

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 7273 WATERLOO RD., P.O. Box 275  
 JESSUP, MD 20794-0273

3007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/03

District Court of Maryland      Dorchester *02-01*      01/15/2002  
 COURT                                      COUNTY                                      DATE

Series No.	Description 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.				
	Stripped Criminal - Inside Material Only	975	IV	1996-1998	25 Cubic Feet	12/15/02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

*Edward C. Papenfort*

State Archivist

*Karen J. Spence*

Signature of Court Official

*Loritz Clut* 2/25/2003

Title

Date

RECEIVED

JAN 29 2002

MARYLAND STATE ARCHIVES

DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 7273 WATERLOO RD., P.O. Box 275  
 JESSUP, MD 20794-0273

3007

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Dorchester 02-01      01/15/2002  
 COURT                                          COUNTY                                          DATE

Series No.	Description 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.				
	Stripped Civil - Inside Material Only	975	Sec. II Item 1	1977-1998	15 Cubic Feet	12/15/02	Landfill

RECEIVED  
 DISTRICT COURT  
 12-25-02  
 11:23

Destruction Approved by Hall of Records Commission

Destruction Certification

FEB 13 2002

Date

*Edward C. Pappas*

State Archivist

*Robert J. Plush*

Signature of Court Official

*County Clerk*

Title

2/25/2003

Date

10



DEPARTMENT OF GENERAL SERVICES

Hall of Records Commission  
 Records Management Division  
 7273 WATERLOO RD., P.O. Box 275  
 JESSUP, MD 20794-0273

3253

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland    Dorchester 02-01    February 25, 2003  
 COURT                                                  COUNTY                                                  DATE

Series No.	Description 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.				
	Stripped Civil - Inside Material only	975	Sec II Item 1	1999	20 Cubic Feet	5/25/2003	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

MAR 19 2003  
 Date

*Edward C. Papenfuse*  
 State Archivist

*Barbara E. Johnson*  
 Signature of Court Official    Dorchester County    6/1/03  
 Title    Date

100-13-93

JUN 21 1903

100-13-93

Dorchester County Health Dept.

Reporting Agency

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

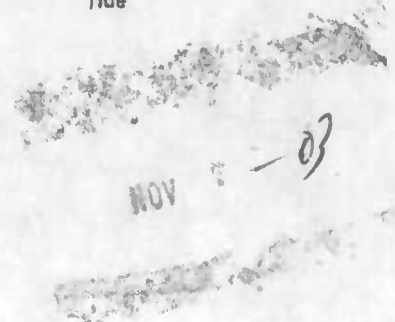
Table with 7 columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Rows include entries for 'GES Deceased 1992', 'GES Deceased 1993', 'Personal Care - Case Mgmt. billing & Deceased clients', and 'Administrative Records Fiscal Records'.

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

Signature: Barbara H. Eby

Title: Management Associate

Date: 11/6/03





Reporting Agency

DHMH - Dorchester County Health Dept.

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	Home Health Records	1518	24	1983-1997	72.0	5/24/04	Burial @ Landfill
2	Hospice Records	1518	24	1995-1997	18.0	"	" "
3	Family Planning Records	1518	7	1993	1.5	"	" "
4	HBP Records	1518	6	1986-1987	1.5	"	" "
5	Child Health Records	1518	1	1984	6.0	"	" "
6	Grants & Targeted Funds	1518	34	1994-1998	9.0	"	" "
7	Mental Health Records	1518	14	1991-1994	3.0	"	" "
8	Fiscal Records	2112	2a	1995	4.5	"	" "
9	Diabetes Records	-	-	1987	1.5	"	" "
10	MA Billing	2112	2a	1992-1994	10.5	"	" "
11	General Ledgers	2112	2a	1994-1998	7.5	"	" "
12	Old Budget Materials-Copies	2112	2a	1992-1993	9.0	"	" "
13	DDA Records	1518	20	1998-1999	15.0	"	" "
14	Notebooks of Ledger Runs	2112	2a	1990-1998	4.0	"	" "
15	School Health Daily Sheets	1518	-	1993-1994	3.0	"	" "
16	Personal Care Deceased	1518	8	1994-1995	3.5	"	" "
17	Timekeeping Records	2112	2a	1994-2000	28.0	"	" "
18	Special Payment Contracts	2112	2b	1991-1993	1.5	"	" "
19	Contract Inactive Staff	2112	2b	1991-1993	3.0	"	" "

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

Barbara H. Eber  
Signature

Management Associate  
Title

5/27/04  
Date



Ami-2 NHC



SCALE #1

*FD# 52-6000933*

DORCHESTER COUNTY SOLID WASTE

Remit Payment To:

Dorchester County Treasurer - Solid Waste Account

TICKET # 00143950

P.O. Box 66

Cambridge, Maryland 21613

Time In 09:30

Date 05/24/04

Time Out 09:59

Vehicle No. 4792

Material No. 1

Garbage  
Cost/Ton \$ 43.00

*(File this bill immediately)*

Customer DOR CO HEALTH DEPT  
751 WOODS RD

CAMBRIDGE

Md 21613

Gross 8380 lb  
Tare 5020 lb  
Net 3360 lb  
Net Tons 1.68

Refrig/AC # 0 @ 15.00 = \$ 0.00

\*\* = MANUAL WEIGHT

Tires # 0 @ 2.00 = \$ 0.00

Truck Tire # 0 @ 5.00 = \$ 0.00

*09-2801N-0885 \$ 72.24*

*MC-035*

Misc. Total \$ 0.00

*ccz 91027*

Minimum Charge \$ 72.24

Amount Due \$ \$ 72.24

Driver *[Signature]*

Scale Attendent: EMILY



JUN 7 2004



2522

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

02A103  
 02A101  
 02A102  
 02A100

District 2-2  
 Court

Somerset  
 County

Series No.	Description 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.				
	Motor Vehicle Cases-Docket Sheets	975 Sec. IV		1993, 1994, 1995 & 1996	4	6-26-03	Landfill

RECEIVED  
 JUL 11 2000  
 MARYLAND STATE ARCHIVES

Destruction Approved by Hall of Records Commission

JUL 13 2000  
 Date

*Edward G. Kasper*  
 State Archivist

Destruction Certification

*Patricia S. Buchanan*  
 Signature of Court Official

6-26-03  
 Date

JUL 7 - 83

3329

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

PAGE:04  
TO: 14102601648  
4106515545  
FROM: DIST CT PR. ANNE  
09:11  
JUN-03-02

DISTRICT 2-2 Court  
Somerset County  
7-21-03

Series No.	Description 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.				
	Traffic- 1997 Docket Sheets	975	4	1997 1992	2 1 <hr/> 3	9-17-03	Landfilled

Destruction Approved by Hall of Records Commission  
AUG 05 2003  
Date  
*Edward C. Papenfuss*  
State Archivist

Destruction Certification  
*Patricia Buchanan*  
Signature of Court Official  
Supr  
Title  
10-9-03  
Date

Calista 83

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

2297

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

93A143  
 99A254

District Court of Md. Wicomico 10-7-99  
 COURT COUNTY DATE

H. 2-3

Section No.	Description 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.				
	Special proceedings stripped material only	VI	2	1987	1	6-26-03	Landfill

Destruction Approved by Hall of Records Commission

OCT. 19 1999

Date

Edward C. Saperstein  
 State Archivist

Destruction Certification

Patricia S. Buchanan Supv  
 Signature of Court Official Title

6-23-03  
 Date

JUL 2 - 03

Charles C. [unclear]

9DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P. O. Box 275  
 JESSUP, MD 20794-0275

3267

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

6/5/03

Accession # 02a19  
 Dist # 2-3

District Court of Maryland  
 COURT

Salisbury  
 COUNTY

DATE 4-10-2003

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.				
	Landlord Tenant----- destroy	2219	Sec VI Item 2	1989	6	5-30-3	landfill

Destruction Approved by Hall of Records Commission

Destruction certification

APR 28 2003

Date

*Edward C. Saperstein*

State Archivist

*Patricia S. Buchanan*

Signature of Court Official

Title

5-30-3

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 TRIPLICATE.)
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



JUN 5 2003



3309

6/5/03

9DEPARTMENT 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

Accession #02A31  
Dist# 2-3

District Court of Maryland  
COURT

Wicomico  
COUNTY

DATE April 29, 2003

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				
	Domestic Violence/Special Proceedings Strip inside material only	2219	Sec VI Item 2	1989	1	5-30-3	landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 21 2003

Date

*Edward C. Papenfuss Jr*

State Archivist

*Patricia Buchanan Supl*

Signature of Court Official

Title

5-30-3

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 TRIPLICATE.)**
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June 5, 03

3303

6/5/03

9DEPARTMENT 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

Accession #99A133  
Dist# 2-3

District Court of Maryland  
COURT

Wicomico  
COUNTY

DATE April 25, 2003

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.				
	Landlord Tenant -Strip	2219	Sec VI Item 2	1989	1	5-29-03	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

MAY 21 2003

Date

*Edward C. Papenfuss*

State Archivist

*Patricia Buchanan Supl*

Signature of Court Official

Title

5-29-03

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.)
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June 5  
2003

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

3128

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

3/17/03

District Court of Maryland

Wicomico

May 24, 2002

Accession #99A207

District #2-3

COURT

COUNTY

DATE

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.				
	<i>Criminal</i> Microfilm and destroy (MD Rule 16-505)	975 Sec V		1991	11	<i>3-3-03</i>	<i>Landfill</i>

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

*Edward C. Peperone Jr*

State Archivist

*Patricia S. Buchanan Supl*

Signature of Court Official

Title

*3-3-03*

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 TRIPLICATE.)
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MAR 17 2003

3130

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

3/17/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Wicomico

May 24, 2002

Accession #02A53

District #2-3

COURT

COUNTY

DATE

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.				
	<i>Criminal</i> Microfilm and destroy (MD Rule 16-505)	975 Sec V		1995	10	<i>3-3-3</i>	<i>Landfill</i>

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

*Edward C. Papenfort*

State Archivist

*Patricia Buchanan*

Signature of Court Official

Title

*3-3-03*

Date



~~XXXXXXXXXXXX~~

MAR 17 2003

~~XXXXXXXXXXXX~~



9DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P. O. Box 275  
 JESSUP, MD 20794-0275

3323

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

Accession # 99A7----- 02A46

District Court of Maryland  
 COURT

Wicomico  
 COUNTY

DATE June 12, 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995 1996	5 5	8-8-03	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

JUL 17 2003

Date

*Edward C. Soper*

State Archivist

*Patricia S. Buchanan*

Signature of Court Official

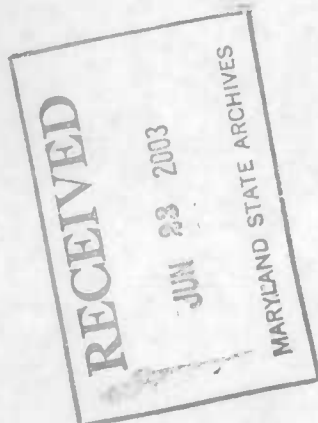
Title

8-8-03  
 Date

INSTRUCTIONS FOR PREPARATION

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AUG 12 03

3394

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

Accession 02A45 & 99A195

District Court of Maryland  
COURT

Salisbury  
COUNTY

DATE July 21, 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1995 & 96 1989	1 2	12-12-03 12-12-03	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

*Edward C. Papenfuss*

State Archivist

*Patricia S. Buchanan*

Signature of Court Official

Title

12-12-03

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.  
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7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
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5. FOR YOUR INFORMATION -

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

12/23/03

3132

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

3/17/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland

Wicomico

May 24, 2002

Accession #02A55

District # 2-3

COURT

COUNTY

DATE

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.				
	<i>Criminal</i> Microfilm and destroy (MD Rule 16-505)	975 Sec V		1997	10	3-3-3	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

*Edward C. Soper*  
State Archivist

*Patricia A. Buchanan*  
Signature of Court Official

Title

3-3-3  
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.
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MAR 17 2003



3349

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

Accession #02A47, 02A48

District Court of Maryland  
COURT

Wicomico  
COUNTY

DATE July 24 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1997 1998	7 6	12-12-03	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

*Edward C. Popovich*

State Archivist

*Patricia S. Buchanan Supr* 12-12-03

Signature of Court Official

Title

Date

INSTRUCTIONS FOR PREPARATION

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12/23/03



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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V775075-1	Barbour, James Sterling	C-979	II	7-15-99	4-18-03	Buried at Landfill
V776026						
V771651-4	Barbour, Willard Enoch Sr	C-979	II	4-03-99		
W066801-2	Barnes, Russell Stede	C-979	II	11-20-99		
V466624-7	Barnes, Stephen Raymond	C-979	II	7-08-99		
V777393-6	Bartholomew, Jennifer Lynn	C-979	II	9-26-99		
V466343	Berry, Danise	C-979	II	01-20-99		
W064547-2	Bates, Ian Edward	C-979	II	9-17-99		
W064803-4						
W065544-6	Beaty, Demetrius Alvin	C-979	II	10-26-99		
V772222-4	Beavan, Shawn Patrick	C-979	II	9-24-99		
W0112315	Belch, Jonathan Michael	C-979	II	5-05-99		
V776360-2	Bell, Christopher Michael	C-979	II	8-21-99		
U496173	Bellemore, Amanda Tara	C-979	II	8-04-99		
W055102-4	Bennett, Charles Edward	C-979	II	7-18-99		
W066675	Berry, Brian Clifford	C-979	II	12-02-99		
W648851						
W010776-80	Bethume, Michael Antonio	C-979	II	4-27-99		
V778357	Bettencourt, Michael Patrick	C-979	II	10-04-99		
V774313-4	Bozzi, Tony Duane	C-979	II	6-02-99		
W0065211	Bicknell, Susan Marie	C-979	II	10-11-99		
V770380-1	Blake, Larry Douglas	C-979	II	3-09-99		
W013030-1	Blankenship, Roy David	C-979	II	6-20-99		
W010590	Brandts, Brian Thomas	C-979	II	4-29-99		
V770899	Branson, Gary Jerome	C-979	II	3-12-99		
S096660	Bredell, Ronnie Louis	C-979	II	5-02-99		
V774715	Brenton, Rita Lynn	C-979	II	7-11-99		
W649813-5	Bridge, Cortez Jr	C-979	II	12-18-99		
V773969	Bynum, Tayana Renee	C-979	II	7-10-99		
V776392-3	Bynum, Reginald Keith	C-979	II	8-21-99		
V767050	Byers, Christopher	C-979	II	2-15-99		
V774309-11	Butler, Thomas Tex	C-979	II	5-31-99		
V939976-80	Butler, Tanya Tamarica	C-979	II	4-26-99		
W066806-7	Butler, Ruby Ann	C-979	II	11-21-99		
T001486	Butler, Melvin Bernard	C-979	II	9-20-99		
V774143-5	Butler, Lawrence Fitzgerald	C-979	II	4-22-99		
V777971-2	Butler, James Adrian	C-979	II	5-02-99		
V940094	Butler, Francis D	C-979	II	5-07-99		
V776606	Bush, Joseph Benjamin	C-979	II	8-07-99		
W233280	Burns, Earl Preston Jr.	C-979	II	12-11-99		

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

  
Signature

\_\_\_\_\_  
Title

4-18-03  
Date

#5

ADRIANO LOMBARDO

ADRIANO LOMBARDO

2

V V V

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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
Q094210-13	MacDonald, Robert Bruce	C-979	II	10-31-96		
T827117-19	Moore, Thomas Duane	C-979	II	02-17-98		
U052513-15	Papier, Marchus Calaway Jr.	C-979	II	10-23-97		
U492143	Roberts, Robert Rene	C-979	II	02-07-98		
U037088-9	Thomas, Carl Joseph	C-979	II	10-20-97		
U492276-8	Thomas, John Leonard	C-979	II	01-24-98		
T561511	Underwood, Robert Clay	C-979	II	02-15-98		
T827907-9	Willett, Leon Douglas	C-979	II	03-04-98		
T832396	Gould, Leslie Libie	C-979	II	04-09-98		
T829778						
P688399	Tilley, James Carter	C-979	II	01-28-96		
Q566283	Wheeler, Joseph Tyrone	C-979	II	11-02-96		
T831836-8	Ford, Patricia Ann	C-979	II	03-22-98		
U042836	Graves, Tracy Lynn	C-979	II	03-21-98		
U051577	Hall, Christopher Joseph	C-979	II	11-14-97		
T82659-22	Keys, William Francis	C-979	II	02-06-98		
Q570914	Meil, Stanley Lee	C-979	II	05-16-97		
Q445501	Powell, Michael Keith	C-979	II	11-11-96		
U495608-10	Garner, Daniel James	C-979	II	05-27-98		
U888201	Simmons Elliott Fisher	C-979	II	05-26-98		
T830945-6	Dean, Thomas Raphael	C-979	II	05-08-98		
U114692-5	Fox, Carlin Monroe, Jr.	C-979	II	01-04-98		
Q565502-03	Gelman, Leah Marie	C-979	II	08-17-96		
3080026						
U558151	Krueger, Kimberly Ann	C-979	II	05-23-98		
T830819-9a						
U497078	Ochoa, Jose Guadalupe	C-979	II	06-07-98		
U497183-88	Simmons, Devin Gerrell	C-979	II	06-11-98		
U494177	Brown, Carlton Jonnell	C-979	II	03-11-98		
Q569917	Longshore, Anthony Jan	C-979	II	03-22-97		
U496493-95	Marle, Joseph Anthony	C-979	II	07-05-98		
U497632	Brewer, Grace Marie	C-979	II	07-19-98		
Q569464	Casper, Michael Carroll	C-979	II	03-15-97		
T558593	Owens, Paul Anthony	C-979	II	09-26-97		
V064683-4	Ashley, Joseph Dean	C-979	II	08-23-98		
T559938-39	Clark, Edward Nolan	C-979	II	01-25-98		
U500460	Golding, Vanessa Dalphine	C-979	II	07-25-98		
V066238-41	Jenkins, Terrence Leroy	C-979	II	09-09-98		
U496411	Lamb, Franklin	C-979	II	05-28-98		
U497021	McDuffie, Roger Edwin	C-979	II	09-07-98		

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

\_\_\_\_\_  
Signature

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Title

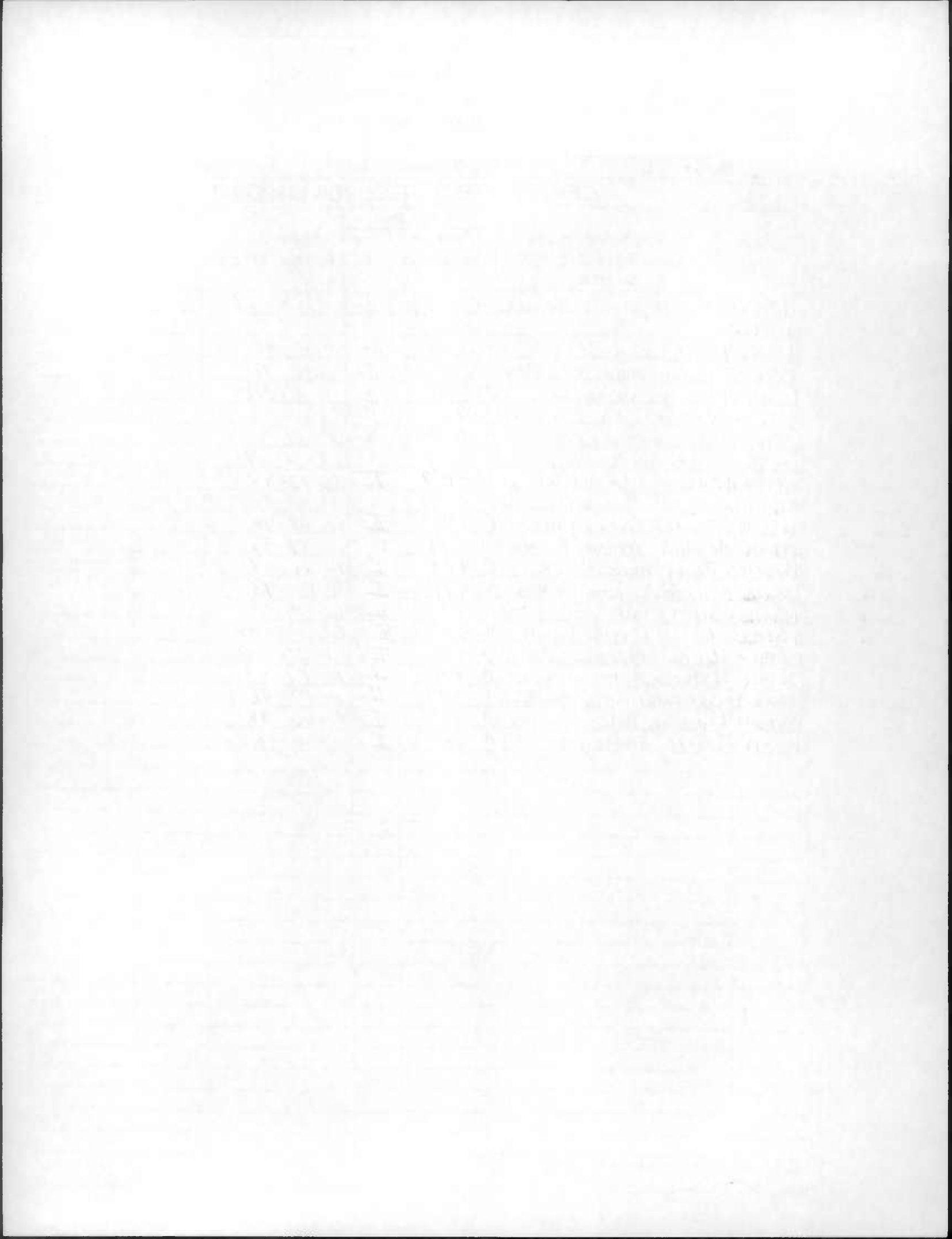
11/24/03  
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Date

[REDACTED]

FEB 17 2004

[REDACTED]







		<b>Department of General Services</b> 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			

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		Retention Schedule No.	Item No.			
U051812	Queen, James Craig	C-979	II	11-24-97		
T433723	Ross, Joseph Bernard	C-979	II	6-15-97		
V298614-5	Ross, Joseph Bernard	C-979	II	2-03-99		
U051529	Shannon, Colleen Elizabeth	C-979	II	11-16-97		
T557823	Sands, William Daye	C-979	II	10-11-97		
U052258	Scherer, Yvonne Adrienne	C-979	II	11-30-97		
S071371	Simms, Rydell Eugene	C-979	II	12-19-97		
T598622	Slaughter, Derrick Earl	C-979	II	8-22-97		
T128073	Stewart, Joseph Peter	C-979	II	3-19-97		
Q570028	Swaites, James Anthony	C-979	II	4-06-97		
T432244	Swann, John Richard	C-979	II	5-09-97		
Q569346	Thomas, Derrick Deshaun	C-979	II	3-19-97		
T737628-9	Thurman, Paul Joseph	C-979	II	8-28-97		
T561162	Tibbs, Floyd Vincent	C-979	II	12-07-97		
Q569581	Wade, Montreal Arnaz	C-979	II	3-22-97		
T561485-7	Washington, Eric Lamont	C-979	II	12-29-97		
Q570240	Watson, Arcadio Stanislaus	C-979	II	3-23-97		
W493575	Webb, Robert Darrell	C-979	II	4-12-98		
T557328	Williams, John Raymond Jr.	C-979	II	8-10-97		
T740126	Williams, Dennis James	C-979	II	10-11-97		
T556401-2	Wright, Joseph Darnell	C-979	II	7-12-97		
U492603	Johnson, Tanna Lane	C-979	II	2-07-98		
U492312	Kirby, Jeremy Lee	C-979	II	1-26-98		
T829602	Kirby, Jeremy Lee	C-979	II	4-04-98		
S089324-5	Knott, Francis Junior	C-979	II	12-12-98		
V766760	Landes, Kealy McCollum	C-979	II	12-20-98		
U504679	Lattisaw, Charles William	C-979	II	10-29-98		
U503605	Lattisaw, Charles William	C-979	II	10-24-98		
U889337	Lawrence, Kelly Marie	C-979	II	6-17-98		
U495478	Lee, Johnny Sylvester	C-979	II	5-07-98		
V066255	Littlejohn, Albert Woodrow	C-979	II	8-31-98		
T831833-4	Littlejohn, Thomas Gerald	C-979	II	3-21-98		
U924477	Lyles, Timothy	C-979	II	7-12-98		
P428638	Barnes, Edward Charles	C-979	II	9-13-95		
D806654-5	Bolden, Irving	C-979	II	5-08-87		
A832776	Boteler, Wilbur Allyous	C-979	II	8-26-84		
T129364	Breeden, Earl Kevin	C-979	II	12-16-96		
D325431	Candia, James Thomas	C-979	II	3-28-87		
Q565951	Clontz, Gary Lee	C-979	II	5-22-96		
E829394-6	Douglas, Walter Kenny	C-979	II	5-28-88		

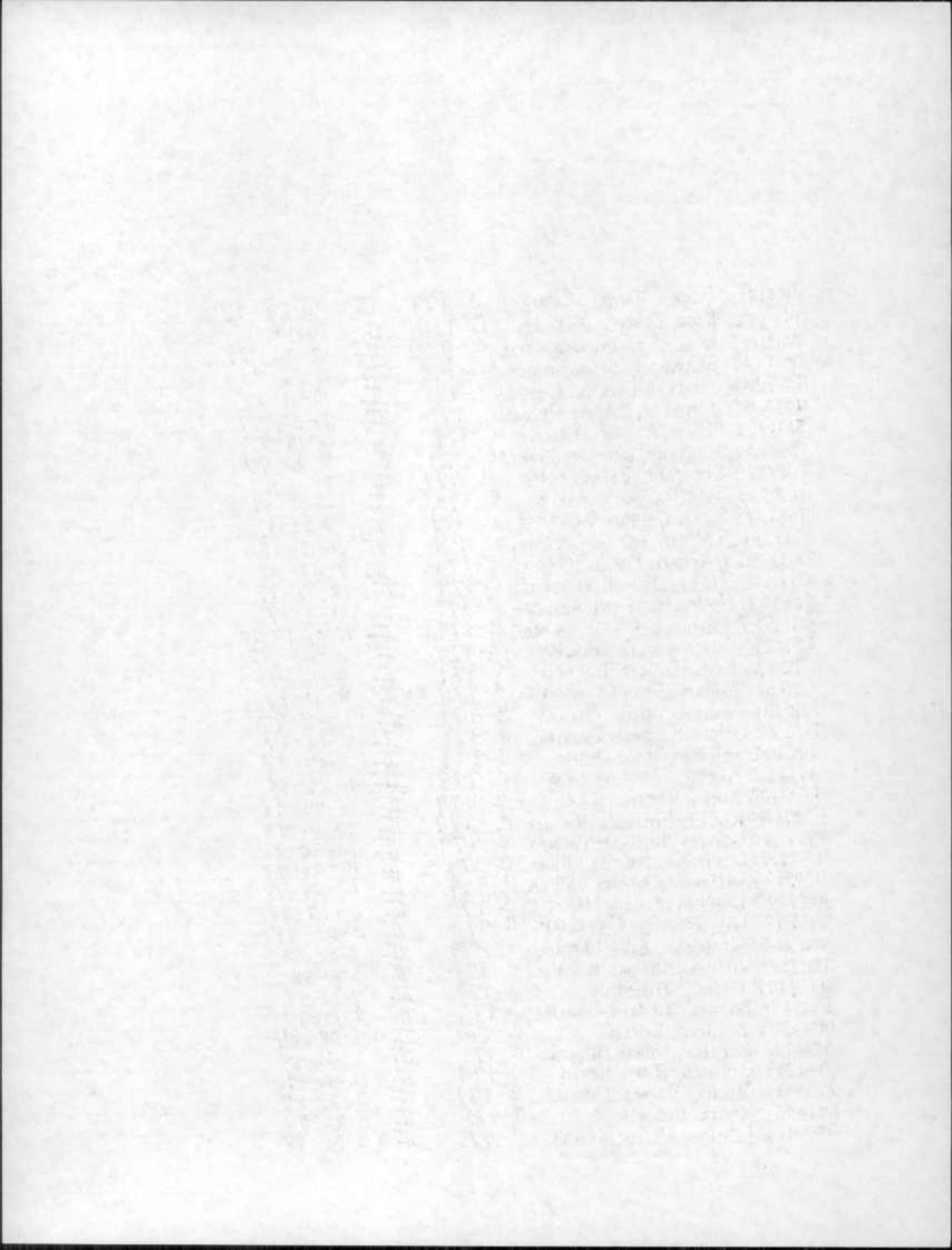
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Signature \_\_\_\_\_

Title \_\_\_\_\_

Date 11/24/03






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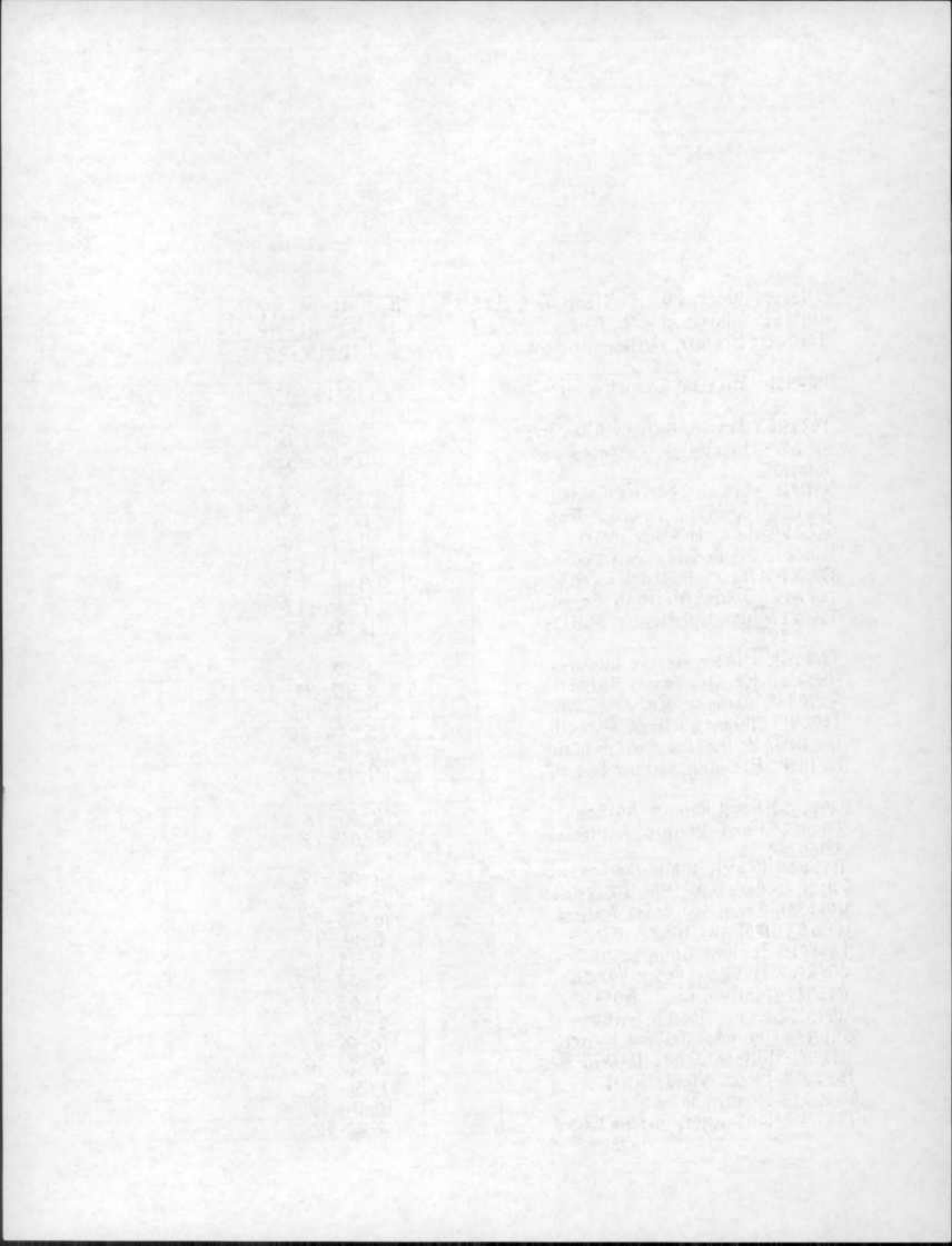
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
T433979	Wert, Paul Wilson Jr	C-979	II	4-18-97		
U492615	Winters, Marc Allen			2-21-98		
T560283-85	Brown, Walter Anthony			11-16-97		
U115439-43	Butler, Demetrius Jermaine			12-14-97		
P689262	Crown, Richard Allan Jr.			2-23-96		
U557173-	Firebaugh, Lawrence Duane			5-16-98		
75/557326						
U491863	Gaines, Scottie Manduel			2-16-98		
T561580	Griffin, Douglas Troy			12-24-97		
Q750603	Lee, Heather Ann			7-19-96		
U116233	McDonald, Craig Thomas			12-19-97		
T355369-70	Ayers, Michael Lynn			9-11-97		
T597665	Janifer, Abdeesah Commie			7-30-97		
T561697-99	Marshall, Phyllis Lalita			12-25-97		
T826951-3	Plater, George Eugene			2-10-98		
U492556	Reigle, Jason Elliott			2-17-97		
Q570829	Summer, Richard Lee			4-13-97		
P602414	Thomas, Alfred Darnell			5-26-96		
T595733-37	Young, Clarence Edward			6-12-97		
T557451-55	Fleming, Luther Parrish			9-13-97		
U492652	Ford, Ronnie Anthony			2-05-98		
U492450/	Ford, Ronnie Anthony			3-01-98		
U493751-53						
T596655	Burchick, Michelle Loretta			7-02-97		
Q700841-2	Carpenter, Floyd Rudolph			12-13-96		
U053381	Crenshaw, Cedric Bradford			10-25-97		
U496031	Fingles, Maria Flora			5-14-98		
P428015	Perkins, John Lewis Jr			8-19-95		
S082062	Huskey, Roger Vance			3-08-97		
V065787-8	Mohun, Lisa Ann			9-03-98		
U493132	Estep, Joseph Anthony			3-15-98		
0546433	Thomas, Jeffrey Lynn			10-08-94		
U496782-5	Wilson, James McNeill III			7-26-98		
P553604	Ficco, Vicki Lynn			1-31-96		
Q566215	Hogan, James			10-11-96		
T827363	Batenger, Theodore Edward			2-22-98		

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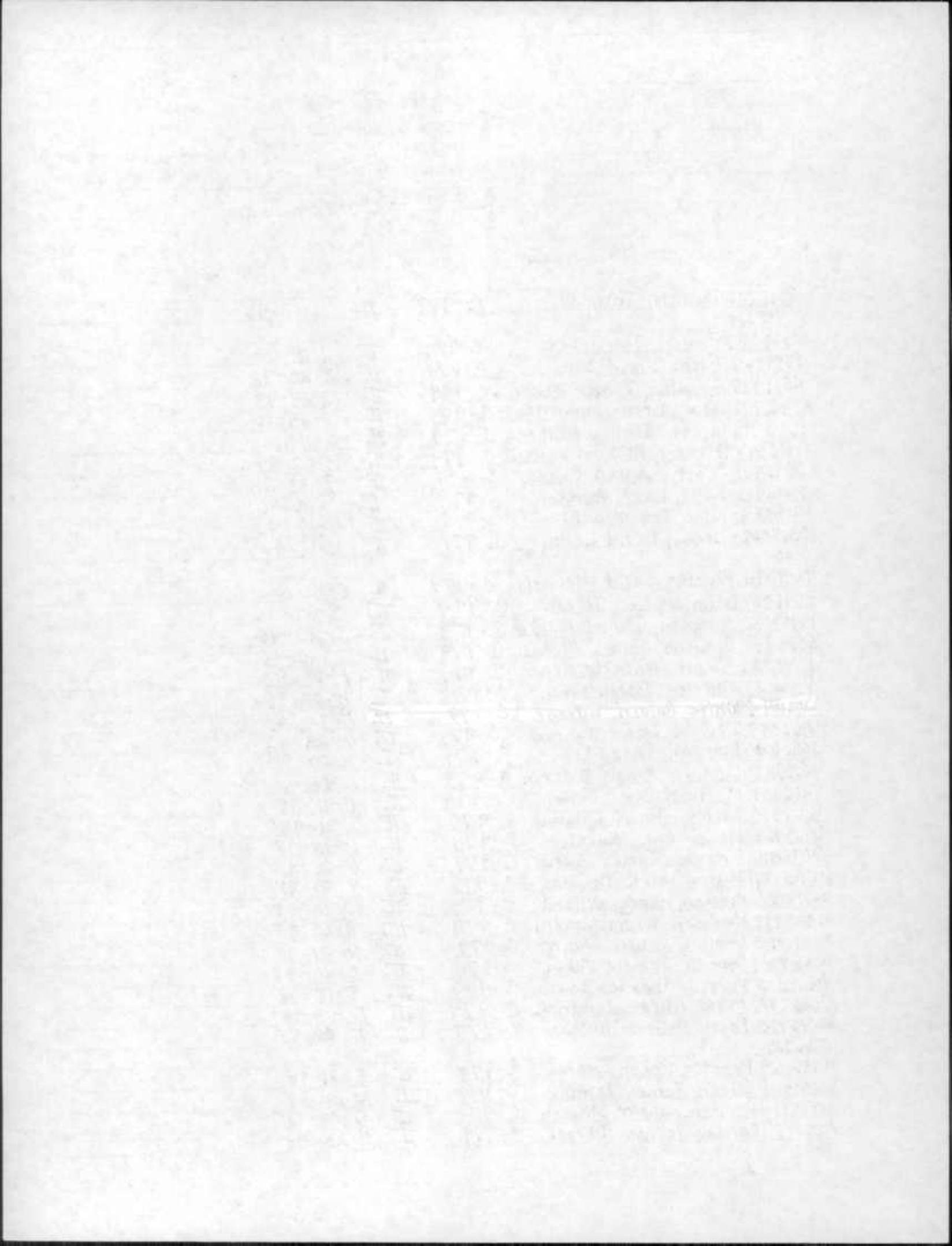
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
Q566206 U495360	Duckett, Tracy O	C-979	II	9-13-96		
N539084	Flowers, Terry Lee	C-979	II	11-21-93		
P689167	Fuchs, Diane Lorraine	C-979	II	3-26-96		
N539937	Gramlich, James Russell	C-979	II	12-24-93		
Q342771	Gray, Brian Dominic	C-979	II	8-29-96		
P637719	Grose, Sterling Anthony	C-979	II	2-11-96		
G433097	Herbert, Howard Matthew	C-979	II	9-02-89		
Q093478	Scott, Lauren Rhoda	C-979	II	7-23-96		
P692423	Keys, Larry Anthony	C-979	II	8-26-96		
N218488-91	Kline, Frank Earl	C-979	II	6-17-93		
0568059-66	Locks, David Leray	C-979	II	11-19-94		
P691074	Proctor, David Michael	C-979	II	8-16-96		
P691037	Quinlan, Leo Joseph	C-979	II	5-04-96		
P690430	Simpson, James Michael	C-979	II	3-23-96		
Q565946	Simpson, James Michael	C-979	II	10-20-96		
P798334	Smith, Michelle Renee	C-979	II	1-14-96		
Q566283	Wheeler, Joseph Tyrone	C-979	II	11-02-96		
V246709-76	Reed, Francis Lavernon	C-979	II	12-11-98		
L969399	Williams, David Junius	C-979	II	6-23-92		
S096678-4	Mackall, Leory N	C-979	II	11-20-98		
V267449-50	Madden, Hugh Martin	C-979	II	12-14-98		
V266331	Meilert, Cary James	C-979	II	11-11-98		
U496330	Miles, Paul Ignatius	C-979	II	5-31-98		
U926969	Miller, Che Rusai	C-979	II	10-15-98		
Q078171-2	Morris, James Gene	C-979	II	6-06-98		
U495434	Myers, Mark Douglas	C-979	II	7-04-98		
V267472-6	Nielson, Harry Willard	C-979	II	12-10-98		
U925779	Newman, Lavin Mondell	C-979	II	9-12-98		
U504301-3	Oroian, Robert Wayne	C-979	II	10-21-98		
U556978	Osborn, Pamela Jean	C-979	II	5-10-98		
V065171-3	Persell, Charles Louis	C-979	II	8-18-98		
V296782	Plass, Michael Patrick	C-979	II	12-04-98		
U504574-5	Posey, Robert Michael	C-979	II	12-08-98		
V766726						
U495689	Proctor, Ralph George	C-979	II	5-31-98		
V466302-3	Queen, James Arthur	C-979	II	12-13-98		
U888753-4	Rameriz, Snover Shannon	C-979	II	6-02-98		
V267085-7	Randall, Vernon Derrel	C-979	II	11-25-98		

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

Signature 

Title \_\_\_\_\_

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		<b>Department of General Services</b> 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	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U040080	Hunley, Robert Dewayne	C-979	II	5-31-98		
Q727729	Jackson, Eric	C-979	II	5-18-98		
U500400	Cavey, Bobbie Ann	C-979	II	7-11-98		
T826801	Clark, Edward Nolan	C-979	II	1-31-98		
U504360	Clark, Jonathan Charles	C-979	II	12-16-98		
U496502	Collins, Michael Gilliam	C-979	II	5-25-98		
V065045	Crumrine, George Franklin	C-979	II	9-05-98		
U926384	Cservenyak, David Andrew	C-979	II	9-23-98		
V266171	Dade, Linda Susan	C-979	II	11-25-98		
U891087	Dailey, Curtis Leonard	C-979	II	7-08-98		
V205037	Dary, Bradley Wayne	C-979	II	10-18-98		
V265095-9	Davis, Jerrol Edward	C-979	II	10-29-98		
U558281	Davis, Timothy Lee	C-979	II	6-02-98		
V766684	Delgado, Jaime Rosa	C-979	II	12-13-98		
U505463-4	Dillon, Roby Grant	C-979	II	11-23-98		
U927075	Dixon, Keith Lorenzo	C-979	II	11-02-98		
V265801						
U501268	Dixon, Thomas Matthew	C-979	II	10-21-98		
U890172-4	Douglas, Jeffrey Kirk	C-979	II	7-30-98		
V065785	Drumm, Leon Allen	C-979	II	8-29-98		
U557403	Duke, Wendy Kalid	C-979	II	5-14-98		
V76777-9	Allwine, Daniel L.	C-979	II	1-02-98		
U925146-50	Augustine, Frederick Joseph	C-979	II	7-27-98		
V06396-7						
U504482-4	Aukard, Linda Lee	C-979	II	11-04-98		
V267187-8	Barnes, Kathleen Ann	C-979	II	12-09-98		
V466254-5	Baylor, Karen Anita	C-979	II	11-17-98		
U925388	Bennett, John Chance	C-979	II	9-23-98		
T555392	Blandford, David Christopher	C-979	II	7-14-98		
U501751	Boswell, Robert William	C-979	II	10-01-98		
Q728328	Brizzi, Dena Maria	C-979	II	2-23-98		
V266307	Bumpers, Franklin R	C-979	II	11-12-98		
U503596	Burton, Charles Edward	C-979	II	11-02-98		
V266710	Butler, Anderson Leo Jr	C-979	II	11-14-98		
V296826	Byrd, Darel McThania	C-979	II	12-04-98		
U116130	Taylor, Steven Wayne	C-979	II	01-20-98		
V265784-5	Thomas, Harold Francis Jr	C-979	II	11-06-98		
V267110-4	Thomas, Terry Patrick	C-979	II	12-05-98		
U505378-80	Tipton, Roger Wayne	C-979	II	11-21-98		
U926755	Tolson, Christopher Jerome	C-979	II	9-25-98		

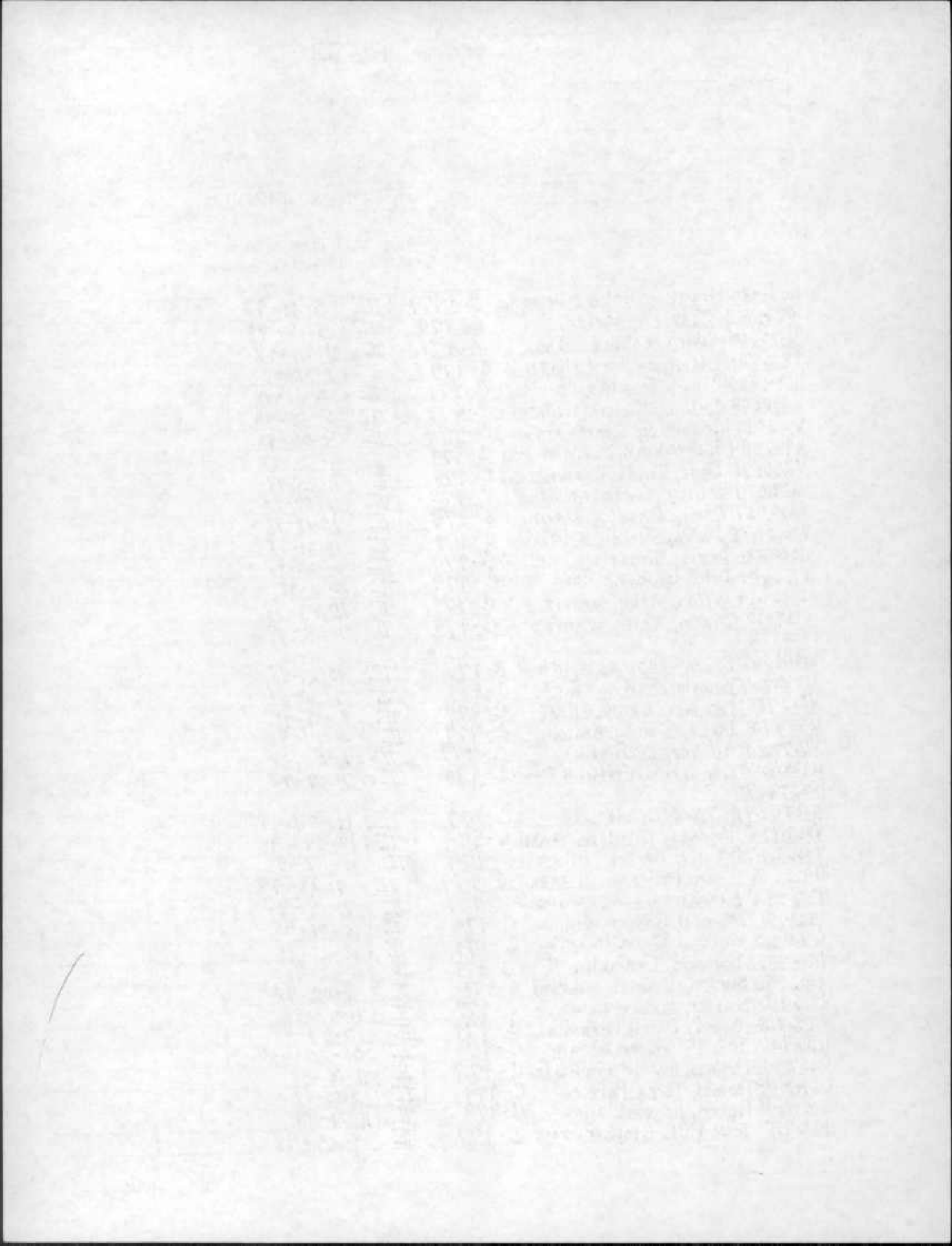
I hereby certify that the records listed were disposed of as indicated.

