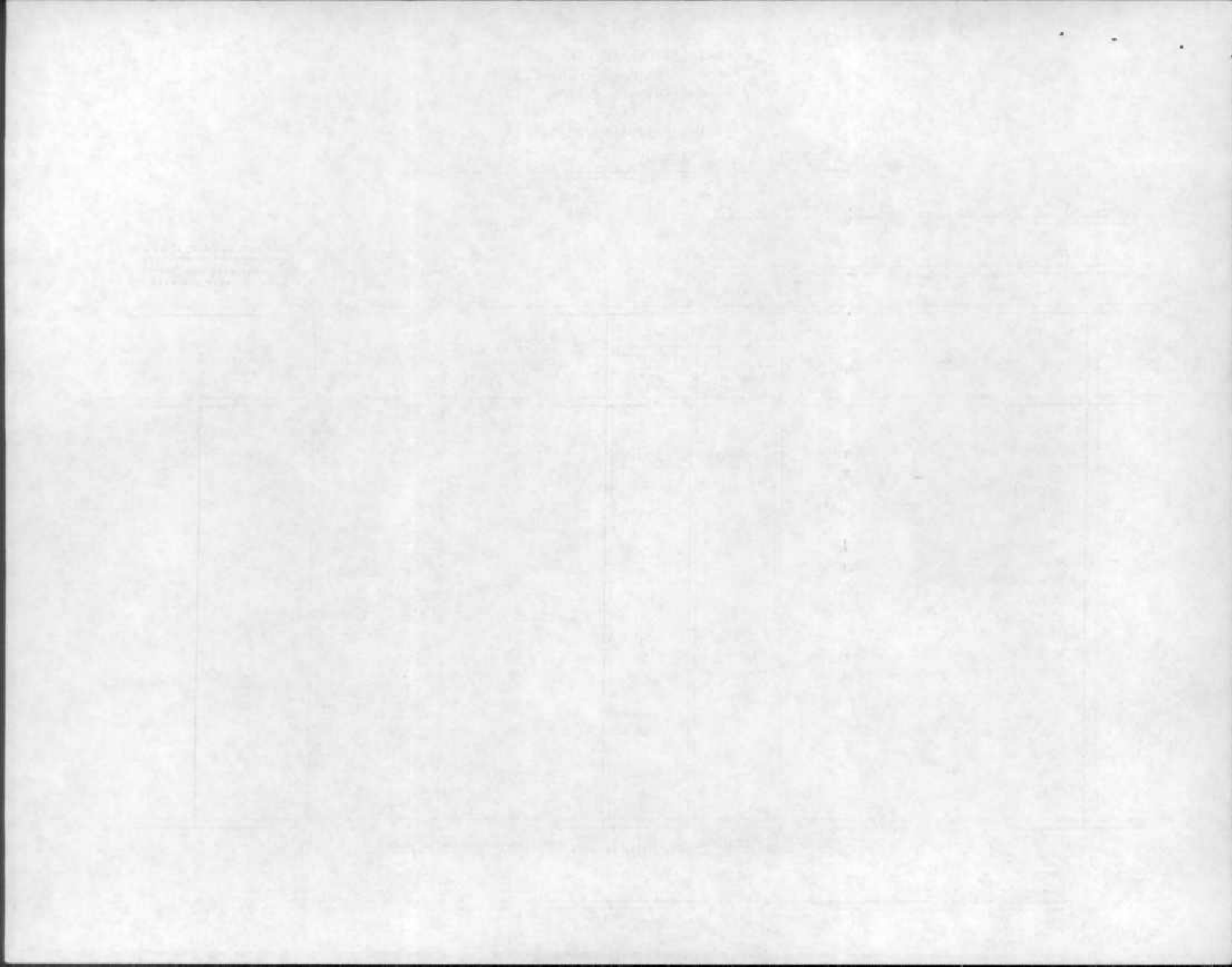
Signature

Lieutenant

Title

3/5/02

Date



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

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Department of Maryland State Police
 Reporting Agency