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Title

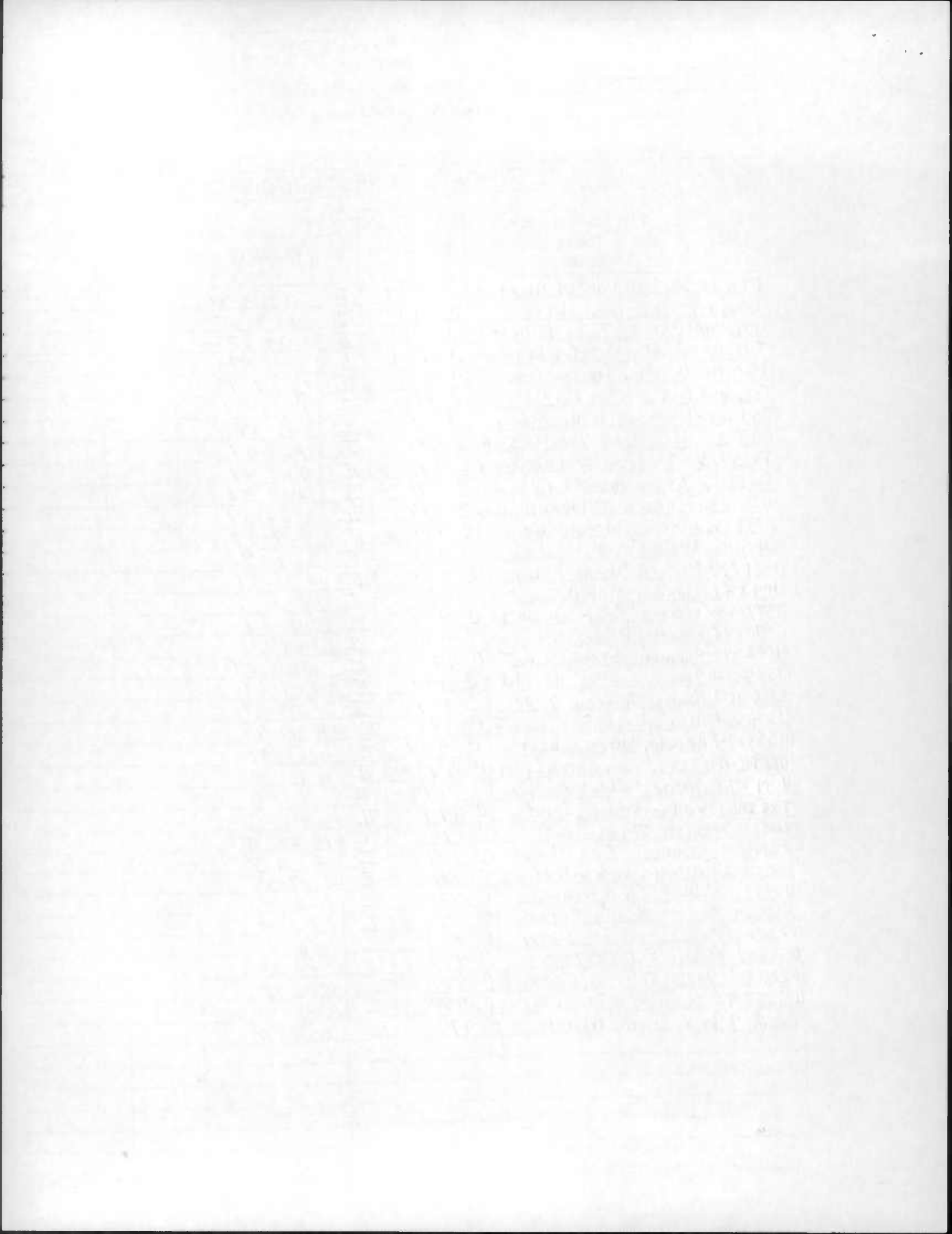
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### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V264928	Robinson, Lance Cory	C-979	II	10-08-98		
U492273-4	Sanders, Trahern Wilson	C-979	II	3-01-98		
U494574	Savoy, Herbert Louis Jr	C-979	II	12-20-98		
U672387	Shaw, Amanda Frances	C-979	II	6-04-98		
U496548	Simonds, Michael Patrick	C-979	II	6-18-98		
V267617	Smith, Howard Matthew	C-979	II	12-17-98		
U116878	Smith, James Vincent	C-979	II	2-03-98		
U503519	Smith, Thomas Michael	C-979	II	10-20-98		
V266247	Snyder, Fred Leroy Jr.	C-979	II	11-15-98		
U926325	Solan, Joseph Edward	C-979	II	9-29-98		
U889038	Steele, Carolyn Ann	C-979	II	6-78-98		
U497050	Stewart, Shannell Harrison	C-979	II	8-02-98		
U501376-8						
V065188	Strong, Thomas Darryl	C-979	II	8-15-98		
U925270-5	Swann, Paul Junior	C-979	II	10-06-98		
V265021-4	Sweeney, Michael Allen	C-979	II	10-21-98		
U494537	Edenfield, Wallace Vernon	C-979	II	4-17-98		
U570333	Egan, Shawn Michael	C-979	II	7-13-98		
U889445-9	Epps, Eddie Lee	C-979	II	6-19-98		
U50655-7	Farmer, Jay Dee Jr.	C-979	II	11-23-98		
U493529	Ford, Carl Lewis	C-979	II	5-13-98		
U492450	Ford, Ronnie Anthony	C-979	II	3-01-98		
U505294-5	Foster, Jason Patrick	C-979	II	12-26-98		
U503990	Foster, Jerome Mardell	C-979	II	11-05-98		
V297752-3	Freeman, Gregory Dewitt	C-979	II	12-29-98		
U497008	Fulcher, Jonita Cherish	C-979	II	7-07-98		
U663443	Gay, Christopher Stephen	C-979	II	5-02-98		
V267718-25	Gilmore, Myron James	C-979	II	12-18-98		
T001453-4	Gleen Louis Arnold Sr	C-979	II	10-17-98		
S089333	Gray, Buddy Elsworth	C-979	II	6-18-98		
U502735-6	Gray, Corness Morris	C-979	II	10-17-98		
V064999-00	Guidry, Joseph Leonard	C-979	II	8-11-98		
V065201						
U492828	Harris, Robert Lee	C-979	II	3-08-98		
U500724	Harris, Scott	C-979	II	9-12-98		
U503878	Hawkins, Julia Briscoe	C-979	II	10-29-98		
U557596	Hester, KD Jr	C-979	II	8-19-98		
V766802	Hill, Anthony Dewayne	C-979	II	12-06-98		
V266236	Houser, Milton Morris Jr.	C-979	II	11-12-98		
U497491-500	Humphrey, Jason Lee	C-979	II	7-25-98		

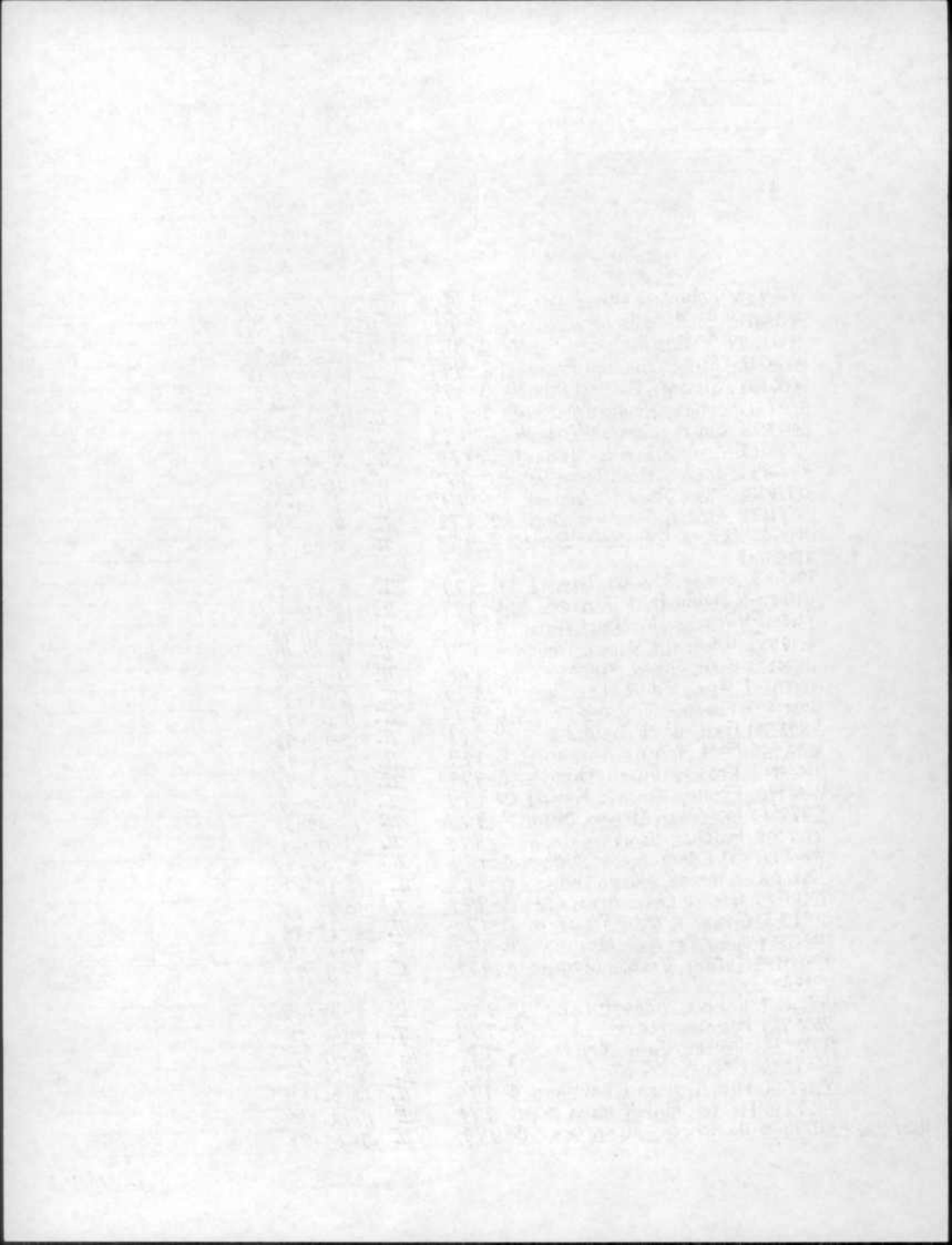
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U501326



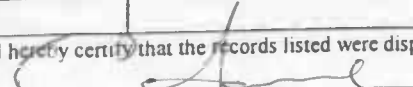


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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V297034	Holt, Raymond Louis	C-979	II	12-09-98		
T561336	Jackson, Samuel Anthony	C-979	II	10-10-98		
V266077	Jamifer, John Henry	C-979	II	11-08-98		
V266088 85						
U492738	Johnson, Michaela Naomi	C-979	II	3-14-98		
T830070	Johnson, Paul Christopher	C-979	II	4-23-98		
T829630-33	Kelly, Homer Lee Jr.	C-979	II	4-11-98		
V265695 92	Knott, Marvin Louis	C-979	II	11-16-98		
U888993	Kyser, Richard Michael	C-979	II	7-03-98		
V266869-71	Le Sage, Joseph Gregory	C-979	II	11-18-98		
U886585	Loar, John William III	C-979	II	6-06-98		
U889082-4	McGriggs, Elbert Jr.	C-979	II	6-09-98		
U557451-59	Mister, Sandra Lynn	C-979	II	5-18-98		
V267782-3	Montgomery, Lione Ignatius	C-979	II	12-04-98		
T560499	Nolan, Paul Edward Jr.	C-979	II	1-04-98		
V297187	Patel, Harshid Mana	C-979	II	12-31-98		
U504882	Person, George Lee III	C-979	II	11-15-98		
V265466	Phillips, Ruth Margaret	C-979	II	10-24-98		
U0231626-8	Pelzer, Richard Otto	C-979	II	10-14-99		
U054887-92	Richardson, Wayne Saunders	C-979	II	7-14-99		
U066269	Wills, John Andrew	C-979	II	11-12-99		
Q444948	Kohler, Kenneth Patrick	C-979	II	03-17-97		
T562354	Jenkins, Thomas Richard	C-979	II	12-30-97		
T924222	Fost, Elizabeth Decann	C-979	II	02-23-98		
U116725	Ford, John Gable	C-979	II	01-11-98		
T560151	Develbis, Robert Earl	C-979	II	10-19-97		
T830665-1	Denman, Charles Alan	C-979	II	05-03-98		
T831018-19	Aldrich, Mark Steven	C-979	II	03-17-98		
T559119	Apple, Richard Edward	C-979	II	02-01-97		
T560657	Swann, Dwayne Anthony	C-979	II	12-17-97		
Q569227-29	Thames, Anthony Wayne	C-979	II	02-15-97		
P690849						
T924283-4	Schroeter, William Herbert	C-979	II	02-26-98		
U493736-7	Cox, Janet Lee	C-979	II	04-05-98		
T830056	Lansdowne, Karen Delisa	C-979	II	04-16-98		
T829804-5	Maske, Kerry William	C-979	II	04-12-98		
U494224-7	Reeves, Joseph Stanley	C-979	II	05-05-98		
T829801-3	Saunders, Gurvis J	C-979	II	04-12-98		

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Main body of handwritten text on the right side of the page, appearing as a list or series of entries.

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		Retention Schedule No.	Item No.			
W064637	Eastep, Laura Ann	C-979	II	9-24-99		
V776651	Edelen, George Allen	C-979	II	8-10-99		
W649862-3	Ellis, Jimmy Paul	C-979	II	12-23-99		
W054053-54	Ellis, Patrick Phillip	C-979	II	6-25-99		
V766847	Farrell, Percy David	C-979	II	1-07-99		
S103820-21	Foltz, Jeffrey Lynn	C-979	II	10-20-99		
V777749	Franklin, LaQuan Jeron	C-979	II	11-20-99		
V297615-17	Frink, Lewis Elwood Jr.	C-979	II	5-05-99		
V772408	Gable, Julio Alfredo	C-979	II	6-26-99		
V778976-7	Gale, Joseph Thomas III	C-979	II	11-18-99		
W012443	Garland, Patricia Lynn	C-979	II	5-15-99		
V770896	Gray, David Leroy Jr.	C-979	II	3-08-99		
V777925	Greene, Asonya Marie	C-979	II	10-21-99		
W055379	Greenfield, Kahl Hassan	C-979	II	7-24-99		
W011542	Grimsley, Paul Eric	C-979	II	5-27-99		
V773947-51	Grinder, Jamie Robert	C-979	II	7-23-99		
V776020-5	Grinder, Jamie Robert	C-979	II	11-14-99		
W056116-18	Hagens, Rodriguez Cornelius	C-979	II	8-28-99		
W013098	Hall, James Eugene	C-979	II	7-03-99		
U505883	Harding, Angie Marie	C-979	II	1-12-99		
V580118-20	Harrison, Tricia Lynn	C-979	II	1-26-99		
V772085	Harty, Kelly Ann	C-979	II	4-17-99		
U503818	Hawes, Pamela Renee	C-979	II	3-18-99		
V466670	Hawkins, Juan Perrie	C-979	II	8-04-99		
W231973-74	Hemsley, Mark Aaron	C-979	II	12-24-99		
W055389-90	Herbert, Lakisha Renee	C-979	II	8-01-99		
V772921-22	Houser, Nadara Elaine	C-979	II	4-27-99		
V772238-39	Howsare, George Howard	C-979	II	11-21-99		
V2916814	Hutchins, Ramon Jeffrey Jr	C-979	II	3-05-99		
U495398	Farrell, James Carroll	C-979	II	6-27-98		
S098558-62	Fenwick, Johnny Junior	C-979	II	8-15-98		
U496073	Finke, Gerard Daniel	C-979	II	7-16-98		
U492149	Gauthrop, Katherine Marie	C-979	II	2-17-98		
V265487-90	Gosnell, David Wayne	C-979	II	10-23-98		
V267785	Gray, Lawrence Phillip	C-979	II	12-04-98		
Q078102	Grover, Patrick Steven	C-979	II	6-14-98		
V265938-40	Hall, Thomas Edward Jr	C-979	II	11-08-98		
U496522-3	Harrison, Mitchell Louis	C-979	II	7-02-98		
T559079	Hart, Martin Luther	C-979	II	7-15-98		
U889613	Hawkins, Kevin Olanda	C-979	II	6-19-98		

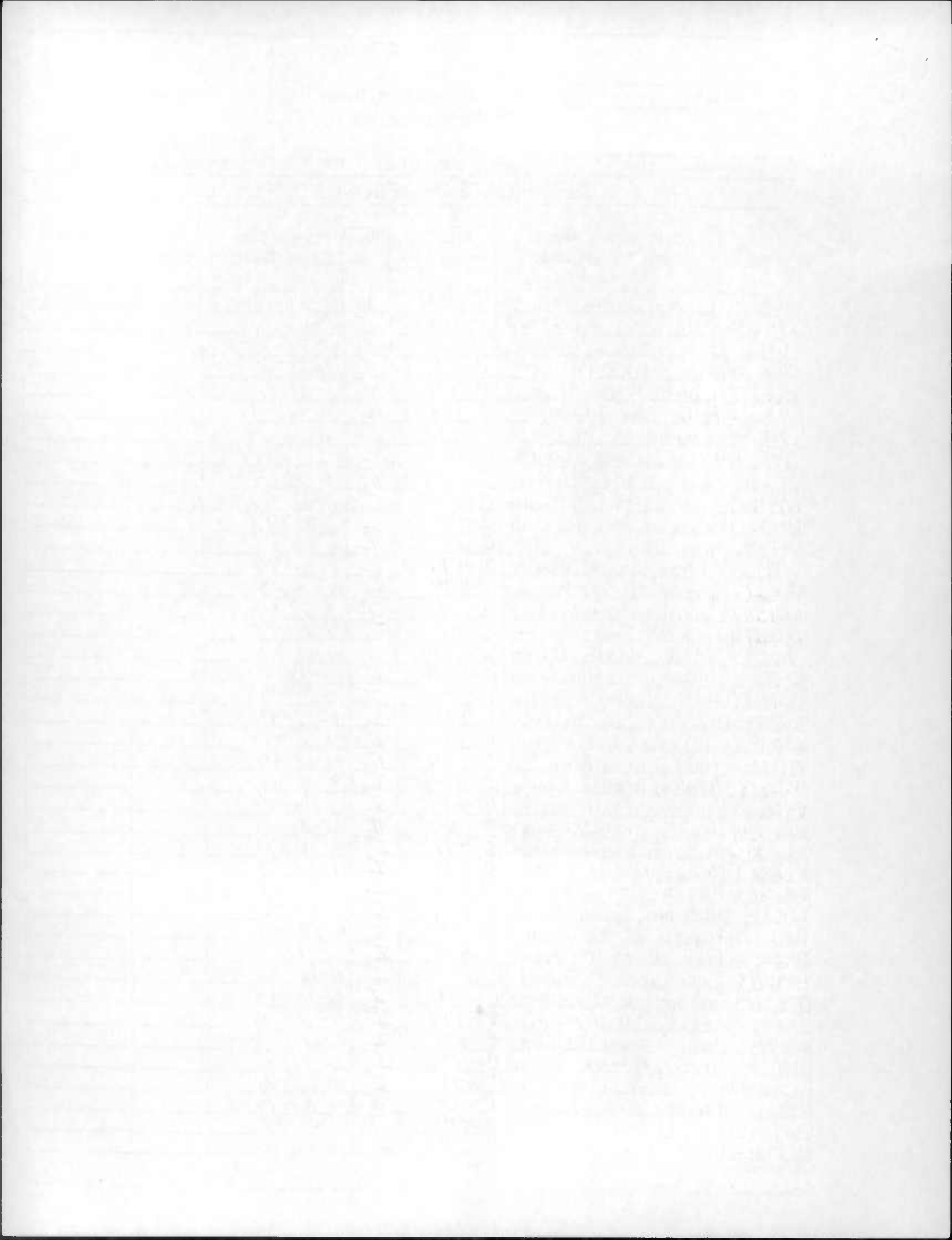
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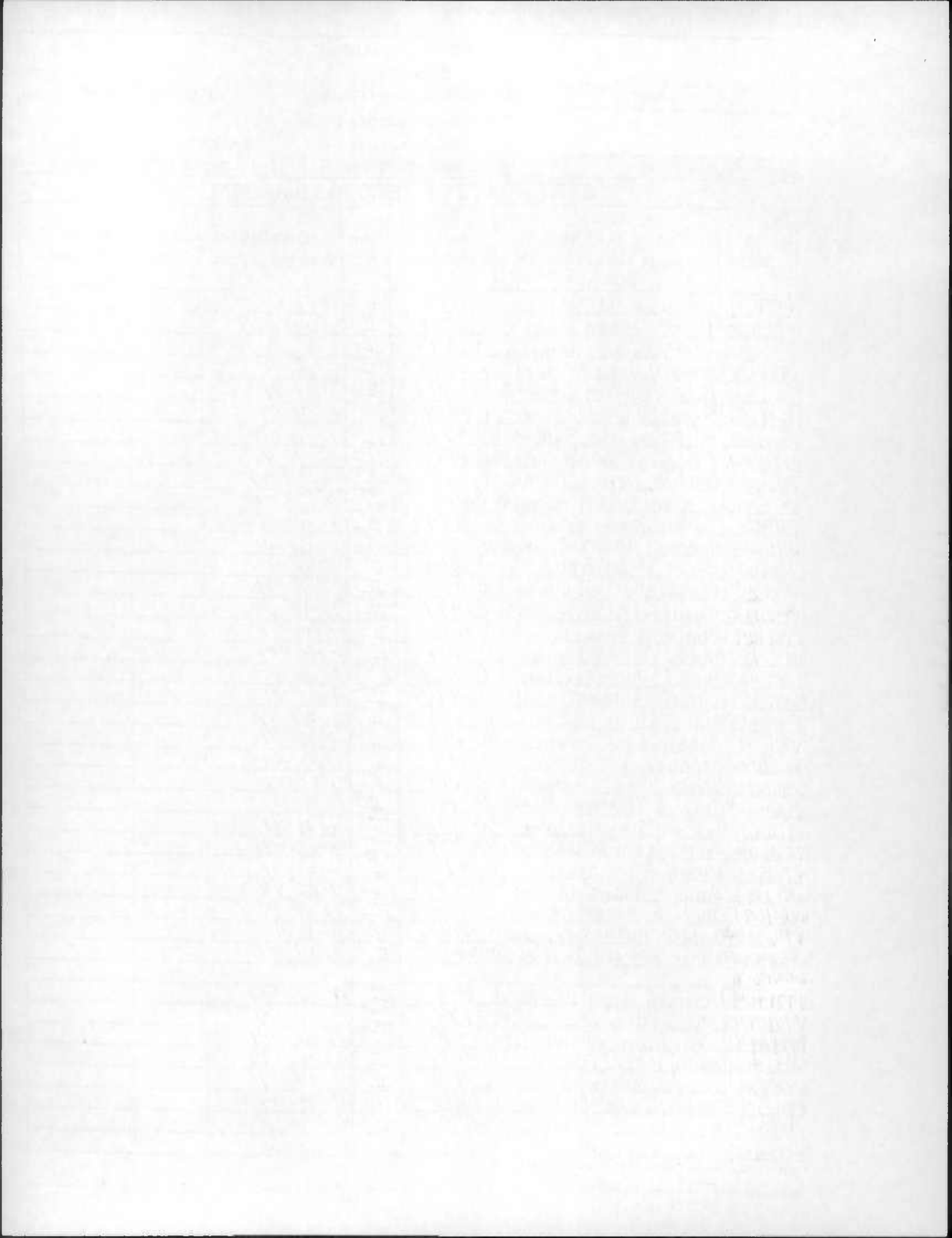
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V777619	Belisle, Mikal Michel	C-979	II	9-18-99		
V777620	pesce, Suzan Garth	C-979	II	9-18-99		
W055214-16	Beale, Purnell Anthony	C-979	II	8-04-99		
V771928	Bayer, Nicholas Michael	C-979	II	4-06-99		
W012206-9	Brown, William Nathaniel III	C-979	II	5-29-99		
W231851	Bryant, Jennifer Renee	C-979	II	10-28-99		
W649018	Buffaloe, Lisa Sylvia	C-979	II	12-18-99		
W233091-2	Buffaloe, Tim Jerome	C-979	II	12-30-99		
V776536-41	Bundick, Ronald Thomas	C-979	II	4-07-99		
W055996	Butler, Melvin Bernard	C-979	II	8-23-99		
V704120-22	Butler, Thomas Texreata	C-979	II	8-10-99		
V298139-41	Bullock, Jason Edward	C-979	II	1-26-99		
W232631	Brown, Matthew Paul	C-979	II	11-24-99		
W054245	Campbell, Joseph Lemburg	C-979	II	7-11-99		
V446514-15	Caulfield, Carrie Sander	C-979	II	12-18-99		
V772164	Chapman, Craig Robert	C-979	II	5-14-99		
V936764	Chase, Susan Lynn	C-979	II	3-05-99		
T382044-5	Chesley, James Orsben	C-979	II	2-26-99		
V776367	Chrisley, Antwon Terrell	C-979	II	9-03-99		
W011914-15	Clark, Daniel Brett	C-979	II	6-07-99		
V771941	Clampo, Lois Jean	C-979	II	4-18-99		
V297656	Clees, Kristen Suzanne	C-979	II	1-23-99		
SOA1661-662	Coombs, Daryl Timothy	C-979	II	5-14-99		
V446402-4	Correll, Matthew Derek	C-979	II	6-14-99		
V772013	Croston, Timothy Scott	C-979	II	4-19-99		
V298504	Curtis, Ronald Levi	C-979	II	11-15-99		
V768511-12	Daniel, Eric Marc	C-979	II	2-05-99		
W012883	Davis, Robert Thomas	C-979	II	7-12-99		
W067071	Dawisole, Jacklin Patricia	C-979	II	12-08-99		
V776973-4	Deibler, Richard Douglas	C-979	II	11-12-99		
W055879-900	Deibler, Richard Douglas	C-979	II	8-17-99		
W056176-81						
V771464	Dempsey, Daniel Earl	C-979	II	4-30-99		
V771090	Dew, Willie Lee	C-979	II	3-10-99		
V774794-8	Dixon, Quincy Jermaine	C-979	II	7-16-99		
W232466	Dixon, Terri Irene	C-979	II	12-22-99		
W928621	Dorsey, James Garfield	C-979	II	1-17-99		
V775317	Dundas, Joseph Andrew	C-979	II	7-19-99		
V298387-91	Dyson, Thomas Ignatius	C-979	II	6-10-99		
W231541-2	East, Robin Gwenn	C-979	II	10-22-99		

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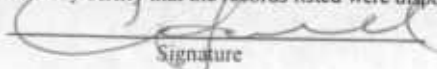


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W012951	Vermillion, William Randall	C-979	II	7-16-99		
W054197-20						
V778127	Villangnan, Scotty Higinio	C-979	II	9-08-99		
V773675/	Tyenjar, Michael Mathew	C-979	II	12-11-99		
W231194-5						
W065159	Toyer, Marcus Devon	C-979	II	10-27-99		
W232278	Toulson, LaShawn Denne	C-979	II	11-22-99		
V445846	Wackup, Carie Renee	C-979	II	5-15-99		
V774790-2	Wactor, Carlos J	C-979	II	7-09-99		
U5058110-7	Walker, Lonnie Shayne	C-979	II	4-25-99		
V773446	Walker, Jamal Gordon	C-979	II	6-24-99		
W232777-9	Waid, Julia Andrea	C-979	II	12-01-99		
V767849	Ward, Douglas Paul	C-979	II	7-26-99		
W067121-5	Warrick, Donald Levi	C-979	II	12-19-99		
W096273/	Ward, David Rodney	C-979	II	9-14-99		
W064826/						
	Washington, Eric Lamont	C-979	II	2-11-99		
V774413	Waseo, Robert Joseph	C-979	II	7-01-99		
V936791	Young, Anthony	C-979	II	3-07-99		
V297470	Washington, Eric Lamont	C-979	II	2-11-99		
W065965	Watson, Brandy Lynn	C-979	II	10-31-99		
W056689-9	Washington, Tyron L	C-979	II	9-06-99		
V774707	Washington, Sidney Oswald	C-979	II	6-26-99		
V940564	Washington, Tyrene	C-979	II	4-24-99		
V466622	Watson, Cecil Marvin Jr.	C-979	II	6-26-99		
V777919	Watstein, John Linder	C-979	II	10-08-99		
V777628	Wagh, Marle Monalito	C-979	II	9-08-99		
W231841	Weathersby, John George	C-979	II	11-13-99		
W066410-12	Weaver, Andrew Lee	C-979	II	11-15-99		
Q728644	Shifflett, Debra Jean	C-979	II	9-09-99		
W066706	Shepherd, Robert Allen	C-979	II	12-10-99		
V775763-4	Shuckells, Brian James	C-979	II	10-07-99		
V466501	Shaw, James Allen Jr	C-979	II	4-14-99		
V775967	Seymour, Christopher R	C-979	II	7-31-99		
V776612-4	Settle, Stephen William	C-979	II	8-15-99		
W065431-3	Selock, Tammy Sue	C-979	II	10-09-99		
W328630	Seger, James Thomas	C-979	II	10-09-99		
V776456	Scapascia, Robert William	C-979	II	8-05-99		
V445975	Terry, Steven Lee	C-979	II	6-14-99		
V779176	Terry, Marc Allen	C-979	II	10-04-99		

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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W78393H	Swann, Brian Stevenson	C-979	II	11-28-99		
W056919	Stuphin, Paula Jean	C-979	II	9-05-99		
W064461-4	Studebaker, Sara Rachel	C-979	II	9-28-99		
W010966-7	Stringer, Charlene Veronica	C-979	II	5-02-99		
W011086	Stoker, Ronald Jason	C-979	II	5-21-99		
V777303-5	Stewart, Bryon Lydell	C-979	II	8-22-99		
V775306-8	Stewart, Anthony John	C-979	II	6-30-99		
V769412	Rodarmel, Shea Allen	C-979	II	2-27-99		
V46307-8	Robinson, Kenneth Guy	C-979	II	12-29-99		
V774735	Robinett, John Douglas Jr.	C-979	II	7-21-99		
U502513	Roberts, James Walter Jr	C-979	II	6-04-99		
V770615	Roberts, Jenny Lynn	C-979	II	3-10-99		
V77725863	Roberts, Joseph Alfred Jr.	C-979	II	9-1-99		
W066691	Rison, Raymond Winfield	C-979	II	11-26-99		
W232111	Riddick, Mike	C-979	II	11-27-99		
U492645	Rickett, Daniel Joseph	C-979	II	4-14-98		
V771488-90	Rickett, Anthony Philip	C-979	II	4-04-99		
W056709	Richardson, Wayne Saunders	C-979	II	8-28-99		
V297614	Richardson, Gregory Arvell	C-979	II	2-04-99		
V466661	Rice, Felicia L	C-979	II	7-12-99		
W0662751	Richard, Theresa M	C-979	II	11-13-99		
W066326-8			I			
V298725	Ruiz, Adrian	C-979	II	2-10-99		
V29176						
V7790889	Roye, David Leigh	C-979	II	10-11-99		
W056443-5	Roye, David Leigh	C-979	II	9-03-99		
W238148	Rothenberg, Christopher W.	C-979	II	12-30-99		
W066811-12	Rye, Raymond Robert	C-979	II	11-24-99		
W049384	Russell, Kenneth Warren	C-979	II	12-29-99		
V466751	Thur, Richard Wayne	C-979	II	6-19-99		
V467065						
V466954-6	Thiem, John Peter Jr.	C-979	II	12-11-99		
V776951-4	Theis, Claudio	C-979	II	8-12-99		
W054206-8	Thomas, Charles Joseph	C-979	II	6-29-99		
V768228	Thomas, Harold Francis	C-979	II	1-17-99		
V777993-5	Thomas, Samantha Nicole	C-979	II	10-16-99		
V940120-2	Thomas, Scott David	C-979	II	9-22-99		
V769525	Thomas, Rebecca Kimberly	C-979	II	3-22-99		
V771451						
V940350-2	Thomas, Michelle Beth	C-979	II	4-16-99		

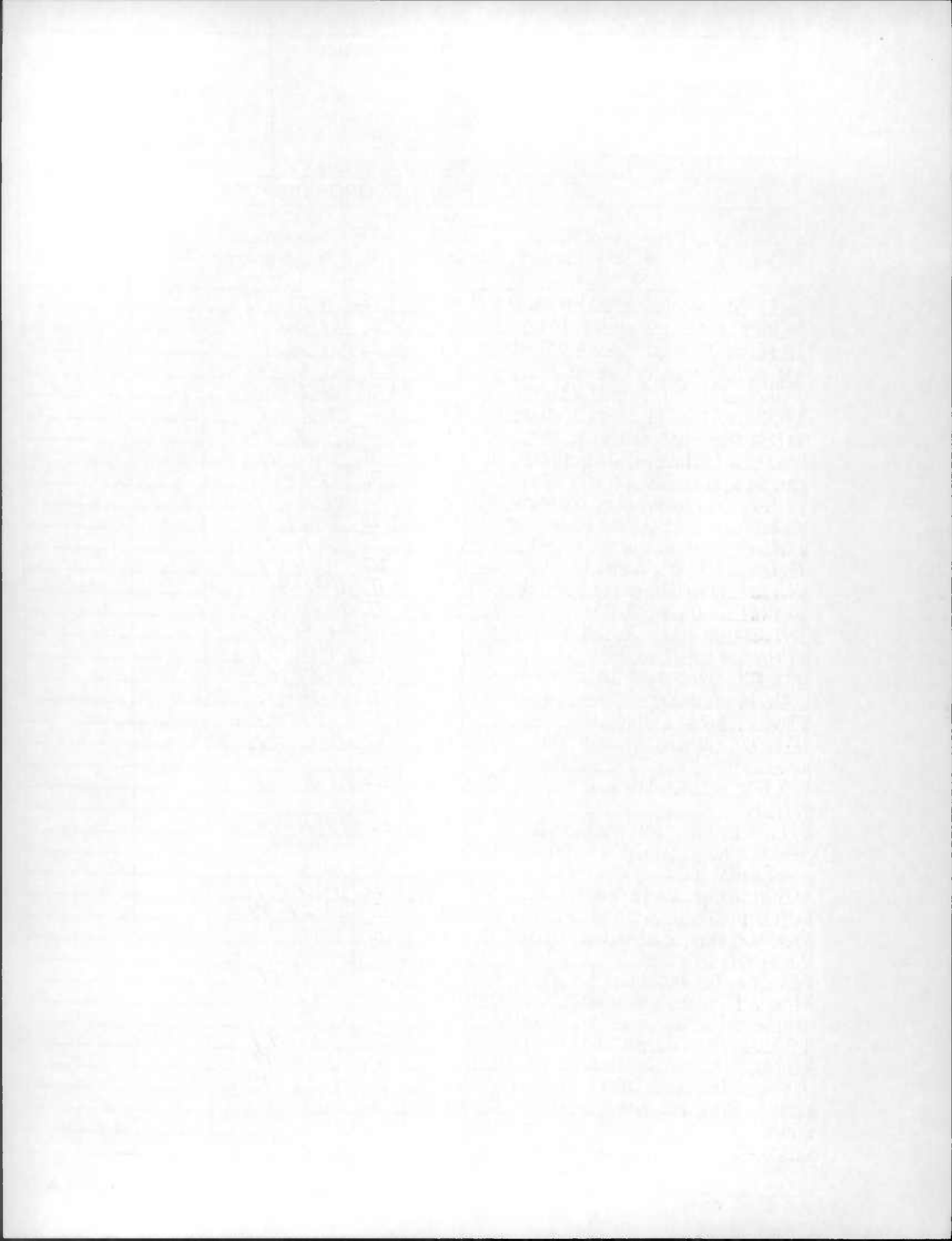
I hereby certify that the records listed were disposed of as indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

11/24/03  
Date







	<b>Department of General Services</b>	Prepare in Duplicate  Retain one (1) copy and forward original to address at left
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	7275 Waterloo Road (Rte 175)	
	P.O. Box 275	
Division or Unit	Jessup, Maryland 20794-0275	

### CERTIFICATE OF RECORDS DISPOSAL

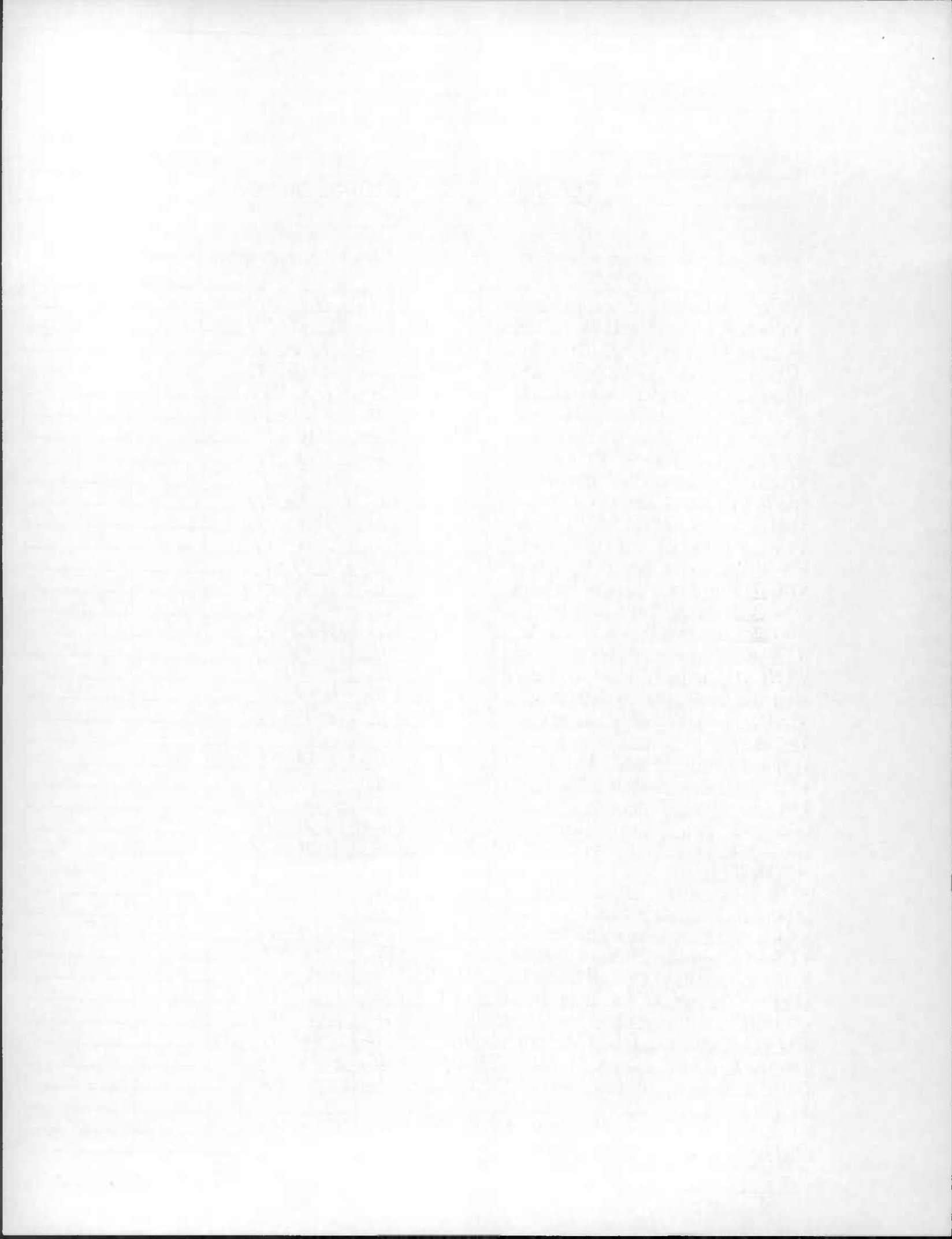
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V771593-4	Taylor, Reginald Spencer	C-979	II	5-13-99		
V446406	Taylor, Paul Lawrence	C-979	II	6-18-99		
W054512-4	Taylor, Joel Patrick	C-979	II	7-16-99		
V938241-3	Taylor, Jeffrey Christopher	C-979	II	3-20-99		
W054965	Taylor, Brian Michael	C-979	II	7-26-99		
W054386-7	Tate, Donald Morton	C-979	II	8-14-99		
V940080-83	Tate, Darien Valentino	C-979	II	4-16-99		
V773252	Tate, Andrew Xavier	C-979	II	6-21-99		
V772261-3	Talbert, Jason Ashley	C-979	II	4-27-99		
W049634	Tadesse, Binaim Welzeb	C-979	II	12-26-99		
W011934-5	Thumaker, Keith Anthony	C-979	II	7-10-99		
W056483-4	Shorter, John Christopher	C-979	II	8-18-99		
W013013-15	Shorter, Charles McClelland	C-979	II	7-17-99		
V778327-9	Shirrel, Tyrone Valentine	C-979	II	10-05-99		
W056363	Smoot, Thomas Elroy	C-979	II	8-19-99		
W067238-40	Smith, Travis Bland	C-979	II	12-12-99		
V776200	Skinner, Robert Samuel	C-979	II	9-17-99		
V7771	Simpson, James Michael	C-979	II	8-14-99		
W231316	Smith, Shawn Martin	C-979	II	11-11-99		
V939925/	Smith, Kelly Leann	C-979	II	4-19-99		
V940576-7						
W004411-13	Smith, Donald Allen	C-979	II	9-12-99		
V772447-9	Smith, Clayton Maurice	C-979	II	5-08-99		
V466583	Small, Terrie Lynn	C-979	II	5-06-99		
W0059056	Spears, Laurie Lee	C-979	II	10-26-99		
W013324-5	Sorber, William Joseph	C-979	II	7-01-99		
W054276-7						
V774817-9	Snyder, Trenton Craig	C-979	II	8-15-99		
W02110-11	Speiser, Craig Brennan	C-979	II	6-14-99		
V951143-4	Steve, Samuel Domeico	C-979	II	5-17-99		
V778272	Stanley, Takiya Shaunta	C-979	II	11-28-99		
V770346	Stanish, Russell Lee	C-979	II	3-18-99		
W064959	Stamp, Louis Joseph	C-979	II	9-26-99		
W054998	Swann, James Francis	C-979	II	7-29-99		
W012350	Sidbury, David William	C-979	II	6-18-99		
W232566-9	Syrkes, Elwood Bronell	C-979	II	11-27-99		
V769173-5	Simms, Thomas Christopher	C-979	II	4-16-99		
V771991-2						
V776222	Sisson, Donna Meschelle	C-979	II	9-13-99		
V769718	Simpson, James Michael	C-979	II	3-16-99		

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Division or Unit	Jessup, Maryland 20794-0275	

### CERTIFICATE OF RECORDS DISPOSAL

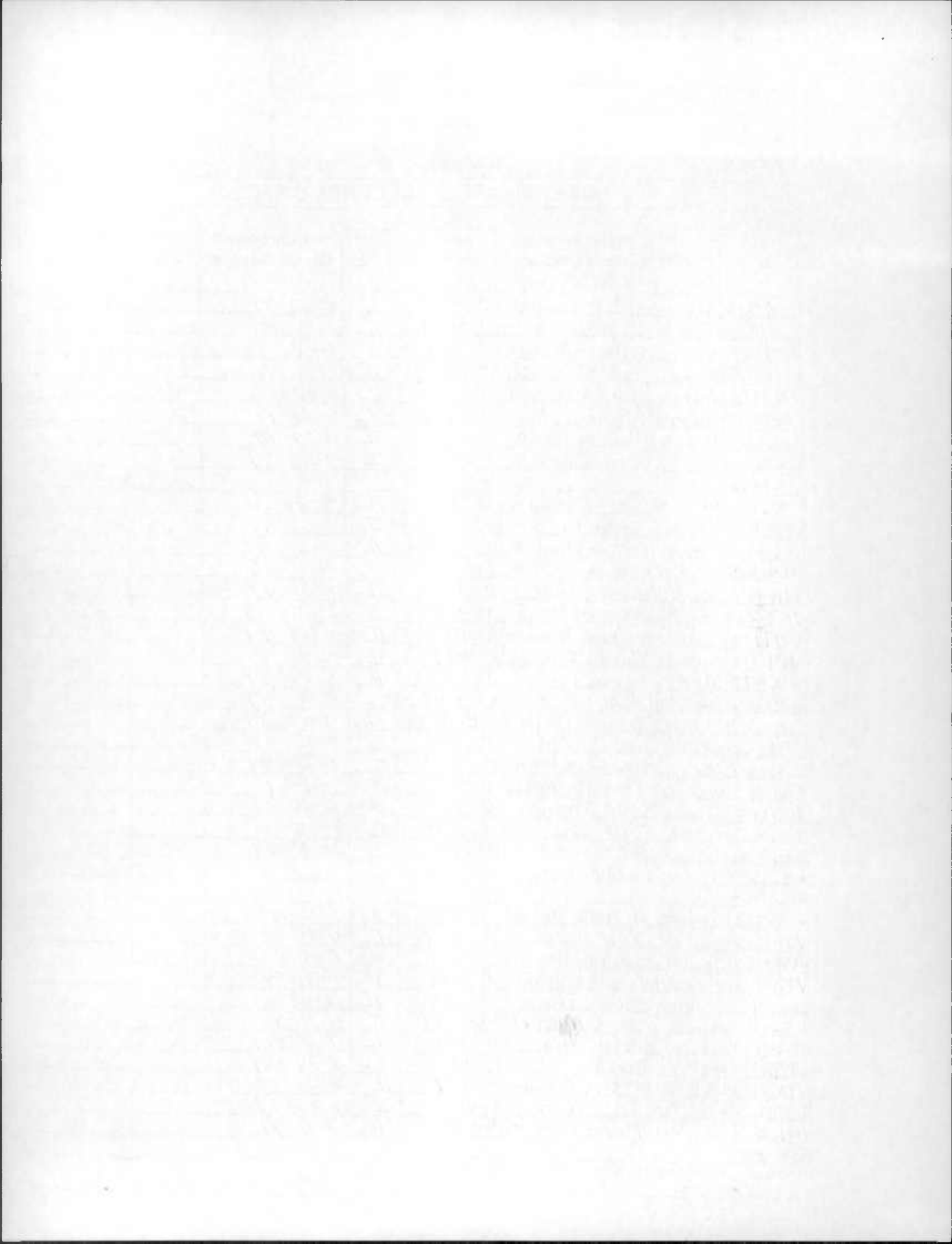
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V446575	Thurman, Paul Joseph	C-979	II	9-29-99		
V767823	Thompson, Michael Wayne	C-979	II	1-13-99		
W067069-70	Thompson, Mary Margaret	C-979	II	12-07-99		
W011030-32	Thompson, George Stephen	C-979	II	5-11-99		
V773972	Thompson, David Michael	C-979	II	8-02-99		
W055189-90	Thompson, Francine M	C-979	II	6-24-99		
W232564	Thompson, Carl Sylvester	C-979	II	11-27-99		
W012778-800	Thomas, Vestal Bullock Jr.	C-979	II	7-03-99		
W054476						
W492890	Thomas, Steven Antwan	C-979	II	7-24-99		
W064470-71	Thomas, Sean Eric	C-979	II	9-09-99		
V466732-5	Savoy, Theresa Elizabeth	C-979	II	8-20-99		
W064291-5	Savoy, Maverick Lowell	C-979	II	9-11-99		
V776457	Savoy, Gordon Allen	C-979	II	8-08-99		
V776293	Sapp, Roy Robert Jr.	C-979	II	10-30-99		
V779134	SantaCruz, Danny Armondo	C-979	II	10-24-99		
W2312478	Sanders, Vivian Marcene	C-979	II	12-03-99		
V096473	Sanders, Bryan Lee	C-979	II	8-27-99		
W648876-7	Sandall, Robert Joseph Edward	C-979	II	12-04-99		
V299603-4	Sandell, Donna Leigh	C-979	II	3-06-99		
V7141520	Weaver, Dale Allen	C-979	II	8-10-99		
W066137-8	Wells, Deron Larrelton	C-979	II	11-07-99		
V769522-3	Weneer, Kimberly Marie	C-979	II	3-18-99		
V936664-5	Tipton, Roger Wayne	C-979	II	2-26-99		
V466711-12	Tipton, Roger Wayne	C-979	II	8-02-99		
W231459-61	Tillman, David Revel	C-979	II	10-25-99		
W01775/	Toder, Michael David	C-979	II	5-29-99		
W012751-3						
W012213	Toledo, Herman Ramos	C-979	II	5-31-99		
V774525	Tolson, Iris Morales	C-979	II	6-20-99		
W055393-4	Tolson, Joseph Anthony	C-979	II	8-01-99		
V775966	Wieman, Richard Evan	C-979	II	7-31-99		
W232013	Williams, Corey David	C-979	II	12-09-99		
W232401-6	William, Derrick Michael	C-979	II	11-11-99		
W012891-3	Williams, Adrian Vincent	C-979	II	7-27-99		
V777593-4	Williams, Jeremy	C-979	II	8-26-99		
V776161-3	Williams, Kenneth Conroy	C-979	II	7-25-99		
V770925	Willis, Sandra Jean	C-979	II	8-15-99		
V299226-27	Washington, Eric Lamont	C-979	II	2-11-99		
T561485-87						

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

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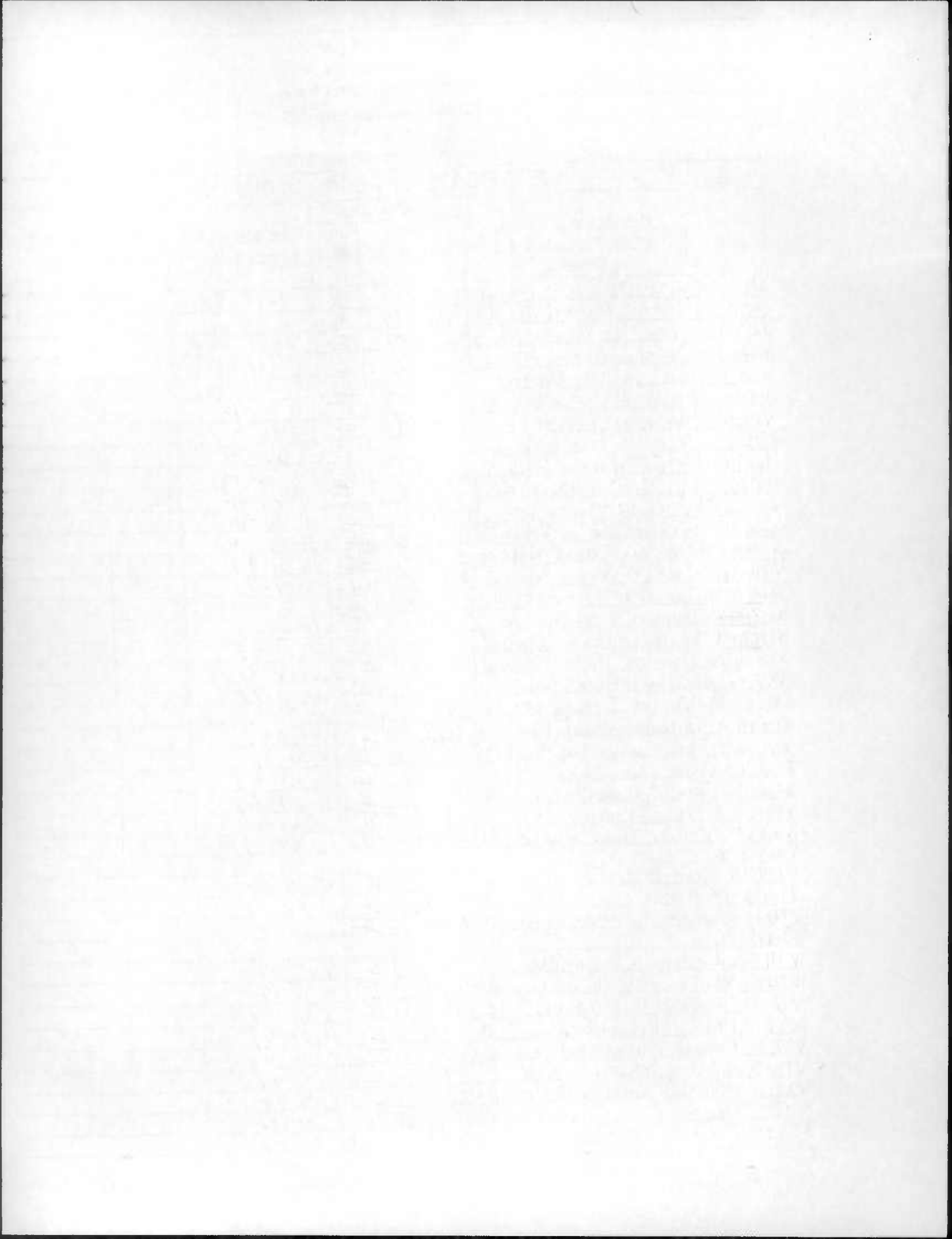
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U924310	Queen Darryl Andre	C-979	II	7-12-98		
U890701	Queen, Nathan Jerome	C-979	II	6-24-98		
U501726	Savoy William Reginald	C-979	II	7-31-98		
V266213-18	Scott, Dana Latese	C-979	II	11-07-98		
U557605	Smallwood, Vincent	C-979	II	5-22-98		
U890244	Smith, Clarence Hill Jr.	C-979	II	9-15-98		
V296958	Thompson, Michael Wayne	C-979	II	12-18-98		
U115113	Thorne, Beverly Anne	C-979	II	1-09-98		
T827163-5	Tyler, Kurtus Calvin	C-979	II	2-22-98		
U558190-5	Wilson, Patrick Bouviei	C-979	II	8-28-98		
V266933-35	Winemiller, Gary Lee	C-979	II	11-26-98		
V266910	Worden, Scot Matthew	C-979	II	11-21-98		
W231869-7	Jackson, David Adam	C-979	II	12-31-99		
V776386	Jackson, Severn Priscilla	C-979	II	8-07-99		
W012744-49	Jackson, Severn Priscilla	C-979	II	8-13-99		
X838207-10	Jamison, Ivan Quintin	C-979	II	12-04-99		
V778714-5	Janifer Andeesah Commie	C-979	II	10-10-99		
V936509-10	Jenkins, Jason Edward	C-979	II	3-06-99		
V773420	Jennings, Mark Wayne	C-979	II	12-31-99		
W0166576-7	Johnson, Jeremy Lee	C-979	II	11-20-99		
W056481-90	Johnson, Donald Ray	C-979	II	8-18-99		
V89538-9	Johnson, Wayne Kenneth Jr.	C-979	II	2-21-99		
V938014	Jones, Emanuel	C-979	II	5-05-99		
W231481-2	Jones, Selena Charisse	C-979	II	10-24-99		
V769606-7	Jurliss, Brian Wesley	C-979	II	2-07-99		
V4663606	Kelton, Tina Marie	C-979	II	2-04-99		
V466358-9						
V939711	Kent, Charles Edward	C-979	II	4-05-99		
V937870-1	Kyser, Richard Michael	C-979	II	3-22-99		
V771508-60	Layton, Cynthia Lynn	C-979	II	10-30-99		
V7714751						
W066355-6	Lindstrom, Glenn Mac	C-979	II	11-17-99		
V772963-7	Lucas, Patrick Justin	C-979	II	5-16-99		
V770938	Lucas, Paul Jason	C-979	II	3-26-99		
W066921	MacKall, Carlton Adolph	C-979	II	11-27-99		
V776770-1	Makle, Quinn Anthony	C-979	II	8-29-99		
V776252	Marsh, Antuan Maurice	C-979	II	7-25-99		
V78537-9	Marshall, Antasha Paula	C-979	II	2-09-99		
V297487-8	Matthews, Troy Darnell	C-979	II	1-29-99		
V7509-12	Weeks, Pamela Dee	C-979	II	8-10-99		

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11/24/03  
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Reporting Agency

Division or Unit

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

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**CERTIFICATE OF RECORDS DISPOSAL**

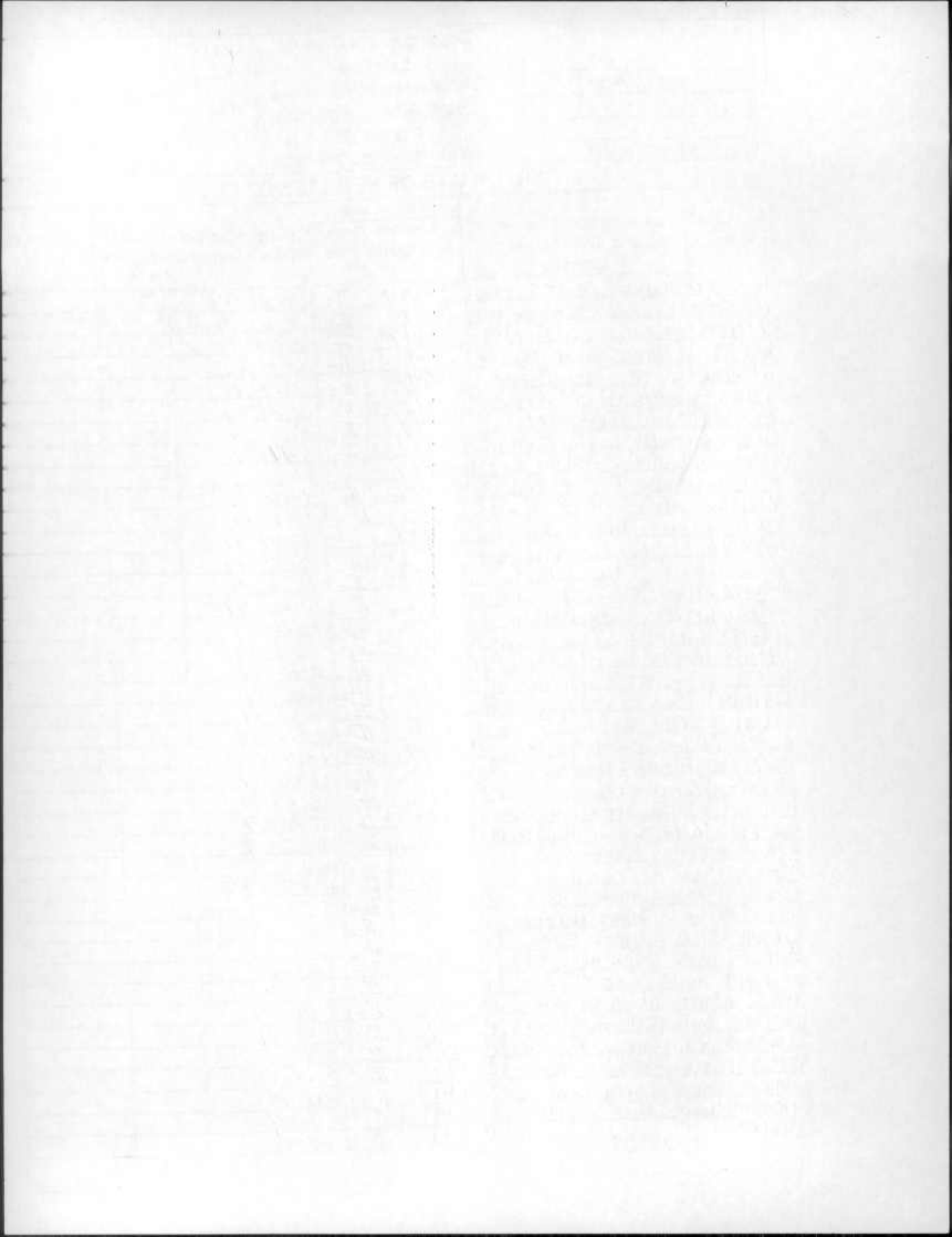
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W05651-12	Murphy, Scott Timothy	C-979	II	8-21-99		
V768763	Nelson, Lawrence Aloysius Nelson	C-979	II	1-30-99		
V774914	Newman, Lavin Mondell	C-979	II	8-01-99		
W011919	O'Donnell, Sean Patrick	C-979	II	6-11-99		
V936645	Oliver, Rodney Eugene	C-979	II	3-29-99		
V772131-33	Owens, Alan Dexter	C-979	II	4-21-99		
W056508	Padgett, James Cecil	C-979	II	8-20-99		
W011635-6	Pender, Larry Jerome	C-979	II	5-27-99		
W066873-5	Pendleton, Donald Ray	C-979	II	12-19-99		
W064834-5	Perry, Randy Renard	C-979	II	9-16-99		
V771956	Pontzen, Patrick Allan Sr.	C-979	II	1-01-99		
W067175	Powell, Adrian II	C-979	II	12-09-99		
V773784-6	Pressley, Demetrius Shawn	C-979	II	5-17-99		
W0551660	Price, Floyd Robert	C-979	II	8-06-99		
W064921-2	Price, Melvin Jerome	C-979	II	10-03-99		
V297676-9	Proctor, Joy Latina	C-979	II	1-21-99		
V777884	Queen, Terrence Joseph	C-979	II	9-04-99		
V779118	Randall, Raymond Wallace	C-979	II	11-10-99		
V770382-3	Reeves, Joseph Stanley	C-979	II	3-13-99		
N297614	Richardson, Gregory Ariell	C-979	II	2-04-99		
W013209-13	Rivera, Moises Jr.	C-979	II	6-22-99		
W064886-7	Robinson, Andrew Jr.	C-979	II	12-11-99		
W067087-89	Robinson, LaShawne <sup>Shineaux</sup>	C-979	II	12-09-99		
W067091-6	Scarborough, George Spencer	C-979	II	12-09-99		
W066364	Schnaubelt, Kenneth James	C-979	II	11-23-99		
W231492	Scott, Robert Mansfield	C-979	II	11-02-99		
V776505-10	Scriber, Robert Maurice	C-979	II	8-06-99		
W066117-8	Sharrer, Craig Alan	C-979	II	11-25-99		
W056310	Shoupe, Pattie Jaye	C-979	II	8-17-99		
W010451-5	Simms, James Harold	C-979	II	4-25-99		
W2267241-3	Sledge, James Edgar	C-979	II	12-16-99		
W231860-1	Smith, Derek Allen Jr.	C-979	II	11-23-99		
W232351-4	Smith, Esco III	C-979	II	11-07-99		
V776526-3	Smith, Mark Eugene	C-979	II	8-01-99		
W067055	Smith, William Allen	C-979	II	11-28-99		
W056423-5	Spruill, Gregory Evander	C-979	II	8-20-99		
V773678-81	Stamey, Michelle Ann	C-979	II	5-14-99		
W011210	Stamp, Larry Dennis	C-979	II	6-18-99		
V770726	Stamp, Louis Joseph	C-979	II	3-11-99		
V774709	Stanley, Philip Arthur Jr.	C-979	II	6-08-99		

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

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

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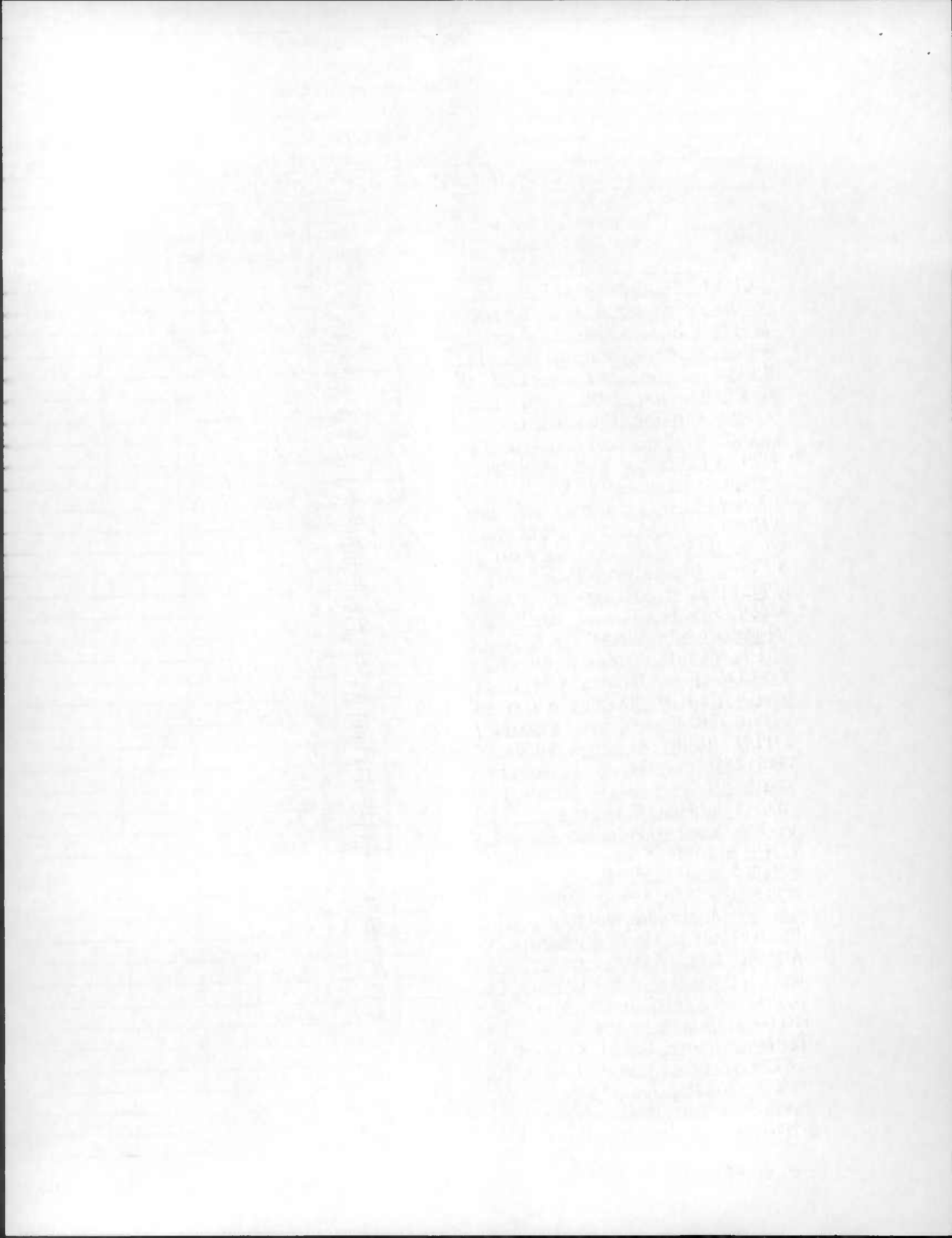
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W231199	Stewart, Bryant	C-979	II	11-29-99		
V299028	Stewart, William Edward	C-979	II	2-11-99		
W2494035	Stringer, Charlene Veronica	C-979	II	12-29-99		
W232049-5	Strong, Thomas Darryl	C-979	II	12-27-99		
V466921-4	Swann, John Roosevelt	C-979	II	12-04-99		
V298773-4	Swann, Paul Junior	C-979	II	2-07-99		
W23358-2	Taylor, Lamone Tee	C-979	II	1-21-99		
W232323-4	Taylor, Warren Louis Jr	C-979	II	11-28-99		
V774337	Thompson, Valinda Yvette	C-979	II	5-29-99		
V775640-1	Tibbs, David	C-979	II	10-26-99		
V768243	Unkle, James Frederick	C-979	II	2-05-99		
V775977-8	Upchurch, Michael Dean	C-979	II	8-04-99		
V940366-71	Upchurch, Theresa Ann	C-979	II	4-20-99		
V776045	Washington, William Russell	C-979	II	7-22-99		
V773174	White, Jeremy Kirk	C-979	II	6-11-99		
W066453	White, Jeremy Kirk	C-979	II	11-18-99		
V940515-6	White, Oliver Rodell Sr.	C-979	II	4-27-99		
V466716-9	White, Thomas Allen	C-979	II	10-19-99		
V769226	White, Thomas Allen	C-979	II	2-07-99		
U506459	White, Thomas Allen	C-979	II	12-28-98		
V938102	Williams, Andre Maurice	C-979	II	3-31-99		
V777072	Willis, Anthony Lavell Jr.	C-979	II	8-31-99		
V4459278	Willis, George Lament	C-979	II	11-15-99		
V298951-3	Wills, Kenneth Gordon	C-979	II	2-05-99		
W064639	Wilson, Robert Earl Jr.	C-979	II	9-25-99		
V467170-2	Wood, Christopher Francis	C-979	II	8-07-99		
V774413	Yosco, Robert Joseph	C-979	II	7-01-99		
W013305	Young, Anthony	C-979	II	6-24-99		
V774305-6	Zowell, Robert Christopher	C-979	II	5-26-99		
G698194	Abolzadeh, Michael Joseph	C-979	II	4-02-89		
P553668	Adkins, Mark Anthony	C-979	II	7-26-96		
A120596	Beall, Ramona Ann	C-979	II	8-23-84		
M399393	Gardner, Richard Henry	C-979	II	4-12-93		
D325412-3	Gillette, Steven Scott	C-979	II	9-21-87		
P601332-3	James, Kenneth Conway Jr	C-979	II	5-25-96		
P687159-8	Joiner, Lovell Robert	C-979	II	10-23-95		
J992714-15	Jacks, George Rufus	C-979	II	5-13-91		
P690910-11	Riddle, Tony Ray	C-979	II	12-12-96		
P689605	Swann, Paul Gregory	C-979	II	3-02-96		
J990602-3	West, Charles Edward	C-979	II	3-02-91		

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V777762-5	Carlson, John Edward Jr	C-979	II	9-15-99		
W064521-3	Carlson, John Edward Jr	C-979	II	9-25-99		
V446340-1	Carter, Dianna Vernetta	C-979	II	12-08-99		
W012919	Carter, Ronnie Tyler	C-979	II	7-21-99		
V777219-2	Chambers, Bradford Eddie	C-979	II	9-08-99		
W67063-4	Chandler, Linda Marie	C-979	II	12-25-99		
W231267	Charles, Eustace Raymond	C-979	II	11-09-99		
W231168	Chase, Charles Eugene	C-979	II	11-28-99		
W054571-83	Chase, Glenn Antonio	C-979	II	7-09-99		
V774864-9	Chase, James Levie Jr	C-979	II	8-20-99		
V940284-8	Chase, Kenneth Alyousis	C-979	II	4-16-99		
W231183	Chase, Paulette Gvonne	C-979	II	11-06-99		
V776286-9	Chicas, Mario Antonio Cruz	C-979	II	10-13-99		
W054059-61	Chisley, Lavon Dewayne	C-979	II	7-02-99		
W055967-70	Christ, Charles Richard	C-979	II	12-29-99		
V299350-4	Christopher, Walter John	C-979	II	2-13-99		
V778078	Chumak, Aleksey	C-979	II	9-07-99		
V466752	Able, Clifford Charles	C-979	II	7-04-99		
W055059	Aboleda, Francisco	C-979	II	7-19-99		
W054915-8	Ackerman, Ira Jacob	C-979	II	7-16-99		
V769744-5	Adams, James Sterling	C-979	II	2-27-99		
V776088-90	Adderly, Alexander	C-979	II	8-18-99		
W054951-3	Agapaa, Steven Michael	C-979	II	7-17-99		
W233354-5	Akowsky, William Dominic	C-979	II	12-25-99		
V940135-7	Albin, Everett Earl III	C-979	II	4-22-99		
V775359-60	Allen, Brian Eric	C-979	II	8-23-99		
V777150	Allen, Mark Anthony	C-979	II	10-05-99		
V776609-11	Alexander, Robin Lesette	C-979	II	8-09-99		
V774241-3	Alston, Donnie Ray	C-979	II	7-06-99		
V676236	Anderson, Frederick Tyrone	C-979	II	7-02-99		
V774509-11	Ansell, Christopher Augustus	C-979	II	6-11-99		
V777221-30	Arbogast, Robert Dale	C-979	II	9-12-99		
Q701044-7	Arnold, Joseph Anthony	C-979	II	7-24-99		
V775955	Ashton, Derrick Hamilton	C-979	II	7-20-99		
V776238	Asuncion, Earl Pampo	C-979	II	8-19-99		
V770953-5	Babb, Charlene Javette	C-979	II	4-12-99		
V775585-7	Balance, Karen Michele	C-979	II	11-16-99		
V777315-7	Baldwin, Edgar Lawrence	C-979	II	9-12-99		
V772163	Baldwin, Joseph Kirk III	C-979	II	5-09-99		
W056276	Ball, Jana Denise	C-979	II	8-22-99		

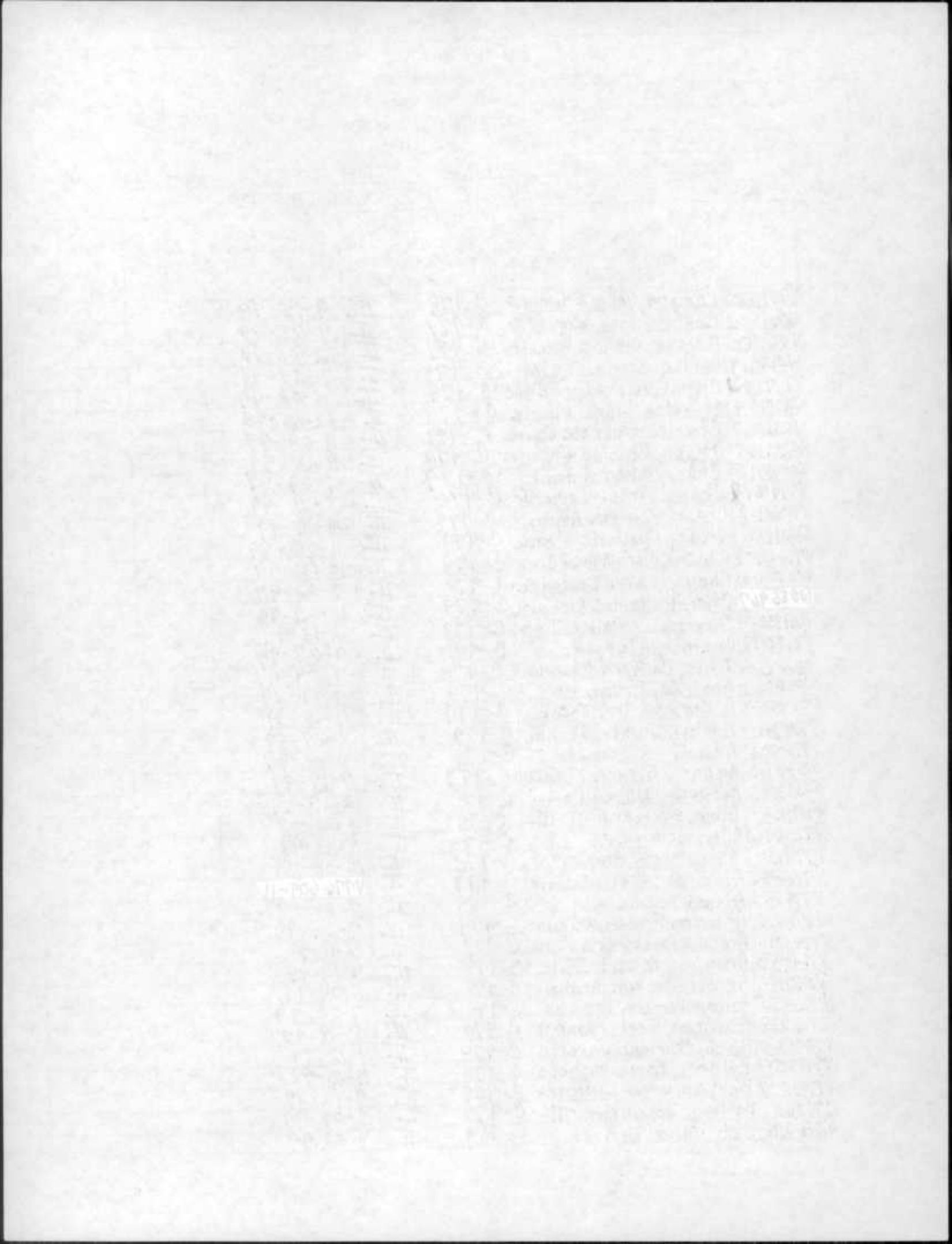
I hereby certify that the records listed were disposed of as indicated.

Signature \_\_\_\_\_

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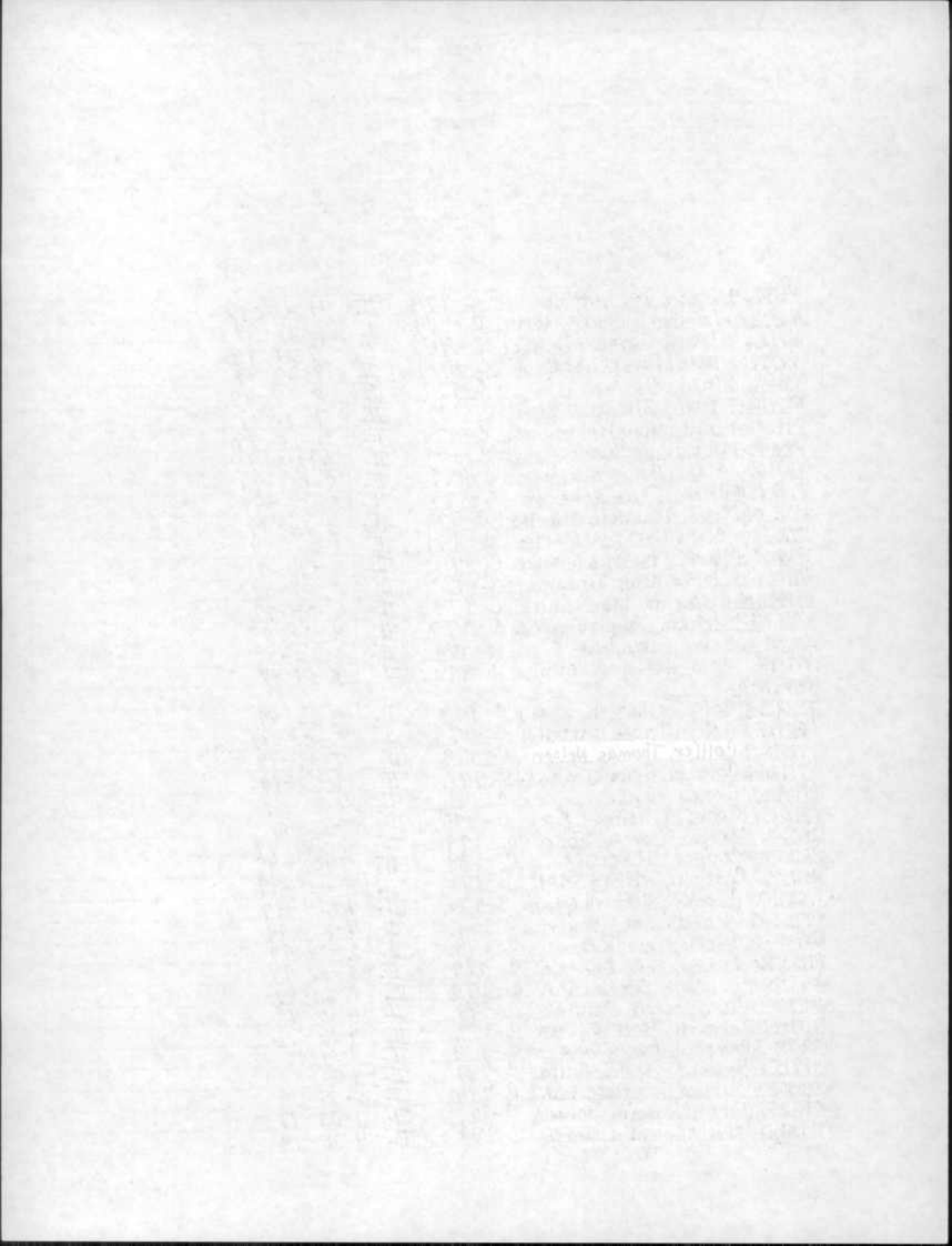
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V939946-9	Dyson, Jon Antonio	C-979	II	4-27-99		
V277486	Damron, Calvin Hezekiah	C-979	II	1-28-99		
V77616-9	Davis, Jason Michael	C-979	II	7-31-99		
V777703	Davis, Robert Woodly II	C-979	II	8-30-99		
V466761-3	Davis, Steven	C-979	II	8-07-99		
W054956-9	Davis, William Edward	C-979	II	7-18-99		
V445838-9	Dent, Christopher James	C-979	II	5-15-99		
V773983-4	DePhillip, Charles Lewis	C-979	II	6-27-99		
V298666	Clark, Barbara Eileen	C-979	II	2-08-99		
V940186	Clark, John Robert	C-979	II	5-13-99		
W065014	Clark, Jonathan Charles	C-979	II	9-26-99		
V776587	Clark, Lashawn Marie	C-979	II	8-27-99		
W065288-9	Clark, Stephanie Elizabeth	C-979	II	10-16-99		
V778839-43	Clarke, Keith Jermaine	C-979	II	10-08-99		
V773799-00	Clements, Lisa Lynn	C-979	II	6-05-99		
W056748-54	Clerkin, Joseph Eugene	C-979	II	9-09-99		
S100019-20	Cobey, Lakendrick	C-979	II	9-22-99		
V773850	Cole, Henry William	C-979	II	8-01-99		
V776476-7						
T382269	Cole, Joshua Abraham	C-979	II	3-16-99		
W010947-8	Cole, Ulrica Antonia	C-979	II	5-08-99		
V775122-4	Collins, Carl Williams	C-979	II	7-31-99		
V7712156	Coluzzi, Erica Jeanne	C-979	II	9-07-99		
V773979-81	Coney, J.C.	C-979	II	6-25-99		
V775138	Cooksey, Jeffrey Kurt	C-979	II	8-15-99		
U505815	Cooper, Corey John	C-979	II	4-25-99		
W013348-30	Cooper, Terrence	C-979	II	7-08-99		
W011070	Cottrell, Jeffrey Scott	C-979	II	5-13-99		
T382110	Crocker, Jeffery Quintin	C-979	II	1-24-99		
V775627	Curbreth, Kathy Pruitt	C-979	II	7-23-99		
V297492-6	Curtis, Troy Ricardo	C-979	II	2-04-99		
V773559-69	Curtis, Troy Ricardo	C-979	II	5-16-99		
W065789	Cusimano, Gloria Ann	C-979	II	10-21-99		
W011380-1	Cain, Joseph Patrick	C-979	II	5-10-99		
V940009-10	Cameron, Scott Edward	C-979	II	4-16-99		
W056530-3	Campbell, Barry Jose	C-979	II	9-01-99		
V467158	Campbell, Sandra Anita	C-979	II	4-05-99		
W010905-7	Canand, Laurence David	C-979	II	5-05-99		
W066258	Carey, Charmain Consuela	C-979	II	11-03-99		
V939350-40	Carlson, John Edward Jr	C-979	II	4-05-99		

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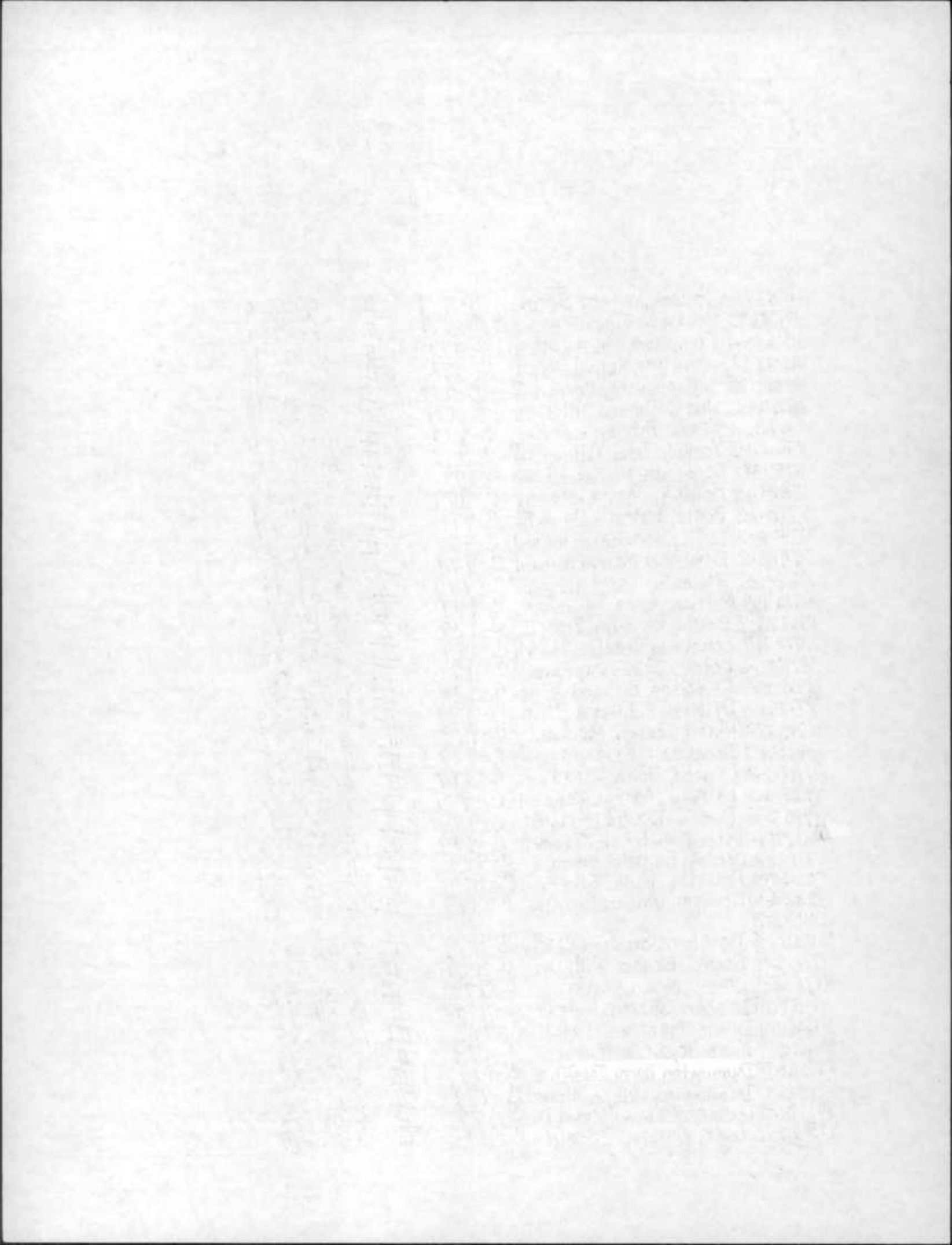
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U501573-4	Towson, Richard Ervin	C-979	II	9-26-98		
M408653	Urbanski, James Lawrence	C-979	II	6-27-98		
U505582	Varnadore, Michael Steven	C-979	II	11-27-98		
U501828	Vernadore, Michael Steven	C-979	II	7-30-98		
U924747-8	Watson, Jerry Cornell II	C-979	II	8-02-98		
U926044-6	White, Thomas Allen	C-979	II	9-23-98		
V267761-2	Woods, Patricia Ann	C-979	II	10-08-98		
V766620-3	Yerkid, John William III	C-979	II	12-14-98		
U557283	Zegowitz, Michael Joseph	C-979	II	5-13-98		
V466473-4	Boyley, James Durrant	C-979	II	3-29-99		
V774512-3	Boyle, Patrick Joseph III	C-979	II	6-11-99		
W011040-2	Boyce, Christopher Edward	C-979	II	5-14-99		
V771165-8	Bowman, Melvin Bernard	C-979	II	10-17-99		
W056442	Bowman, Leroy Thomas	C-979	II	8-24-99		
W232464	Bowman, Gary Ignatius	C-979	II	12-16-99		
V768616-7	Bowie, Randolph Posey II	C-979	II	3-02-99		
V773719	Bourbeau, Charles Joseph	C-979	II	6-06-99		
V7100346	Boley, James Durrant	C-979	II	2-11-99		
V466869	Dickerson, Richard Elmo	C-979	II	11-24-99		
V778712	Dillard, Edward John	C-979	II	10-05-99		
W065176	Dixon, Joseph Michael	C-979	II	6-19-99		
W231546-9	Donaldson, Brian Michael	C-979	II	11-08-99		
D344559-60	Donoho, John Scott	C-979	II	6-25-99		
V766532-3	Dorsey, Andrea Renee	C-979	II	1-27-99		
V770255	Dorsey, David McKinley	C-979	II	9-26-99		
W232706	Dorsey, Mitchell Jerome	C-979	II	12-03-99		
W231233	Dorsey, Richard Albert	C-979	II	11-05-99		
W012584-6	Douglas, Ruth Ellen	C-979	II	5-20-99		
V940296-10	Douglas, William Charles	C-979	II	4-23-99		
W010576-7						
S103182-6	Dow, Anne Stanford Cook	C-979	II	7-03-99		
V777395-7	Downs, Bryan William	C-979	II	8-26-99		
V777880-1	Draper, Brian Keith	C-979	II	8-31-99		
W648878-9	Draher, Sharon Marie	C-979	II	12-04-99		
W232609	Drane, Matthew Paul	C-979	II	12-28-99		
V466227-9	Duckett, Rose Maru	C-979	II	8-13-99		
V775168-74	Dyson, George Jr	C-979	II	6-29-99		
V778264	Dunnington, William Alonzo	C-979	II	11-15-99		
V774702-4	Dwler, Joshua Jeremiah D	C-979	II	6-08-99		
V938614-17	Dyer, Anthony Gerald	C-979	II	3-22-99		

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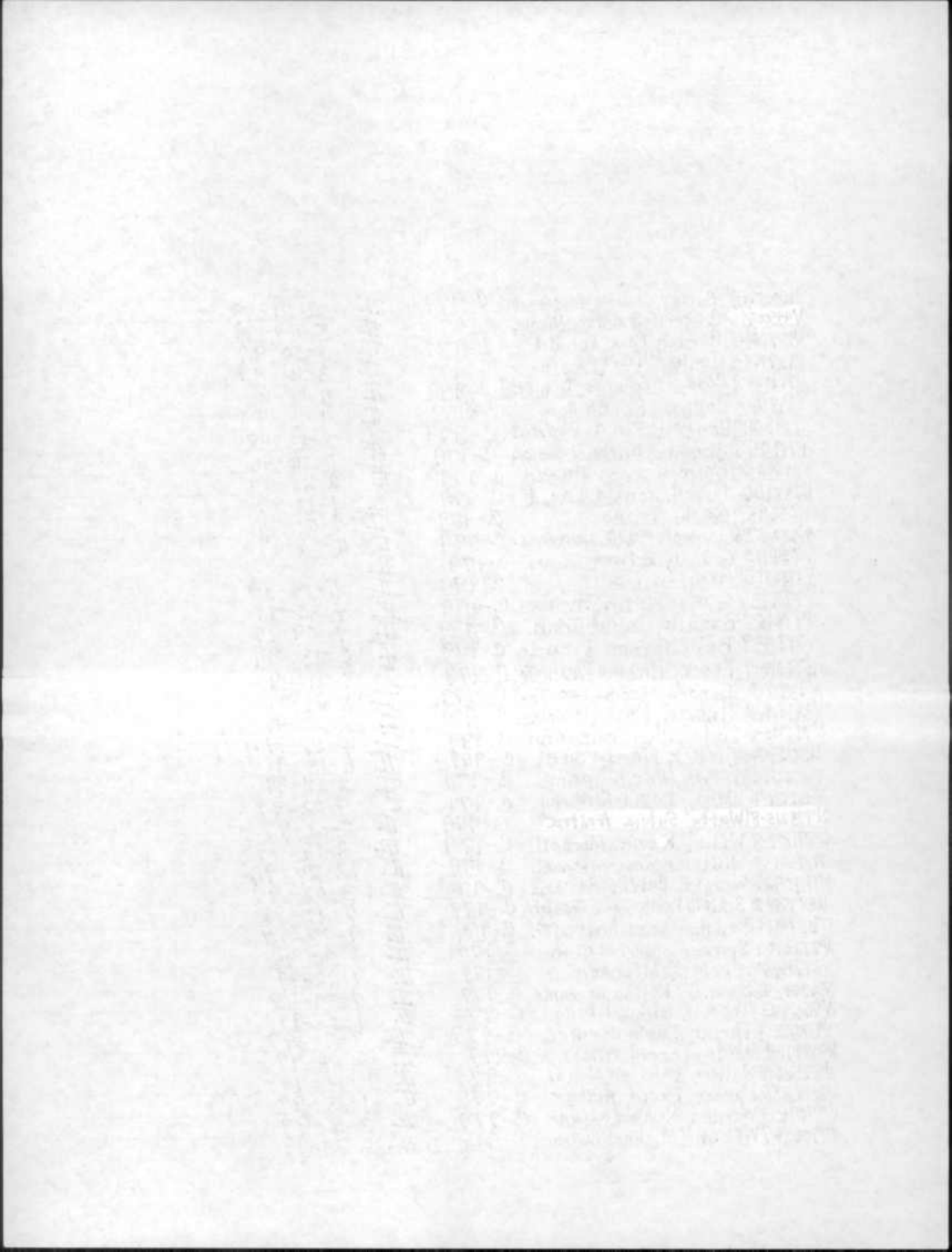
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U505894-7	Butler, Charles Edward Sr.	C-979	II	2-21-99		
V445008-2	Carroll, Shantae Nicole	C-979	II	5-02-99		
V439484-8	Carter, Paul Ronald	C-979	II	3-30-99		
V937763-4	Casto, Chasity Lynn	C-979	II	3-10-99		
V774030-2	Cole, Stephanie Denise	C-979	II	5-18-99		
V298167	Collins, Bobby Ray	C-979	II	1-13-99		
U493090	Connor, Sean Charles	C-979	II	3-13-98		
P799258	Coombs, Michael Shawn	C-979	II	1-26-96		
V298968-70	Evans, Vernon Harold	C-979	II	2-23-99		
V298166	Fissell, Ronald David	C-979	II	1-12-99		
W056981	Gash, Tracy	C-979	II	9-01-99		
W232377A	Gaymon, Eddie Lawrence	C-979	II	11-06-99		
W054715	Gragan, Brittany Ryan	C-979	II			
V773629-31	Gray, Len Dale	C-979	II	5-14-99		
V772136	Gug, Justin Thomas	C-979	II	4-25-99		
V778158	Basulto, David John	C-979	II	9-09-99		
V297499	Bell, James Ricardo	C-979	II	2-13-99		
W056317-9	Brock, Timothy Russell Jr	C-979	II	8-21-99		
V939780	Brooks, George Leo Jr.	C-979	II	4-09-99		
V299439-40	Tillman, Roger Lawrence	C-979	II	2-22-99		
V772305-6	Toder, Christine Ann	C-979	II	4-29-99		
U503974	Tucker, Wendy Sue	C-979	II	11-15-98		
T382257-60	Veney, Marjoryanna	C-979	II	2-28-99		
V937989-91	Walsh, David Anthony	C-979	II	4-02-99		
Q444219	Shifflett, Debra Jean	C-979	II	2-12-97		
V771107-8	Wills, Kevin Morsell	C-979	II	2-19-99		
T129409-10	Williams, Gregory Donnell	C-979	II	12-27-96		
V770926	Wright, Calvin Edward	C-979	II	3-02-99		
U889788-8	Schilli Parth, John Joseph	C-979	II	6-29-98		
T558811	Smith, James Andrew Jr.	C-979	II	9-27-97		
V772018-9	Spencer, Sherri Leigh	C-979	II	4-30-99		
V297859-60	Spriggs, Michael	C-979	II	1-22-99		
V063644-46	Sumner, Keisha Lorraine	C-979	II	7-30-98		
V766943	Thomas, Samuel Billy	C-979	II	1-02-99		
V938752-4	Threat, Dawn Bernice	C-979	II	3-23-99		
V298971-4	Wade, Terrill Allen	C-979	II	2-24-99		
V773236-8	Walters, Paul Michael	C-979	II	5-18-99		
V298280	Warner, David Arthur	C-979	II	1-28-99		
V770403	Warden, Ronald Wayne	C-979	II	3-18-99		
V770686-7	Webster Michael Eugene	C-979	II	2-23-99		

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		Retention Schedule No.	Item No.			
U501137-8	Stewart, Ernest Jerome	C-979	II	10-05-98		
U503060-1	Swann, Mark Quincy	C-979	II	10-09-98		
U506157	Swann, Paul Junior	C-979	II	11-25-98		
V297434-6	Tabor, Michael Donovan	C-979	II	1-02-99		
V769943	Thomas, Sharon Theresa	C-979	II	4-14-99		
T561174	Thompson, James Francis	C-979	II	1-16-98		
U503710	Vines, Jamie Dean	C-979	II	10-13-98		
U503251	Wagner, Michael Louis Jr.	C-979	II	10-31-98		
U501375						
U501511	West, Rodney Dwayne	C-979	II	8-28-98		
V266629	Whitfield, Thomas F.	C-979	II	11-19-98		
V766339-40	Williams, Monica Laurice	C-979	II	12-26-98		
V773841	Wrenn, Dennis George Jr.	C-979	II	7-25-99		
V770629-31	Yates, Christina Michelle	C-979	II	3-08-99		
V267521-5	Boswell, Claude Michael	C-979	II	12-11-98		
V297809-11	Balance, Karen Michele	C-979	II	1-01-99		
V770354-5	Barnes, Lavonda Patrice	C-979	II	3-15-99		
V938440-3	Barton, Alice Gould	C-979	II	3-30-99		
U496464	Batoon, Melissa Ann	C-979	II	7-02-98		
U926435-8	Brewer, David Jerome	C-979	II	9-22-98		
U504209-11	Brown, Juan Reginald	C-979	II	11-11-98		
V265602-4	Brown, Laval Timothy	C-979	II	10-29-98		
U504678-8	Butler, Garrett Dewayne	C-979	II	10-26-98		
V768845-6	Diags, Robert Eugene	C-979	II	3-03-99		
V772610	Burdette, William Lee	C-979	II	5-09-99		
V770568-72	Frost, John George II	C-979	II	4-14-99		
V296873-5	Galloway, Ronald Page	C-979	II	12-16-98		
V937788-7	Gordon, Thomas Matthew	C-979	II	3-12-99		
V768595-7	Grapes, Christopher Lynn	C-979	II	3-18-99		
W054527	Gray, Leon Terrell	C-979	II	6-23-99		
W012123						
V771881-2	Green, Marvin Michael	C-979	II	4-03-99		
V938031	Grissett, Michael David	C-979	II	3-13-99		
U506286-7	Gutrick, Eugene Stanley Sr	C-979	II	12-14-98		
V266398-7	Hagens, Anthony Lamont	C-979	II	11-19-98		
V297204	Hart, Deralla Lynn	C-979	II	12-14-98		
V936690-11	Henson, Timothy Darnell	C-979	II	3-06-99		
V266368-71	Burkhammer, Anthony Dwein	C-979	II	11-14-98		
V265407-10	Butler, Charles Edward Sr	C-979	II	10-19-98		
V771135-40	Butler, Charles Edward Sr.	C-979	II	3-22-99		

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CHICAGO, ILLINOIS

1950

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		Retention Schedule No.	Item No.			
V205038	Roman, Beverly Denise	C-979	II	10-19-98		
V770453-4	Schlag, Thomas Michael	C-979	II	3-07-99		
V770455	Salmon, Garth Anthony	C-979	II	3-08-99		
U294747-5	Slough, Harry Michael	C-979	II	11-14-98		
V265704-5	Smith, Matthew Michael	C-979	II	10-28-98		
V266801-3	Squirewell, Joe Amos Jr.	C-979	II	11-29-98		
V769254	Stallings, Bryna Ruth	C-979	II	3-25-99		
W307043	Stevens, Allen Frank Jr	C-979	II	5-25-99		
V437881-4	Little, David Michael	C-979	II	3-09-99		
L723758		C-979	II			
T382084	Taylor, Joseph Wayne	C-979	II	1-02-99		
V768317-9	Terry, Jeffery	C-979	II	2-12-99		
V773455	Tewell, Thomas Allen	C-979	II	5-18-99		
V298013-4	Thomas, Lawrence James	C-979	II	1-15-99		
U505417	Thomas, Paul Joseph	C-979	II	12-03-98		
V769004-5	Waring, Melvin Phillip	C-979	II	1-31-99		
U505311-3	Waring, Melvin Phillip	C-979	II	12-18-98		
V768584	Washington, James Augustine	C-979	II	2-03-99		
T829480	West, Philip Jerome	C-979	II	4-03-98		
V767633	Westbrook, Christopher Bernard	C-979	II	1-27-99		
S094995	White, Brent Scott	C-979	II	1-20-99		
V266752-3	White, Bryan O'Neal	C-979	II	11-18-98		
V771251	Willet, Sherman Lee	C-979	II	3-26-99		
U502730-1	Williams, James Marvin	C-979	II	10-03-98		
U503635-9	Woodland, Marvin Wayne	C-979	II	11-02-98		
V297832-3	Ballard, Derrik Maurice	C-979	II	1-16-99		
V467195-6	Barnes, Jerome Joseph	C-979	II	2-08-99		
P428101-4	Bennett, Gregory Allan	C-979	II	8-19-95		
U495714	Birney, Kevin William	C-979	II	5-17-98		
V769706-7	Burd, Garland Sylvester	C-979	II	2-26-99		
V267482-9	Brooks, Christopher Ernest	C-979	II	11-28-98		
V769569-70	Brown, Mandy Lynn	C-979	II	3-07-99		
V771017-8	Bryan, Joseph Rocco	C-979	II	4-11-99		
V770632	Burger, Ann Marie	C-979	II	3-08-99		
V768912-5	Burns, Earl Preston	C-979	II	2-06-99		
V766379	Eastlick, William David	C-979	II	2-11-99		
U506006-7	Byle, Brian Christopher	C-979	II	11-26-98		
U889170-2	Dean, John Paul	C-979	II	6-28-98		
V771281-3	Dorsey, Mary Theresa	C-979	II	3-28-99		
U500917	Drayton, Michael II	C-979	II	8-31-98		

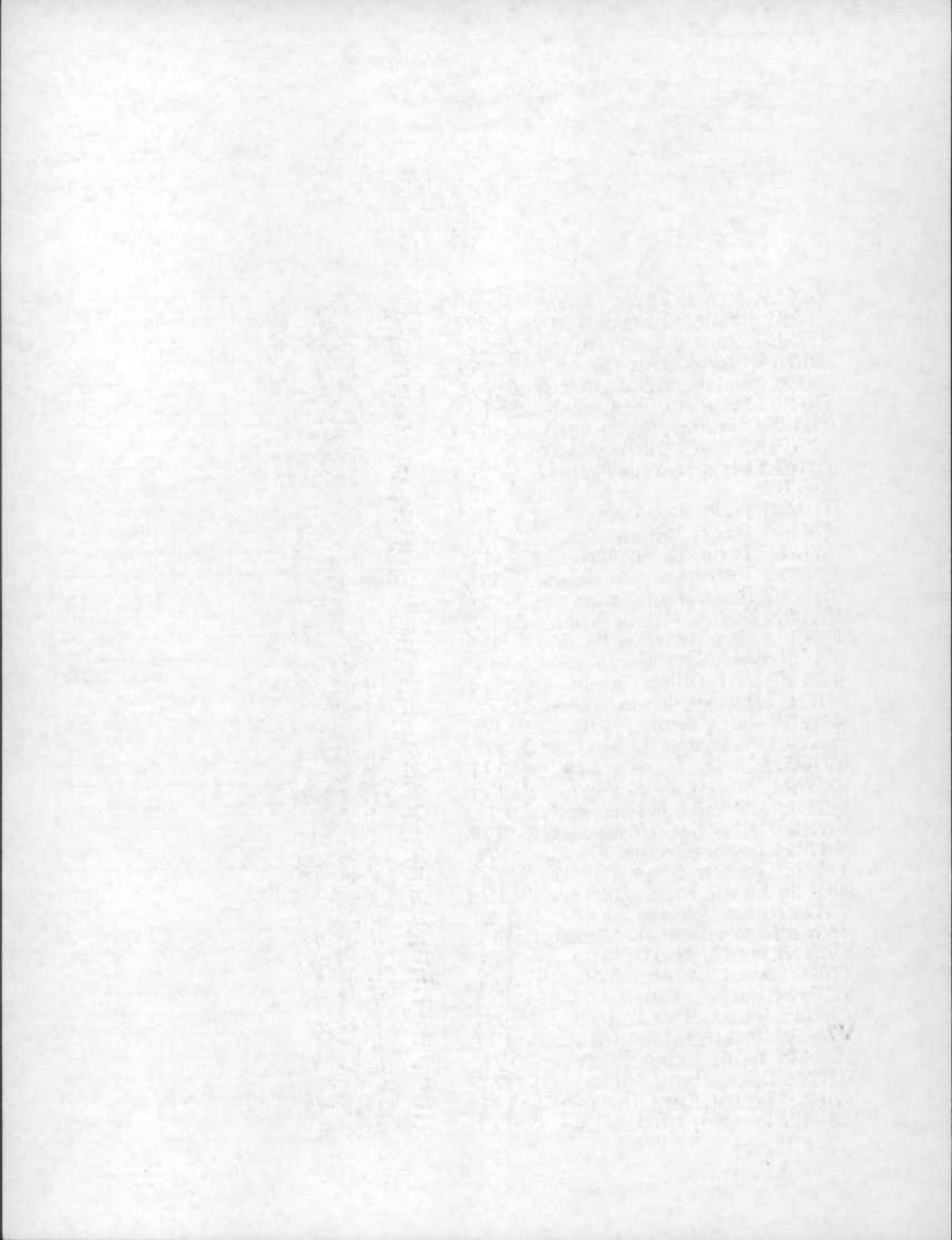
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		Retention Schedule No.	Item No.			
V298304-6	Elizabeth, Axenfeld	C-979	II	1-25-99		
V771008	Evans, Alvin Duane	C-979	II	3-24-99		
U926735-6	Farrar, Leshonn Raphael	C-979	II	9-27-98		
Q566548-9	Flanary, Robert Sean	C-979	II	11-29-96		
U924363-4	Frye, George Edward Jr.	C-979	II	17-30-98		
V266885-7	Garcia, Steve A.	C-979	II	11-21-98		
V770639	Garnett, Gerald	C-979	II	3-20-99		
V76757-8	Gould, Matthew Adam	C-979	II	1-08-99		
V771120	Gray, Keyola Kania	C-979	II	3-31-99		
V267304-5	Green, Marvin Michael	C-979	II	11-28-98		
U926418	Greenleaf, Lee Ann	C-979	II	9-24-98		
V766660-1	Gross, James Calvin	C-979	II	12-30-98		
V266483-5	Hallman, Thomas Wayne	C-979	II	11-17-98		
V298240-3	Heard, Marvin Lewis, Jr.	C-979	II	1-27-99		
T001447-8	Hopkins, Karyn Michelle	C-979	II	12-07-98		
V770304-5	JanKauskas, Eugene	C-979	II	4-05-99		
U505222-4	Jenkins, Kenneth Wayne	C-979	II	11-23-98		
U496146	Johnson, Jeffrey Carroll	C-979	II	6-02-98		
V771404-7	Johnson, Michael Anthony	C-979	II	3-29-99		
V773842-5	Jones, Tamika Renee	C-979	II	7-26-99		
V767108-9	Juergens, Nathan Daniel	C-979	II	1-01-98		
V26682630	King, Darlene Vernita	C-979	II	11-16-98		
V769501-3	Lawrence, Robin Michelle	C-979	II	2-14-99		
U26821-2	Levere, Rita Gail	C-979	II	11-03-98		
V770406-7	Looney, Scott David	C-979	II	4-03-99		
V769089-911	Miles, Derek Allen	C-979	II	1-26-99		
U504226	Miller, Eugenia Loretha	C-979	II	10-17-98		
U925293	Mozor, Blandin Demetrius	C-979	II	9-30-98		
V769509-10	Paul, Stephen Christopher	C-979	II	2-28-99		
V771402	Petrides, Constance Lynn	C-979	II	3-16-99		
U924950	Pleasants, Anwar Latief	C-979	II	7-22-98		
V063851						
V445871-2	Richardson, Roosevelt Leroy	C-979	II	5-30-99		
V266630-3	Rollins, Charlene McNorris	C-979	II	11-19-98		
U492606	Saxton, Terry Lynn	C-979	II	2-14-98		
V771358-62	Scott, Danna Latese	C-979	II	3-30-99		
V771114	Sellow, Donell Eugene	C-979	II	3-29-99		
U503271-4	Shorter, Charles McLeand	C-979	II	11-20-98		
U294762	Smith, Tina Marie	C-979	II	9-06-98		
V770834-6	Sole, Eric Ian	C-979	II	3-18-99		

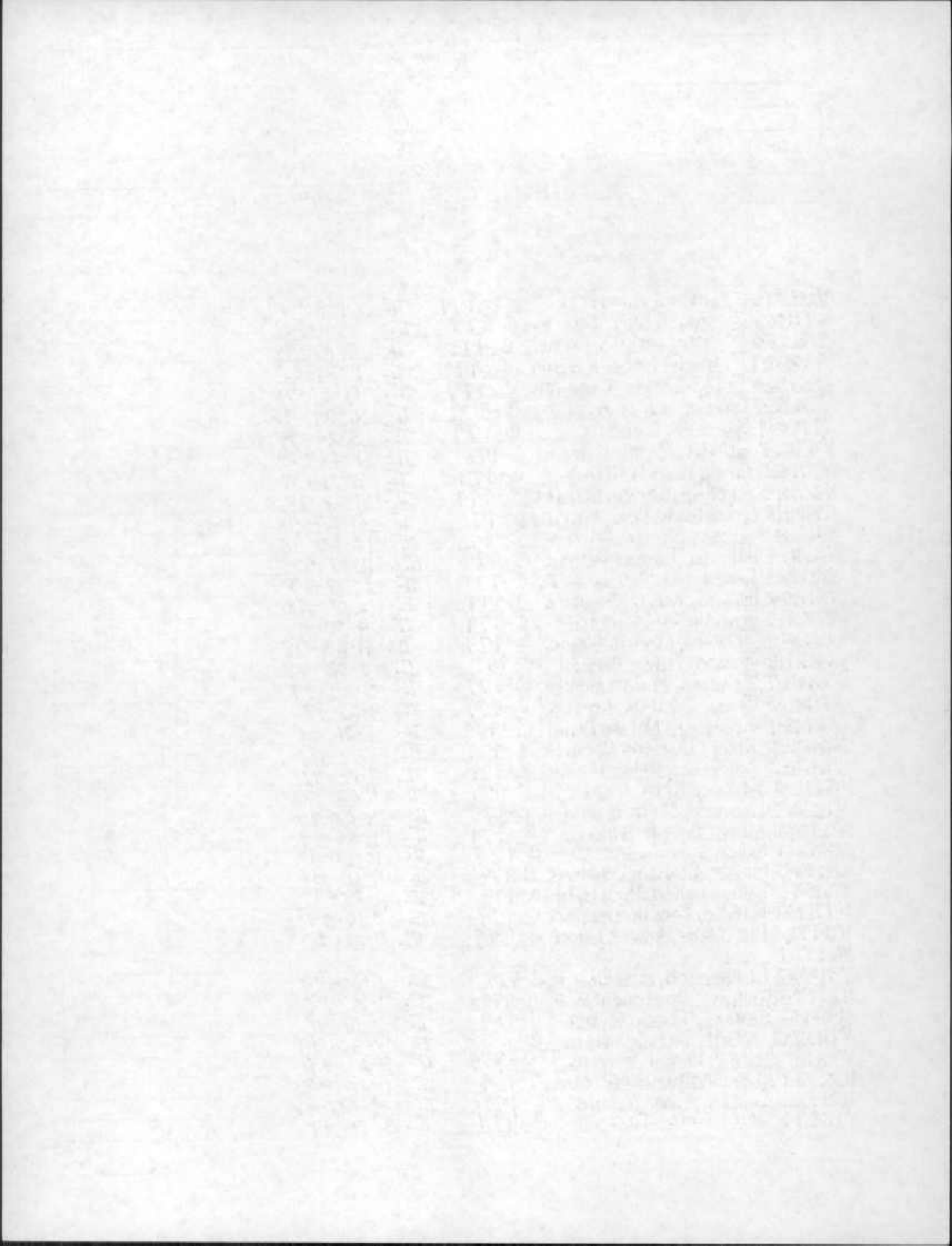
I hereby certify that the records listed were disposed of as indicated.