Barrack "E", Salisbury
 Division or Bureau

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		Retention Sched. No.	Item No.				
12	Patrol Checks	1209	OPS 29-2	Year 2000	1	3/5/02	Shredding
	School Bus Violation Warning	1209	OPS 37-2	Year 2000			
	Alcohol Influence Summary	1209	OPS 41-2	Year 2000			
	Breath Testing Instru. Reports	1209	OPS 41-3	Year 1998			
	Preliminary Breath Test Log	1209	OPS 41-11	Year 1998			
	DR 15A Control Log	1209	OPS 41-13	Year 1998			
	Criminal Arrests-Juvenile	1209	OPS 53	Year 1998			
	Motor Vehicle Operations Reports	1209	SUP 1	Year 2000			
	Press Releases	1209	PR 2	Year 2000			
	Organizations	1209	PR 1	Year 1998			
	State Agencies Corresp.	1209	LIA 2	Year 1998			
	State Courts Corresp.	1209	LIA 3	Year 1998			
	Municipal Government Corresp.	1209	LIA 4	Year 1998			
	County Government Corresp.	1209	LIA 5	Year 1998			

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


 William H. Harden, Sr.
 Signature

Lieutenant
 Title

3/5/02
 Date

MAR 13 2002

Westminster Police Department	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.
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Records		
Division or Unit		

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	City Tickets (paid)/ Receipt Books	M-42	18	2000	1.75	3/12/02	Burned
2	City Tickets (unpaid)	M-42	19	1997	.25	3/12/02	Burned
3	City Tickets (nolle prosequi)	M-42	20	2000-2001	.25	3/12/02	Burned
4	City Ticket log	M-42	18	1997	.25	3/12/02	Burned
5	Criminal Arrests	M-42	9	1986	2.5	3/12/02	Burned
6	Arrest Photos	M-42	9	upto/including 1986	.75	3/12/02	Burned
7	Offense Records	M-42	11	1986	5.5	3/12/02	Burned
8	Juvenile Arrests	M-42	10	1986	.5	3/12/02	Burned
9	Accident Reports	M-42	13	1996	.75	3/12/02	Burned
10	Accident Victim Cards	M-42	13	1996	.25	3/12/02	Burned
11	Offense Victim Cards	M-42	11	1986	.50	3/12/02	Burned
12	Impound Records	M-42	14	1996	.25	3/12/02	Burned

I hereby certify that the records listed above were disposed of as indicated. 19.50

Regan D. Jones
signature

Chief
Title

March 15, 2002
Date

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Division or Unit		

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
13	Activity Sheets/ Payroll	M-42	24/7	2000	2	3/12/02	Burned
14	Miles Messages	M-42	1	2000	.25	3/12/02	Burned
15	Memos	M-42	2	2000		3/12/02	Burned
16	Outgoing MILES Message Log book	M-42	1	1995-2000	.25	3/12/02	Burned
17	Repossession Logs	M-42	1	1998-2000		3/12/02	Burned
18	Lost Property Logs	M-42	1	1999-2000		3/12/02	Burned
19	Towing rotation lists	M-42	1	1995,96,99,2000	.75	3/12/02	Burned
20	Press Release	M-42	1	2000		3/12/02	Burned
21	Radar Logs	M-42	24	1994-1997		3/12/02	Burned
22	Dissemination Log	M-42	17	1998		.25	3/12/02
23	Warning Tickets	M-42	23	2001	.5	3/12/02	Burned
24	Incidents Reports	M-42	12	2000	2.5	3/12/02	Burned

I hereby certify that the records listed above were disposed of as indicated. 6.50


Signature

Chief
Title

March 15, 2002
Date

1977-78
1978-79
1979-80
1980-81
1981-82

1982-83
1983-84
1984-85
1985-86
1986-87

1987-88
1988-89
1989-90
1990-91
1991-92

Year	Category	Value
1977-78		
1978-79		
1979-80		
1980-81		
1981-82		
1982-83		
1983-84		
1984-85		
1985-86		
1986-87		
1987-88		
1988-89		
1989-90		
1990-91		
1991-92		

1992-93



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

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		Retention Sched. No.	Item No.				
25	Court Report Request	M-42	1	2000,2001	.25	3/12/02	Burned
26	Investigative Assignment Records	M-42	1	1999,2000	1	3/12/02	Burned
27	State Citations	M-42	21	2000	.5	3/12/02	Burned
28	State Civil Citations	M-42	22	upto/including 2000	.5	3/12/02	Burned
29	General Correspondence	M-42	1	upto/including 2001	16	3/12/02	Burned
30	Property	M-42	16	1996	1	3/12/02	Burned

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Regan D. Jones
Signature

Chief
Title

March 15, 2002

Date

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		Retention Schd. No.	Item No.				

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DGS 550-2

Signature

Title

Date

~~XXXXXXXXXXXXXXXXXXXX~~

OCT 18 2002

~~XXXXXXXXXXXXXXXXXXXX~~

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DGS 550-2

Signature

Title

Date

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

DGS 550-2

Signature

Title

Date

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[Faint, illegible text]

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