Signature \_\_\_\_\_

Title \_\_\_\_\_

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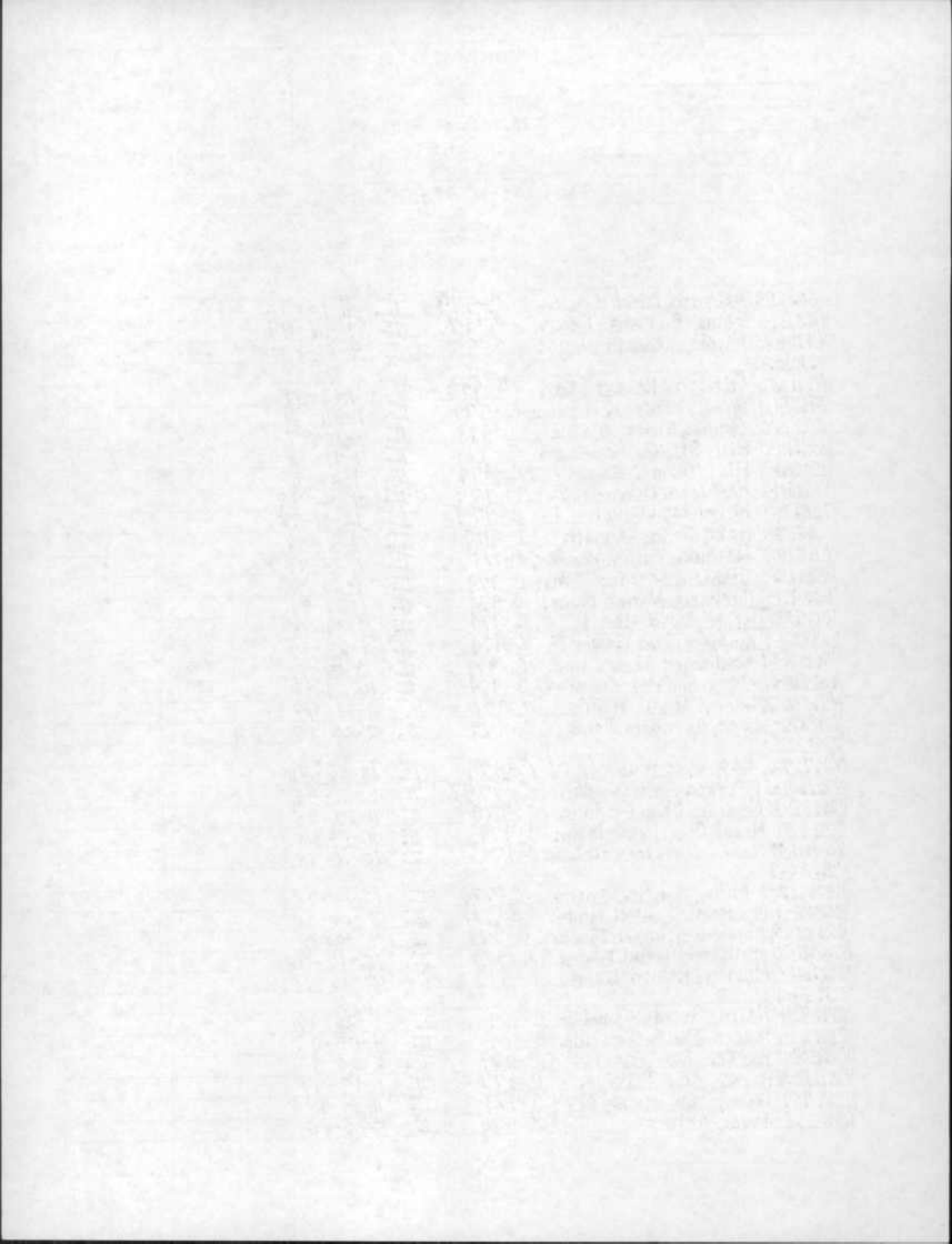
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U505209	Ellington, David Bruce	C-979	II	11-13-98		
V298134-5	Evan's, Richard Dean	C-979	II	1-16-99		
V770625	Favors, Kenneth Wayne	C-979	II	4-04-99		
V770301-3						
V771256	Gibson, Robert Ian	C-979	II	4-13-99		
V768461	Gray, Joseph Higdon	C-979	II	1-29-99		
U053148	Grimes, Aimee Marie	C-979	II	11-18-97		
U493611-4	Hill, Steven Leonard	C-979	II	4-11-98		
U501992-4	Hill, Michael Eugene	C-979	II	9-29-98		
V298589-9	Harrison, Edward III	C-979	II	4-15-99		
T382129	Hinrichs, Daniel	C-979	II	12-01-98		
V768103-4	Hott, John Kenneth	C-979	II	1-11-99		
V768129	Iwanicki, Justin Alexander	C-979	II	1-23-99		
U502252-5	Johnson, Lorenzo Svan	C-979	II	9-26-98		
U505997-8	Juergess, Nathan Daniel	C-979	II	1-22-99		
U497055	Kitts, David Cecil	C-979	II	7-09-98		
V298258-9	Klopfert, John Edwin Jr.	C-979	II	1-23-99		
V768569-7	Kohlmeyer, James Lee	C-979	II	2-04-99		
U504454-6	Koory, Michael Raymond	C-979	II	10-29-98		
V768963	Lamb, Jean Marie	C-979	II	2-13-99		
V868274-5	Lane, Abraham John	C-979	II	2-20-99		
V890351						
V267672	Lee, George W	C-979	II	12-06-98		
V767631-4	McGhee, Gloria Jean	C-979	II	1-31-99		
V266578-80	Madello, Jennifer Anne	C-979	II	11-27-98		
S096651	Meade, Christopher Douglas	C-979	II	10-11-98		
V26496-89	Meade, Christopher Douglas	C-979	II	10-11-98		
V265226-7						
U526182-4	Mills, Sylvia Sonora	C-979	II	12-13-98		
S095007-9	Montgomery, Lionel Ignatius	C-979	II	3-19-99		
U503108-10	Montgomery, Lionel Ignatius	C-979	II	9-30-98		
V76627-30	Montgomery, Lionel Ignatius	C-979	II	12-16-98		
U927125	Motley, Ramon Leon	C-979	II	10-16-98		
V265451-2						
V773034	Nairn, George Edward Jr	C-979	II	5-26-99		
V771764-6	Padgett, Shelia Christine	C-979	II	4-05-99		
V299508-10	Parker, Ron Patrick	C-979	II	2-20-99		
V297628-31	Parker, Ron Patrick	C-979	II	1-19-99		
V266757	Poore, Jack Haynes Jr.	C-979	II	11-20-98		
U495368	Price, Arturo	C-979	II	5-06-98		

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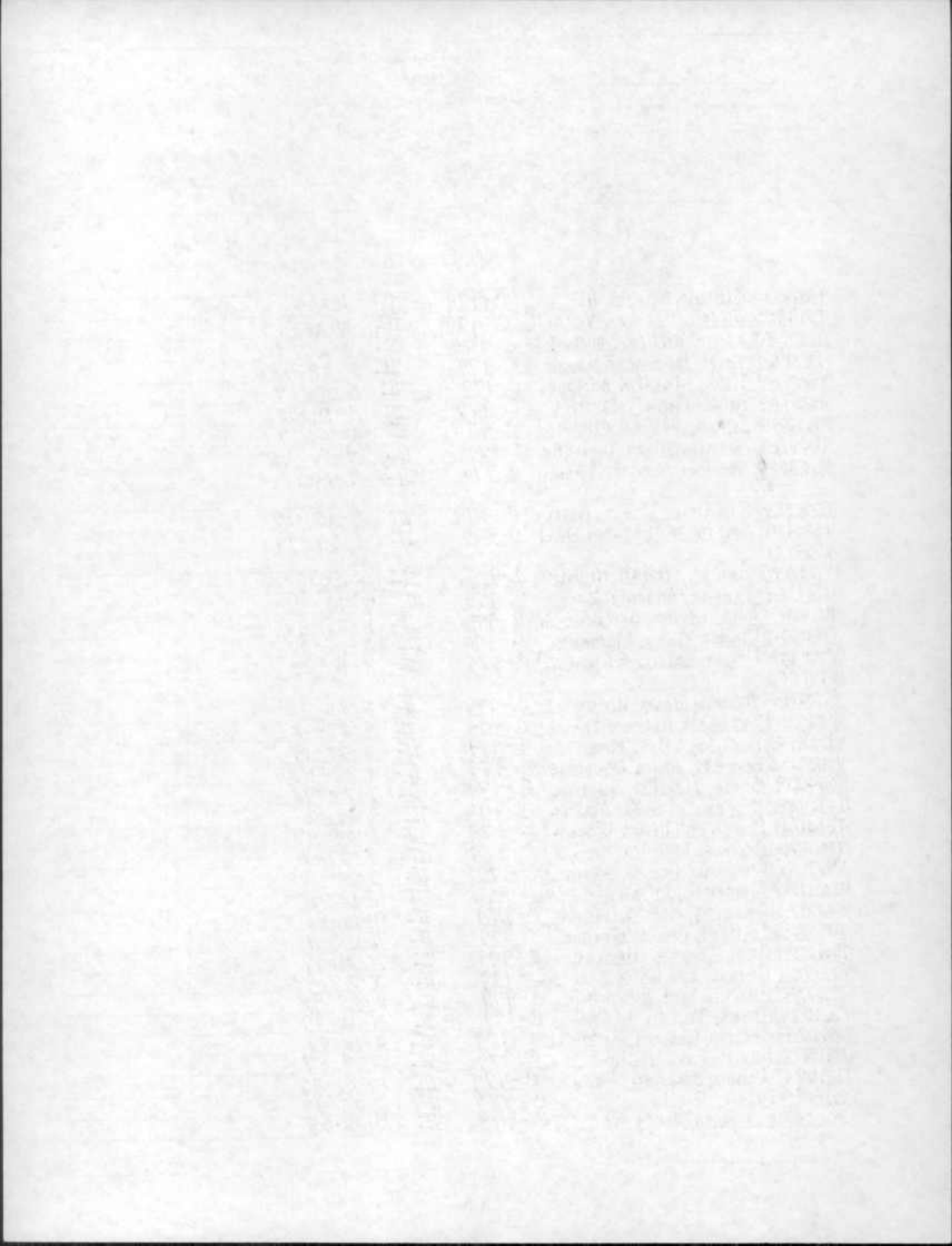
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V257242-3	Rubildo, Marcel A.	C-979	II	12-04-98		
T597905	Savoy, James Vernell	C-979	II	7-26-97		
U880728-3	Seger, William Michael Sr	C-979	II	8-20-98		
T831761	Towe, George Everett	C-979	II	3-23-98		
V789052-4	Tibbs, Liewilyn Adolphus	C-979	II	1-31-99		
U925151	Paige-Thomas, Narion V	C-979	II	8-01-98		
V769204-5	Swann, Wayne Michael	C-979	II	2-15-99		
U925677-8	Swangin, Mare Danielle	C-979	II	9-06-98		
U502333	Stewart, Michael Anthony	C-979	II	9-12-98		
- 37						
T558384	Stanley, Doris Ann	C-979	II	9-25-97		
U504250	Smith, Matthew Michael	C-979	II	1-06-99		
V768101						
V769364-6	Smith, Allan Richard	C-979	II	4-08-99		
U924384	Tucker, Antonio Ray	C-979	II	7-12-98		
T001469-70	Washington, Earl Benjamin	C-979	II	11-26-98		
T382060-2	Windsor, Gary Mathew	C-979	II	2-15-99		
V770999	Wright, Calvin Edward II	C-979	II	3-18-99		
V771000						
V770244-6	Adams, John Kirby	C-979	II	2-25-99		
U502728-9	Bazemore, Richard Thomas	C-979	II	9-27-98		
V992119-20	Bechas, Christina	C-979	II	3-28-99		
V772582-5	Bennett, Andre Demetrus	C-979	II	4-27-99		
V064229	Bogle, Headley George	C-979	II	7-28-98		
U492428-9	Briscoe, Linda Marie	C-979	II	2-09-98		
T30131/29	Burch, William Joseph	C-979	II	1-09-97		
T001376	Cephas, Leshawn Shonique	C-979	II	9-27-98		
V467155	Chapman, Tammy Lynn	C-979	II	3-30-99		
U502175-7	Charnoch, Stevan Edward	C-979	II	11-17-98		
U502287-9	Chesley, Karen Cindy	C-979	II	9-16-98		
U504587-9	Colbert, Donald Cornelius	C-979	II	11-08-98		
T561283-4	Cox, George Horace	C-979	II	12-31-97		
V773648-2	Criste, Paul Richard	C-979	II	8-27-99		
U890177-8	Cunningham, Tiara Antonio	C-979	II	8-25-98		
V769574	Clark, Damon Lowell	C-979	II	3-12-99		
V299338-42	Croston, Gregory Jerome	C-979	II	2-15-99		
T841511-2	Davis, Tina Anne	C-979	II	2-22-87		
T129692	Dennis, Stephen Lee	C-979	II	12-24-96		
V768688-9	Dilley, Jay L	C-979	II	2-03-99		
U382083	Ferguson, Jerry Joe	C-979	II	12-22-98		

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		Retention Schedule No.	Item No.			
U496197	Brickman, Sandra Elaine	C-979	II	6-26-98		
U926896-97/4501377	Brockman, Edgar Charles	C-979	II	10-04-98		
V766993-5	Brooks, Daniel Emmeau	C-979	II	1-11-99		
U504729	Brown, Austin Leroy	C-979	II	11-04-98		
V767968	Brown, Otis Lionel	C-979	II	2-04-99		
U506312	Bryson, Gerald Darnell	C-979	II	12-14-98		
U503217	Burgess, William Edward	C-979	II	10-08-98		
U504718-20	Butler, Francis Jerome	C-979	II	11-05-98		
U926111-2	Campbell, Dennis Ralph	C-979	II	9-13-98		
U502190	Chappell, Denise Eileen	C-979	II	9-06-98		
U500358-60	Chappell, Denise Eileen	C-979	II	8-16-98		
U497520	Chase, Joseph Wendell	C-979	II	9-12-98		
T827744	Davis, Kevin John	C-979	II	3-14-98		
V767786	Deisbeck, David Allen	C-979	II	1-05-99		
V766658	Dixon, Amy Elizabeth	C-979	II	12-30-98		
U501262-4	Dixon, Thomas Matthew	C-979	II	10-01-98		
U926297-3	Dyson, Thomas Ignatius	C-979	II	10-05-98		
U926801-3						
V766844	Edelen, Wilbur Xavier	C-979	II	1-05-99		
V768235-6	Ellis, Dejuan Marion	C-979	II	2-04-99		
U491835-6	Failing, Kelly Marie	C-979	II	1-21-98		
V766868	Fisher, Derek Gregory	C-979	II	1-19-99		
U661219	Gray, Thomas Calvin	C-979	II	8-04-96		
T830408	Mattingly, Patricia Ann	C-979	II	4-28-98		
V937781	Miller, Andre	C-979	II	3-05-99		
U495433	Norwood, Robert Wade	C-979	II	6-28-98		
U924856	Owens, Lillian Mae	C-979	II	7-09-98		
U500660	Parretti, Michael Louis	C-979	II	7-23-98		
V767946-8	Price, Melvin Jerome	C-979	II	1-07-99		
U505841-2	Proctor, Louis Calvin Jr.	C-979	II	12-16-98		
W011754-5	Proctor, Urian Ameer	C-979	II	5-31-99		
U495063-5	Queen, Trent Tirell	C-979	II	4-16-98		
T557926/	Richardson, Gregory	C-979	II	5-22-98		
T557775						
U505170-3	Richardson, Gregory Arvell	C-979	II	12-19-98		
V767758-6	Robles, Carlos Leslie	C-979	II	1-03-99		

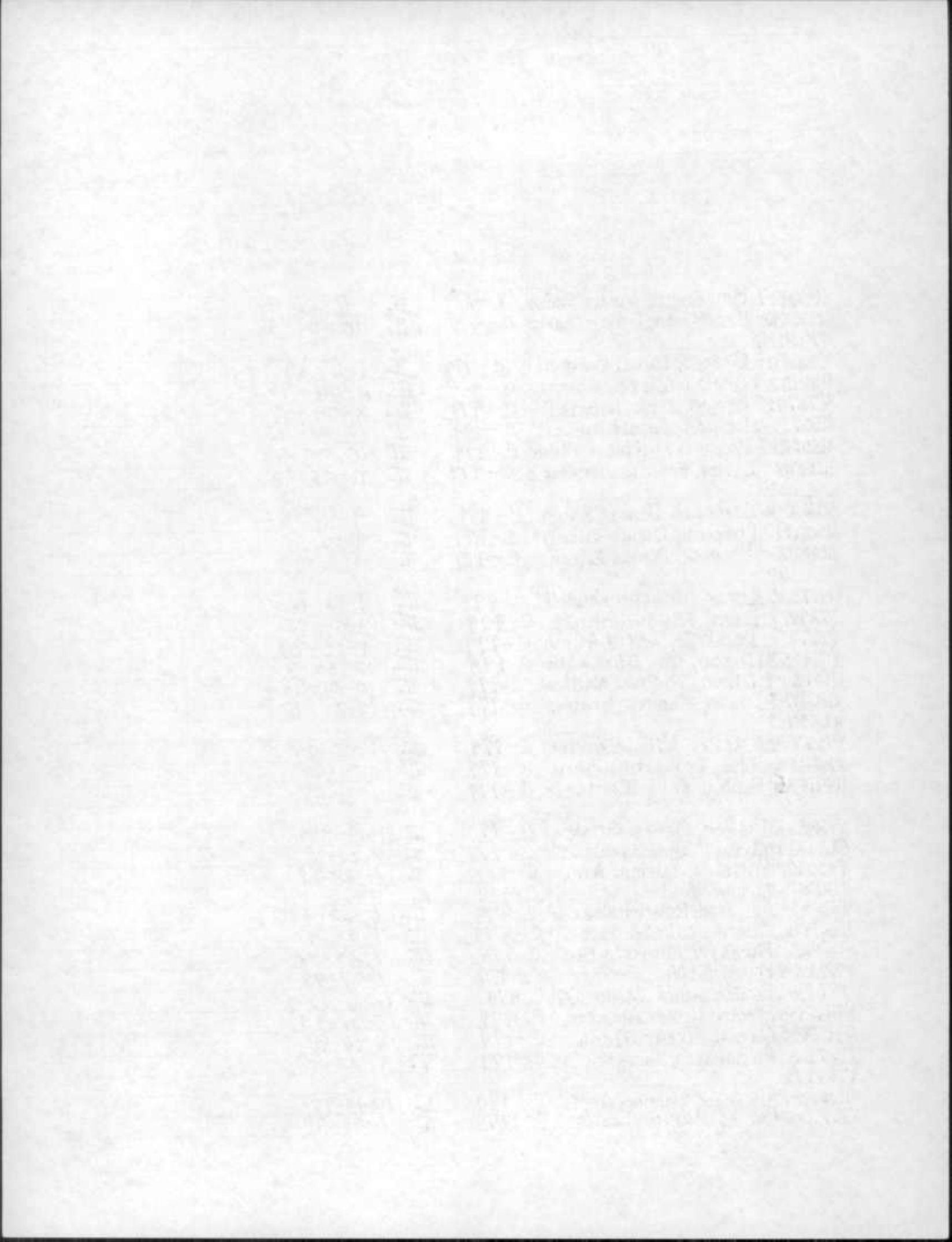
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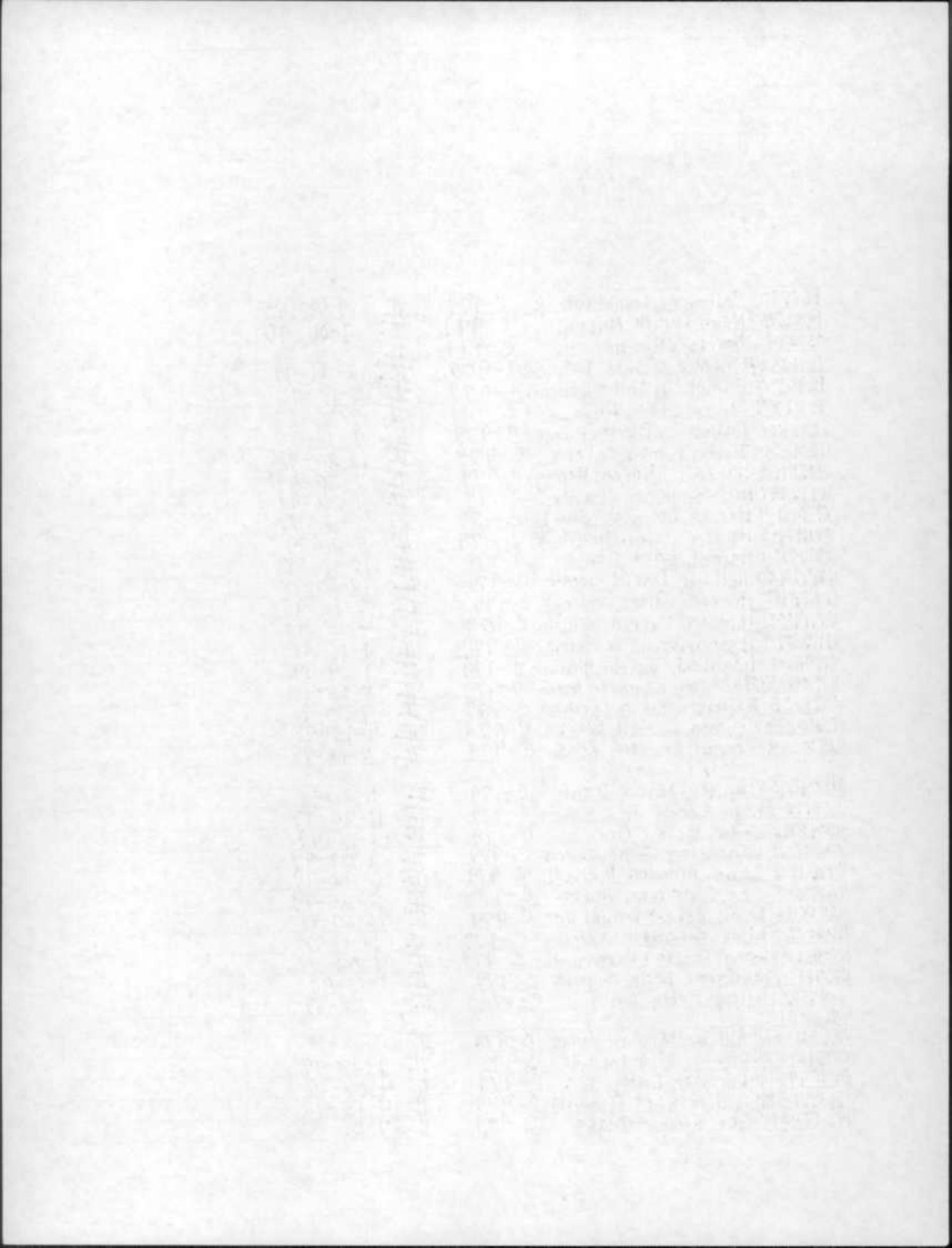
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
P685803	Calomeris, Daniel Patrick	C-979	II	9-15-95		
P682847-8	Neal, Darick Antoni	C-979	II	7-06-96		
0343442	Norris, John Henry	C-979	II			
V2405524	Wheeler, James Dennis	C-979	II	2-24-99		
P690537	Campbell, Anthony Glenn	C-979	II	5-18-96		
T597707	Curtis, Steve Ilya	C-979	II	7-26-97		
T558801	Dabolish, Burton Patrick	C-979	II	9-19-97		
U506456	Tyler, Kurtis Calvin	C-979	II	12-26-98		
U505994-5	Hannah, William Henry	C-979	II	1-20-99		
U495249	Haase, Henry Charles	C-979	II	1-22-99		
V770151-4	Hands, Douglas Sean	C-979	II	2-12-99		
V771174-5	Harley, Jason Armand	C-979	II	5-21-99		
U926430-1	Harmel, Earl Jr.	C-979	II	10-18-98		
V267759-60	Holland, David Scott	C-979	II	12-20-98		
U924480	Hoover, James Frederick	C-979	II	7-12-98		
V771908-12	Hudson, Justin William	C-979	II	4-15-99		
U115387-9	Hyson, Donald Kenneth	C-979	II	1-14-98		
V768412-	Iwanicki, Justin Alexander	C-979	II	1-29-99		
U494092-5	Jackson, Raymond Antonio	C-979	II	8-03-98		
0223205	Jefferson, Rogers Lorenzo	C-979	II	9-30-95		
T560548-50	Johnson, Darrell Ivar	C-979	II	1-13-98		
U500352	Joyne, Andrew Ross	C-979	II	7-12-98		
	↳ (Care)					
U504695	Jupiter, Angelo Trent	C-979	II	11-22-98		
U051941-4	Keys, Leory Jr.	C-979	II	11-20-97		
U504891	Lada, Becky Ann	C-979	II	1-16-99		
V76808-11	Lancaster, James Steven	C-979	II	2-09-99		
V775155	Lane, Brandon Michael	C-979	II	6-22-99		
V769936-8	Lee, Sharneen Anita	C-979	II	3-25-99		
U504891	Lewis, Robert Daniel Jr	C-979	II	12-27-98		
U506087-8	Linkin, Lamont Wendell	C-979	II	12-11-98		
U504368-9	Long, Preston Nathaniel	C-979	II	1-02-99		
V767654-6	Robertson, Kevin Eugene	C-979	II	1-13-99		
U505750/	Lyles, Betty Ann	C-979	II	1-22-99		
V768851						
V766522-3	McAllister, Michael Wayne	C-979	II	4-12-99		
V298429-31	McCracken, William Lee	C-979	II	1-28-99		
0570476	McDermott, Timothy Lee	C-979	II	4-06-97		
J663394-5	McGuinness, Lee Garland	C-979	II	4-13-92		
U496882-3	McGee, Ricardo Blake	C-979	II	7-05-98		

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		Retention Schedule No.	Item No.			
V063655-61	Schultz, Ervin Wendell	C-979	II	7-20-98		
U495378	Snyder, Fread Leroy Jr	C-979	II	4-25-98		
U497392	Sparacino, Barbara Lynn	C-979	II	7-15-98		
U504934	Stevenson, Clayton Maxwell	C-979	II	11-06-98		
U506201	Stewart, Deborah Lee	C-979	II	12-22-98		
T5598024	Stewart, Joseph Axzavius	C-979	II	11-05-97		
T560603-4	Stewart, Joseph Axzavius	C-979	II	12-30-97		
T924270	Stewart, Robert Franklin	C-979	II	2-02-98		
U888624-5	Strouse, Matthew Alexander	C-979	II	5-31-98		
V265128-9	Suite, Michael Charles	C-979	II	10-09-98		
U503260-1	Talton, Ronald Brent Jr.	C-979	II	11-06-98		
U663696	Thomas, Alonzo Wendell	C-979	II	6-24-98		
Q094620-22	Thomas, DeCarl Michael	C-979	II	6-21-96		
U503401-3	Thompson, Patricia Ann	C-979	II	9-22-98		
V768420-1	Vance, Daniel McClelland	C-979	II	2-12-99		
V466322	Young, Pernel Sylvester	C-979	II	2-23-99		
U497511	Young, Pernel Sylvester	C-979	II	7-22-98		
U502924-5	Young, Pernel Sylvester	C-979	II	11-15-98		
V265522-4	Young, Pernel Sylvester	C-979	II	11-09-98		
V298326-7	Wheeler, Jason Patrick	C-979	II	1-20-99		
V298175						
U502738-9	White, Thomas Allen	C-979	II	11-04-98		
U505480-2	Williams, Keith Anthony	C-979	II	12-03-98		
U504747	Zulich, Kevin Mark	C-979	II	2-20-99		
U890456	Barrs, Lois Jean	C-979	II	7-06-98		
U889160	Boccarossa, Karen Lynn	C-979	II	6-13-98		
V266931-2	Booker, Jeanne Marie	C-979	II	11-22-98		
V296832-3	Frank, Michael	C-979	II	12-29-98		
Q445296	Linger, Duane William	C-979	II	11-14-96		
U890972-5	Rhodes, Joseph John	C-979	II	6-30-98		
V267183-4	Ahalt, Jennifer Lynn	C-979	II	12-13-98		
U925880-3	Ashton, Marcus Dangel	C-979	II	9-10-98		
V768301-2	Barnes, Coletta Mushell	C-979	II	1-07-99		
Q568625	Berry, Christopher	C-979	II	2-09-97		
57739267	Lawrence					
T001463-4	Billups, Walter	C-979	II	11-08-98		
V768631-2	Blake, Leon James	C-979	II	1-24-99		
U663640-1	Bowie, Wayne Austin	C-979	II	10-27-98		

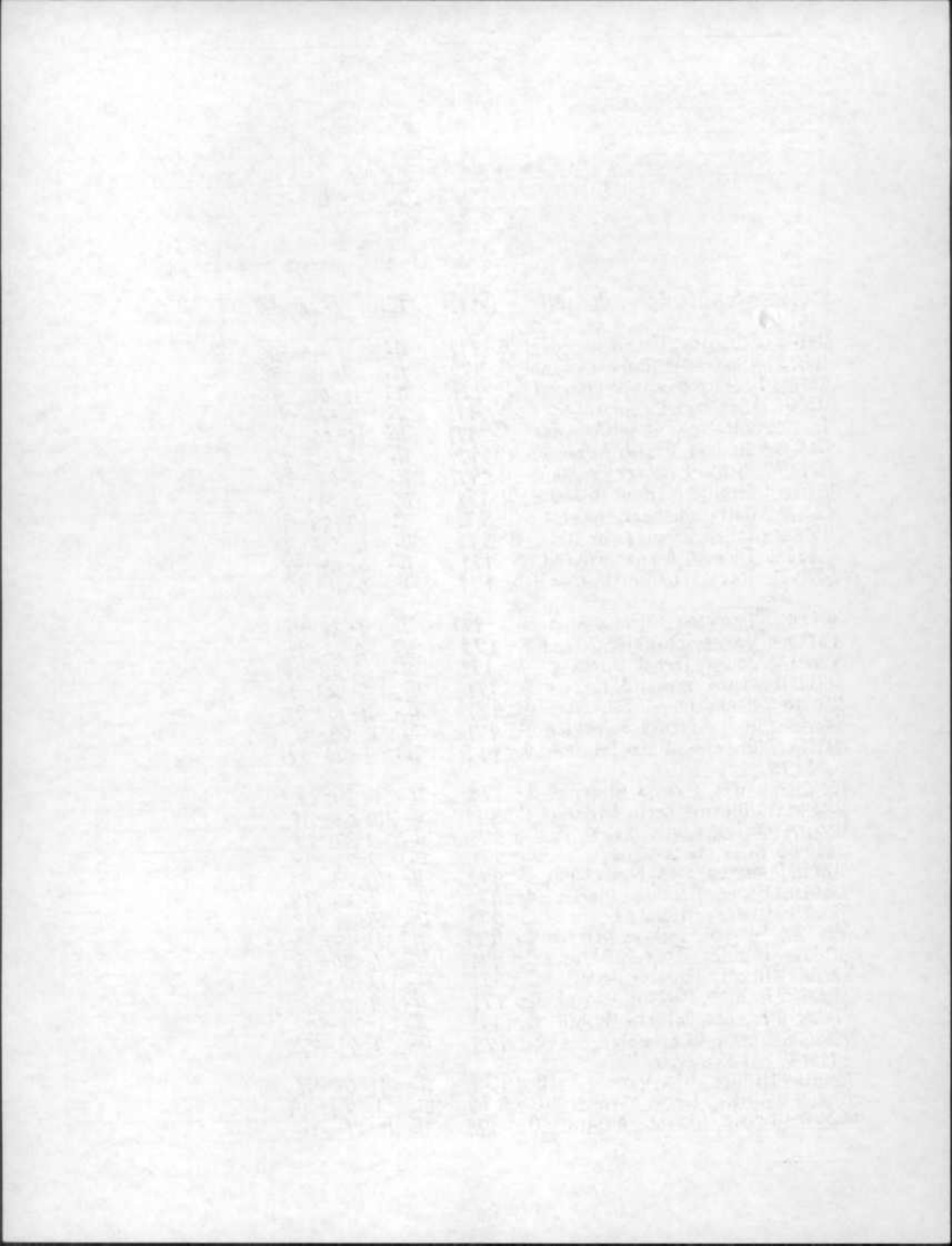
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		Retention Schedule No.	Item No.			
V772743-745	Clark, William Andre	C-979	II	5-26-99		
V267691-692	Coby, Shanova Tennile	C-979	II	12-23-98		
U502937-938	Combs, Willie Bernice	C-979	II	9-18-98		
U116323	Cooper Pamela Annette	C-979	II	12-21-97		
U038871	Crooks, James Edward	C-979	II	6-18-99		
V297236	Cummins, Scott Alan	C-979	II	1-02-99		
V297060-61	Dottellis, Carrie Lynn	C-979	II	12-18-98		
U502557	Duckett, Darrell Anthony	C-979	II	9-18-98		
V267699	Duckett, Tina Nicole	C-979	II	12-29-98		
T555181	Coles, Anthony Keith	C-979	II	6-06-97		
M387713	Thompson, Randolph Scott	C-979	II	1-25-96		
T128625/ T434201	Bowie, Randolph Posey V	C-979	II	4-30-97		
Q569045	Geraghty, Michael Joseph	C-979	II	4-05-97		
Q570318-320/321	Proctor, David Michael	C-979	II	4-08-97		
P691073-075	Proctor, David Michael	C-979	II	8-16-96		
T738399-400	Glowacki, Leon Myron	C-979	II	5-24-97		
Q570990	Knapp, John Christian	C-979	II	4-18-97		
T559145	Thomas, John Francis	C-979	II	10-17-97		
Q566953	Frye, Steve Forest	C-979	II	11-14-96		
N456832	Gambrell, William Bennett	C-979	II	11-04-93		
T561580	Griffin, Douglas Troy	C-979	II	12-24-97		
P639139-140	Johnson, Herbert M. III	C-979	II	11-08-95		
Q566754	Shorter, Charles McClelland	C-979	II	10-18-96		
P690416	Smith, James Brook	C-979	II	4-13-96		
T737840-843	Roper, Gary Edward	C-979	II	9-05-97		
T560598	Smith, Darryl Eugene	C-979	II	2-07-98		
T562359-60	Snyder, Sharon Lynn	C-979	II	1-06-98		
U491820	Sotiropoulos, Dimitrios G.	C-979	II	1-27-98		
T560399	Thomas, James Wilmer	C-979	II	12-26-97		

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date 11/24/03



1945 - 1946 # 17-18 - 1946 - 1947

1947 - 1948 # 19-20 - 1948 - 1949

1949 - 1950 # 21-22 - 1950 - 1951

1951 - 1952 # 23-24 - 1952 - 1953

1953 - 1954 # 25-26 - 1954 - 1955

1955 - 1956 # 27-28 - 1956 - 1957

1957 - 1958 # 29-30 - 1958 - 1959

1959 - 1960 # 31-32 - 1960 - 1961

1961 - 1962 # 33-34 - 1962 - 1963

1963 - 1964 # 35-36 - 1964 - 1965

1965 - 1966 # 37-38 - 1966 - 1967

1967 - 1968 # 39-40 - 1968 - 1969

1969 - 1970 # 41-42 - 1970 - 1971

1971 - 1972 # 43-44 - 1972 - 1973

1973 - 1974 # 45-46 - 1974 - 1975

1975 - 1976 # 47-48 - 1976 - 1977

1977 - 1978 # 49-50 - 1978 - 1979

1979 - 1980 # 51-52 - 1980 - 1981

1981 - 1982 # 53-54 - 1982 - 1983

1983 - 1984 # 55-56 - 1984 - 1985

1985 - 1986 # 57-58 - 1986 - 1987

1987 - 1988 # 59-60 - 1988 - 1989



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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
Q568443	Washington, Terrence Richard	C-979	II	2-24-97		
Q445020	Butler, Melissa Louise	C-979	II	3-08-97		
V768320-22	Durant, Manning Leonard	C-979	II	2-13-99		
Q570790	Baerga, Karina Lissette	C-979	II	5-09-97		
N460927-	Cave, David Wayne	C-979	II	5-22-94		
U115538	Chapman, Bryan Theodore	C-979	II	12-18-97		
T562387	Claggett, Anthony Gustine	C-979	II	1-24-98		
U492851	Dent, Margaret Priscilla	C-979	II	2-21-98		
N461383	Kollison, Edgar Bombo	C-979	II	9-15-94		
P689642-43	Mercer, Michael Monroe	C-979	II	5-28-96		
U115114-6	Murphy, Michelle Lee	C-979	II	1-10-98		
U115391-3	Thompson, Cassandra Lynn	C-979	II	1-15-98		
T598605	Wood, Edgra Russell	C-979	II	8-09-97		
P799157-60	Adams, Samuel Edward Jr	C-979	II	1-26-96		
M626244	Anderson, Whyne Lee	C-979	II	12-06-92		
T560652	Bell, David Jonathan	C-979	II	11-05-97		
P799137	Gill, Christopher Ray	C-979	II	2-11-96		
T561667A	Goldsmith, Clarence Edward	C-979	II	3-06-98		
T829590-93	Haynes, Jeffery Michael	C-979	II	4-04-98		
Q570252	Hines, Renee Sue	C-979	II	3-31-97		
U492609-10	Hinton, Barbara Lou	C-979	II	2-16-98		
U492602-3	Johnson, Tanna Lane	C-979	II	2-07-98		
L725983	Jones, Glenn Christopher	C-979	II	6-06-92		
N539982	Litwinski, Kazimierz	C-979	II	12-27-93		
P089236	Manlapaz, Jose Benjamin	C-979	II	4-22-95		
U491608-9	McCauley, Barry Nelson	C-979	II	1-03-98		
Q570034	Miller, Lori Jean	C-979	II	4-13-97		
Q568802	Owens, Joseph Andrew	C-979	II	2-01-97		
P690945	Pickeral, Howard David	C-979	II	7-10-96		
T924156-7	Ramsey, William Slade	C-979	II	12-08-97		
M026732	Reeves, Ruth Ann	C-979	II	7-17-92		
N537635	Riaz, Mohammad Reza	C-979	II	10-08-93		
P799939	Smith, John Raymond	C-979	II	11-23-95		
T559060	Swann, James Gregory	C-979	II	11-02-97		
T29518	Terry, Lisa Diane	C-979	II	3-17-97		
T557152	Thomas, Harold Francis	C-979	II	8-06-97		

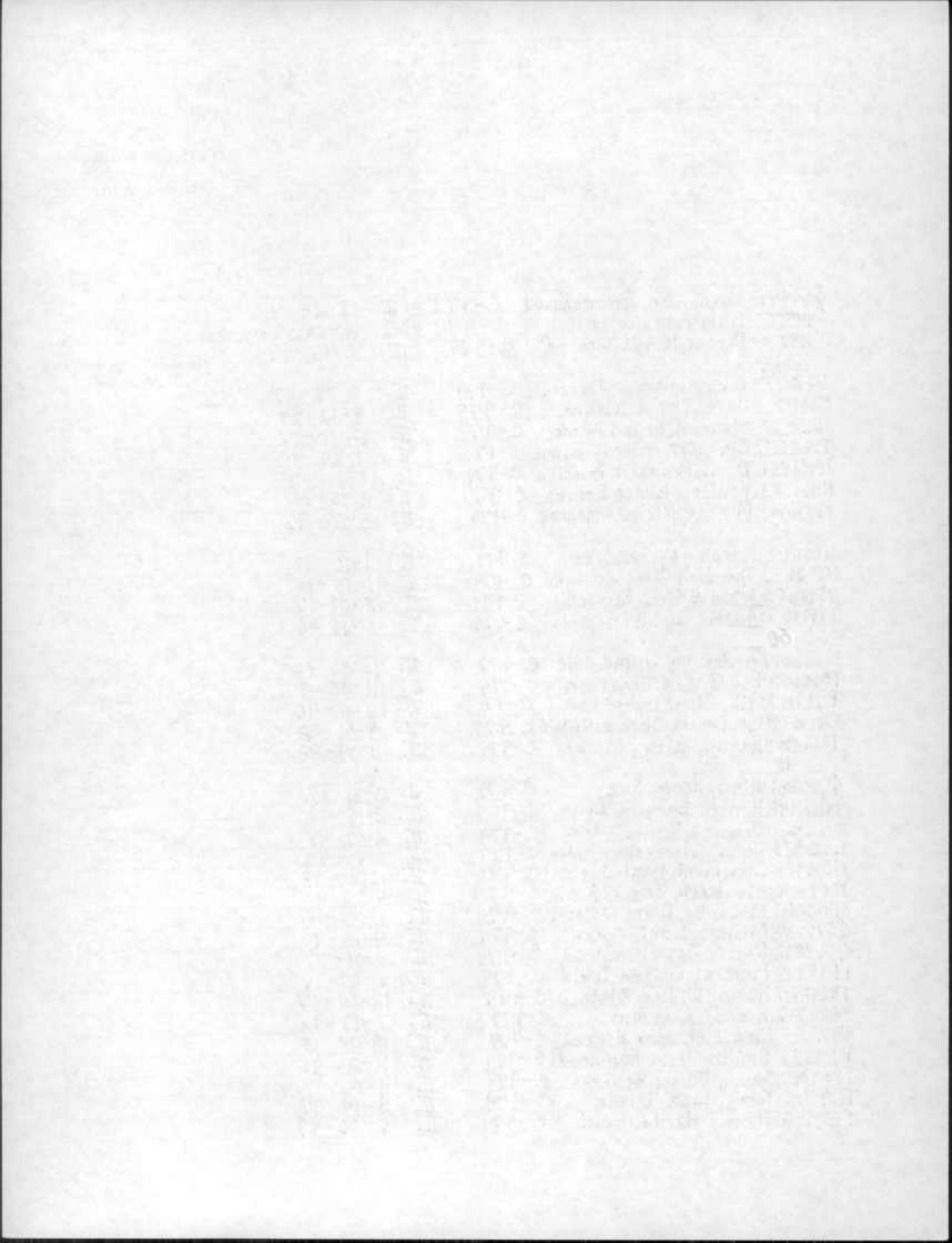
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		Retention Schedule No.	Item No.			
S089377-79	Dorsey, David McKinley	C-979	II	1-01-99		
U663451-53	Dempsey, Louis Edward	C-979	II	4-10-98		
U506509-10	Dean, Joseph Edward	C-979	II	12-19-98		
T829964	Cutchamber, Stephanie Yvonne	C-979	II	4-22-98		
V7676124	Davis, Stephen Michael	C-979	II	1-02-99		
U505954	Cole, James Robert Jr.	C-979	II	11-25-98		
V936629-34	Clark, William Alphonzo	C-979	II	3-13-99		
U496605-07	Catterton, Kevin Andrew	C-979	II	6-22-98		
U506504	Carlson, John Edward	C-979	II	12-14-98		
U505437	Brandtitter, Timothy Lee	C-979	II	11-23-98		
U504752	Bowling, William Vincent	C-979	II	11-29-98		
U505678	Beall, John Michael	C-979	II	11-20-98		
N065534-36	Baldwin, James Walter	C-979	II	8-19-98		
V267650-53	Arnold, Joseph Michael	C-979	II	11-28-98		
T831288	Adams-Farr, Teresa Ann	C-979	II	4-11-98		
U506189-91	East, Curtis Larry	C-979	II	12-26-98		
U496407-09	Eichmann, Charlotte Lilo	C-979	II	5-22-98		
T557957-59	Ellis, Kevin Lee	C-979	II	8-27-97		
V26785	Fenoglio, Riccardo Michele	C-979	II	12-06-98		
U494761-62	Fowler, Lance David	C-979	II	6-01-98		
U494769	Green, Cecil Maurice	C-979	II	7-01-98		
T560962	Green, Marvin Michael	C-979	II	12-07-97		
V2972434	Grinder, Jamie Robert	C-979	II	1-04-99		
U502697-700	Hagan, Wilbert Jr	C-979	II	11-21-98		
T562127	Harri's, Deborah	C-979	II			
U497147-49	Henry, Brian Joseph	C-979	II	7-12-98		

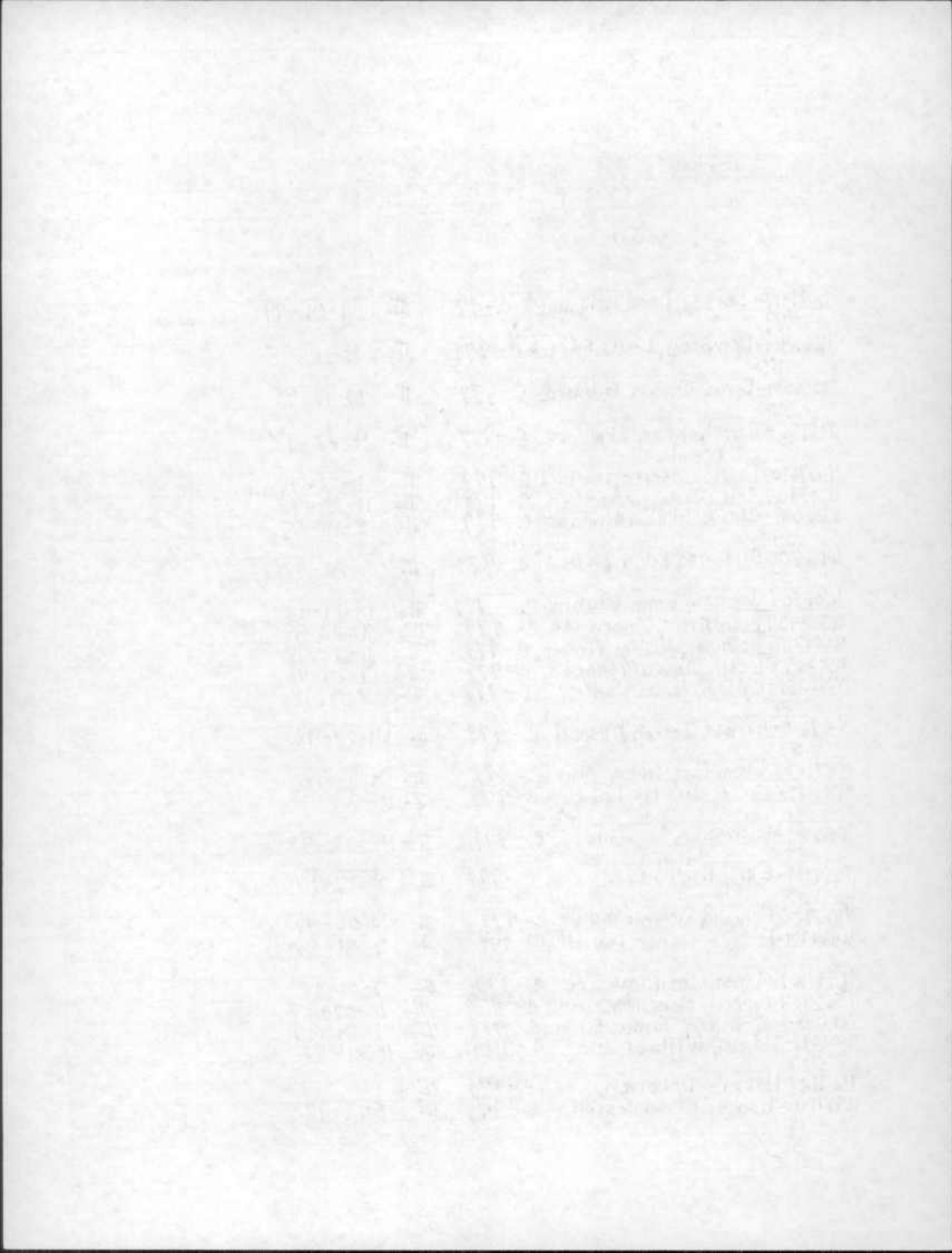
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		Retention Schedule No.	Item No.			
U557003	Homan, Daniel Charles	C-979	II	5-20-98		
U505082	Hoop, Heather Marie	C-979	II	12-14-98		
V265123- 25	Hutchins, Grady Eugene	C-979	II	11-08-98		
U493413	Jackson, Charles Edward	C-979	II	6-25-98		
U494751	Jackson, Christopher William	C-979	II	4-18-98		
V265892- 95	Khaton, Kerry Gale	C-979	II	11-12-98		
U497561-2	Kirkpatrick, Michael James	C-979	II	7-03-98		
Q45873	Krell, Michael Joseph	C-979	II	11-09-96		
Q571360	Krell, Michael Joseph	C-979	II	5-09-97		
V767033-4	Lampert, Brenda Jean	C-979	II	1-11-99		
U504803-4	Lyles, Joseph Edward	C-979	II	10-29-98		
U505576-7	Malone, Patrick Keith	C-979	II	11-20-98		
T433314	Mandley, Sandra Dee	C-979	II	6-28-97		
U926408	Matthews, Derek Steffon	C-979	II	9-20-98		
V065817- 22	McNamara, Candice Kimberley	C-979	II	9-04-98		
V769105-6	McKnight, Harold Garrett	C-979	II	2-01-99		
U501700/ U503576	Moore, Frank Darrin	C-979	II	9-23-98		
V297574/ V299001-2	Odell, Timothy Dwayne	C-979	II	2-09-99		
U502006-7	Owens, Allan Dexter	C-979	II	8-09-98		
U503209	Parker, William James	C-979	II	9-26-98		
U495020-21	Peele, Robert Owenasa	C-979	II	5-10-98		
U493415-6	Persell, Charles Louis	C-979	II	6-30-98		
U504735	Przybla, David Michael	C-979	II	12-29-98		
V065383	Puffenbarger, Scott Owen	C-979	II	8-28-98		
U501945-8	Pulley, Toney Delante	C-979	II	1-06-99		
U504625	Ranke, Matthew Kenneth	C-979	II	11-14-98		
V767241-2	Raum, Tracy Arthur	C-979	II	1-03-99		
U926744	Reeder, Charles Lawrence	C-979	II	9-30-98		
U924966- 70	Reingruber, Sean Michael	C-979	II	7-20-98		
U503741	Reiss, David Edward	C-979	II	11-05-98		
T556140-1	Ross, David James	C-979	II	9-07-98		
U496416	Sandell, Clifford Albert Jr	C-979	II	6-03-98		
T827829	Saunders, David William Wade	C-979	II	3-01-98		

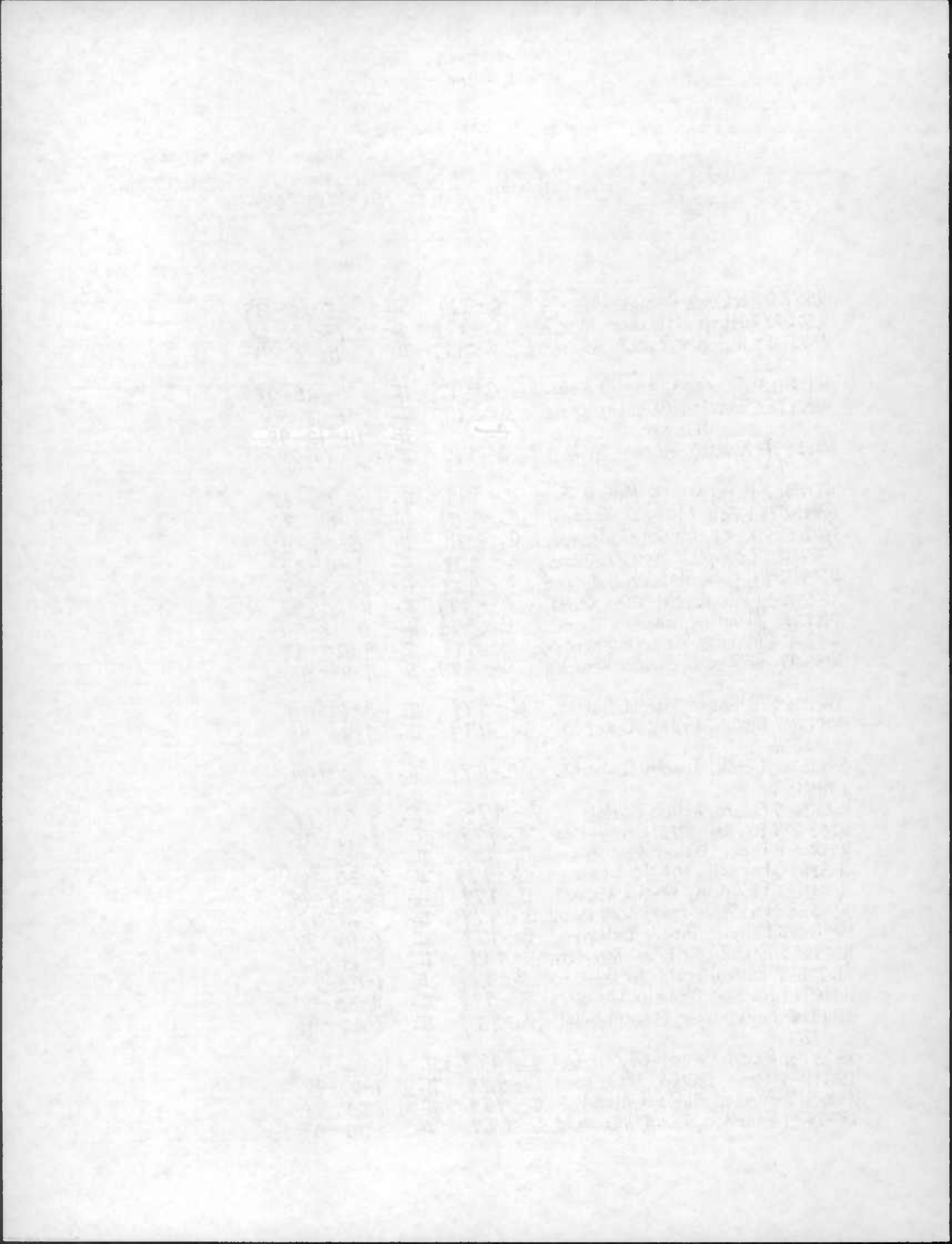
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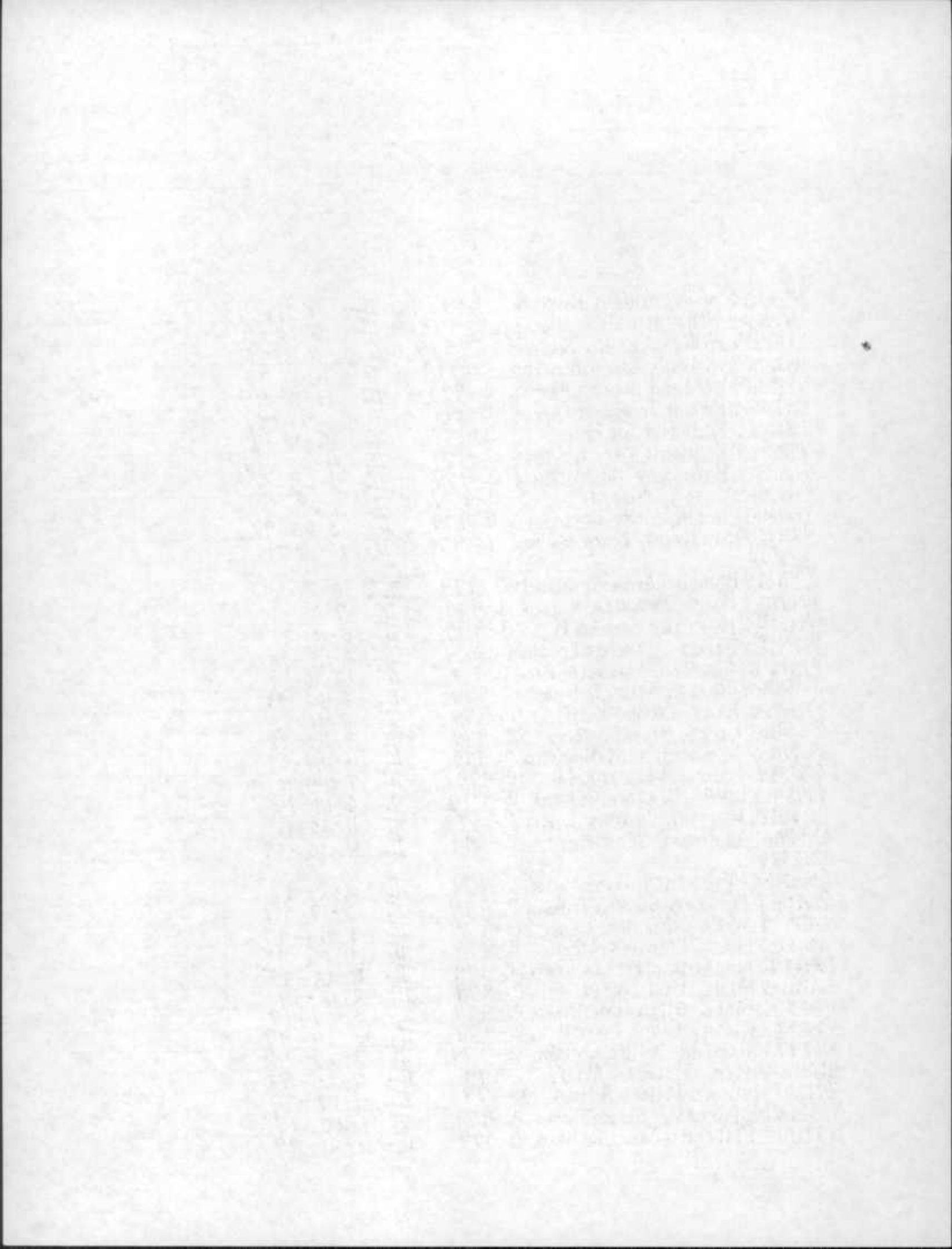
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W056244-5	Wells, William Patrick	C-979	II	8-26-99		
V774642-4	Wilkerson, James Leroy	C-979	II	6-16-99		
V770439	Williams, Kevin Xavier	C-979	II	2-21-99		
U446246-8	Wimbush, Roslyn Annette	C-979	II	11-21-98		
V7713103	Woodland, Robert Aaron	C-979	II	4-18-99		
V299058-64	Perkins, Tremayne Dupree	C-979	II	2-16-99		
T382035-6	Redmond, Jerry	C-979	II	2-08-99		
V770708-9	Reynolds, Sandy Renee	C-979	II	4-01-99		
V939178-9	Sabino, Rojillo Michael	C-979	II	3-25-99		
V466344-5	Savoy, Russell	C-979	II	1-20-98		
V467237-42	Smith, Mary Dorothy	C-979	II	3-03-99		
W231355/57/60	Studivant, Devon Edward	C-979	II	10-16-99		
V771864	Hamsley, Anthony Robert	C-979	II	5-28-99		
V774712-3	Haney, Bradley Richard	C-979	II	7-06-99		
V445825-6	Harris, James K	C-979	II	5-10-99		
V298492-3	James, Clarence Breabham	C-979	II	2-13-99		
V771976-80	Jackson, Samuel Anthony	C-979	II	12-20-99		
V298438-44	Johnson, Terry Dwayne	C-979	II	2-02-99		
V298985-6	Kaye, Danny Keith	C-979	II	2-11-99		
V065812-3	Kurtz, Michael John	C-979	II	8-27-98		
V939742-5	Lambert, Kim Michelle	C-979	II	4-24-99		
Q095394	Laurie, Lisa Marie	C-979	II	7-04-96		
V773468	Laws, Jason Robert	C-979	II	6-19-99		
U5056189	Layton, Cynthia Lynn	C-979	II	11-30-98		
W010649-50	Ledman, Scott Eric	C-979	II	4-30-99		
W010926						
Q569328-30	McDowney, Tyrone Michael	C-979	II	2-24-97		
Q569047	McLean, Stephen Anthony	C-979	II	5-17-97		
V298106-9	McNey, Jennifer Lynn	C-979	II	1-14-99		
U503507-8	Mack, Lorraine Cecelia	C-979	II	10-07-98		
D343893	Mackenzie, Brenda Jean	C-979	II	8-12-95		
V298912-7	Mills, Paki A Kpl	C-979	II	2-12-99		
W010571	Rison, Elizabeth Risko	C-979	II	5-07-99		
V940530-1	Riley, Wayne Darell	C-979	II	4-19-99		
W011973	Richard, Willie Wright	C-979	II	5-26-99		
U506165-6	Reed, Shirley Ann	C-979	II	2-25-99		
V772084	Raley, Walter Alton	C-979	II	4-17-99		
V2981245	Purcell, Steven Thomas	C-979	II	1-20-99		
V772015	Pilkerton, James Richard	C-979	II	4-21-99		

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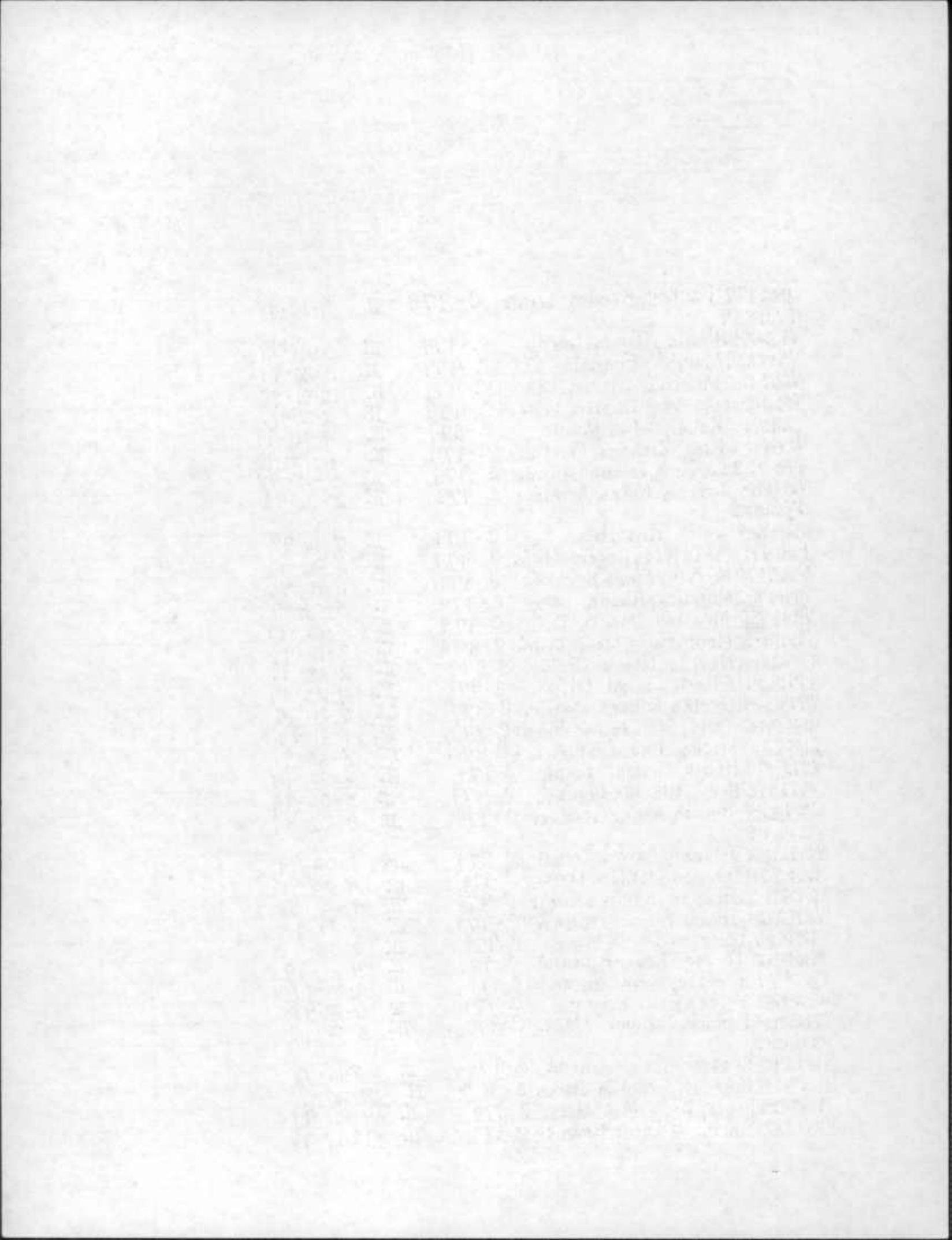
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
U502777 T831859	Parker, Kendra Lynn	C-979	II	9-12-98		
V93923442	Neale, James Leroy	C-979	II	3-28-99		
V938239	Murphy, Francis	C-979	II	3-20-99		
V265130	Morina, Steven Lee	C-979	II	10-01-98		
T561029-31	Garvey, Dustin Lea	C-979	II	9-28-97		
V769544-5	Keller, Lisa Marie	C-979	II	4-05-99		
U294845-6	King, Richard Matthew	C-979	II	2-14-99		
U495858	LaQuay, Deborah Jeanne	C-979	II	5-18-98		
V298699- 700/219076	Loften, Mark Anthony	C-979	II	2-16-99		
U924476-8	Lyles, Timothy	C-979	II	7-12-98		
P121441	McDuffie, Roger Edwin	C-979	II	5-26-95		
Q567070	McKay, James Hearld Jr	C-979	II	11-10-96		
V711671-2	Mandley, Alison Lea	C-979	II	5-04-99		
V446430	Maxwell, Mark D	C-979	II	8-13-99		
V939186-92	Montgomery, Lionel Ignatius	C-979	II	3-18-99		
T382261-2	Neville, Thomas Joseph	C-979	II	2-28-99		
V771954	Olson, Ingal Olia	C-979	II	4-23-99		
V774852-4	Orolan, Robert Wayne	C-979	II	6-21-99		
U505849-52	Osti, Christopher Andrew	C-979	II	1-01-99		
S100023	Hicks, David Glenn	C-979	II	8-25-99		
V773479	Hodge, Lindell Stanley	C-979	II	5-05-99		
V773478	Hodge, Michelle Denise	C-979	II	5-05-99		
W054103-4	Johnson, Alvie Gordon	C-979	II	6-26-99		
V937964-5						
V897240-2	Johnson, Calvin Termain	C-979	II	1-02-99		
U663721	Johnson, William Lorenzo	C-979	II	9-05-98		
U890274-5	Johnson, Kevin Lamont	C-979	II	9-15-98		
V298295	Jones, Patrick Melvin	C-979	II	2-09-99		
V768694-7	Peterson, Derek Moverley	C-979	II	2-08-99		
V940019-20	Porter, Robert Louis	C-979	II	4-21-99		
V768874	Prebble, Erika Amanda	C-979	II	2-20-99		
U495123	Price, Paul Roger	C-979	II	6-10-98		
V77254-50	Proctor, Sheldon Nace	C-979	II	5-06-99		
V773201-3						
U924345	Proctor, Troy Lamond	C-979	II	8-15-98		
U926863-4	Rickett, Franklin Starlin	C-979	II	9-27-98		
V939862-3	Royer, Dody Michele	C-979	II	4-15-99		
V297327	Smith, Eugene Emanuel	C-979	II	12-17-98		

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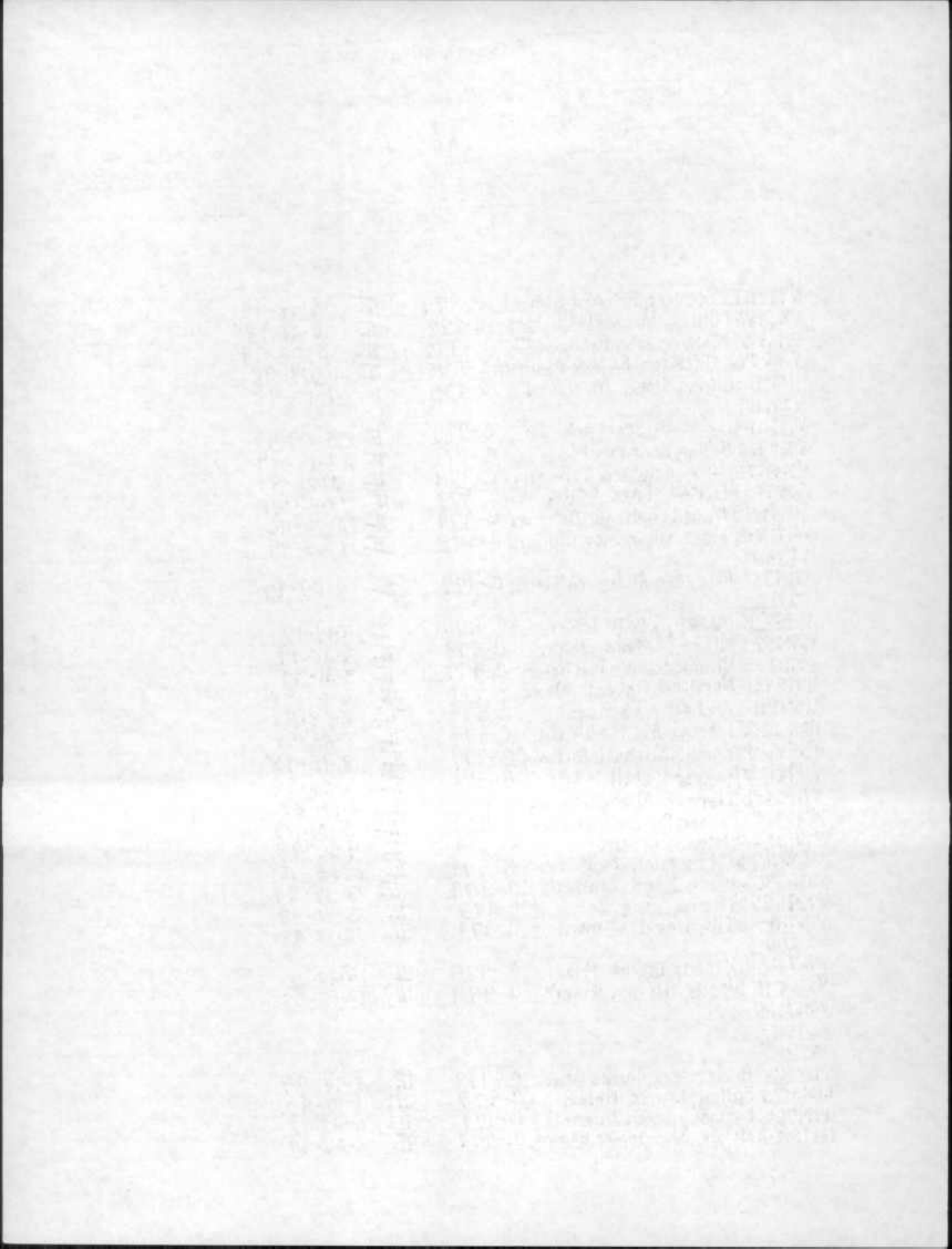
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V774954-5	Stewart, Richard Samuel	C-979	II	6-14-99		
V265157-8	Suite, Michael Charles	C-979	II	10-21-98		
V772976-9	Swann, John Richard II	C-979	II	5-02-99		
V266082	Jackson, Raymond Latrone	C-979	II	11-08-98		
U890493-4	Kuhn, John Michael	C-979	II	7-15-98		
V299117						
V775137-42	Ledman, Scott Eric Jr	C-979	II	5-09-99		
V768462	Light, Kenneth W.	C-979	II	2-13-99		
V76997-8	Long, Edward Durwin	C-979	II	2-26-99		
S089238	Lukas, Tate Colin	C-979	II	12-27-98		
Q09444-5	Madden, Hugh Martin	C-979	II	11-02-96		
V297888-81	Marshall, Ramon Caliph	C-979	II	1-16-99		
12,96,98						
V767798-799	Marvaso, Audrey Kathleen	C-979	II	2-07-99		
U503096	Mason, David Leon	C-979	II	2-14-99		
V770057-8	Miller, Connie Jean	C-979	II	2-28-99		
V771504-5	Nimmerrichter, Paul Robert	C-979	II	3-31-99		
U495430	Norwood, Robert Wade	C-979	II	6-07-98		
U501191	Ozbay, Tamer	C-979	II	8-08-98		
W056281-2	Thomas, Alonzo Wendell	C-979	II	8-23-99		
V064476-3	Thomas, Michael Anthony	C-979	II	8-15-98		
V77298-5	Thompson, Walter Lee	C-979	II	5-06-99		
V769856-7	Tippett, Mary Louise	C-979	II	2-14-99		
W010388	Turner, Richard Stephen	C-979	II	5-01-99		
V771306	Walters, Irwin	C-979	II	4-16-99		
U506119	Watts, Michale Duan	C-979	II	12-25-98		
V936396	Wendt, Mark Kenneth	C-979	II	3-14-99		
V769477	Williams, Tony Lee	C-979	II	3-10-99		
V267199-200	Wills, Daryl Lamont	C-979	II	12-18-98		
V767229	Wilson, David Alan	C-979	II	12-26-98		
V206876	Woods, Donna Marie	C-979	II	12-15-98		
V296877-8						
V267598-600						
V938260	Anderson, James Evans	C-979	II	3-14-99		
L100307-8	Bailey, Lance Brian	C-979	II	1-10-92		
U494765	Balance, Karen Michele	C-979	II	6-22-98		
V297570-2	Boyce, Christopher Edward	C-979	II	2-06-99		

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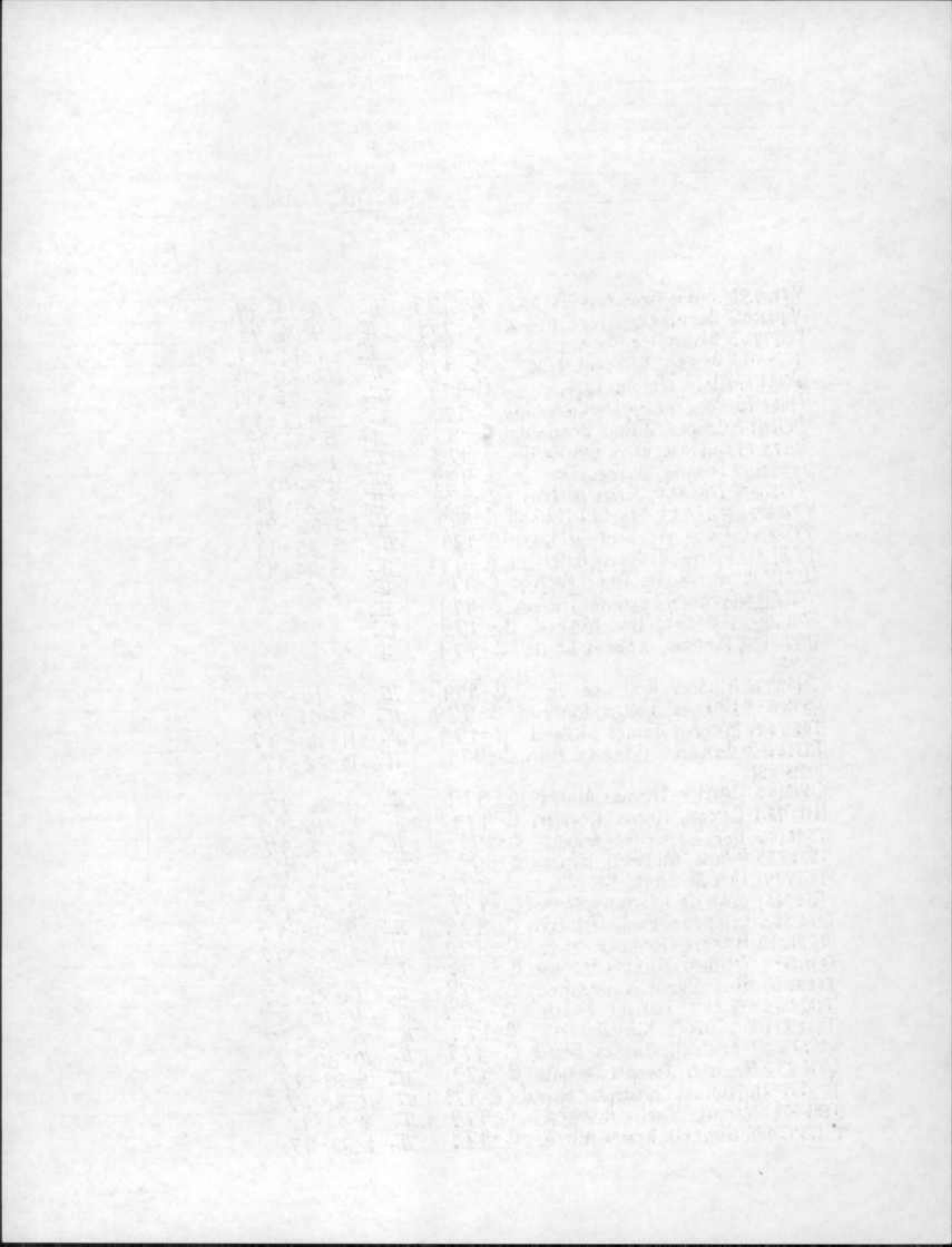
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V296950	Butts, Ernestine Joyce	C-979	II	2-19-99		
V772006	Carriere, Steve Mark	C-979	II	4-06-99		
V297742-3	Chandler, Steven Ray	C-979	II	1-15-99		
45062934	Cobey, Lakendrick	C-979	II	12-20-98		
W0121779	Cole, Nicole Lynn	C-979	II	6-05-99		
V940176	Concepcion, Lorraine Anderson	C-979	II	4-17-99		
V771469-70	Cooper, Julius Bradford	C-979	II	5-26-99		
V297579	Cuffage, Harry Douglas III	C-979	II	1-22-99		
T829822-8	Douglas, Sylvester	C-979	II	4-21-98		
V773796-8	Duckett, James Melvin	C-979	II	5-29-99		
V7732046	Elliott, Sigrid Dildine	C-979	II	5-06-99		
V772876-7	Ford, Herbert Wilson	C-979	II	5-25-99		
T827271	Gant, Joseph Allen	C-979	II	3-20-98		
U501829	Gonzales, Daniel Marquez	C-979	II	8-01-98		
V297844-6	Green, Jeannie Theresa	C-979	II			
S096678-9	Bassett, Tina Marie	C-979	II			
V772402-401	Brooks, Robert Louis	C-979	II			
T433776	Allison, Roy Lee Jr	C-979	II	6-16-97		
Q570145-8	Barnes, David Martin	C-979	II	7-01-97		
T556699	Berry, James Willard	C-979	II	11-16-97		
T739243-50	Canada, Glenda Ann	C-979	II	10-22-97		
T739826-31						
Q570105	Canter, Thomas Albert	C-979	II	4-26-97		
U115729	Crook, Karen Kenyon	C-979	II	12-16-97		
T598186	Dorsey, Jeffrey Angelo	C-979	II	8-12-97		
T739854	Evans, Milford Erick	C-979	II	7-21-98		
T557171	FORD, CARL LEWIS	C-979	II	8-30-97		
T560261	Gagnion, Gregory Bernard	C-979	II	11-20-97		
T555365	Glascoe, Paul Edwin	C-979	II	9-05-97		
U051392	Harris, Robert Lee	C-979	II	11-16-97		
T598156-9	Johnson, Clifton Jermaine	C-979	II	8-05-97		
T555561	King, Carolyn Desiree	C-979	II	12-21-97		
T432845-6	Louers, Dwight Keith	C-979	II	6-10-97		
T432749	M <sup>c</sup> Quigg, Kim Dawn	C-979	II	5-24-97		
U053756	Marshall, James Edward	C-979	II	10-31-97		
Q570873	Meehan, Joseph Dennis	C-979	II	4-29-97		
T739240-2	Milwicz, Christopher Michael	C-979	II	10-21-97		
T556408	Morgan, Charles Richard	C-979	II	8-02-97		
T433439	Muschette, Brooks Alfred	C-979	II	6-23-97		

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

Signature \_\_\_\_\_

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		7275 Waterloo Road (Rte 175)	
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Division or Unit		Jessup, Maryland 20794-0275	

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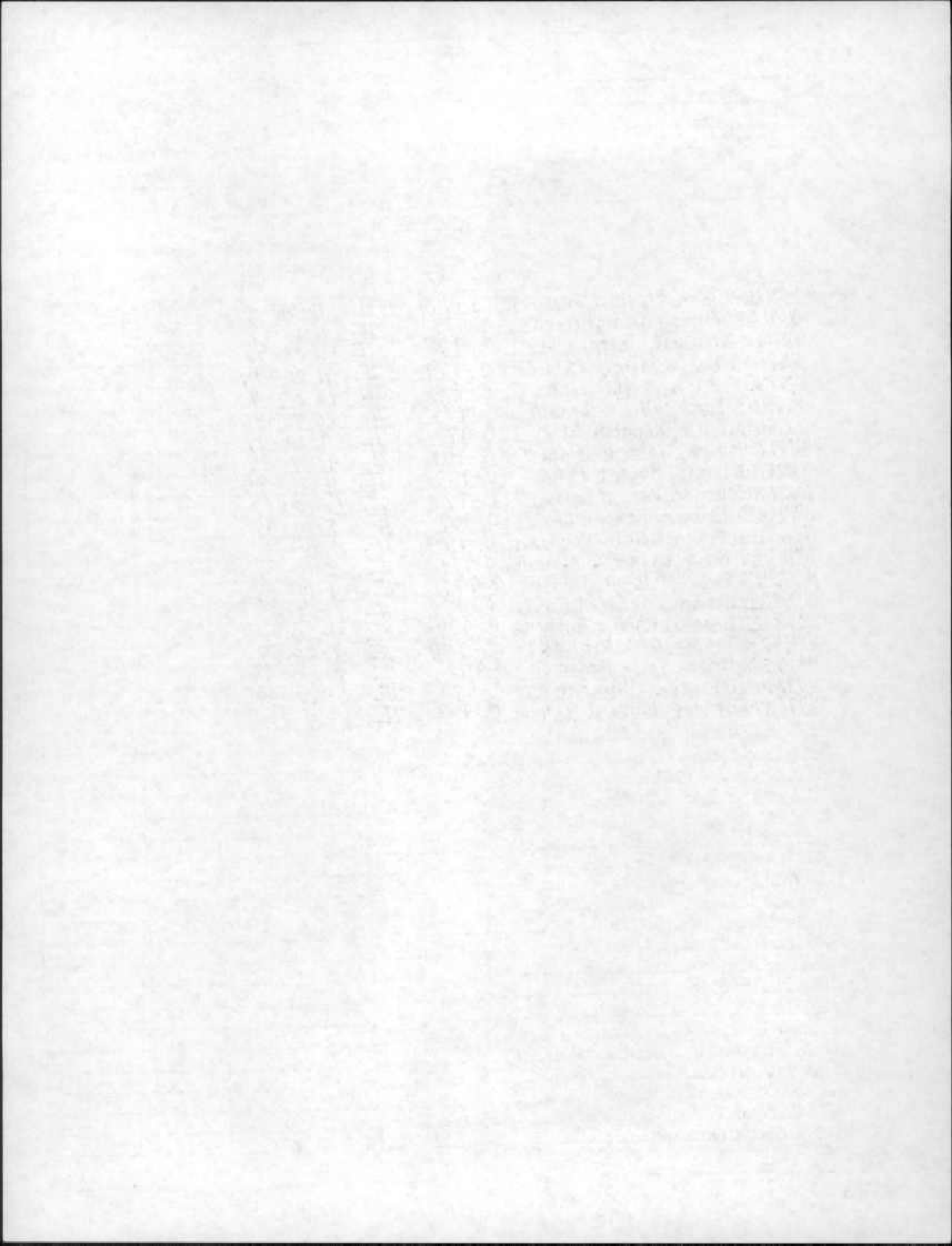
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W231236-7	Burnett, Paul Stewart II	C-979	II	11-08-99		
Q591554	Bushey, Daniel Ayrlic	C-979	II	11-12-99		
W056620-2	Burnett, Jeffrey L.	C-979	II	9-03-99		
W065848-9	Burger, Carl Craig Jr	C-979	II	11-02-99		
W067067-8	Burch, Willie Lee Jr	C-979	II	12-07-99		
V779186-8	Burch, Willie Lee III	C-979	II	10-15-99		
V778129-32	Burch, Kenneth Alan	C-979	II	9-12-99		
W064434	Burch, John Edward Jr	C-979	II	9-24-99		
V938678-81	Bucia, Robert Paul	C-979	II	4-23-99		
W231247-50	Bryan, Donald Lewis Jr	C-979	II	12-10-99		
V773430	Bruner, Robert III	C-979	II	5-14-99		
V4667734	Brown, Melissa Verdeen	C-979	II	10-14-99		
W013255-7	Brown, Latarsha Leesandra	C-979	II	8-18-99		
V773450	Brown, Floyd Jaffery	C-979	II	9-14-99		
V778244	Brown, Darnell Maurice	C-979	II	11-23-99		
W055030-31	Brooks, Phillip Anthony	C-979	II	7-26-99		
V209460-5	Brooks, Otis Lionel	C-979	II	8-28-99		
V776588	Broadwater Roger Jr	C-979	II	8-27-99		
V773744	Briscoe, Lamont PJ	C-979	II	6-24-99		
V77877-8	Briscoe, Edward Xavier	C-979	II	11-14-99		
9100708-10	Fuchs, Bradley Jason	C-979	II	11-11-99		
W059755-6	Freeman, Wendy Kaye	C-979	II	7-08-99		
V778731-2	Franklin, Russell	C-979	II	9-24-99		
V778135-8	Franklin, Russell David	C-979	II	9-19-99		
W240145	Fox, Sherman Leo	C-979	II	7-09-99		
V775828	Fox, Richard Wayne	C-979	II	7-09-99		
W012923-4	Fortune Gary Brandon	C-979	II	7-23-99		
W011020-2	Ford, Terrance Lamont	C-979	II	5-07-99		
V776297-8	Flinn, George Albert Jr.	C-979	II	12-23-99		
V776468-71	Flanders Kevin James	C-979	II	9-02-99		
W233328	Fitzpatrick William Terrence	C-979	II	12-10-99		
W231881	Fimiani, Sandra Luana	C-979	II	12-02-99		
V778261	Fielding, John Morgan	C-979	II	11-09-99		
V298747-9	Ferguson, Daniel Fredrick	C-979	II	3-05-99		
V77973-5	Fedwick, Keith Santell	C-979	II	11-19-99		
V77121-2	Farrell, Sheri Nichole	C-979	II	11-24-99		
W01475-6	Glenn, Steven Thomas	C-979	II	6-05-99		
V774593	Gilroy, Anthony Duane	C-979	II	7-20-99		
V770133-5	Gerald, Carolyn	C-979	II	11-22-99		
W232421-3	Garrison, Darnell Herbert	C-979	II	12-16-99		

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Division or Unit			

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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W012614-5	Garner, Mark Frederick	C-979	II	5-27-99		
V774175/	Gardner, Timothy John	C-979	II	7-23-99		
V776326						
V288634-2	Gardiner, Barbara Ann	C-979	II	2-04-99		
V768147-8	Gallo, Kyle Anthony	C-979	II	3-17-99		
W638674-5	Gage, Markel Malik	C-979	II	10-10-99		
V774268	Estevez, Joseph Daniel	C-979	II	7-30-99		
W011423-5	Elrod, James Dean	C-979	II	5-19-99		
V93874	Ellis, Robert Eugene	C-979	II	4-13-99		
V777895	Elliot, Donald Jay	C-979	II	4-25-99		
W0667049	Gainey, Antonio William	C-979	II	12-24-99		
V768134	Hobbs, Douglas R	C-979	II	2-01-99		
W065169-7	Kane, Dennis Michael	C-979	II	11-14-99		
V937877-8	Keller, Robert Charles	C-979	II	3-09-99		
V775591	Kirby, Alyessa Diane	C-979	II	12-22-99		
W528637-4	Edwards, John Mosby	C-979	II	11-16-99		
W065674-5	Edelen, Tracey Tyrone	C-979	II	10-19-99		
W056442	Jones, Sherry Yolanda	C-979	II	9-03-99		
V466341-2	Edelen, Anthony Maurice	C-979	II	1-15-99		
V446573-4	Conet, Penrose Patton III	C-979	II	9-21-99		
W65859-61	Eckloff, Joseph	C-979	II	12-26-99		
W067014-5	Easton, Angel Shanae	C-979	II	12-15-99		
V771408-11	Hursey, Calvin Glendale	C-979	II	4-10-99		
V44569-71	Hunley, Robert Dewayne	C-979	II	9-14-99		
V939685	Humphrey, Michael Warren	C-979	II	4-08-99		
V77365D	Howell, Michael Stephen	C-979	II	6-08-99		
W054589	Hopkins, Russell Gordon	C-979	II	7-20-99		
V774020-1	Hoofnagle, Lon Alan	C-979	II	7-20-99		
W055973-4	Holland, Dana Marie	C-979	II	12-23-99		
W066441-2	Hole, Jean Marie	C-979	II	11-13-99		
V772405-6	Hoffman, Robert David	C-979	II	4-21-99		
V779152	Holder, John William	C-979	II	9-27-99		
V779141-4	Jordan, Michael Craig	C-979	II	11-09-99		
V779167-2	Jordan, Carlton Cyril	C-979	II	10-15-99		
V778117	Jones, Roy Mitchell	C-979	II	9-25-99		
V466725	Jones, Robert Leon	C-979	II	8-08-99		
V774379	Jones, Mike Andrew	C-979	II	6-05-99		
V466670	Jones, Michael Jerome	C-979	II	8-22-99		
V770872	Jones, Maurice Anthony	C-979	II	11-07-99		
V774539-4	Jones, Cleveland Waddell	C-979	II	7-06-99		

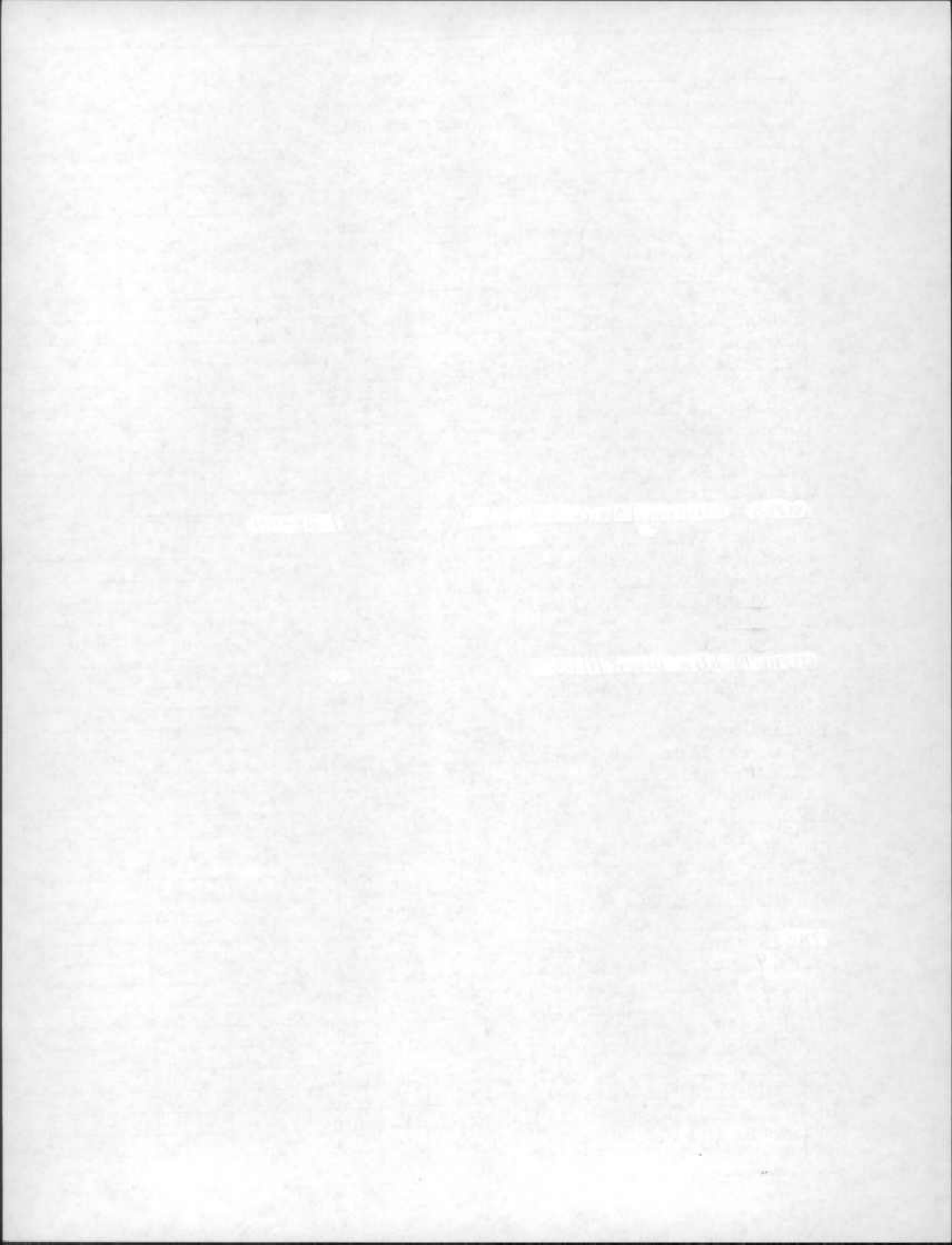
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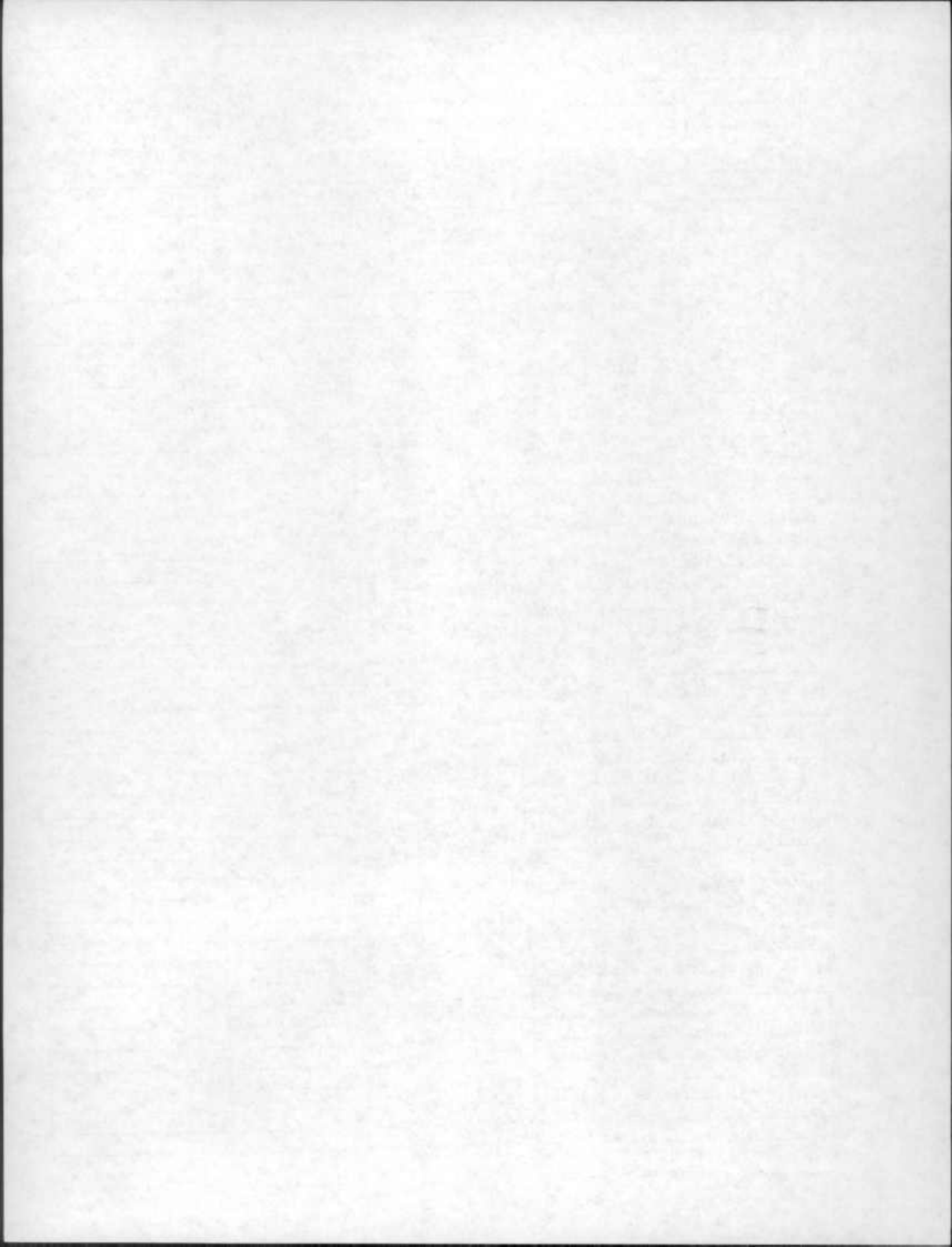
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V774434-5	Jones, Christopher Damon	C-979	II	6-24-99		
V446463	Jones, Albert Gene	C-979	II	10-09-99		
W231818-2	Johnson, Kevin	C-979	II	11-10-99		
W233253-4	Johnson, Cornell Charles	C-979	II	12-11-99		
V435846-8	Johnson, Bryon Keith	C-979	II	4-01-99		
W011820	Johnson, Bernard Ignatius	C-979	II	6-29-99		
V776373-5	Johnson, Arthur Austin	C-979	II	9-21-99		
W232701-3	Johnson, Angela Lynn	C-979	II	12-03-99		
W012065-6	Johnson, Alonzo Emmanuel	C-979	II	6-14-99		
W232743-6	Jodeit, John Paul	C-979	II	12-12-99		
V466776	Jennings, Shonte Montique	C-979	II	10-06-99		
V466907						
V777837-8	Jenkins, James Jr.	C-979	II	11-06-99		
V77595-3	Jameson, Laurie Michele	C-979	II	7-15-99		
V288492-3	James, Clarence Breabham	C-979	II	2-13-99		
V940644-5	Jacobs, Edmond Lee	C-979	II	5-11-99		
W056858-6	Jackson, Travis Anphonzo	C-979	II	9-10-99		
W064819						
W055661-7	Jackson, Shawn Lamont	C-979	II	8-06-99		
V774971-4	Jackson, Jason Stephen	C-979	II	7-15-99		
W568651-2	Jackson, Danielle Quwon	C-979	II	10-27-99		
W065771	Jackson, Brandon Kyle	C-979	II	11-12-99		
V772763-4	Irvine, Margaret Drain	C-979	II	8-07-99		
V774905	Kyle, Dennis Kerry	C-979	II	6-16-99		
W067081-5	Kriner, Patrick Stephen	C-979	II	12-07-99		
V722204-6	Krell, Vickie Lynn	C-979	II	7-02-99		
V772097	Kraft, Rita Elizabeth	C-979	II	4-12-99		
V297697	King, Carolyn Desiree	C-979	II	1-29-99		
W231304	Kidwell, Heather Marie	C-979	II	10-19-99		
W233224-5	Keys, Rico Kinta	C-979	II	12-29-99		
V767836-7	Keys, Lisa Irene	C-979	II	1-12-99		
V779170-2	Key, Edward Eric	C-979	II	11-04-99		
W056076	Keyes, Maureen Elizabeth	C-979	II	8-30-99		
W064604-6	Kendall, William Mark	C-979	II	9-10-99		
V776151-4	Kelton, Larry Anthony	C-979	II	7-19-99		
V774975	Kelton, Larry Anthony	C-979	II	7-19-99		
V776153						
W233356-7	Kelly, David Henry III	C-979	II	11-10-99		
W066291-4	Kee, Norberto Yagonia	C-979	II	11-11-99		
V466504-6	Keller, Rose Marie	C-979	II	4-22-99		

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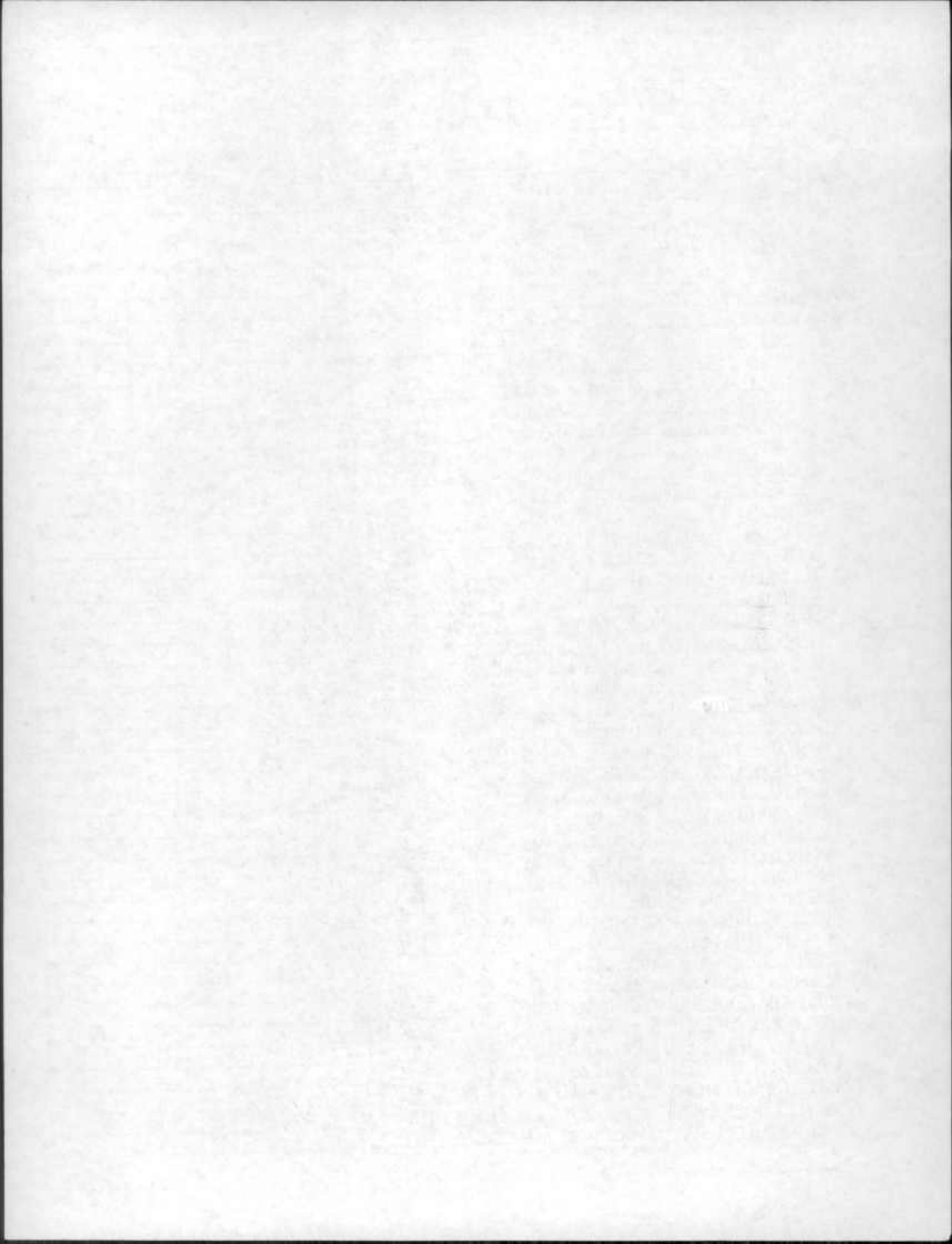
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V939730-41	Karels, Kelly Ann	C-979	II	4-21-99		
W056921	Kalin, Harold Ross	C-979	II	9-05-99		
V7752578	Lynch, Charles Alton	C-979	II	8-19-99		
V7667645	Love, Joseph Kenneth	C-979	II	1-01-99		
T432845	Louers, Dwight Keith	C-979	II	6-10-97		
W328626	Lipka, Jessica April	C-979	II	9-06-99		
W012914-16	Link, John Martin	C-979	II	7-07-99		
W065571-2	Lilly, Dale Patrick	C-979	II	10-23-99		
V399547-9	Lewis, Todd Hanley	C-979	II	2-23-99		
W0568361	Lee, Robert Theodore	C-979	II	9-09-99		
W0542245	Lee, Earl Chesterfield	C-979	II	7-13-99		
W231768	Lee, Henry Grady	C-979	II	12-08-99		
V778740-2	Lee, Randal Edward	C-979	II	9/30/99		
W012711-15	LeBrone, Hilary	C-979	II	6-12-99		
V774398-9	Leaman, Juliette Elizabeth	C-979	II	7-02-99		
W010751	Leach, Julia Kathryn	C-979	II	4-28-99		
V778896	Lawyer, Tami Michelle	C-979	II	11-06-99		
W231780-2	Lawson, Desmond Lionel	C-979	II	12-15-99		
V774437-8	Lawson, Jason Robert	C-979	II	7-05-99		
Q445059-60	Lawson, Aubrey Gene Jr	C-979	II	3-13-97		
W065566	Lawson, Humphrey O.	C-979	II	10-18-99		
W011781-2	Laumer, Harry Guenter	C-979	II	5-21-99		
W243083	Lauer, Antoinette Marie	C-979	II	2-06-99		
W010763	Lattisaw, Charles William	C-979	II	5-14-99		
V776239-41	Larsen, Joseph Carl	C-979	II	8-19-99		
W064288-90	Lancaster, Jackie McClinton	C-979	II	9-10-99		
V938735-6	Lagay, Tommy Lee	C-979	II	4-07-99		
U504896	Lada, Becky Ann	C-979	II	1-16-99		
W054448-9	Lacey, Robert Vincent	C-979	II	7-08-99		
V772027	Hnasikatti, Paruathi S	C-979	II	4-02-99		
W233345-7	Hinton, Justin Wayne	C-979	II	12-28-99		
W054429-30	Hinnant, David Harold	C-979	II	7-02-99		
V777911-13	Hill, Raymond Cornelius	C-979	II	9-25-99		
V768316	Hines, Brian Vincent	C-979	II	2-05-99		
T382145-6	Hill, Phyllis Elizabeth	C-979	II	1-30-99		
V297398	Hill, Philip Cornelius	C-979	II	1-17-99		
W056336	Hill, Brian Delor	C-979	II	9-02-99		
V297356-9	Hilgenberg, Charles William	C-979	II	1-15-99		
W067072	Hicks, Arthur Jeffrey	C-979	II	12-08-99		
W231259-60	Herbert, Charles Lydell	C-979	II	10-18-99		

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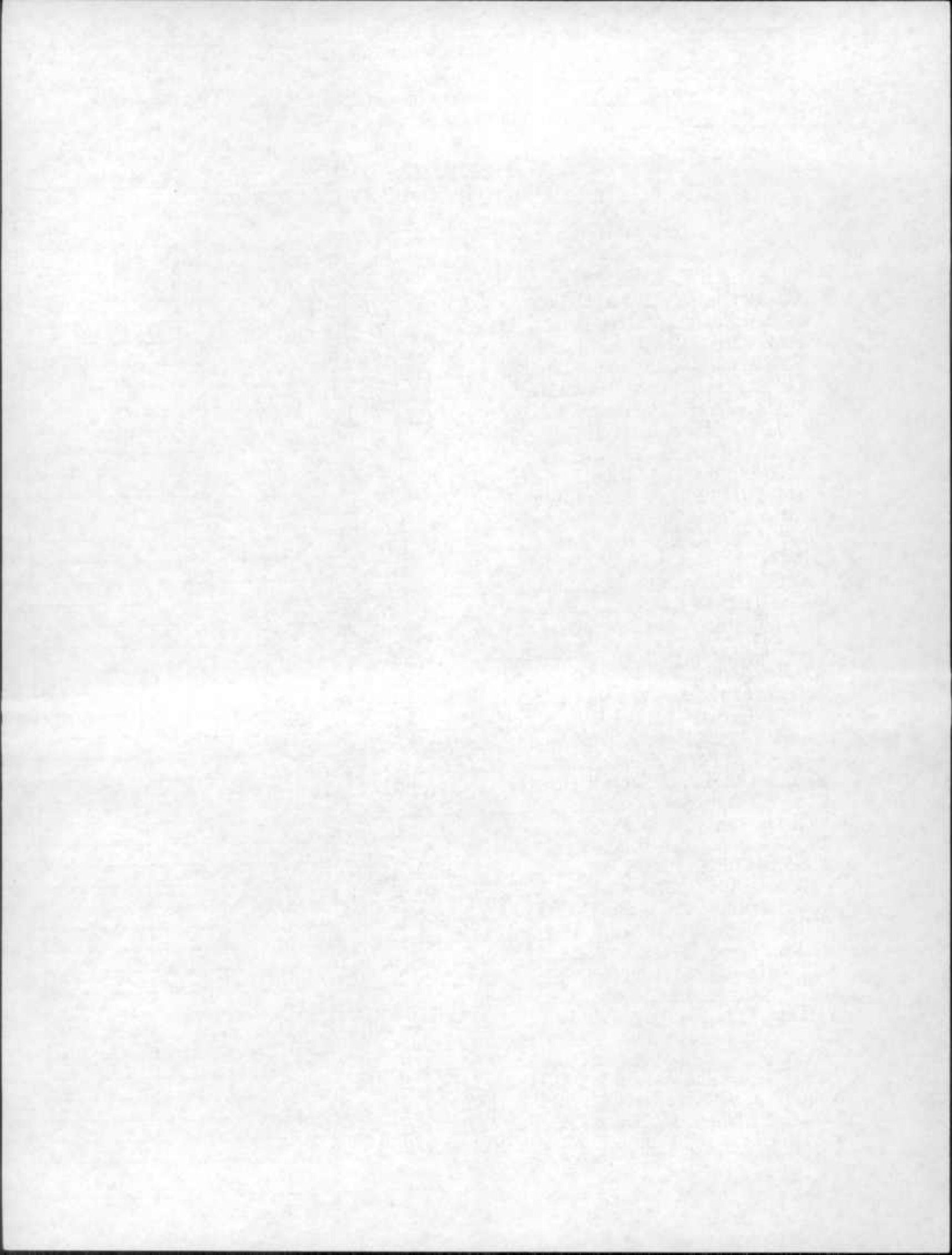
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V297704	Henson, William Pedro	C-979	II	01-07-99		
W055691-3	Henley, Gary Dean	C-979	II	8-10-99		
W056786-9	Henderson, Gregory Ialoria	C-979	II	9-01-99		
W065987-8	Peterson, Sara Marie	C-979	II	10-21-99		
V939499	Pleasant, Anwar	C-979	II	4-07-99		
V776820-2	Plater, James Purcell	C-979	II	8-19-99		
W054256-9	Pittman, Cyril Hugh	C-979	II	7-09-99		
V939260-3	Pitman, Cedric Antonio	C-979	II	4-06-99		
W056864-5	Pinkney, William Robert	C-979	II	9-11-99		
V446440-4	Pinkney, Sharon Bernadette	C-979	II	8-30-99		
W239642	Piergalline, Daniel Christopher	C-979	II	11-16-99		
P427248	Pierkeral, Michael Kerriek	C-979	II	1-04-99		
W054642-4	Phipps, Ricky Allen	C-979	II	7-07-99		
W064966-7	Perry, Anthony James	C-979	II	9-29-99		
V7788911	PeKsa, Ireneusz Janusz	C-979	II	10-21-99		
W056755-8	Payne, Elizabeth Marie	C-979	II	9-05-99		
V778397-9	Paul, Donald Edward III	C-979	II	12-13-99		
V772227-5	Patel, Maya Manu	C-979	II	9-15-99		
W015157-9	Palumbo, Eugene Mark	C-979	II	6-21-99		
V768618-9	Palmer, Wayne Harrison	C-979	II	3-04-99		
W232419	Pace, Edward Melvin	C-979	II	12-12-99		
V78685-8	Pagliocchini, Joseph Dominick	C-979	II	2-08-99		
V771236-7	Montague, Cardell Hilton	C-979	II	3-26-99		
W232676-7	Mindickmote, Tammy Lynn	C-979	II	11-15-99		
V771795	Mims, Joan Ivora	C-979	II	8-29-99		
N456770	Mills, Paki A Kil	C-979	II	9-15-99		
V778476	Miller, Thomas Howard	C-979	II	9-15-99		
W231229-70	Middledorf, Robert Eugene	C-979	II	11-10-99		
W065194-9	Nicholas, Jeremy Allan	C-979	II	10-11-99		
V777376-9	Nicholas, Jeremy Alan	C-979	II	8-18-99		
V771562	Owens, Lashawn Yvonne	C-979	II	12-17-99		
W06445661	Owens, Kwasi Aguemang	C-979	II	9-09-99		
W012039-43	Overstreet, Michael Stephen	C-979	II	5-25-99		
V778893	Osti, Christopher Andrew	C-979	II	10-26-99		
V777080	Osburn, Jamie Martin	C-979	II	8-18-99		
W012336-30	Oladele, Dixon Gyodele	C-979	II	6-09-99		
W0488856	Ortes, William Haywood	C-979	II	12-05-99		
V771049	Odell, Timothy Dwayne	C-979	II	4-18-99		
W065236-40	OKolie, Alex Chuks	C-979	II	10-05-99		
W0166457-8	Norman, Donnell Angelo	C-979	II	11-22-99		

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Date 11/24/03



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				Division or Unit	

### CERTIFICATE OF RECORDS DISPOSAL

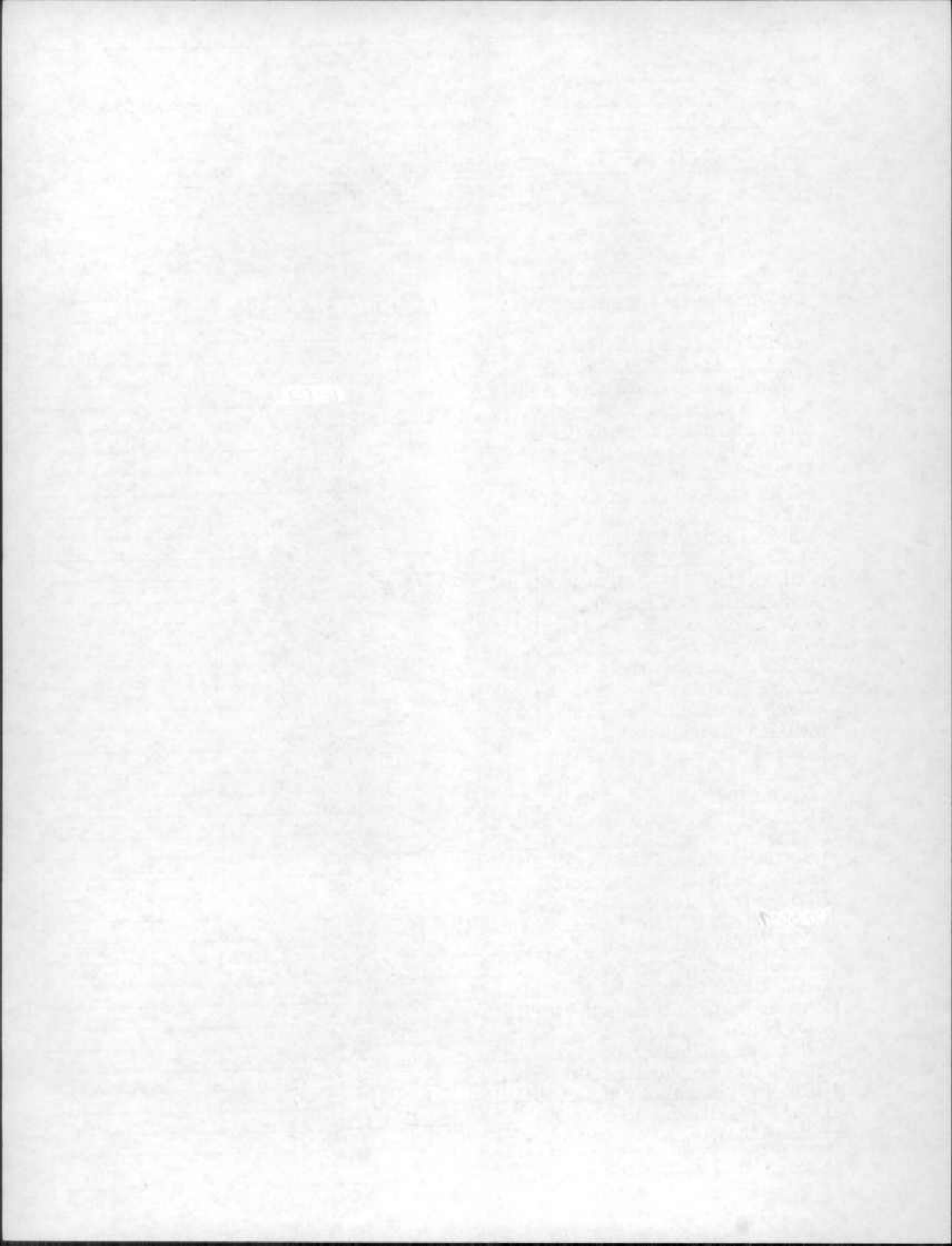
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W065579-81	Noel, William Ernest	C-979	II	10-08-99		
V776077	Porter, Christina Lynne	C-979	II	7-17-99		
V775176	Pope, Steven Lee Jr.	C-979	II	10-16-99		
W648869-70	Pon, Pagna	C-979	II	12-13-99		
V778866-7	Pointer, Lavon Rashaud	C-979	II	11-06-99		
W011397-8	Queen, Wendell Darnell	C-979	II	5-14-99		
V466353	Queen, Nathan Jerome	C-979	II	1-28-99		
V777166	Quade, Candy Lynn	C-979	II	9-02-99		
W055257-8	Quarles, John Thomas	C-979	II	7-25-99		
W065035-6	Queen, Glynn Stewart	C-979	II	9-26-99		
V775366	Potts, Nicholas Allan	C-979	II	8-19-99		
V771351-2	Posey, Rudolph Cleveland	C-979	II	3-19-99		
V466534-8	Posey, Robert Michael	C-979	II	3-29-99		
W231682	Posey, Lydell Demont	C-979	II	10-28-99		
W056759-61	Posey, Kelvin Christopher	C-979	II	9-06-99		
V466865-6	Portzen, Patrick Allan	C-979	II	11-04-99		
V776685-6	Portzen, James Ronald	C-979	II	8-24-99		
W888208-9	Prue, Lawrence Henry	C-979	II	5-29-98		
V772749-50	Proctor, Sidney Lawrence	C-979	II	10-11-99		
W067190-2	Proctor, Ralph George	C-979	II	12-16-99		
W064627-8	Proctor, Keith Jerome	C-979	II	8-07-99		
V772514-6	Proctor, Marcus Lorenzo	C-979	II	7-23-99		
V778029-31	Proctor, Joshua Brian	C-979	II	9-24-99		
W066491-2	Proctor, Henry Stanley	C-979	II	11-28-99		
V775620-2	Proctor, Henry Stanley Jr	C-979	II	7-30-99		
W232885-6	Proctor, Cyril Norvell	C-979	II	12-29-99		
V775998	Prideaux, Margaret	C-979	II	10-02-99		
W232126-7	Price, William Ernest	C-979	II	10-29-99		
V777786-8	Price, Thomas Terrell	C-979	II	9-09-99		
W055657-9	Price Floyd Robert	C-979	II	8-06-99		
S100702-71	Powell, Thomas McCoy	C-979	II	9-29-99		
W05608-11	Powell, Thomas McCoy	C-979	II	8-04-99		
V767722	Powell, Michael Eugene	C-979	II	2-21-99		
N297654-5	Murphy, Joanne Curley	C-979	II	1-22-99		
W065013	Mozingo, Tonya Rose	C-979	II	9-26-99		
W054426-7	Moseley, Arthur Dennis	C-979	II	7-02-99		
V770880	Morton, Curtis Conell Sr	C-979	II	3-01-99		
W064916-9	Mortensen, Randy Michael	C-979	II	10-02-99		
V770573-5	Morris, James Harland	C-979	II	3-30-99		
W064431-2	Morgan, Jeffrey Lee	C-979	II	9-17-99		

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date 11/24/03





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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W013163	Moore, Dennis Howard	C-979	II	6-22-99		
V776277	Moore, Adrienne Leigh	C-979	II	8-07-99		
W012241-2	McCoy, David Lee	C-979	II	6-15-99		
V775189	McClain, Frank William	C-979	II	12-11-99		
V774858	McCauley, Barry Nelson	C-979	II	7-08-99		
W055767	McAllister, James Edward	C-979	II	12-04-99		
V777958-9	Marshall, Charles Vernon	C-979	II	11-01-99		
W046981-6	Marcalda, Camela Janaban	C-979	II	6-25-99		
V776095	Mapp, Charles Lewis	C-979	II	8-25-99		
V774841-2	Manson, Antoine Lavone	C-979	II	7-04-99		
W007016	Mannchen, Michael John	C-979	II	12-15-99		
U505824	Maness, William Bruce	C-979	II	7-14-99		
V774967	Mandley, Alison Lea	C-979	II	7-19-99		
V769460-2	Makle, Joseph Timothy	C-979	II	3-10-99		
V779350	Mair, Steven Dougal	C-979	II	10-01-99		
V778826-7						
V772139-44	Mackall, Maurice DeShonta	C-979	II	5-07-99		
V776700	Maccauley, Tara Dee	C-979	II	8-16-99		
V769042-3	McRae, Cornell	C-979	II	1-31-99		
W056932-4	McKay, Michael Adam	C-979	II	9-14-99		
V775943-5	McNert, Shannon Marie	C-979	II	9-30-99		
U663648	McMahon Shaun Robert	C-979	II	3-06-99		
V777075	McLaughlin, James Earl	C-979	II	8-31-99		
W055204	McLaughlin, James Earl	C-979	II	7-23-99		
W067233-4	McKenzie, Harvey Richard	C-979	II	12-04-99		
W232787-9	McKeown, Steven Guy	C-979	II	12-30-99		
W055728-9	McKay, Joseph Gardner	C-979	II	8-08-99		
V771874-5	McIlwain, Monique Jermaine	C-979	II	8-10-99		
W056187-9	McFadden, Luke David	C-979	II	8-23-99		
W231597-60	Metzner, Arthur Paul	C-979	II	11-27-99		
V775665	Medlin, James Frederick	C-979	II	9-20-99		
W316069	Mayfield, Frank Boehling	C-979	II	8-26-99		
V777769-8	Maxwell, William Tyrone	C-979	II	9-22-99		
V446309	Matthews, Joseph Mark	C-979	II	12-30-99		
V778391-2	Matthews, Jacqueline Darlene	C-979	II	11-26-99		
W012740-3	Mathias, Kevin Jarrett	C-979	II	8-13-99		
V779021-2	Massenburg, Percell	C-979	II	10-13-99		
V77264-5	Mason, Douglas Sherman	C-979	II	9-02-99		
W011767-10	Martin, Preston David	C-979	II	6-06-99		
W298606-12	Marshall, James Edward	C-979	II	2-02-99		

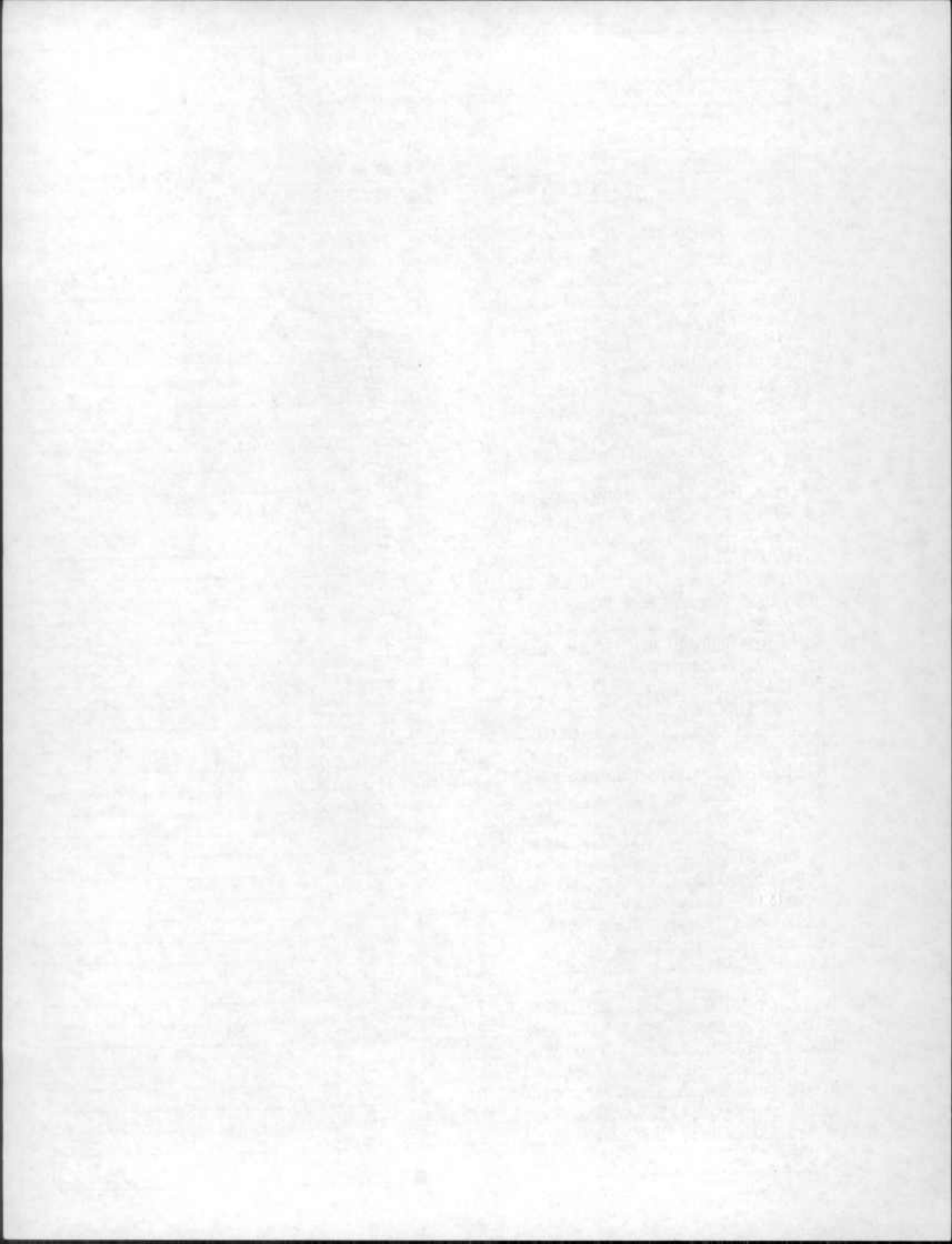
I hereby certify that the records listed were disposed of as indicated.

Signature \_\_\_\_\_

Title \_\_\_\_\_

11/24/03  
Date





Reporting Agency		<b>Department of General Services</b> 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

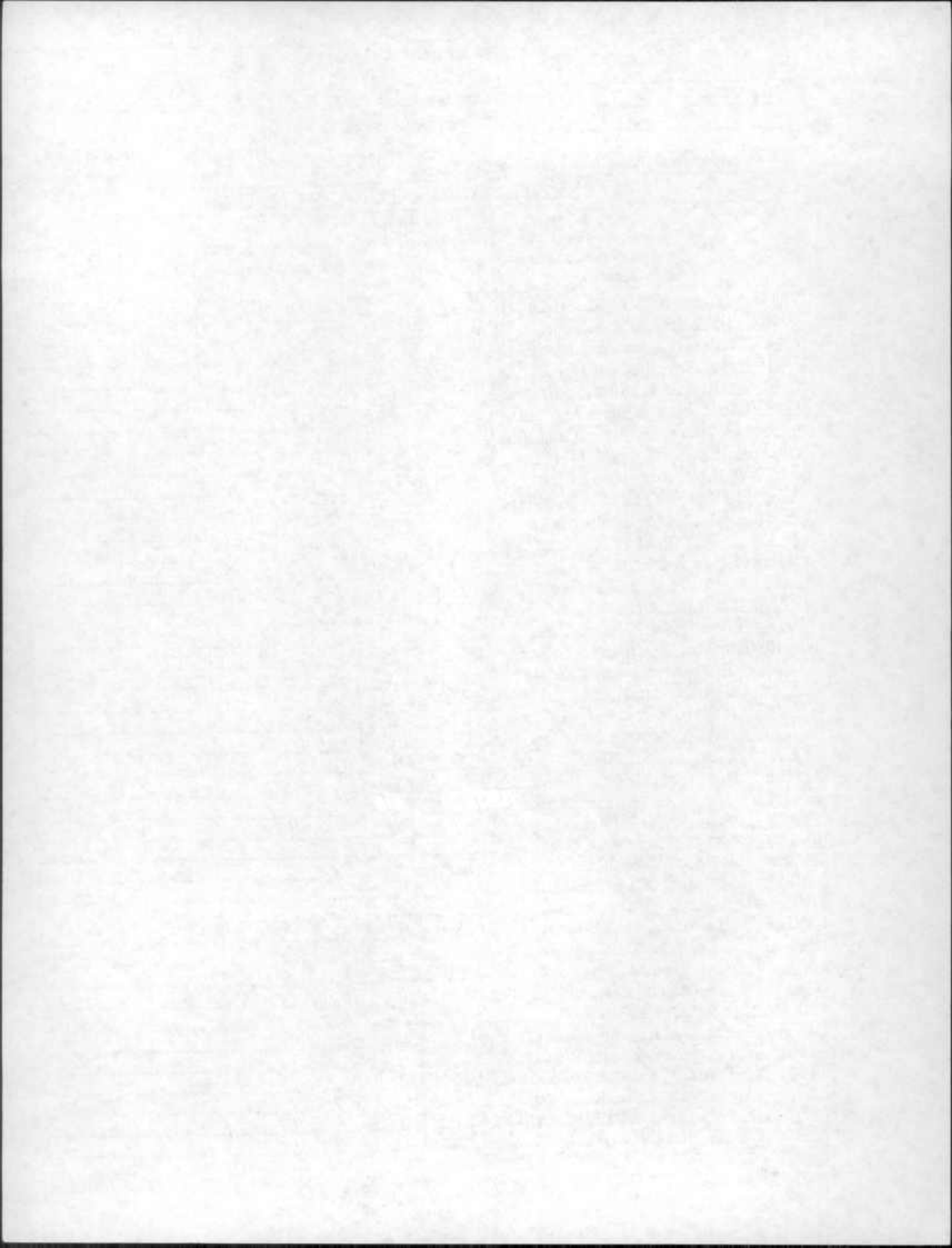
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V771985-9	Goddard, Robin Michael	C-979	II	4-01-99		
W012522-4	Height, Kevin	C-979	II	5-30-99		
V110870-1	Heigh, Harold Franklin	C-979	II	10-23-99		
W231846	Heard, Marvin Lewis, Jr.	C-979	II	11-14-99		
V298307-8	Hays, Matthew Allen	C-979	II	1-26-99		
T500512	Hayden, Robert Kermit	C-979	II	1-13-99		
V769058-62	Hawkins, Joseph Patrick	C-979	II	2-05-99		
V773620	Hawk, Angela Kay	C-979	II	6-06-99		
V939278-80	Hatch, James Scott	C-979	II	3-30-99		
V770113-4	Harwich, Philip Charles Jr.	C-979	II	9-01-99		
V775346-7	Hart, Lloyd Chester	C-979	II	10-04-99		
V773433	Harrell, Charles Curtis	C-979	II	5-16-99		
V938758-61	Harley, Paul Kerby	C-979	II	3-25-99		
V766889-8	Harley, Jason Armand	C-979	II	1-05-99		
V777983	Harley, Brian Keith	C-979	II	9-28-99		
W064968-9	Hardisty, Robert Chesley	C-979	II	9-29-99		
W231066	Hancock, Daniel Brent	C-979	II	10-03-99		
W064213-4	Hammond, Vincent Bernard	C-979	II	9-04-99		
W232503	Hall, Scott Aubrey Jr.	C-979	II	11-15-99		
V777183-4	Hall, Ryan Trewayne	C-979	II	8-28-99		
V776191	Hall, Nelson Edward Jr.	C-979	II	9-09-99		
W011401-3	Hall, Joseph Patrick Jr.	C-979	II	5-07-99		
V298827-3	Hairston, Corry Eugene	C-979	II	2-05-99		
V218449-50						
V770135/	Haghverdi, Teddy Rooshah	C-979	II	8-30-99		
W056029-30	/W050066/W056208/					
W066599/	W232254/W050065/					
W233575/	W233573/V779002/W233574					
V770358-9	Hagens, Latasha Denise	C-979	II	4-25-99		
W064889-96	Guyett, Joseph Henry	C-979	II	12-06-99		
V772135-7	Guy, Justin Thomas	C-979	II	4-25-99		
W065831-2	Guldi, Christopher Xavier	C-979	II	10-23-99		
V778090	Gross, Gail Denise	C-979	II	10-13-99		
V775339	Grimes, Phillip Michael	C-979	II	8-19-99		
W232910-13	Grier, Diane Catavia	C-979	II	12-30-99		
W066813-15	Grenoble, Lyle Murphy	C-979	II	11-25-99		
W057022-3	Grenoble, Lyle Murphy	C-979	II	9-25-99		
V299560	Greenfield, Dale Hubert	C-979	II	2-26-99		
V777521	Green, Helen Ann	C-979	II	10-01-99		

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Division or Unit		

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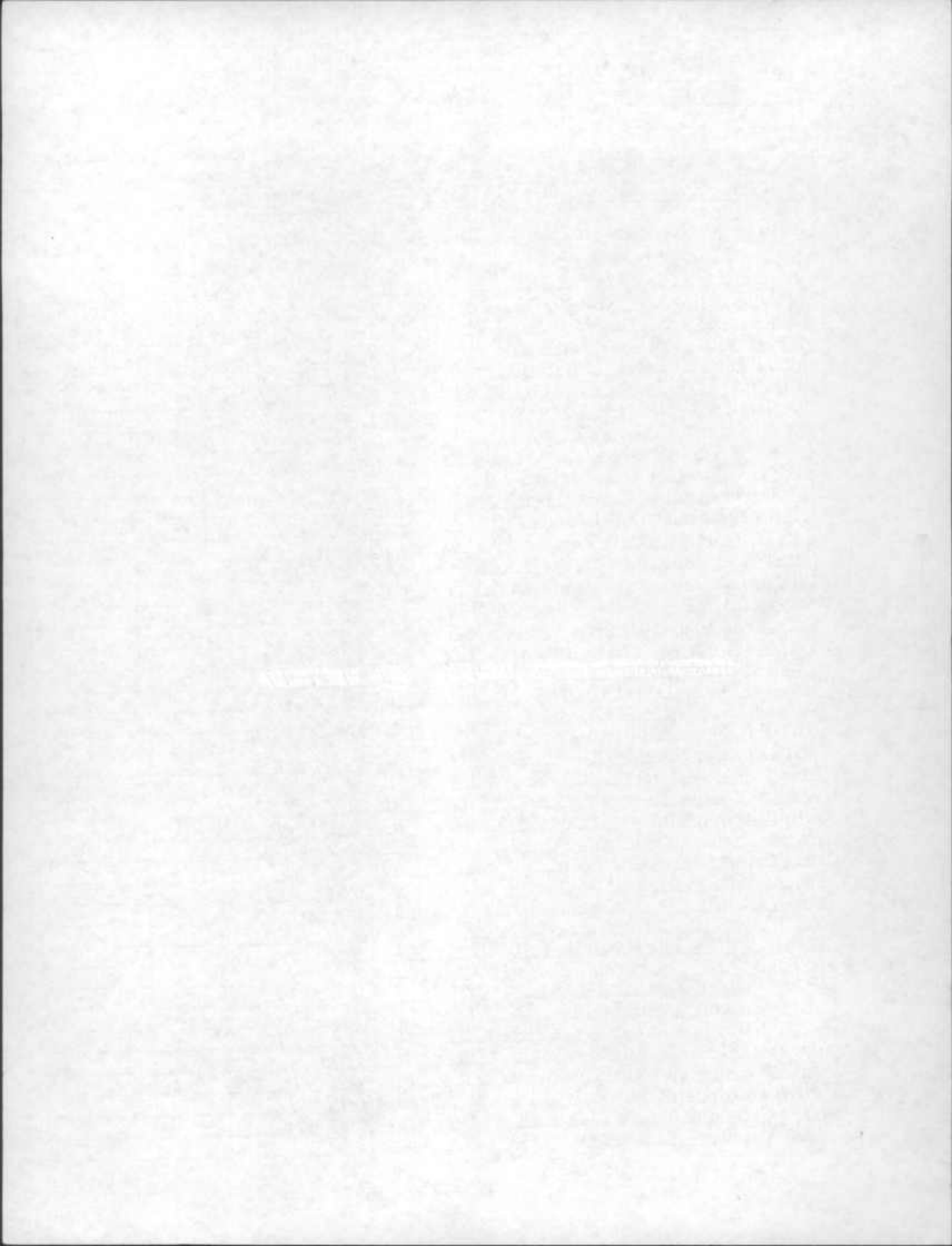
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
W659102-3	Gray, Vernon Everett	C-979	II	12-27-99		
W012382-3	Gray, Shaune Anthony	C-979	II	5-15-99		
W231182	Gray, Marcellus Andrew	C-979	II	10-25-99		
W016297-9	Gray, Lance Delorey	C-979	II	11-18-99		
V466908	Gray, Lance Delorey	C-979	II	4-18-99		
W231102	Gray, Deonte Jarmette	C-979	II	11-15-99		
W055150	Gray, Debra Lee	C-979	II	7-29-99		
W012861-2	Gray, Andre C	C-979	II	7-11-99		
V715534-6	Graham, Damian Marshall	C-979	II	7-21-99		
V715193-4	Gonzalez, Roberto Cotino	C-979	II	12-22-99		
V772315-6	Gonzalez, Daniel Marquez	C-979	II	5-19-99		
T550812	Golway, Paul James	C-979	II	11-19-99		
V440142	Goldsmith, Gary Francis	C-979	II	5-07-99		
V710610-1	Goldshorough, Joseph Leonard	C-979	II	2-26-99		
W055679	Goldring, Natasha Yvonne	C-979	II	8-05-99		
V936607-11	Goldring, Lashon Yvette	C-979	II	3-13-99		
V779037-8	Goldring, John Edward	C-979	II	10-21-99		
V938770-4	Wheatley, William Joseph	C-979	II	3-28-99		
W05472-3	Young, David Alan	C-979	II	10-18-99		
W065131	Young, Donald Isaac	C-979	II	9-30-99		
V777242-4	Young, John William	C-979	II	9-23-99		
W331289	Young, Larry Antwon	C-979	II	10-13-99		
V446414-5	Zander, David A	C-979	II	7-20-99		
V773313-5	Zimmerman, Daniel Eugene	C-979	II	11-04-99		
W649919	Zorn, Margaret Ann	C-979	II	12-21-99		
V440460-8	Yates, Linda Sue	C-979	II	4-27-99		
T382214-5	White, Kenya DeShon	C-979	II	6-13-99		
V776305	Whitenton, John Christopher	C-979	II	7-30-99		
V773378	Whitting, Dwight Anthony	C-979	II	6-25-99		
V298617-9	Wheatley, William Joseph	C-979	II	2-08-99		
W011162	Whalen, Michael Anton	C-979	II	5-08-99		
W004531-3	Tyler, Ryan Elly	C-979	II	9-10-99		
W233184-5	Turrell, Richard Douglas	C-979	II	12-03-99		
W232430-2	Turner, Tarell Elaine	C-979	II	11-25-99		
W05779-80	Umphries, Eric Wayne	C-979	II	9-23-99		
V774598	Valdisera, Darlene Margaret	C-979	II	8-04-99		
W014805-6	Vanderpool, Frances Cook	C-979	II	9-18-99		
W064687-9	Nanboozier, John Cole Jr.	C-979	II	9-17-99		
V937832	Venneman, John Leo	C-979	II	3-03-99		
W065340-2	Venneman, John Leo	C-979	II	12-08-99		

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Signature \_\_\_\_\_

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Date 11/24/03





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Division or Unit	P.O. Box 275 Jessup, Maryland 20794-0275	

### CERTIFICATE OF RECORDS DISPOSAL

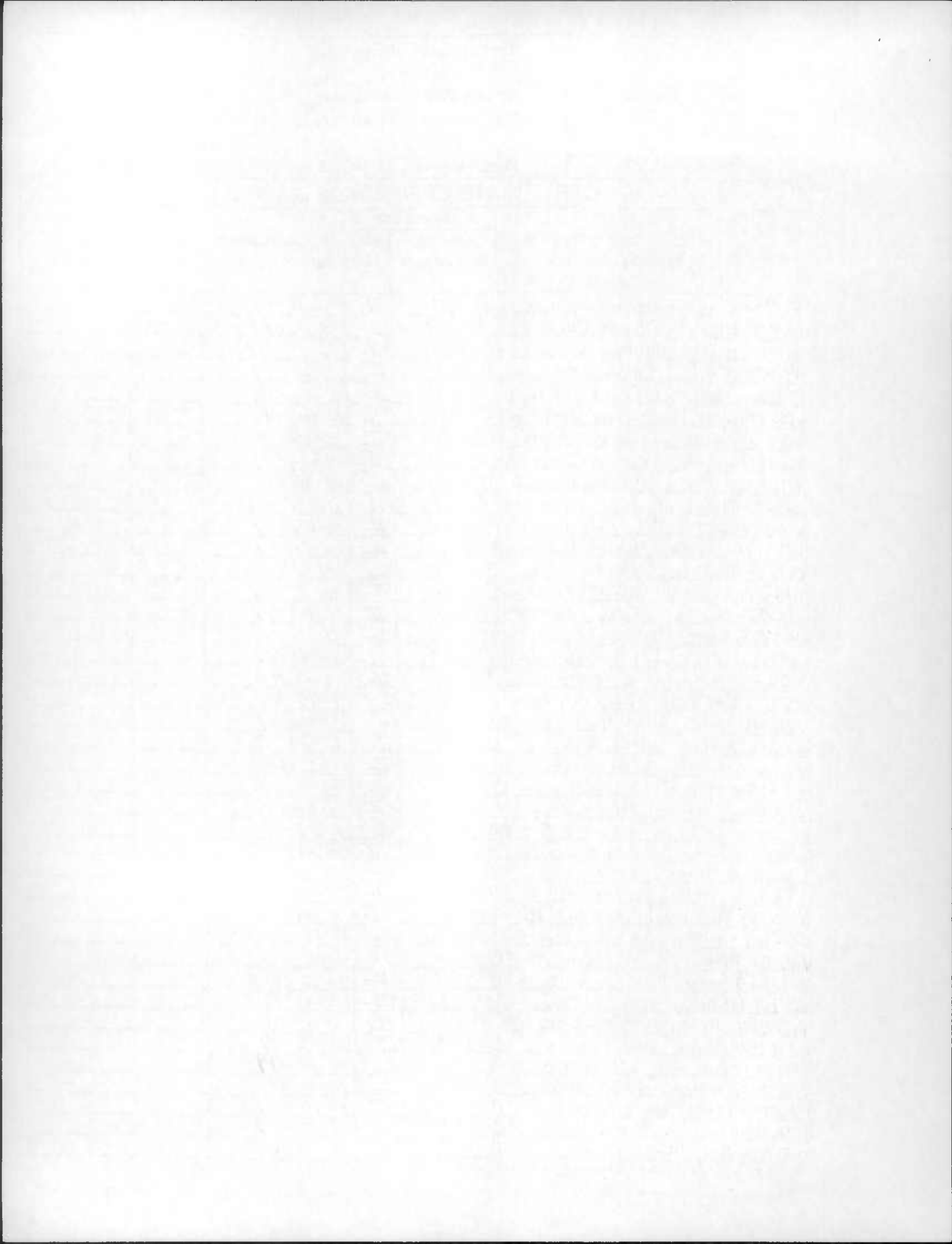
No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
V29748-25	Washington, Eric Lanont	C-979	II	2-11-99		
V938341-45	Wills, Donald Carson	C-979	II	3-26-99		
V775964	Wilson, Anthony Bernard	C-979	II	7-30-99		
V940498-500	Wilson, Timothy Patrick	C-979	II	5-20-99		
V776268-9	Windsor, Crystal Dawn	C-979	II	8-24-99		
W065710-12	Witcher, Derrick Anthony	C-979	II	10-16-99		
W065191-2	Wood, Christopher Francis	C-979	II	10-07-99		
W064814-22	Woodland, Clayton Eugene Jr.	C-979	II	9-23-99		
V7754-600	Woodland, Clayton Eugene Jr.	C-979	II	8-31-99		
W232032-33	Woodland, Earl Jerome	C-979	II	11-13-99		
W056375	Woodland, Gregory Quan	C-979	II	9-02-99		
W055191	Woodland, Robert Aaron	C-979	II	3-17-99		
V776328-9	Wrice, Shelonda Hope	C-979	II	7-24-99		
V466614	Wright, Calvin Edward II	C-979	II	6-15-99		
V775024	Wright, James Reginald	C-979	II	9-03-99		
W505825	Reece, Thomas Richard	C-979	II	7-14-99		
W49866-8	Reynolds, Edward Allen	C-979	II	12-28-99		
W010830-32	Reynolds, Edward Allen	C-979	II	4-28-99		
V775335	Reynolds, Deborah Ann	C-979	II	8-17-99		
V773316	Reyes, Alma Paroan	C-979	II	12-16-99		
W233221-3	Reid, Barry John	C-979	II	12-28-99		
V779145/8	Reeder, Leslie Sue	C-979	II	11-10-99		
V466599	Reiman, Regina Marie	C-979	II	6-06-99		
V775103	Redford, Jerry Bruce Jr.	C-979	II	7-02-99		
W232927-8	Redding, Kenneth Brian	C-979	II	11-27-99		
V776983-5	Ramseur, Sean Marquis	C-979	II	8-29-99		
V776640-2	Roseby, Larry	C-979	II	8-20-99		
V776088-90	Adderley, Alexander N.	C-979	II	8-18-99		
W055288	Anderson, Edward Lee III	C-979	II	8-04-99		
V297769	Auginbaugh, James Robert	C-979	II	12-14-2000		
V466872-3	Baker, Dwayne Vincent	C-979	II	11-28-99		
W233202-3	Baker, Dwayne Vincent	C-979	II	12-05-99		
W06761-6	Barbour, Ralney Michael	C-979	II	12-01-99		
V937795-7	Barton, Jessica Lee	C-979	II	3-12-99		
W231350	Bowie, Mary Louise	C-979	II	11-12-99		
V299312-13	Boulton, Sallyanne	C-979	II	3-10-99		
V1027456	Bolling, Karen Marie	C-979	II	2-13-99		
V778794	Blake, Mark Aaron	C-979	II	10-26-99		
V776531	Bundick, Ronald Thomas	C-979	II	8-13-99		
V298899-900	Beil, James Daniel	C-979	II	2-14-99		

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

  
Signature

\_\_\_\_\_  
Title

11/24/03  
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

WICOMICO COUNTY HEALTH DEPARTMENT

Reporting Agency

108 E. MAIN STREET, SALISBURY, MD. 21801

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.				
		#2112	2			5/07/2003	COUNTY BUMP
	Case Formula			1969			
	Case Formula			1970			
	Case Formula			1971			
	Case Formula			1972			
	Case Formula			1974			
	Case Formula			1975			
	Case Formula			1977			
	Case Formula			1978			
	Case Formula			1979			
	Grant			1979			
	Case Formula			1980			
	Grants & Case Formula			1982			
	Grant			1983			
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	Case Formula			1985			
	Grant			1985			
	Case Formula	1986					
	Case Formula	1987					

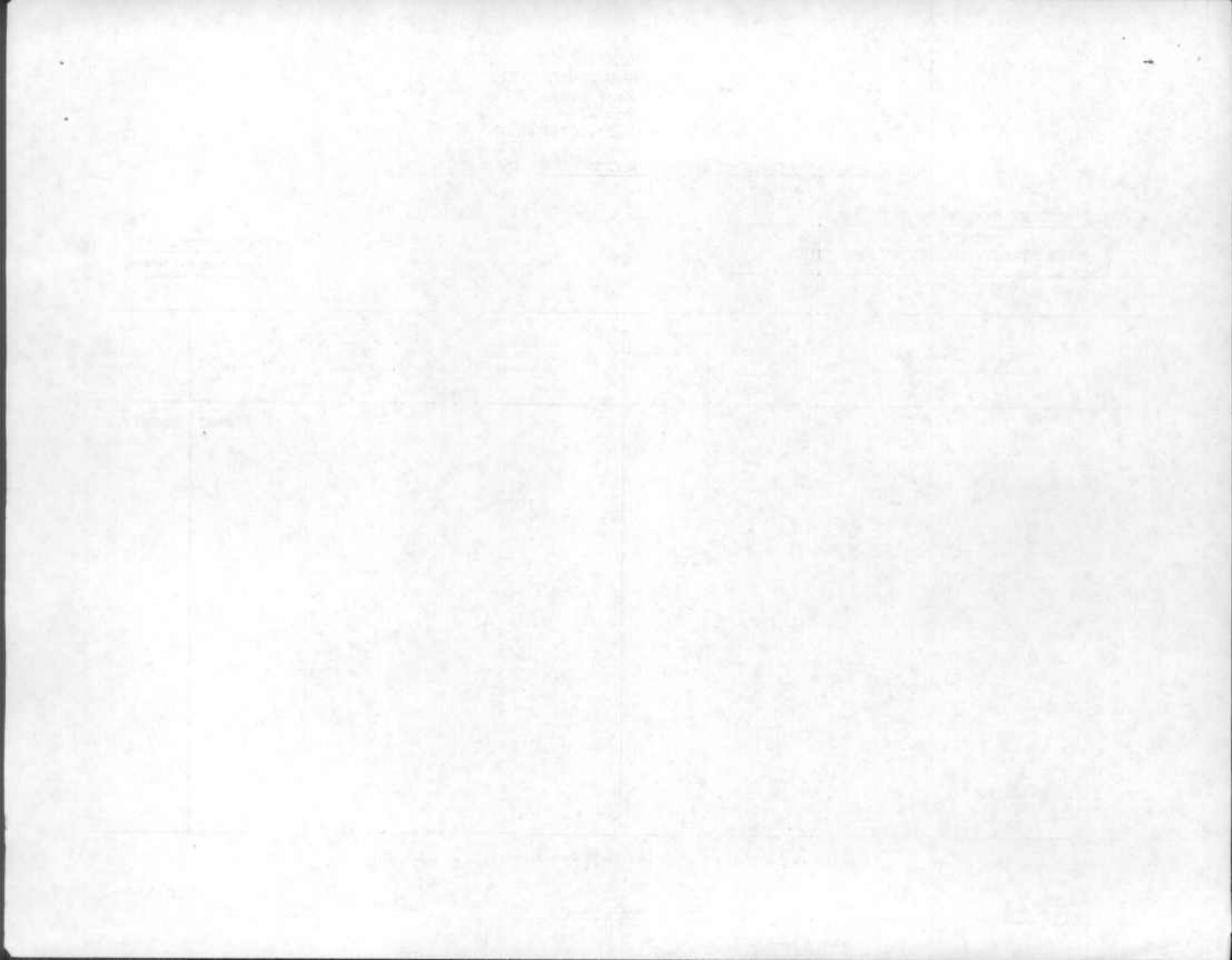
I hereby certify that the above listed records were disposed of as indicated.

Esther C. Deuser  
 Signature

Administrator  
 Title

7-8-03  
 Date

DGS 550-2



DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS MANAGEMENT CENTER  
 7275 Waterloo Road (Rte. 175)  
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CERTIFICATE OF RECORDS DISPOSAL

WICOMICO COUNTY HEALTH DEPARTMENT

Reporting Agency

108 E. MAIN STREET, SALISBURY, MD. 21801

Division or Bureau

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		Retention Sched. Nr.	Item No.				
		#2112	2			5/07/2003	COUNTY BUMP
	Grant			1987			
	Grant			1988			
	Case Formula			1988			
	Grants & Case Formula			1989			
	Grants & Case Formula			1990			
	Case Formula & Grant			1990			
	Case Formula			1991			
	Case Formula			1991			
	Case Formula & Grants			1991			
	Case Formula			1991			
	Case Formula			1992			
	Clinic Fees			1992			
	Grants & Case Formula			1992			
	Grants & Case Formula			1993			
	Grant			1993			
	Case Formula			1993			
	Grant			1994			
	Target			1994			
	Case Formula			1994			
	Grants			1994			

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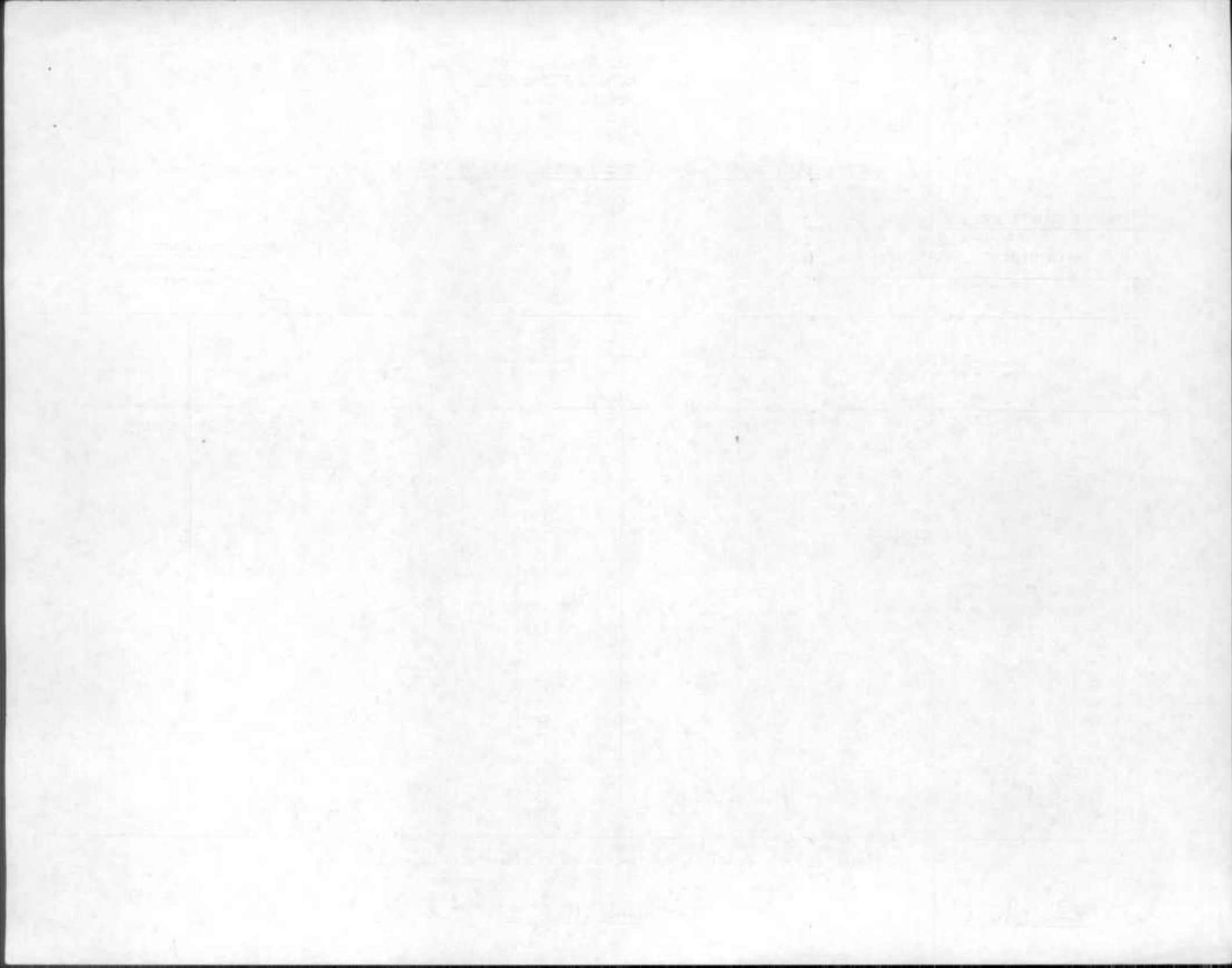
Esther C. Deegan  
 Signature

Administrator  
 Title

7-8-03  
 Date

DGS 550-2





WICOMICO COUNTY HEALTH DEPT.  
108 EAST MAIN STREET  
SALISBURY, MARYLAND 21801-4994



Department of General Services  
State Records Management Center  
7275 Waterloo Road (Rte. 175)  
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WICOMICO COUNTY HEALTH DEPARTMENT

Reporting Agency

108 E. MAIN STREET, SALISBURY, MD. 21801

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.				
	WIT P Calendar Infant & Toddlers Posting (Adjustment Sheet)	#2112	2	1992, 1993 & 1994  1991 - 1995		5/07/2003	COUNTY BUMP

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

Esther C. DeWeger  
Signature

Administrator  
Title

7-8-03  
Date

DGS 550-2

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100



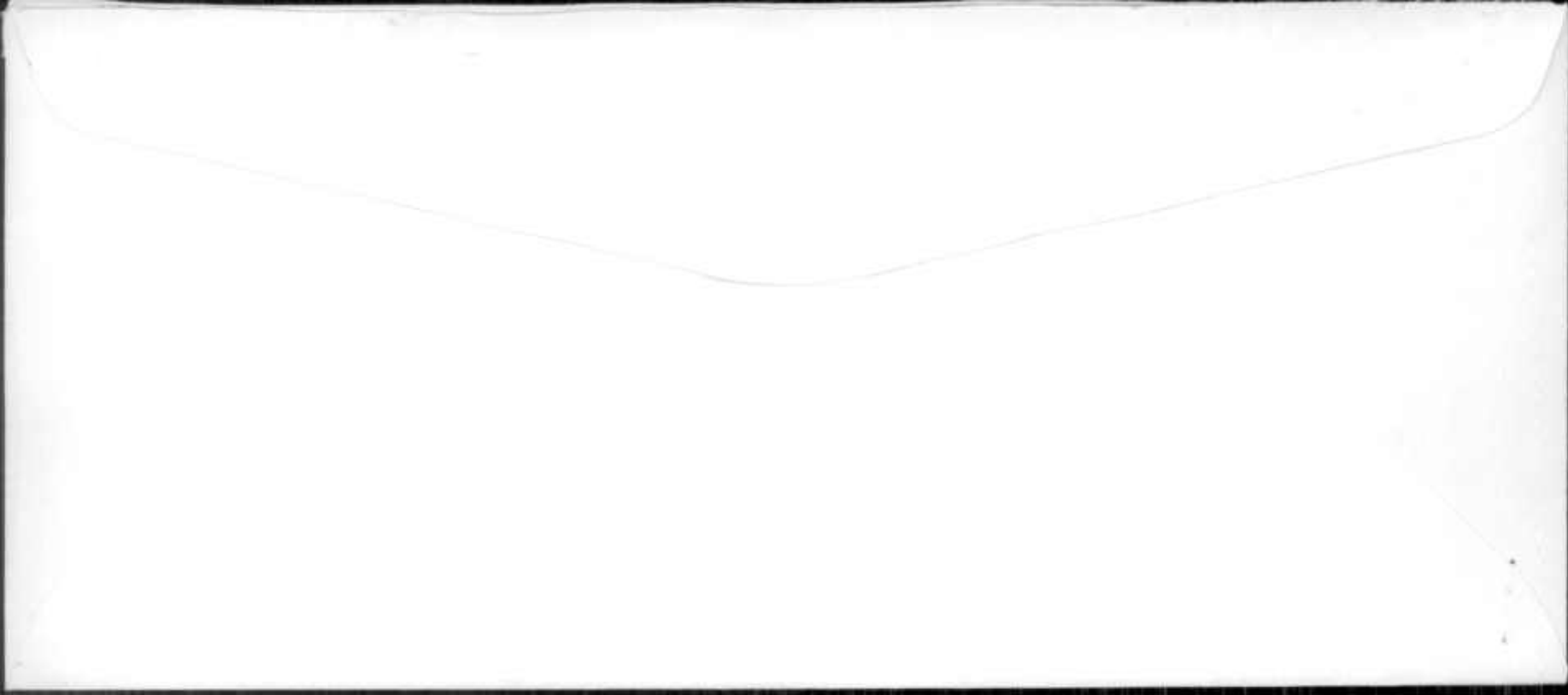
WICOMICO COUNTY HEALTH DEPT.  
108 EAST MAIN STREET  
SALISBURY, MARYLAND 21801-4921



Dept. of General Services  
State Records Management Center  
7275 Waterloo Rd (Ste 175)  
P.O. Box 275  
Jessup, Maryland 20794 0275

20794+0275





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

CC  
 Brandy Wink  
 Cynthia Fassel  
 Mental Health File

CERTIFICATE OF RECORDS DISPOSAL

Wicomico County Health Dept.  
 Reporting Agency

DHMH

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 Schd. No.	Item No.				
	Mental Health Records	1518	14	1950 - 1997	21.25	8-25-04	Shredded

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

Marilyn Lyndall  
 Signature

FACSPR  
 Title

8/25/04  
 Date

~~XXXXXXXXXXXXXXXXXXXX~~

SEP 1 - 2004

~~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

WICOMICO COUNTY HEALTH DEPARTMENT

Reporting Agency

108 E. MAIN STREET, SALISBURY, MD. 21801

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.				
		#2112	2			5/07/2003	COUNTY BUMP
	Cost Report	/	/	1995	/	/	/
	Case Formula Budget			1995			
	Grants			1995			
	Infant & Toddlers Vouchers			1995			
	Grants (F800 - F873)			1996			
	Grants (F609 - F681)			1996			
	Grants (F720 - F781)			1996			
	Dafr (E800 - F488)			1996			
	Grant Dafr			1996			
	Case Formula Budget			1996			
	Grant (F418 - F861)			1997			
	Grant (F609 - F696)			1997			
	Grant (F705 - F760)			1997			
	Grant (F760 - F792)			1997			
	Grant (F800 - F873)			1997			
	Case Formula Targets			1997			
	Dafr (F418 -F719)			1997			
	Dafr (F720 -F873)			1997			
	Cost Report			1997			
	Cost Report			1998			

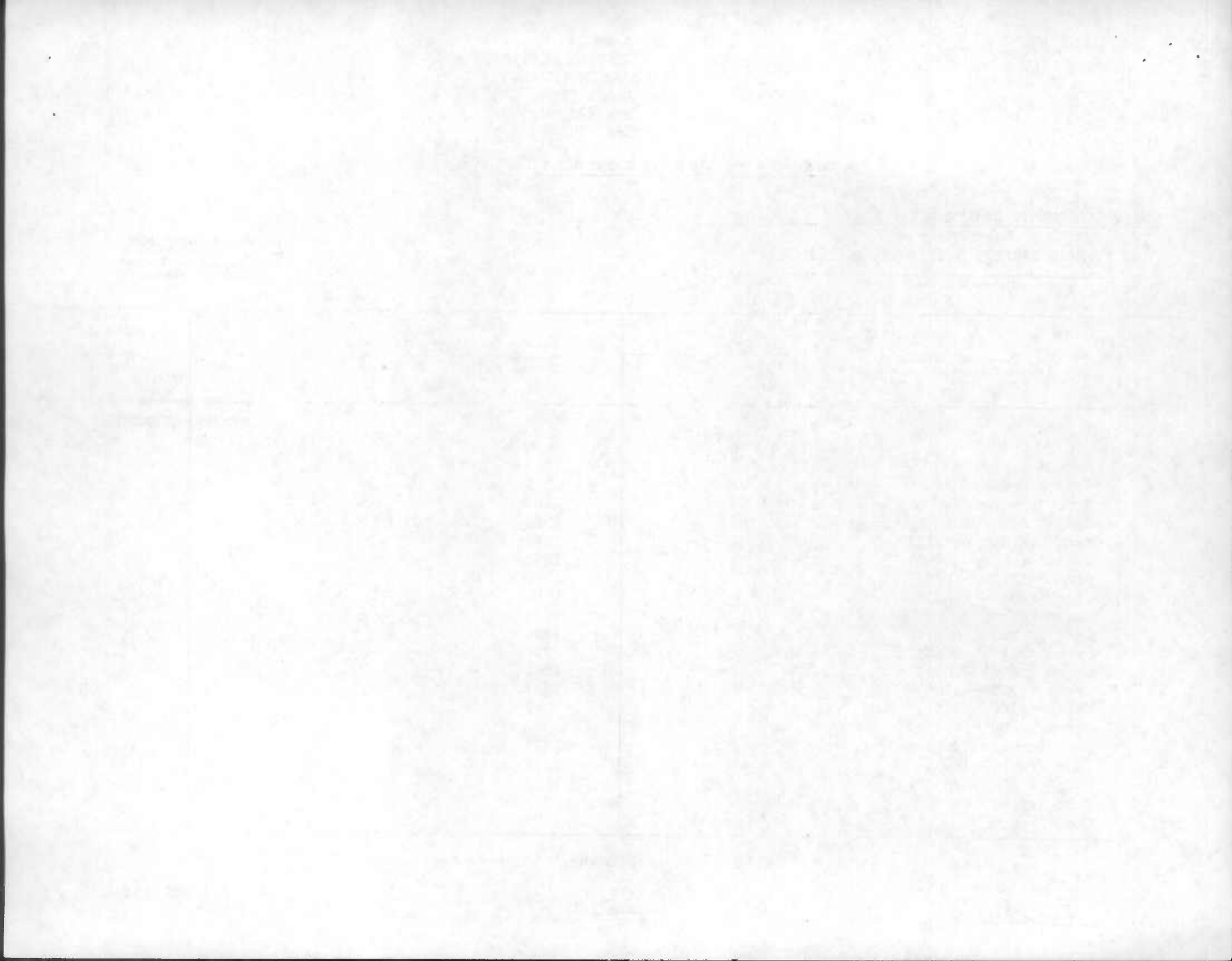
I hereby certify that the above listed records were disposed of as indicated.

Esther C. Deinger  
 Signature

Administrator  
 Title

7-8-03  
 Date

DGS 550-2





DHMH

Reporting Agency

Wicomico Co. Health / LEAD / CMS

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	Images FY97			1996-97	Client File	1-10-03	Shredded
②	Images FY97			1996-97	Program Paperwork Files		
③	Images FY96			1995-96	Program Paperwork		
④	Images FY95			1994-95	Program Paperwork		
⑤	PACT FY96 (ICAPP)			1995-1996	Program Paperwork		
⑥	AACT FY97 (ICAPP)			1996-97	Program Paperwork		
⑦	GCAP FY94			1993-94	Program Paperwork		
⑧	Childrens Trust Fund			1993	Program Paperwork		
⑨	Minors Consent Law			1991	<del>Program Paperwork</del> Law		
⑩	Pre-Natal Assessment			1997	Blank Forms		
⑪	GEMS (GCAP)			1994-95	Members Files		
⑫	GEMS (GCAP)			1995-96	Members Files		
⑬	GEMS (GCAP)			1996-97	Members Files	1-10-03	Shredded

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

Chavonda R. Carr  
Signature

Community Health Educator 1/10/03  
Title Date

APR 18 2003

Esther Dwyer

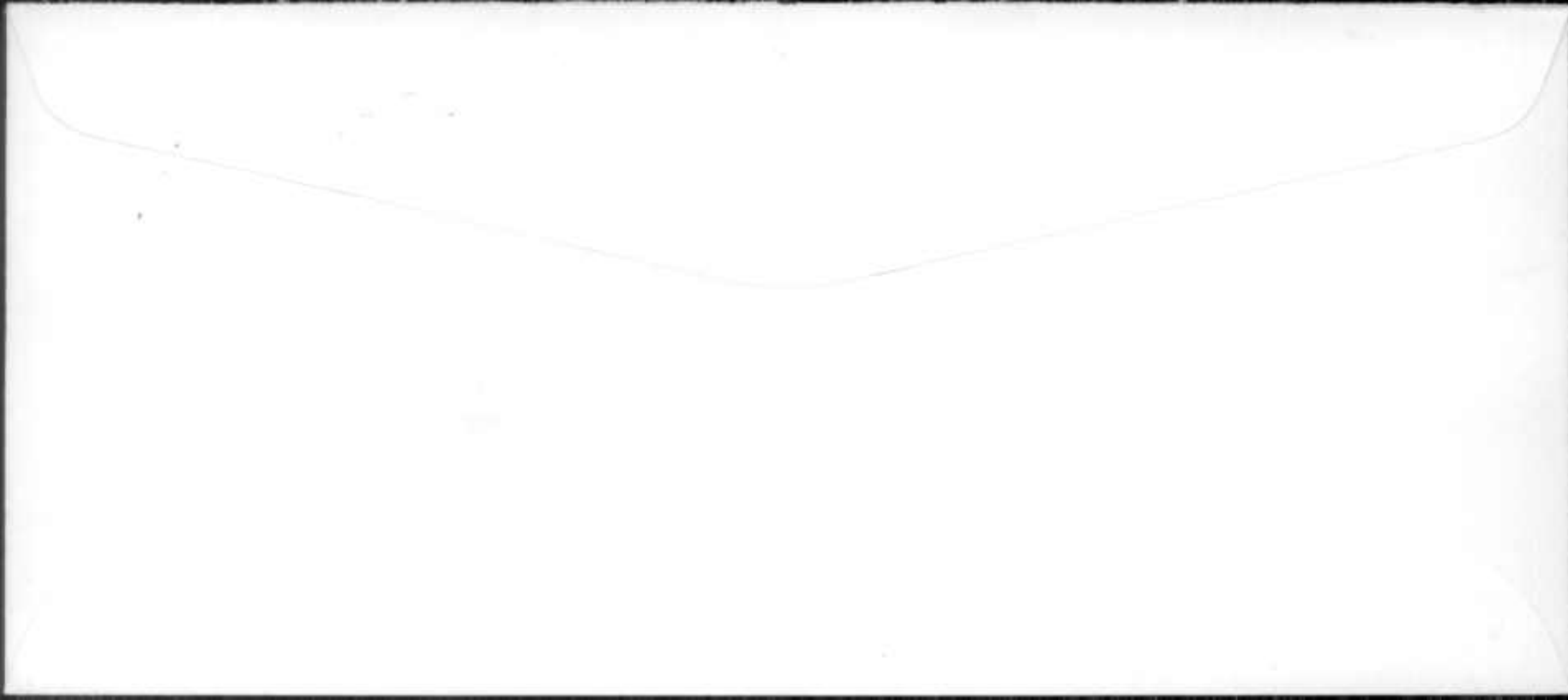
WICOMICO COUNTY HEALTH DEPT.  
108 EAST MAIN STREET  
SALISBURY, MARYLAND 21801-4921



Dept. of General Services  
Records Mgmt. Division  
7275 Waterloo Rd, Rt 175  
P.O. Box 275  
Jessup, Md. 20794-0275

20794+207940275 

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Washington County Health Dept

Public Health Officer  
1000 ...  
Washington, D.C.

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Washington, D.C.

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*Purchasing*  
WICOMICO COUNTY HEALTH DEPT.  
108 EAST MAIN STREET  
SALISBURY, MARYLAND 21801-4921



EASTON MD 216

26 SEP 2006 PM 7:1



*State Records Center  
Dept. of General Services  
715 Waterloo Road  
P.O. Box 275  
Jessup, MD 20794-0275*



<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 <b>Jessup MD 20794-0275</b> (410) 799-1379	<b>DHMH Instructions:</b> <b>Prepare 4 Copies</b> Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
WICOMICO COUNTY HEALTH DEPT. OFFICE / ADMINISTRATION / LOCATION		
ADMINISTRATION DIVISION / UNIT		

**CERTIFICATE OF RECORDS DISPOSAL**

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	(Paper) Daily Logs - Accts Rec.	834	1	7/1/96-6/30/97	27 boxes	9/23/04	Shred
2.	Daily logs - Accts Rec.	834		7/1/97-6/30/98	26bx	10/13/04	Shred
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\*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Brandy White                      Administrata                      10/13/04  
 SIGNATURE                              TITLE                              DATE

WICOMICO COUNTY HEALTH DEPARTMENT



NOV 3, 2004



<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
OFFICE / ADMINISTRATION / LOCATION		
WICOMICO COUNTY HEALTH DEPT. DIVISION / UNIT		

## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	MH Records - Community Based Program	1518	10	1995-1999	1 c.f	1/27/06	shred
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\*Records must be listed on an Authorized Schedule, DGS 550-1, and meet retention requirements before disposal is allowed.

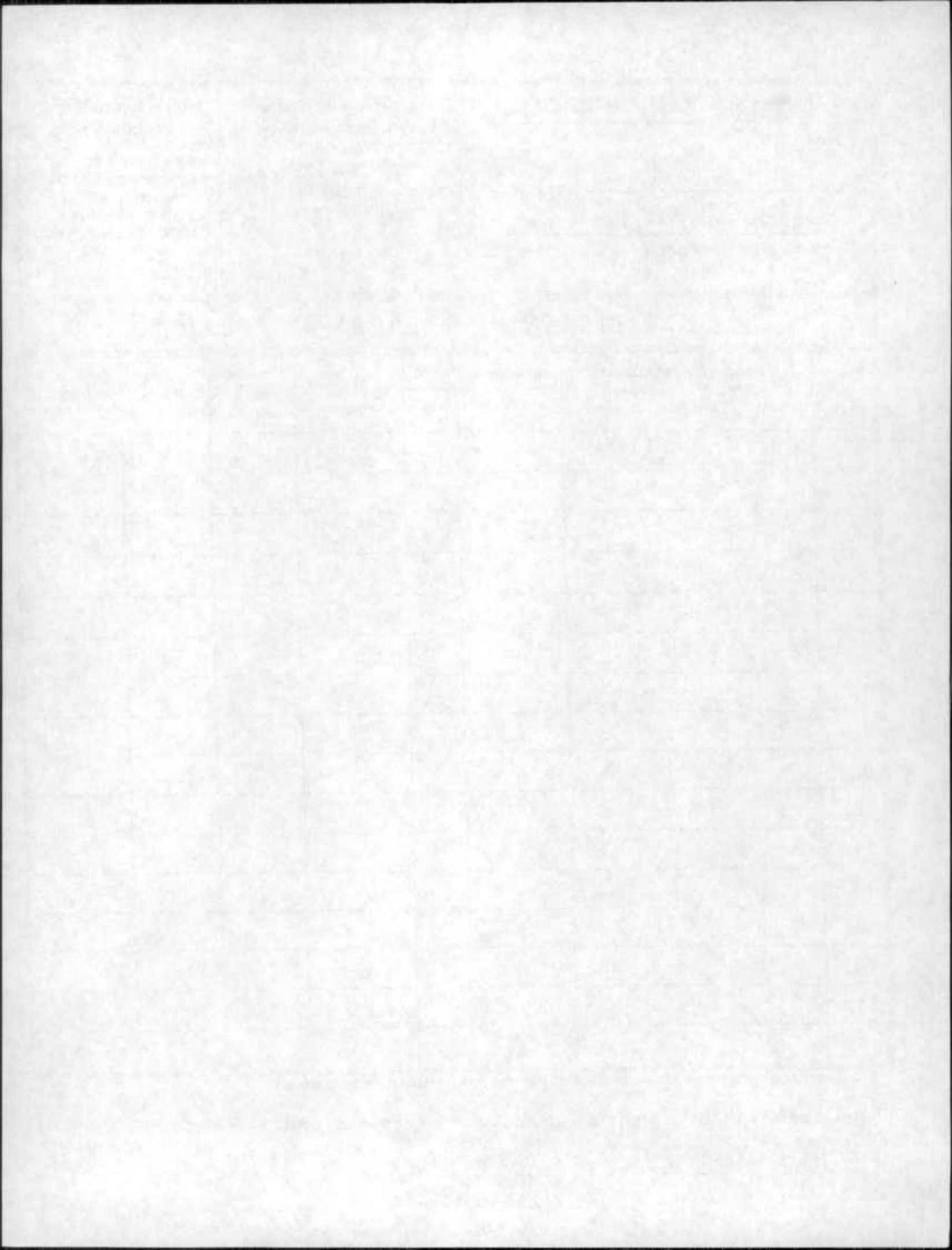
I hereby certify that the records listed above were disposed of as indicated.

M. Kelly Bay  
SIGNATURE

Program Director  
TITLE

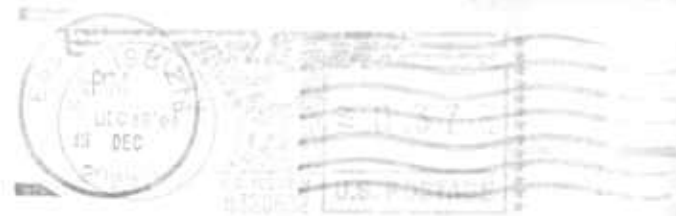
2/2/06  
DATE

Mental Health  
Wicomico County Health Department





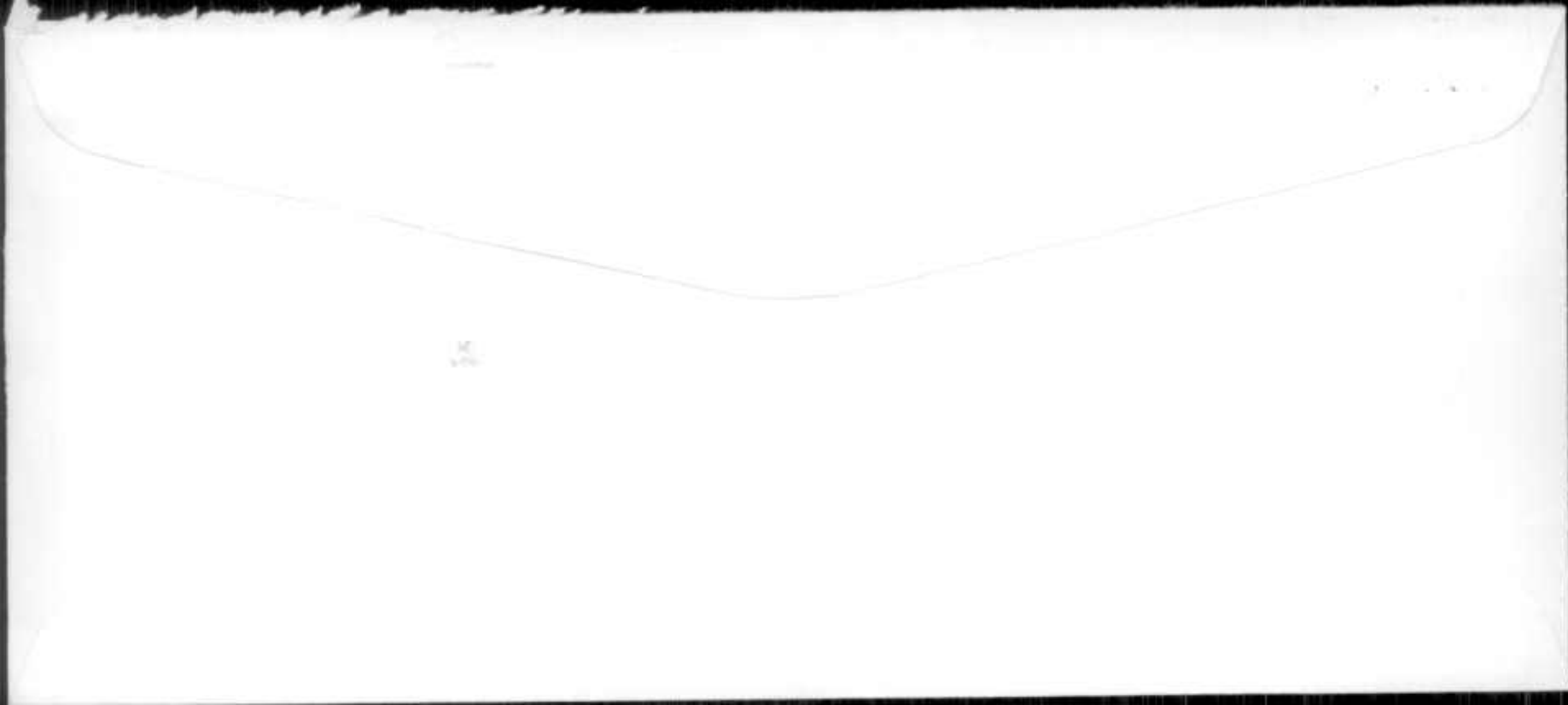
WICOMICO COUNTY HEALTH DEPT.  
108 EAST MAIN STREET  
SALISBURY, MARYLAND 21801-4921



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

20794+0275

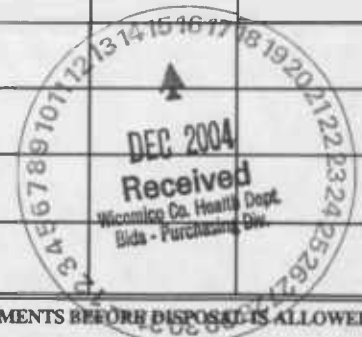




<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
Wicomico Co. Health Dept OFFICE / ADMINISTRATION / LOCATION		
Administration DIVISION / UNIT		

## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Patient Cards - Paper	834	1	FY 1997	1 Box	11/22/04	Shred
2.	Patient Cards - Paper	834	1	FY 1998	2 Box	11/22/04	Shred
3.	Accounts Receivable Verification receipts	834	1	FY 1996	1 Box	11/22/04	Shred
4.	Personal Care - Paper	834	1	FY 91-96	1 Box	11/22/04	Shred
5.	Expense Statements Petty Cash - Paper	834	1	FY 1999	1/2 Box	11/22/04	Shred
6.	Consultant and Special Payment Payroll	834	1	FY 1999	1/2 Box	11/22/04	Shred
7.	A/P - FY 99 ESCIN - Payroll Budget Folders - Paper	834	1	FY 1999	4 Boxes	11/22/04	Shred
8.	Invoices - FY 99 Archive Copies - Paper	834	1	FY 1999	2 Boxes	11/22/04	Shred
9.	A/R - Patient Cards - Paper	834	1	FY 1997	1 Box	11/22/04	Shred
10.	A/P - Check Register, Payroll & Adjustment	834	1	FY 1999	1 Box	11/22/04	Shred
11.	Transportation	834	1	FY 94-99	1 Box	11/22/04	Shred
12.							
13.							
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\*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Brandy Wark                      Administrator                      11/22/04  
 SIGNATURE                                      TITLE                                      DATE

DEC 20 - 04

<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> <b>Prepare 4 Copies</b> Distribution: 1. YOUR UNIT - 5 FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS		
SECRETARIAT		
<i>Wicomico Co. Health Dept</i> OFFICE / ADMINISTRATION / LOCATION  <i>Administration</i> DIVISION / UNIT		

## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Accts Payable Records Budgets FR41W - FR93N	834	1	1/2000	1 bx	8/31/02	Shred
2.	Payroll Register Adjustment & Bm 99's						
3.	FINIS Reports Year-end	834	1	1/1998	1 bx	8/31/02	Shred
4.	FINIS Reports year-end	834	1	1/1999	1 bx	8/31/02	Shred
5.	Accts Pay Budget Records	834	1	1/1998	1 bx	8/31/02	Trash
6.	Accts Pay Budget Records	834	1	1/1999	1 bx	8/31/02	Trash
7.	Bm 990/Petty Cash/Spec Pay	834	1	1/2001	1 bx	8/31/02	Shred
8.	Infant & Toddlers:	834	1	1991-2000	9 bx	8/31/02	Shred
9.	Billing Reports, Vouchers & Memos						
10.							
11.							
12.							
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16.							

\*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

*Brandy Wink*  
 SIGNATURE

*Sing Admin Services*  
 TITLE

*8/31/02*  
 DATE





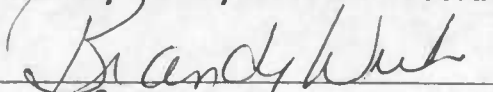
<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
<i>Wicomico Co. Health Dept</i> OFFICE / ADMINISTRATION / LOCATION		
<i>Administration</i> DIVISION / UNIT		

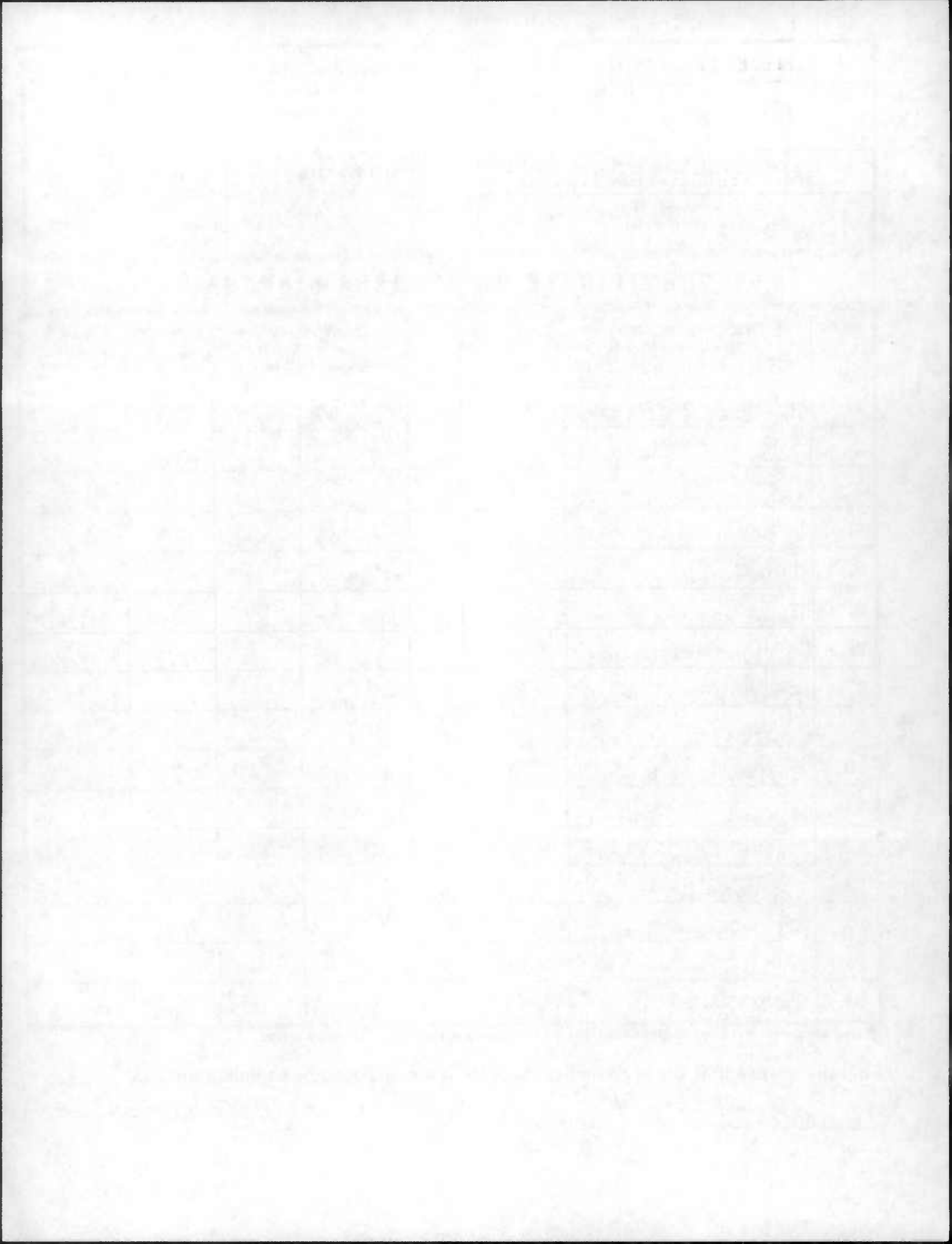
## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Infant & Toddler - Daily logs, Monthly reports	834	1	7/1/97 - 6/30/98	1	9/8	Shred
2.	Infant & Toddler - Billing Calendars, PT Cards	834	1	6/1/96 - 5/31/97	1	9/8	Shred
3.	Infant & Toddler - Billing Calendars, PT Cards etc	834	1	6/1/98 - 5/31/99	1	9/8	Shred
4.	Receipt Books	834	1	see Attach	2	9/8	Shred
5.	FY2000 - Purchase Orders	834	1	FY2000	1	9/8	Trash
6.	Fleet Records	834	1	1995-2000	1	9/8	Trash
7.	Pay Period Ending Reports	834	1	1/1/96 - 7/2/96	1	9/8	Shred
8.	Birth Cert. Transmittals	834	1	6/99 - 2/00	1	9/8	Shred
9.	Birth Cert. Transmittals	834	1	6/00 - 5/01	1	9/8	Shred
10.	Birth Cert Transmittals	834	1	FY98	1	9/8	Shred
11.	Death Transmittals	834	1	FY97-99	1	9/8	Shred
12.	FMS Invoices	834	1	FY2000	1	9/8	Shred
13.	MA Transit - Driver logs	834	1	4/99 - 6/99	1	9/8	Shred
14.	MA - Driver logs	834	1	4/00 - 5/00	1	9/8	Shred
15.	MA Transit	834	1	7/99 - 11/99	1	9/8	Shred
16.	MA Transit	834	1	7/98 - 11/98	1	9/8	Shred

\*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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


*Director of Admin*
9/8/06  
 SIGNATURE TITLE DATE



**DEPT OF HEALTH & MENTAL HYGIENE**

EXEC - HCF - PHS - OPS  
SECRETARIAT

*Wicomico Co. Health Dept*  
OFFICE / ADMINISTRATION / LOCATION

*Administration*  
DIVISION / UNIT

State Records Center  
Dept of General Services  
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P.O. Box 275  
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(410) 799-1379

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2. RECORDS COORDINATOR  
(PRGM/ADMIN) FILE  
3. STATE RECORDS CTR  
4. DHMH RECORDS OFFICER  
(Notify before Disposal) (410) 767-5934

**CERTIFICATE OF RECORDS DISPOSAL**

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	<i>Patient Invoices</i>	<i>834</i>	<i>1</i>	<i>6/1/99-5/31/00</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
2.	<i>Transit-Drivers log</i>	<i>834</i>	<i>1</i>	<i>2/00-3/00</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
3.	<i>Accts Receivable - month-end Closing, Reconciling &amp; Posted reports</i>	<i>834</i>	<i>1</i>	<i>6/99-5/00</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
4.	<i>Accts Recv. - Daily logs</i>	<i>834</i>	<i>1</i>	<i>7/99-5/00</i>	<i>9</i>	<i>9/11</i>	<i>Shred</i>
5.	<i>Employee leave reports</i>	<i>834</i>	<i>1</i>	<i>1/31/99-7/13/99</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
6.	<i>Time Keeping Reports</i>	<i>834</i>	<i>1</i>	<i>1/97-12/00</i>	<i>8</i>	<i>9/11</i>	<i>Shred</i>
7.	<i>Pay Period Ending Reports</i>	<i>834</i>	<i>1</i>	<i>7/95-12/95</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
8.	<i>Pay Period Ending Reports</i>	<i>834</i>	<i>1</i>	<i>7/96-12/96</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
9.	<i>Time Sheets</i>	<i>834</i>	<i>1</i>	<i>7/28/99-9/7/99</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
10.	<i>Time Sheets</i>	<i>834</i>	<i>1</i>	<i>3/24/97-7/1/97</i>	<i>1</i>	<i>9/11</i>	<i>Shred</i>
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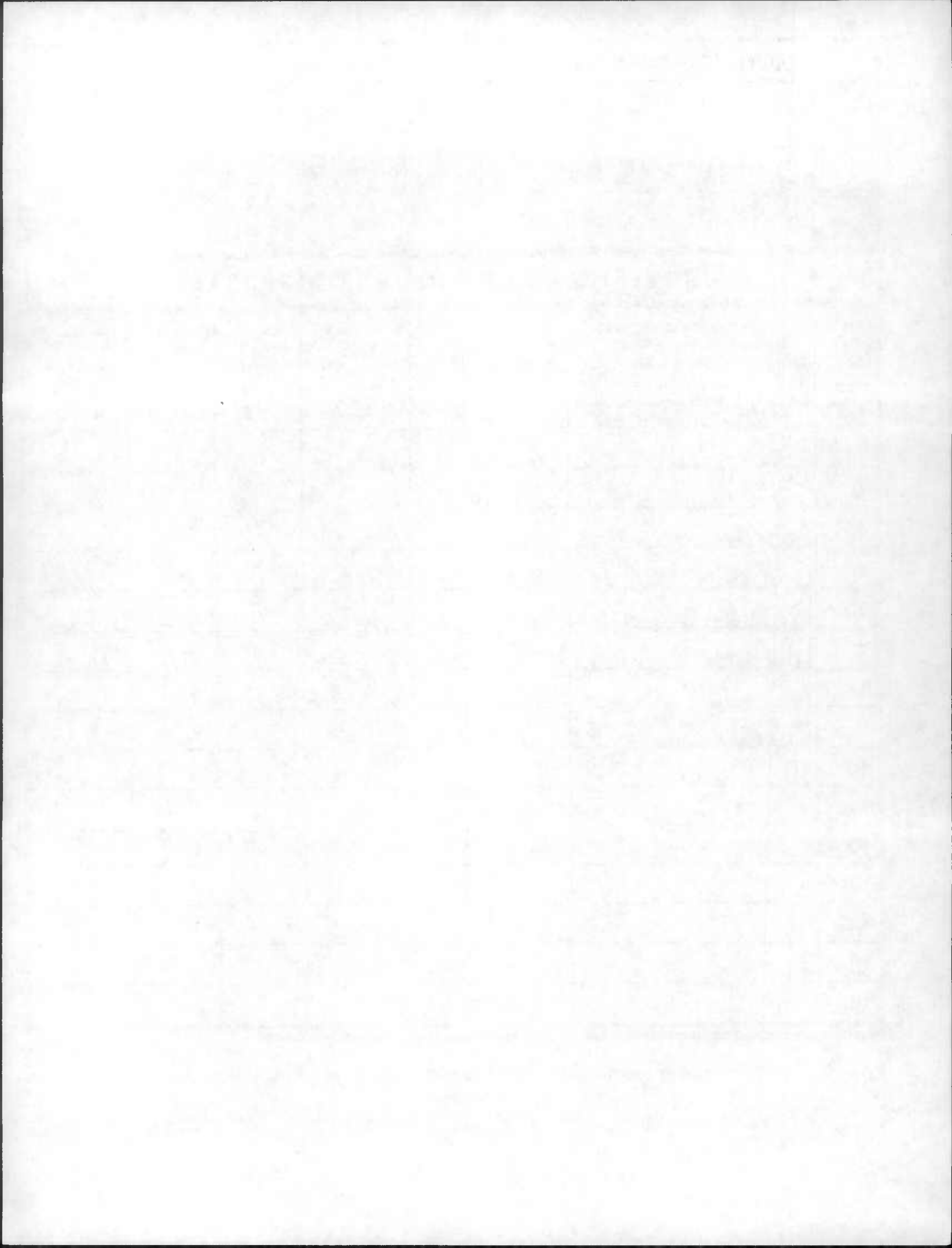
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I hereby certify that the records listed above were disposed of as indicated.

*Bandy Wink*  
SIGNATURE

*Director of Admin*  
TITLE

*9/11/00*  
DATE



<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: <b>1. YOUR UNIT'S FILE</b> <b>2. RECORDS COORDINATOR (PRGM/ADMIN) FILE</b> <b>3. STATE RECORDS CTR</b> <b>4. DHMH RECORDS OFFICER</b> (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS		
SECRETARIAT		
<i>Wicomico Co. Health Dept</i> OFFICE / ADMINISTRATION / LOCATION		
<i>Admin.</i> DIVISION / UNIT		

## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Bank Statements & Voucher Distribution	834	1	6/97-5/98	1	9/8	Shred
2.	Receipt Books	834	1	1998-2000	1	9/8	Shred
3.	Accts Receivable - Envir Health - Infant & Toddler	834	1	99-00 98-99	1	9/8	Shred
4.	MA Transit - TCA, Wheelchair	834	1	98-2000	1	9/8	Shred
5.	Transit - TCA	834	1	7/98-6/99	1	9/8	Shred
6.	Bank Statements	834	1	6/99-2000	1	9/8	Shred
7.	Budget Binders	834	1	1999	1	9/8	Trash
8.	Transit Driver logs	834	1	2000	1	9/8	Shred
9.	Receipt Books	834	1	1996	1	9/8	Shred
10.	Receipt Books	834	1	97 & 98	1	9/8	Shred
11.	Patient Invoices	834	1	6/3/96-5/31/97	1	9/8	Shred
12.	Daily logs (Acct Rec)	834	1	3/99-6/00	18	9/8	Shred
13.							
14.							
15.							
16.							

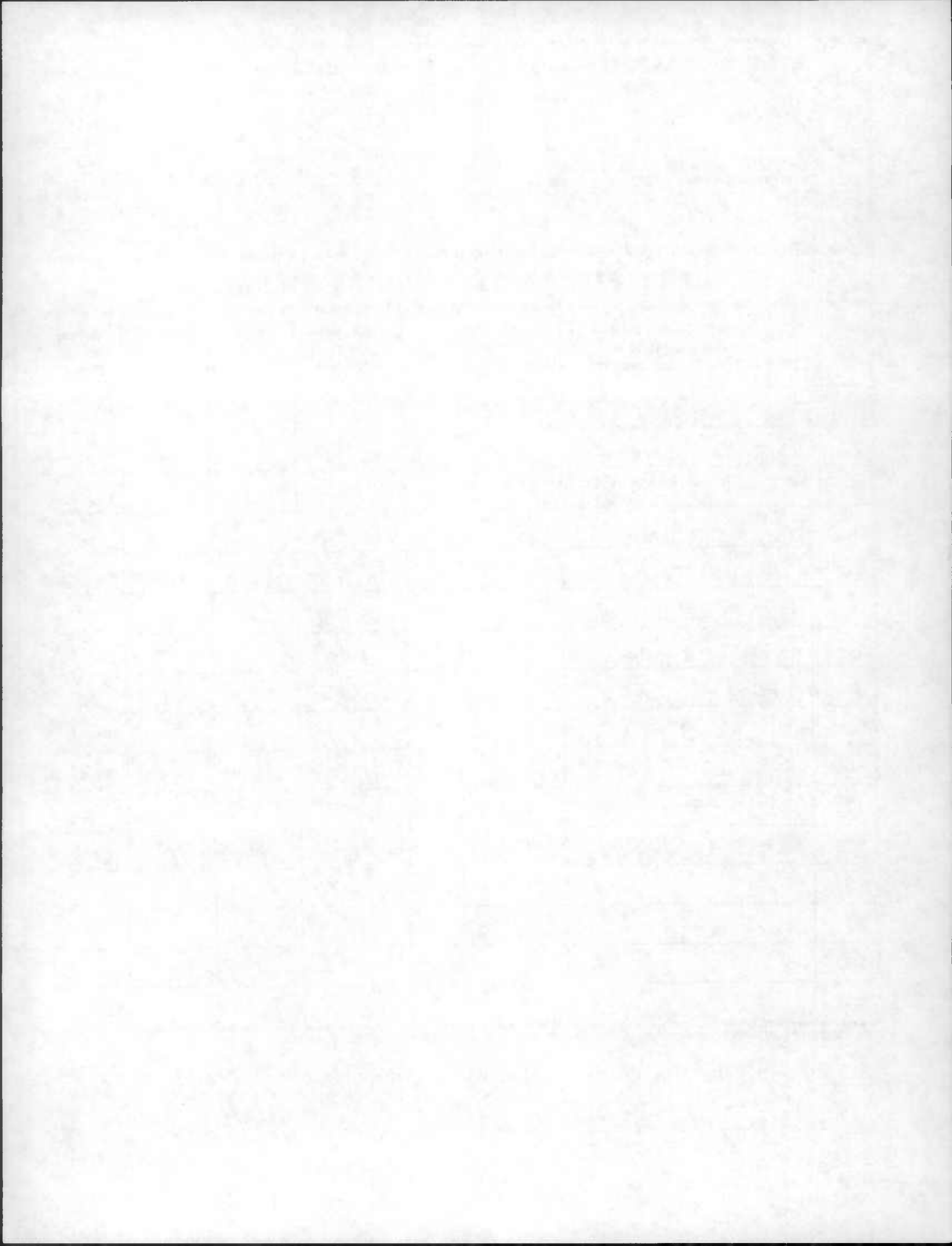
\*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Brandy Wend  
SIGNATURE

Director of Admin  
TITLE

9/8/06  
DATE









<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: <b>1. YOUR UNIT'S FILE</b> <b>2. RECORDS COORDINATOR (PRGM/ADMIN) FILE</b> <b>3. STATE RECORDS CTR</b> <b>4. DHMH RECORDS OFFICER</b> (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS		
SECRETARIAT		
<i>Wicomico Co. Health Dept</i> OFFICE / ADMINISTRATION / LOCATION		
<i>Administration</i> DIVISION / UNIT		

## CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	FY 2000 - Budget Records	834	1	FY 2000	2 bxs	8/29/06	Trash
2.	FY 2000 - Vendor Invoices	834	1	FY 2000	1 bx	8/29/06	Trash
3.	FY 00 - Adjustment Records <i>Acct. Receivable</i>	834	1	FY 2000	1 bx	8/29/06	Trash
4.	FY 01 - Purchase Orders	834	1	FY 2001	590 bxs	8/29/06	Trash
5.	FY 01 - Budget Records	834	1	FY 2001	3 bxs	8/29/06	Trash
6.	FY 01 - Vendor Invoices	834	1	FY 2001	4 bxs	8/29/06	Trash
7.	FY 01 - Adjustment Records	834	1	FY 2001	1 bx	8/29/06	Trash
8.	Accts Receivable ledgers	834	1	FY 1992 - 2001	8 ledgers	8/29/06	Trash
9.	Supply Requisitions	834	1	FY 1999 - 2000	1 bx	8/29/06	Trash
10.	Death Transmittal	834	1	FY 2000	1 bx	8/29/06	Trash
11.	Inventory Records	834	1	FY 1997	1 bx	8/29/06	Trash
12.	Transportation Records	834	1	FY 1994 - 1999	1 bx	8/29/06	Trash
13.	Bank Statement	834	1	FY 1998	1 bx	8/29/06	Trash
14.	Home Health Accounting Records	834	1	FY 1996 - 1998	1 bx	8/29/06	Trash
15.	FY 1990 - Expenditure & Revenue Records	834	1	FY 1990	1 bx	8/29/06	Trash
16.							

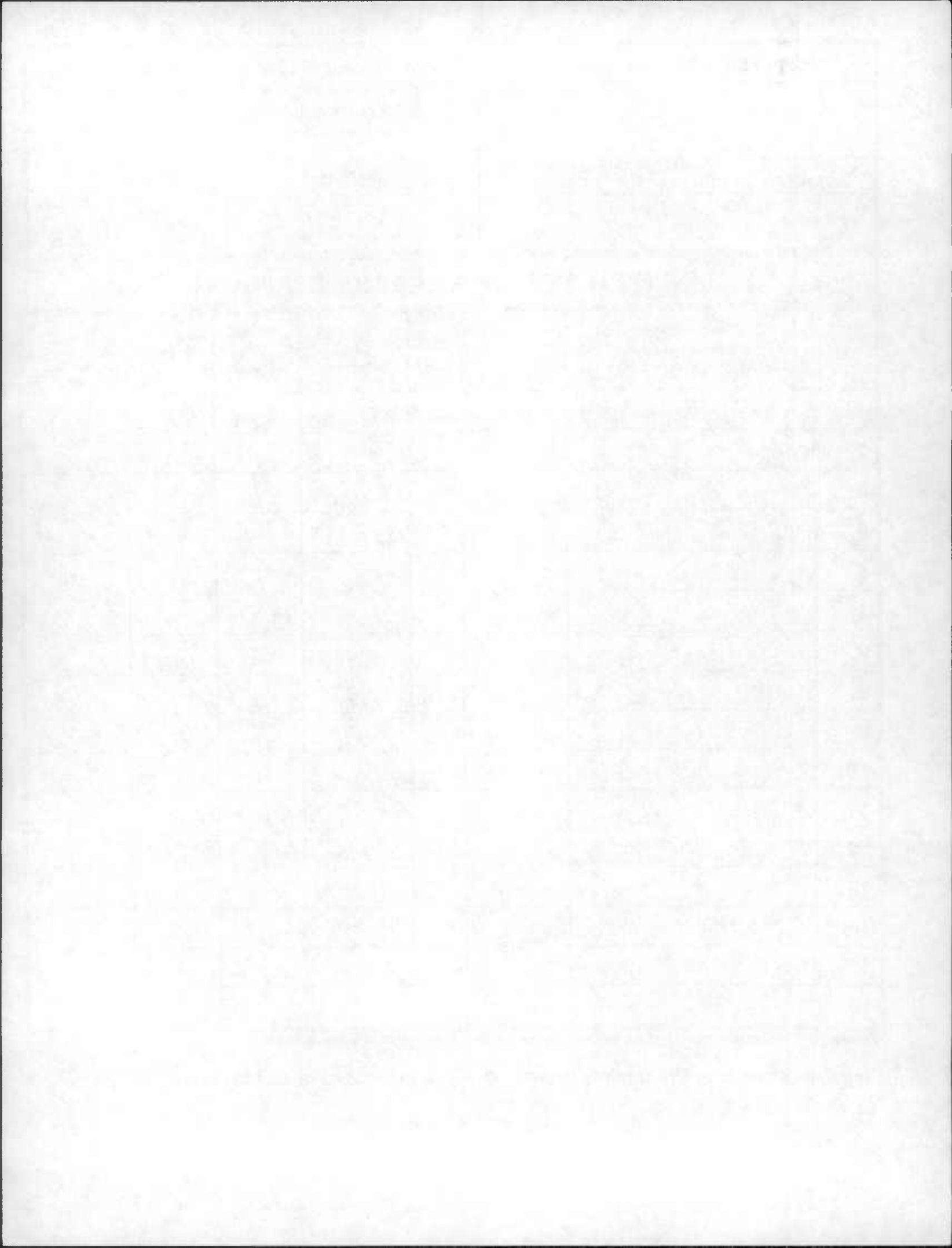
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I hereby certify that the records listed above were disposed of as indicated.

*Brandy Kent*  
 SIGNATURE

*Dir of Admin Services*  
 TITLE

*8/30/06*  
 DATE



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

1692

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Md, Worcester 11/4/96 Dist 2-4 91A54

COURT COUNTY DATE

Series No.	Description 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.				
	Civil J boxes, Strip material only	975	Sec II	1979 thru 82	4	7-21-2003	Landfill

Destruction Approved by Hall of Records Commission

NOV 19 1996

Date

*Edward C. Popovich*  
 State Archivist

Destruction Certification

*Patricia Buchanan*  
 Signature of Court Official Title

7-21-2003  
 Date

Instructions for Preparation and Submission on Reverse Side

100

100

100



332

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

Accession 01A83-00A145

District Court of Maryland  
COURT

Snow Hill  
COUNTY

DATE July 21, 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1980-85 1993 - 94	11	3-3-9	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

*Edward C. Saperstein*

State Archivist

*Patricia S. Buchanan Supr* 3-3-04

Signature of Court Official

Title

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 TRIPLICATE.)
2. MAIL TO THE STATE RECORDS MANAGEMENT CENTER, P. O. BOX 275,  
7275 WATERLOO RD. (RT. 175), JESSUP, MD 20794.
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5. FOR YOUR INFORMATION –

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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

MAR 9 2004

3390

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

Accession 03A53 & 00A143

District Court of Maryland  
COURT

Snow Hill  
COUNTY

DATE July 21, 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1983 thru 1992 1995	18	4-6-04	microfilmed & landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

Aug 16 2003  
Date

*Edward C. Papenfuss*  
State Archivist

*[Signature]*  
Signature of Court Official

*Admin Officer*  
Title  
4/6/04  
Date

APR 16 - 2007

3351

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  
COURT

worchester  
COUNTY

Accession # 03A54,03A52,

# 2-5

DATE July 24 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1996 1997	3 3	4-6-04	microfilmed & landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

*Edward C. Saperstein*

State Archivist

*James H. [Signature]*

Signature of Court Official

Title

4/6/04

Date

RECEIVED

AUG 4 1999

MARYLAND STATE ARCHIVES

5/04



3350

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

Accession # 03A57- 03A56

District Court of Maryland  
COURT

worcester  
COUNTY

DATE July 24 2003

2-5

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1996 1997	2 2	12-12-3 12-13-3	Landfilled

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003  
Date

*Edward C. Popper*  
State Archivist

*Patricia S. Buchanan* Supl  
Signature of Court Official Title Date 12-12-3

12/23/03

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

3294

6/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4 & 2-5

Worcester

Court

County

D.C. Cert. 2-4 Criminal/Traffic 1-2003

4-10-03

Series No.	Description 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.				
	Criminal Records for 1997 (stripped material only)	975	IV	Thru 1997	38	5-20-03	Landfill
	Motor Vehicle related papers for 1997		IV	"	20	5-20-03	Landfill

Destruction Approved by Hall of Records Commission

APR 28 2003

Date

*Edward C. Pappas*  
 State Archivist

Destruction Certification

*Patricia Barber*  
 Signature of Court Official

*County Clerk*  
 Title

5-20-03  
 Date

JUN 5 2003

DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

3012

SHOWN FILE

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4 & 2-5  
 Court

Worcester  
 County

D.C. Cert. 2-4 Misc. 1-02

1-16-02

Index No.	Description 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.				
	Expungements thru 1998 (to be shredded or incinerated)	975	IV d.	1998	6 20	3-14-03	Landfilled

Destruction Approved by Hall of Records Commission

FEB 13 2002

Date

*Edward C. Papermaster*

State Archivist

Destruction Certification

*Patricia S. Buchanan*  
 Signature of Court Official Title

3-14-03  
 Date

MAR-10-03 10:26 FROM: DISTRICT CT SH 2 4 9-1-410-219-7840 TO: RECORDS PAGE: 04  
 MAR-30-02 09:47 FROM: DISTRICT CT SH 2 4 410-532-2718 TO: RECORDS PAGE: 05

100-100000-100000  
100-100000-100000  
100-100000-100000

100-100000-100000  
100-100000-100000  
100-100000-100000

MAR 27 1903



DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 Treasury Building, Rm. 302  
 Annapolis, Maryland 21401

3296

6/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District 2-4 & 2-5

Worcester

Court

County

D.C. Cert. 2-4

Misc. 1-03

4-10-03

Series No.	Description 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.				
	Expungements thru 1999 (to be shredded or incinerated)	975	IV d.	1999	11 #	5-30-03	shredded

Destruction Approved by Hall of Records Commission

APR 28 2003

Date

*Edward C. Soper*  
 State Archivist

Destruction Certification

*Patricia S. Buchner*  
 Signature of Court Official Title

5-30-03

Date

JUN 5, 03

1669

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      1/3/97  
 COURT                                      COUNTY                                      DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC  Motor Vehicle Dockets  (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1991	2.0	12-23-96	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

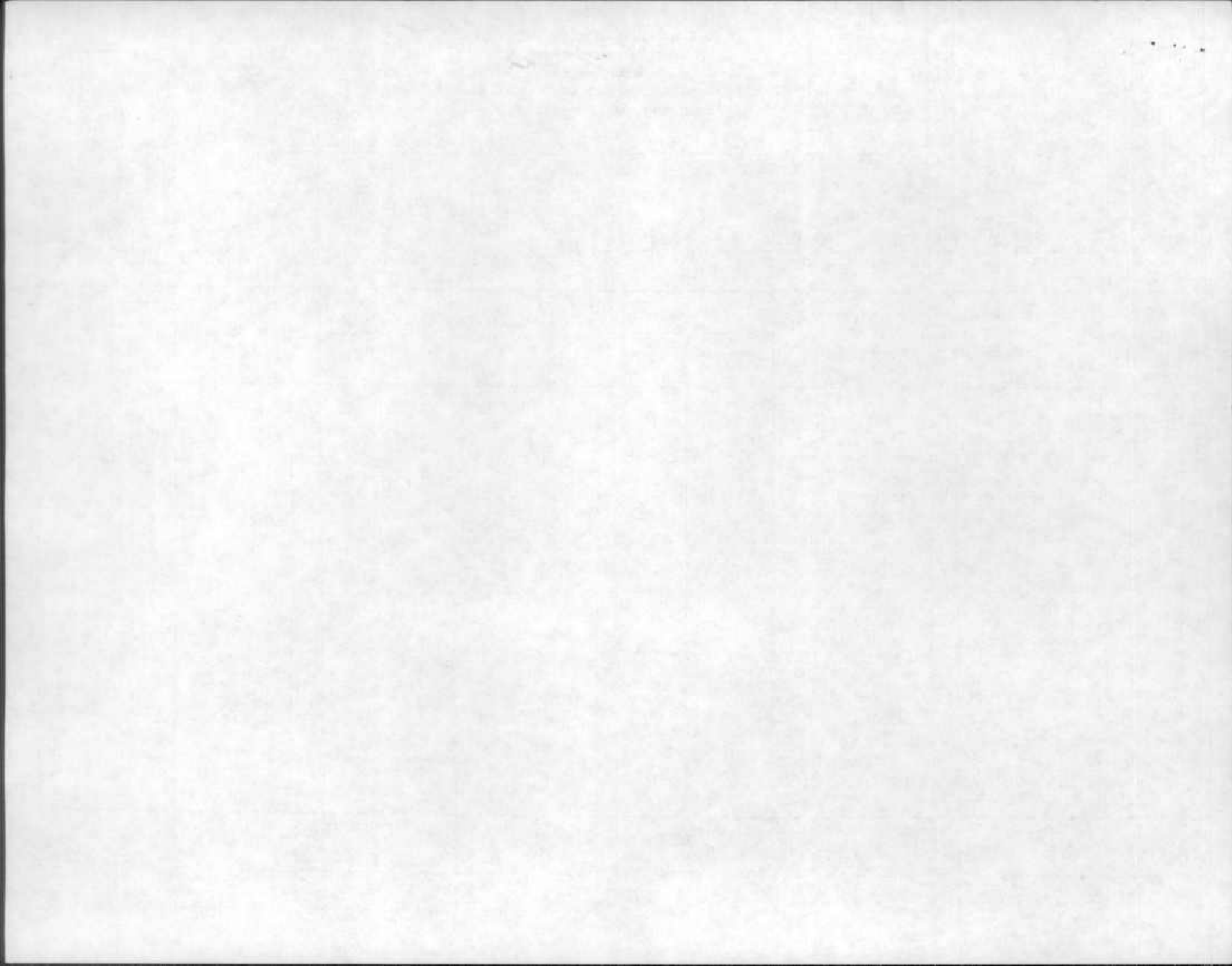
NOV 19 1996

Date

*Edward C. Papenfuss*  
 State Archivist

*Patricia S. Buchanan*  
 Signature of Court Official      *Supv*  
 Title

12-23-96  
 Date



1888

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline 1/2/98  
 COURT COUNTY DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&b	1992	2	3-24-04	Landfilled

Destruction Approved by Hall of Records Commission

DEC 12 1997

Date

*Edward C. Peapack*

State Archivist

Destruction Certification

*Patricia Buchanan*  
 Signature of Court Official Title

3-25-04

Date

MAR 80

2004



*Microfilmed / Land fill*

*3119*  
*Bulter*

9 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      Caoline      May 24, 2002      Accession #99A122  
District #3-6

COURT      COUNTY      DATE

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.				
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1992	1	7-27-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

*Edward C. Papenfuss*

State Archivist

*[Signature]*  
Signature of Court Official  
*Annford*

*Supervisor,*  
Title *Records*

*7-28-04*

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.  
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AUG 5

*July*

*microfilmed / Landfill* 9 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      Caoline      May 24, 2002      Accession #99A122  
 \_\_\_\_\_ District #3-6  
 COURT      COUNTY      DATE

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.				
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1992	1	7-27-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 18 2002

Date

*Edward C. Papenfuss*

State Archivist

*M. Cranford*

Signature of Court Official

Instructions for Preparation and Submission on Reverse Side

*Supervisor Records 7-28-04*

Title

Date

INSTRUCTIONS FOR PREPARATION

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AUG 5 2004

9DEPARTMENT OF GENERAL SERVICES  
 Hall of Records Commission  
 Records Management Division  
 7275 WATERLOO RD., P. O. Box 275  
 JESSUP, MD 20794-0275

*Microfilmed  
 +  
 Land fill*

3/20

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caoline      May 24, 2002      Accession #99A121  
 \_\_\_\_\_ District #3-6

COURT      COUNTY      DATE

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.				
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1994	5	7-27-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002  
Date

*Edward C. Papenfuss*  
State Archivist

*[Signature]*  
Signature of Court Official  
*Cragford*  
Instructions for Preparation and Submission on Reverse Side

*Supervisor,*  
Title *Records*

7-28-04  
Date

INSTRUCTIONS FOR PREPARATION

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ONE RECORDS CENTER BOX = 1.0 CU. FT. OF RECORDS

AUG

5

Dwy



microfilmed/landfill

3120

9 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

Caoline

May 24, 2002

Accession #99A121

District #3-6

COURT

COUNTY

DATE

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.				
	Criminal Microfilm and destroy (MD Rule 16-505)	975 Sec V		1994	5	7-27-04	Landfill

Destruction Approved by Hall of Records Commission

Destruction certification

JUN 10 2002

Date

*Edward C. Papenfuss*

State Archivist

*Mj*

Signature of Court Official

*Cranford*

Supervisor,  
Title Records

7-28-04

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

AUG 5 2008

2656

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

D.C.Cert.3-6 -MISC-1-01

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland for Caroline County January 1, 2001

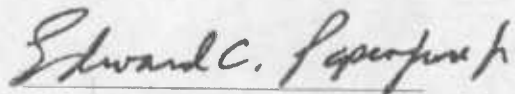
**AMILY THOMPSON - COUNTY CLERK**  
Custodian of Records at time of Destruction

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Retention</u> Sched. No.	<u>Authorization</u> Item No.	<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	R-DATE RECORDING TAPES	975	IV	1997	7	6-18-02	landfill

Destruction Approved by Hall of Records Commission

JAN 02 2000

Date



State Archivist

Destruction Certification




Signature of Court Official

County Clerk


Title

6-18-02

Date



FEB 14 2003



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

D.C.Cert.3-6 -CV-1-01

2655

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland for Caroline County January 1, 2001

AMILY THOMPSON - COUNTY CLERK  
Custodian of Records at time of Destruction

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	CIVIL CASES CLOSED (Stripped material only)	975	II	1997	10	6-18-02	landfill
	LANDLORD/TENANT	975	II	1997	1		
	SUMMARY EJECTMENT (Money judgement)	975	II	1988	1		
	DOMESTIC VIOLENCE (Stripped material only)	975	III	1988	1		
	EMERGENCY EVALUATIONS (Stripped material only)	975	III	1988	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000  
 Date

*Edward C. Saperstein*  
 State Archivist

*Amily Thompson*  
 Signature of Court Official

County Clerk  
 Title  
 6-18-02  
 Date

FEB 14 2003



2654

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

D.C.Cert.3-6 -TR-1-01

**PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION**

District Court of Maryland for Caroline County January 1, 2001

AMILY THOMPSON - COUNTY CLERK  
Custodian of Records at time of Destruction

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Retention Sched. No.</u>	<u>Authorization Item No.</u>	<u>Inclusive Date of Records Destroyed</u>	<u>Volume Cu. Ft.</u>	<u>Date of Destruction</u>	<u>Method of Destruction</u> (Shred/landfill)
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1997	1	6-18-02	landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1997	3		
	Z BATCH ENVELOPES	975	IV2b	1997	4		
	CLOSED TRAFFIC FILES	975	2a&b	1997	4		
	CLOSED NONMATS CITATION	975	2a&b	1997	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1997	1		
	CLOSED PARKING CITATION	975	2a&b	1997	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

*Edward C. Papenfuss*

State Archivist

*Amily Thompson*

Signature of Court Official

*County Clerk*

Title

*6-18-02*

Date

FEB 14 2003

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

D.C.Cert.3-6-F-1-01

2653

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Caroline County January 1, 2001

AMILY THOMPSON - COUNTY CLERK  
Custodian of Records at time of Destruction

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u> <u>Retention</u> Sched. No.	<u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> <u>Cu. Ft.</u>	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	ACCOUNTING RECORDS	975	v	1997	5		
	Certificates of Deposit				1		
	Closed Transcript Records				1.5	6-18-02	landfill
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				2		
	Court Fund Receipts and Ledger cards				.5		
	Satisfied Bad Checks				1		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				.5		
	Auditors Receipt Copies				1		
	Bank Statements				1		
	Refund Request Forms				.5		
	Petty Cash Reimbursements						

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

*Edward C. Papenfuss*

State Archivist

*Amily Thompson*

Signature of Court Official

County Clerk

Title

6-18-02

Date



FEB 14 2003



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

D.C.Cert.3-6 -CR-2-01

2652

2/14/02

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Caroline County January 1, 2001

AMILY THOMPSON - COURT CLERK  
Custodian of Records at time of Destruction

<u>Series</u> No.	<u>Description of Records</u> Include title and/or form number	<u>Retention</u> Sched. No.	<u>Authorization</u> Item No.	<u>Inclusive Date</u> of Records Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> Destruction	<u>Method of</u> Destruction (Shred/landfill)
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EXPUNGED CRIMINAL  
CASES

975  
Sec IV

2  
a&b

1997

1

6-18-02

Shredded

\*To be shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

Date

*Edward C. Papenfuss*

State Archivist

*Amily Thompson*

Signature of Court Official

County Clerk

Title

6-18-02

Date

FEB 14 2003



2651

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

D.C.Cert.3-6 -CR-1-01

2/14/03

### PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland for Caroline County January 1, 2001

AMILY THOMPSON - COUNTY CLERK  
Custodian of Records at time of Destruction

<u>Series No.</u>	<u>Description of Records</u> Include title and/or form number	<u>Authorization</u> <u>Retention</u> Sched. No.	<u>Item</u> No.	<u>Inclusive Date</u> <u>of Records</u> Destroyed	<u>Volume</u> Cu. Ft.	<u>Date of</u> <u>Destruction</u>	<u>Method of</u> <u>Destruction</u> (Shred/landfill)
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1997	12	6-18-02	landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1997	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 A&b	1997	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

JAN 02 2000

*Edward C. Papenfuss Jr*

*Amily Thompson*

Date

State Archivist

Signature of Court Official

Title

6-18-02  
Date

[REDACTED]

FEB 14 2003

[REDACTED]

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

D.C. Cert. 3-6-CV-1-02

2953

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1998	10	6/18/02	landfill
	Landlord/Tenant Cases	975	II	1998	1		
	Summary Ejectment Money Judgments	975	II	1989	1		
	Domestic Violence Cases (stripped material only)	975	III	1989	1		
	Emergency Evaluations (stripped material only)	975	III	1989	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

*Edward C. Spencer Jr.*

*Amily Thompson*

Co. Clerk

6-18-02

Date

State Archivist

Signature of Court Official

Title

Date

DISTRICT COURT 03 02 Fax:4109960708 Jan 8 2003 13:29 P.09

MAR 18

2024

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

D.C. Cert. 3-6-CR-1-02

2954

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1998	12	6-18-02	Landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1998	2	6-18-02	Landfill
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1998	1	6-18-02	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

Date

*Edward C. Papenfuss Jr*

State Archivist

*Amily Thompson*

Signature of Court Official

County Clerk

Title

6-18-02

Date

MAR 18 2004



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

D.C. Cert. 3-6-TR-1-02

2955

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1998	1	6/18/02	Landfill
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1998	3		
	Z BATCH ENVELOPES	975	IV2b	1998	4		
	CLOSED TRAFFIC FILES	975	2a&b	1998	4		
	CLOSED NONMATS CITATIONS	975	2a&b	1998	1		
	CLOSED CITIZEN ARRESTS	975	2a&b	1998	1		
	CLOSED PARKING CITATION	975	2a&b	1998	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

*Edward C. Papenfuss*

*Amily Thompson*

Co. Clerk

6-18-02

Date

State Archivist

Signature of Court Official

Title

Date

MAR 18

*rwf*

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

D.C. Cert. 3-6-F-1-02

2956

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	ACCOUNTING RECORDS	975	V	1998			
	Certificates of Deposit				5		
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5	6-18-02	landfill
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

*Edward C. Papenfuss*

*Amily Thompson*

County Clerk 6-18-02

Date

State Archivist

Signature of Court Official

Title

Date

MAR 18

*wyf*

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

D.C. Cert. 3-6-CR-2-02

2957

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	975 Sec IV	2 a&b	1998	1	6/18/02	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

*Edward C. Papenfuss Jr*

*Amily Thompson*      *Amily Thompson*  
6-18-02      6-18-02

Date

State Archivist

Signature of Court Official

Title

Date





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

D.C. Cert. 3-6-MISC-1-02

2958

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 2, 2002

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	R-DAT RECORDING TAPES	975	IV	1998	7	6/18/02	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 14 2001

*Edward C. Pappas*

*Amily Thompson*

Co. Clerk

6-18-02

Date

State Archivist

Signature of Court Official

Title

Date

P.14  
 Jan 8 2003 13:31  
 DISTRICT COURT 03 02 Fax:4109960708

MAR 18

2004

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

D.C. Cert. 3-6-F-1-03

3188

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	ACCOUNTING RECORDS	975	v	1999		3-10-03	
	Certificates of Deposit				5		Landfill
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.5		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				1		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Saperstein*

State Archivist

*Amily Thompson*

Signature of Court Official

Co. Clerk

Title

3-10-03

Date

MAR 18 2004

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

D.C. Cert. 3-6-CV-1-03

3189

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1999	10	3-10-03	landfill
	Landlord/Tenant Cases	975	II	1999	1		
	Summary Ejectment Money Judgments	975	II	1990	1		
	Domestic Violence Cases (stripped material only)	975	III	1990	1		
	Emergency Evaluations (stripped material only)	975	III	1990	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss*

*Amily Thompson*

Date

State Archivist

Signature of Court Official

*Co. Clerk*

Title

3-10-03

Date

MAR 18 2004



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

D.C. Cert. 3-6-CR-1-03

3190

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	12	3-10-03	landfill
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Papenfuss*

State Archivist

*Amily Thompson*

Signature of Court Official

Co. Clerk

Title

3-10-03

Date

MAR 18 2004

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

D.C. Cert. 3-6-CR-2-03

3191

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	1	3-10-03	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Papenfuss Jr*

State Archivist

*Amily Thompson*

Signature of Court Official

*Co. Clerk*

Title

3-10-03

Date

MAR 18

2004

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

D.C. Cert. 3-6-MISC-1-03

3192

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland      Caroline      January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	R-DAT RECORDING TAPES	975	IV	1999	7	3-10-03	landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss*

*Amily Thompson*

3-10-03

Date

State Archivist

Signature of Court Official

Title

Date

MAR 18 2004



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

D.C. Cert. 3-6-TR-1-03

3193

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Caroline January 1, 2003

Amily Thompson, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1999	1	3-10-03	
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	3		
	Z BATCH ENVELOPES	975	IV2b	1999	2		Landfill Stored @ Records Center
	CLOSED TRAFFIC FILES	975	2a&b	1999	4		
	CLOSED NONMATS CITATIONS	975	2a&b	1999	1	3-10-03	LANDFILL
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	1		"
	CLOSED PARKING CITATION	975	2a&b	1999	1		"

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Papenfuss*

State Archivist

*Amily Thompson*

Signature of Court Official

Co. Clerk

Title

3-10-03

Date

MAR 18

204

M/D

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1227

District Court of Maryland Cecil 1/5/95  
 COURT COUNTY DATE

Patricia Buchanan - D.C. Records Center  
 CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	Criminal File Folders (After Microfilming)	975 Sec. IV	2 a&b	1991	14	7-27-04	Landfill ✓

Destruction Approved by Hall of Records Commission

Destruction Certification

11/4/94  
 Date

*Edward J. [Signature]*  
 State Archivist

*Patricia S. Buchanan* *Supv* 7-28-04  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

*Crantford* *[Signature]*



M/D

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1227

District Court of Maryland Cecil 1/5/95  
 COURT COUNTY DATE

Patricia Buchanan - D.C. Records Center  
 CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	Criminal File Folders (After Microfilming)	975 Sec. IV	2 a&b	1991	14	7-27-04	Landfill ✓

Destruction Approved by Hall of Records Commission

Destruction Certification

11/4/94  
 Date

*Edward [Signature]*  
 State Archivist

*Patricia S. Buchanan Supp* 7-28-04  
 Signature of Court Official Title Date

Instructions for Preparation and Submission on Reverse Side

*Crantford*





PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

1227

District Court of Maryland Cecil 1/5/95  
COURT COUNTY DATE

Patricia Buchanan - D.C. Records Center  
CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	Criminal File Folders (After Microfilming)	975 Sec. IV	2 a&b	1991	8	12-15-97	Landfill

Destruction Approved by Hall of Records Commission

11/4/94  
 Date

*Edward J. ...*  
 State Archivist

Destruction Certification

*Patricia Buchanan*  
 Signature of Court Official

*Supv*  
 Title

7-23-03  
 Date

Instructions for Preparation and Submission on Reverse Side

RECEIVED

OCT 19 1994

MARYLAND STATE ARCHIVES



MAR 18 2004

3330

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

D.C. Cert. 3-2-TR-2-02

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PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2002

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC Motor Vehicle Dockets (to be destroyed only after microfilming)	975 Sec IV	2 a&B	1996	12	12-12-3	Landfilled

Destruction Approved by Hall of Records Commission

Destruction Certification

AUG 05 2003

*Edward C. Papenfuss*

*Patricia S. Buchner*

12-12-3

Date

State Archivist

Signature of Court Official

Title

Date

11

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12/23/03



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

D.C. Cert. 3-2-TR-2-03

3187

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	<p>TRAFFIC</p> <p>Motor Vehicle Dockets</p> <p>(to be destroyed only after microfilming)</p>	975 Sec IV	2 a&B	1997	12		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss Jr*

Date

State Archivist

Signature of Court Official

Title

Date

MAY 5 2003

3353

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

Accession # 03A97-03A98

District Court of Maryland  
COURT

Cecil  
COUNTY

DATE July 24 2003

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.				
	Microfilm Traffic Md Rule 2219	2219	Sec VI Item 2	1997  1998	12  12	2-18-04 ↓	landfilled ↓

Destruction Approved by Hall of Records Commission

Destruction certification

AUG 05 2003

Date

*Edward C. Papenfort*  
State Archivist

*Patricia Buchanan Supri*  
Signature of Court Official Title

2-18-04  
Date

*[Faint, illegible handwritten text]*

FEB 28-04

*[Faint, illegible handwritten text]*

RECEIVED  
AUG 4 2003  
MARIANA STATE ARCHIVES

May  
2002 3

GENERAL SERVICES  
Commission  
ment Division  
D., P.O. Box 275  
0794-0275

D.C. Cert. 3-2-F-1-03

3181

5/5/03

PF

RECORDS DESTRUCTION

District Court of Maryland

Cecil

January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	ACCOUNTING RECORDS	975	v	1999			
	Certificates of Deposit				13	4/11/03	LANDFILL
	Closed Transcript Records				1	"	"
	Closed Deferred Payment Records				1.5	"	"
	Commissioner Daily Transmittals				1.25	"	"
	Court Fund Receipts and Ledger Cards				2	"	"
	Satisfied Bad Checks				.5	"	"
	Purchase Orders & Receiving Reports				.5	"	"
	Statistical Report				1	"	"
	Auditors Receipt Copies				.5	"	"
	Bank Statements				1	"	"
	Refund Request Forms				1	"	"
	Petty Cash Reimbursements				.25	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Saperstein*

235  
*N. Lea Gochnauer* COUNTY CLERK 4/11/03

Date

State Archivist

Signature of Court Official

Title

Date

LETTER FROM THE DIRECTOR

MAY 5 03



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

D.C. Cert. 3-2-CV-1-03

3182

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	1999	23		LANDFILL
	Landlord/Tenant Cases	975	II	1999	2.5		"
	Summary Ejectment Money Judgments	975	II	1990	1.5		"
	Domestic Violence Cases (stripped material only)	975	III	1990	2		"
	Emergency Evaluations (stripped material only)	975	III	1990	.5		"
					29.50		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Saperstein*

State Archivist

*N. Lea Gochnauer* COUNTY CLERK 4-11-03

Signature of Court Official

Title

Date

MAY 5 2007

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

D.C. Cert. 3-2-CR-1-03

3183

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	1999	40	4/11/03	LANDFILL
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	1999	2.5	"	"
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	1999	3	"	"

4550

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Speer*

*N. Lea Gochnauer*

COUNTY CLERK 4-11-03

Date

State Archivist

Signature of Court Official

Title

Date

████████████████████

MAY 5 2003

████████████████████

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

D.C. Cert. 3-2-CR-2-03

3184

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	2	5-8-3	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

Date

*Edward C. Papenfuss Jr*

State Archivist

*Patricia S. Buchanan Supv*

Signature of Court Official

Title

5-8-03

Date

MAY 15



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

D.C. Cert. 3-2-CR-2-03

3184

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	975 Sec IV	2 a&b	1999	2		

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss Jr*

Date

State Archivist

Signature of Court Official

Title

Date

MAY 5 2003

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

D.C. Cert. 3-2-MISC-1-03

3185

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	R-DAT RECORDING TAPES	975	IV	1999	12	4/11/03	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss*

*N. Lea Gochnauer* COUNTY CLERK 4/11/03

Date

State Archivist

Signature of Court Official

Title

Date

MAY 5 2003

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

D.C. Cert. 3-2-TR-1-03

3186

5/5/03

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 2, 2003

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	1999	2	4/11/03	LANDFILL
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	1999	7	"	"
	Z BATCH ENVELOPES	975	IV2b	1999	10	"	"
	CLOSED TRAFFIC FILES	975	2a&b	1999	14	"	"
	CLOSED NONMATS CITATIONS	975	2a&b	1999	.5	"	"
	CLOSED CITIZEN ARRESTS	975	2a&b	1999	0	"	"
	CLOSED PARKING CITATION	975	2a&b	1999	1	"	"

Destruction Approved by Hall of Records Commission

Destruction Certification

NOV 12 2002

*Edward C. Papenfuss*

*N. Lea Gochnauer* COUNTY CLERK 4-11-03

Date

State Archivist

Signature of Court Official

Title

Date

MAY 5 2003



3430

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

D.C. Cert. 3-2-CR-2-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	975 Sec IV	2 a&b	2000	2	3-3-04	Shredded

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

*Edward C. Papenfuss*

State Archivist

*Patricia S. Buchanan-Super*

Signature of Court Official

Title

3-3-04

Date

MAR 9 2004

3427.

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

D.C. Cert. 3-2-F-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT COUNTY DATE CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	ACCOUNTING RECORDS	975	v	2000			
	Certificates of Deposit				13	2/19/04	LANDFILL
	Closed Transcript Records				1		
	Closed Deferred Payment Records				1.5		
	Commissioner Daily Transmittals				1.25		
	Court Fund Receipts and Ledger Cards				2		
	Satisfied Bad Checks				.5		
	Purchase Orders & Receiving Reports				.5		
	Statistical Report				1		
	Auditors Receipt Copies				.5		
	Bank Statements				1		
	Refund Request Forms				1		
	Petty Cash Reimbursements				.25		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

*Edward C. Papenfuss*

State Archivist

*N. Lea Gochnauer*

Signature of Court Official

COUNTY CLERK

Title

2/25/04

Date

MAR 2 2004

Charles J. [unclear]

005 09 330

3428

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

D.C. Cert. 3-2-CV-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CIVIL						
	Civil Cases Closed (stripped material only)	975	II	2000	23	2/19/04	LANDFILL
	Landlord/Tenant Cases	975	II	2000	2.5		
	Summary Ejectment Money Judgments	975	II	1991	1.5		
	Domestic Violence Cases (stripped material only)	975	III	1991	2		
	Emergency Evaluations (stripped material only)	975	III	1991	.5		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

*Edward C. Spangenberg*

State Archivist

*N. Lea Gochnauer* COUNTY CLERK

Signature of Court Official

Title

2/25/04

Date

*DMC*

MAR 2 1900

*Charles C. Peck*

NOV 2 5 500



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

D.C. Cert. 3-2-CR-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	975	2 a&b	2000	40	2/19/04	LANDFILL
	NATURAL RESOURCE CLOSED (Stripped material only)	975	2 a&b	2000	2.5	~	~
	CIVIL CITATIONS CLOSED (Stripped material only)	975	2 a&b	2000	3	~	~

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

*Edward C. Papenfuss*

State Archivist

*N. Lea Gochnauer*

Signature of Court Official

*COUNTY CLERK*

Title

*2/25/04*

Date

Mr. W.P.  
MAR 2

Charles P. ...

DEC 1 1881

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

D.C. Cert. 3-2-MISC-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	R-DAT RECORDING TAPES	975	IV	2000	12	2/19/04	LANDFILL

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003

Date

*Edward C. Spangenberg*

State Archivist

*N. Lea Gochnauer* County Clerk

Signature of Court Official

Title

2/25/04

Date

Wm

MAR 2

Charles Page

DEC 11 1883

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

D.C. Cert. 3-2-TR-1-04

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Cecil January 1, 2004

N. Lea Gochnauer, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description 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.				
	TRAFFIC						
	TRANSMITTALS	975	IV2b	2000	2	2/19/04	LANDFILL
	MISCELLANEOUS CORRESPONDENCE	975	IV2b	2000	7	}	}
	Z BATCH ENVELOPES	975	IV2b	2000	10		
	CLOSED TRAFFIC FILES	975	2a&b	2000	14		
	CLOSED NONMATS CITATIONS	975	2a&b	2000	.5		
	CLOSED CITIZEN ARRESTS	975	2a&b	2000	0		
	CLOSED PARKING CITATION	975	2a&b	2000	1		

Destruction Approved by Hall of Records Commission

Destruction Certification

DEC 02 2003  
Date

*Edward C. [Signature]*  
State Archivist

*N. Lea Gochnauer* COUNTY CLERK 2/25/04  
Signature of Court Official Title Date

WAP

WAP

WAP

WAP

WAP



Mail original to:

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 JUVENILE SERVICES - CECIL COUNTY - AREA IV.

Reporting Agency  
DIRECT CARE SERVICES DIVISION  
170 E. MAIN ST., ELKTON, MD 21921  
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	Case file folders (includes family data, psychological/psychiatric reports, school records, correspondence, police reports, Court reports, etc.)	1259	6, 7, 8, 9, 16	Files closed of youth whose year of birth was 1982	11.5	1/13/04	Shredded
cc:	Paul Bowden, Coordinator Dept. of Juvenile Services 105 W. Chesapeake Avenue Towson, MD 21204						

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

*Martin E. Salmon*  
Martin E. Salmon  
Signature

Supervisor

Title

1/13/04

Date

DGB 550-2

JAN 14

04



DEPARTMENT OF JUVENILE SERVICES

170 E. Main Street  
Elkton, Maryland 21921

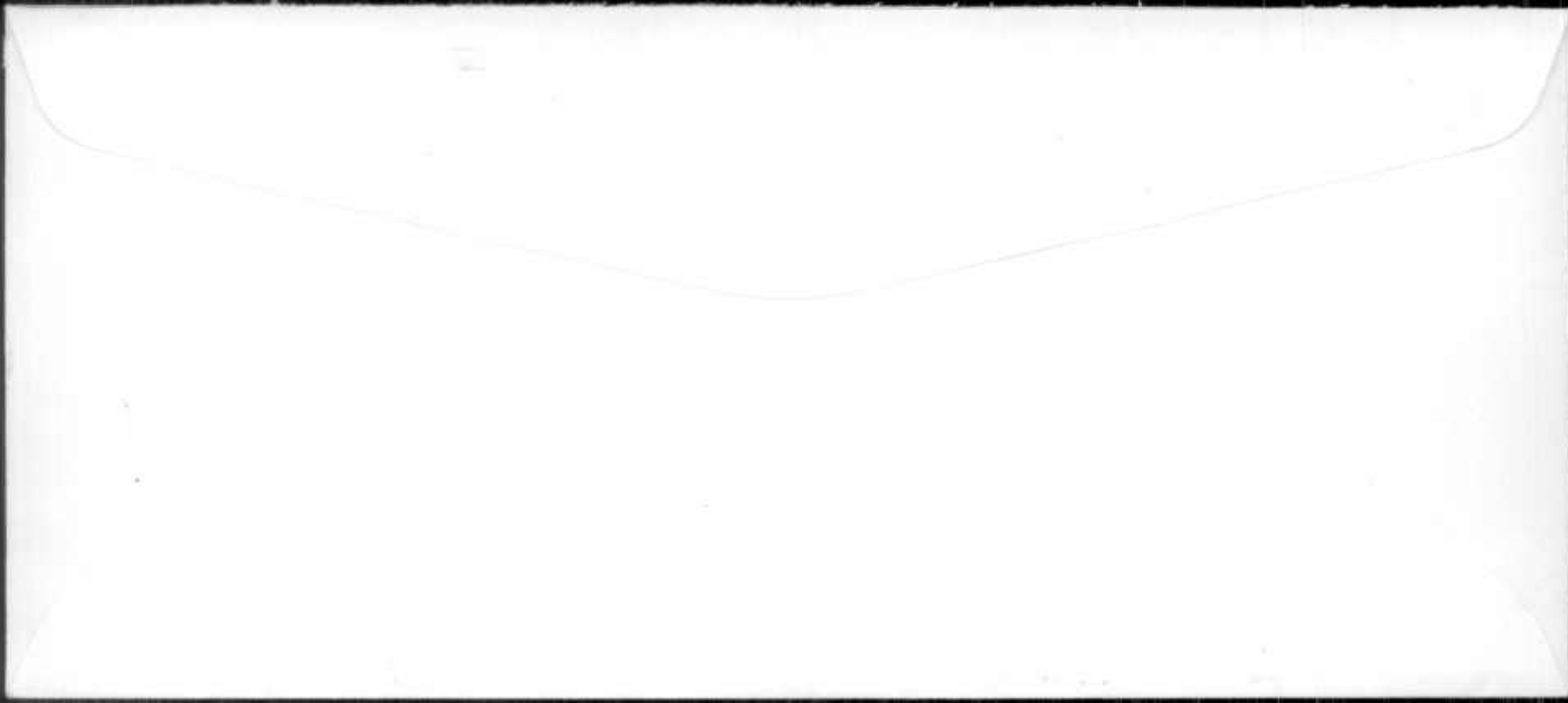
"Together...Reshaping Young Lives"



DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS MANAGEMENT CENTER  
7275 WATERLOO RD. (RTE. 175)  
P.O. BOX 275  
JESSUP, MD 20794-0275

20734+0273 03





Mail original to:

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 JUVENILE JUSTICE - CECIL COUNTY - AREA IV.

<sup>Reporting Agency</sup>  
DIRECT CARE SERVICES DIVISION  
170 E. MAIN ST., ELKTON, MD 21921

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 Schd. No.	Item No.				
1	Case file folders (includes family data, psychological/psychiatric reports, school records, correspondence, police reports, Court reports, etc.)	1259	6,7,8, 9, 16	Files closed of youth whose year of birth was 1981	11	1/21/03	Shredded
cc: Paul Bowden, Coordinator Dept. of Juvenile Services 105 W. Chesapeake Avenue Towson, MD 21204							

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

*Martin E. Salmon*  
Martin E. Salmon  
Signature

Supervisor  
Title

1/23/03  
Date

DGB 550-2

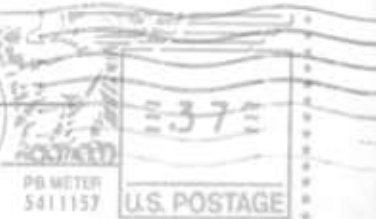
BM 24 2003





**DEPARTMENT OF JUVENILE JUSTICE**

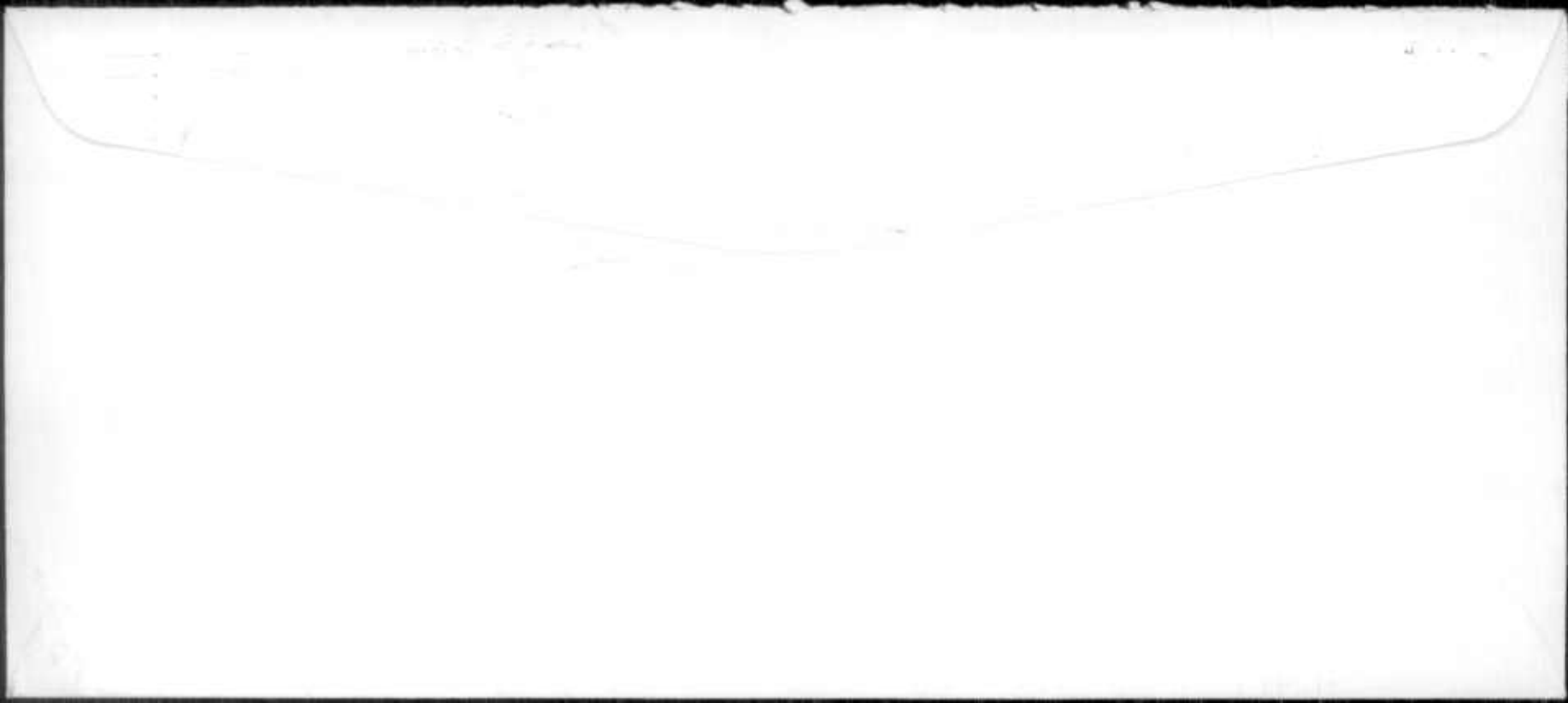
**170 E. Main Street  
Elkton, Maryland 21921**



DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS MANAGEMENT CENTER  
7275 WATERLOO RD  
P.O. BOX 275  
JESSUP, MD 20794-0275

20794+0275 03









Box #1

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

**CERTIFICATE OF RECORDS DISPOSAL**

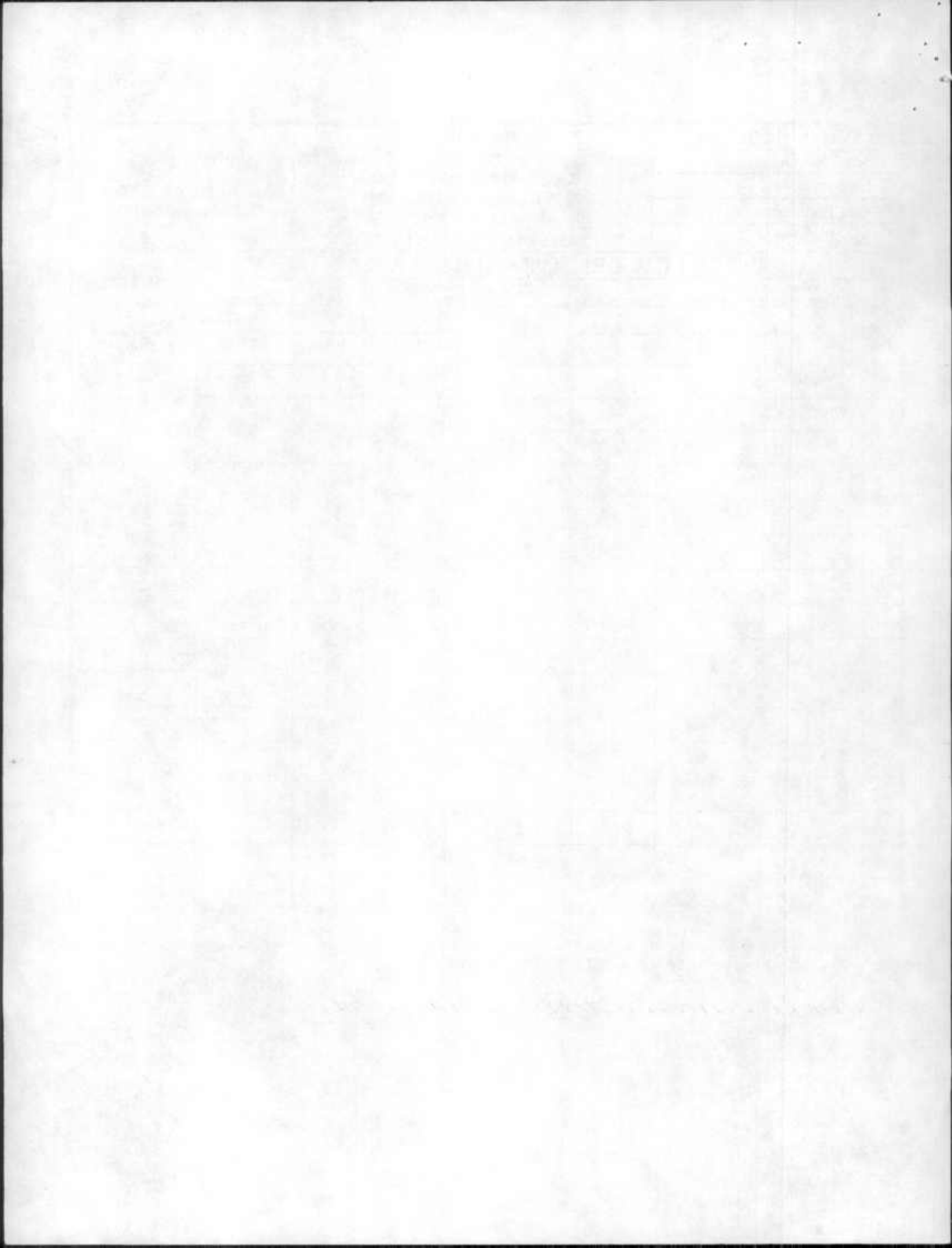
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	S.A.T. Program			1986-1989	1 Box	9-25-03	Bury
	MA Cards - Copes			1992		9-25-03	Bury
	MA Financial Sheets			1992		9-25-03	Bury
	Private Financial Sheets			1992		9-25-03	Bury
	Payment Receipts			1-1-92-12-31-92		9-25-03	Bury
	Insurance Handbooks			1988		9-25-03	Bury
	Payment Receipts			1987-1990		9-25-03	Bury
	Registration forms			1992-1993		9-25-03	Bury
	Claim forms			1992		9-25-03	Bury
	MAP Forms			1992		9-25-03	Bury
	Private Pay Receipts			1987		9-25-03	Bury
	Medicare - Paid in full			1989-1990		9-25-03	Bury

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

*Larry Hamilton*  
Signature

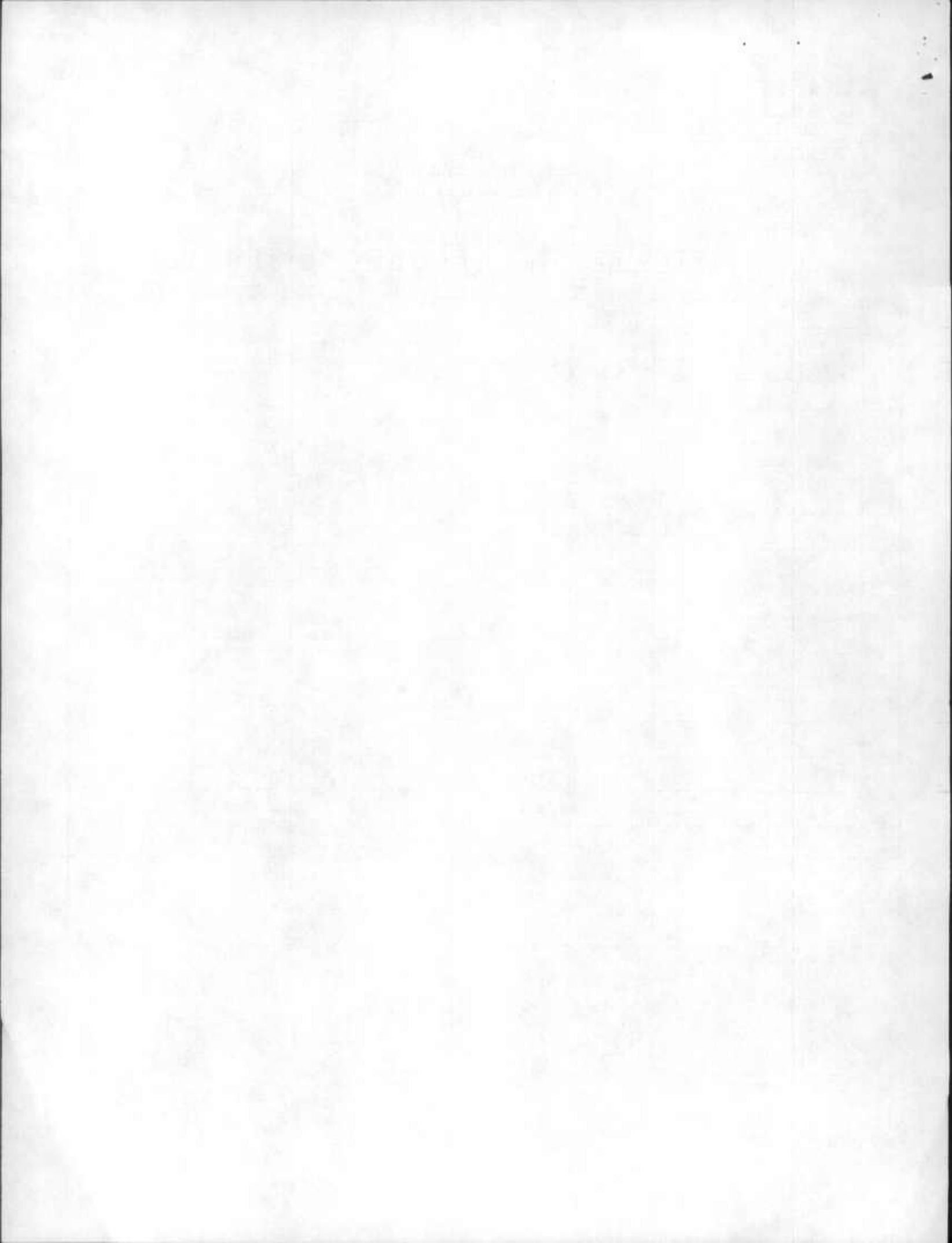
*Adm Officer III*  
Title

1-8-04  
Date









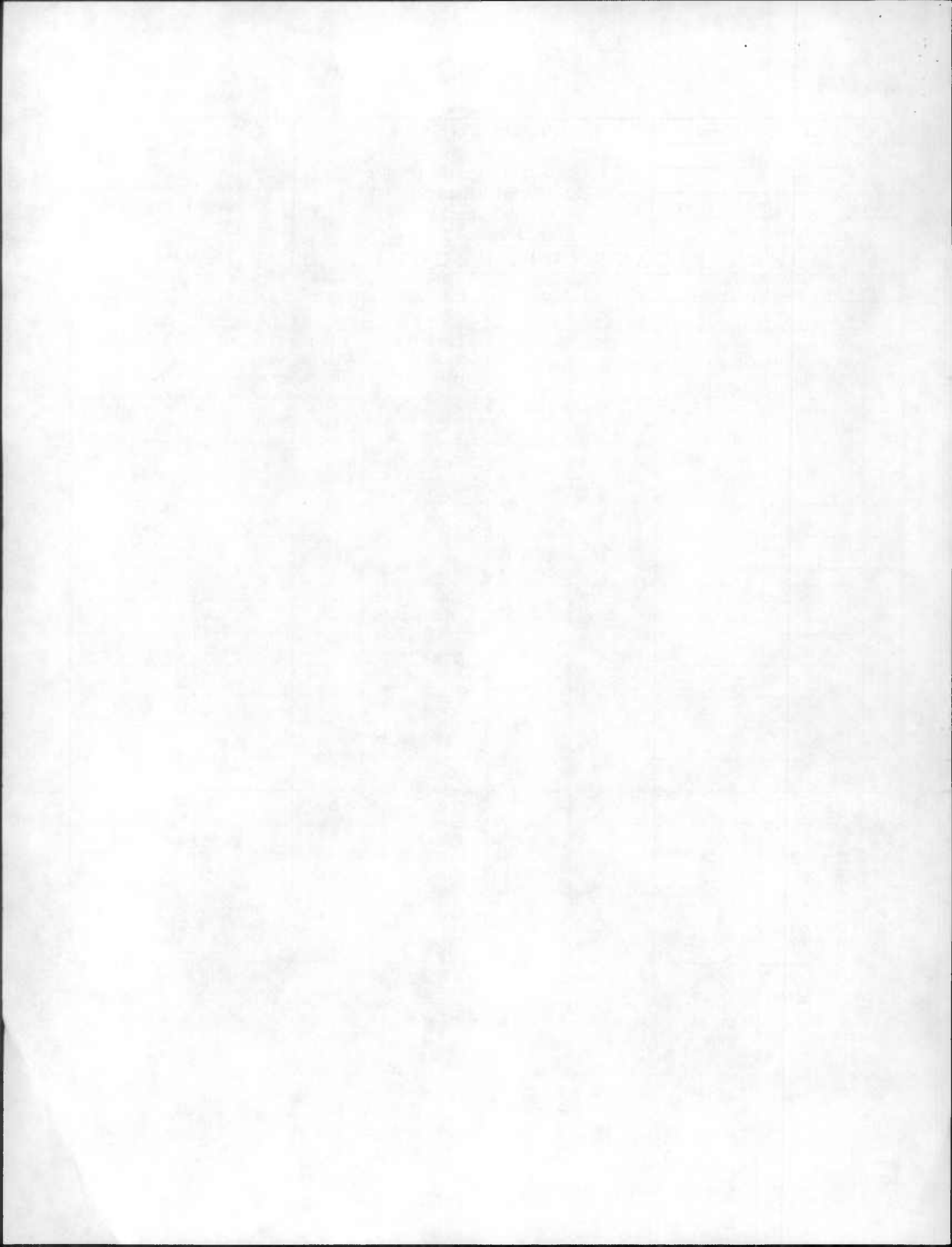
Cecil County Health Dept.	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward Original to address at left.
Reporting Agency		
Special Populations Services		
Division or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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	PERT			1993-1994	1 Box	9-25-03	Bury
	MAP Payments			1993-1994- 1995		9-25-03	Bury

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

\_\_\_\_\_  
Signature
Title
Date



**Box #4**

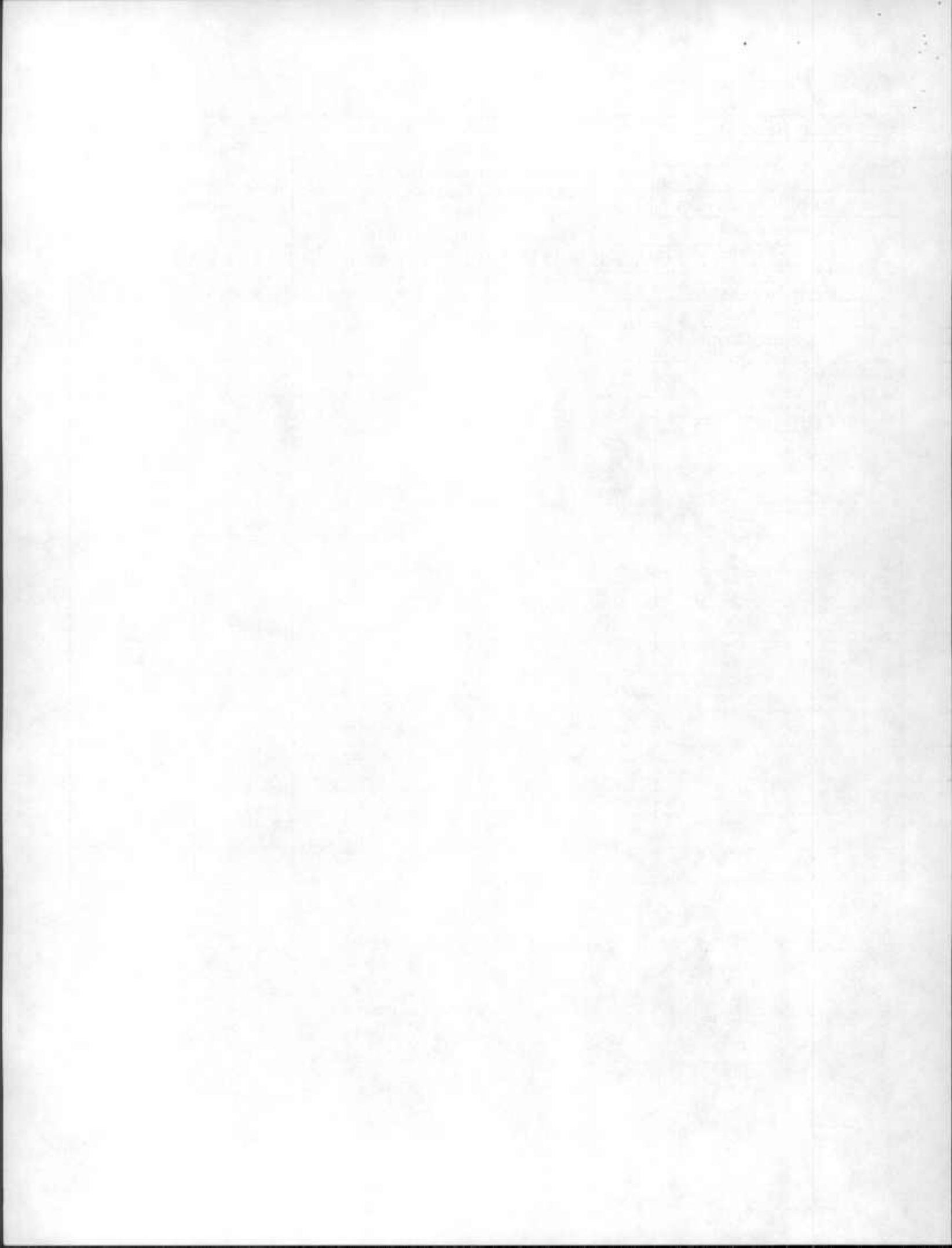
Cecil County Health Dept.	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward Original to address at left.
Reporting Agency		
Special Populations Services		
Division or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

### CERTIFICATE OF RECORDS DISPOSAL

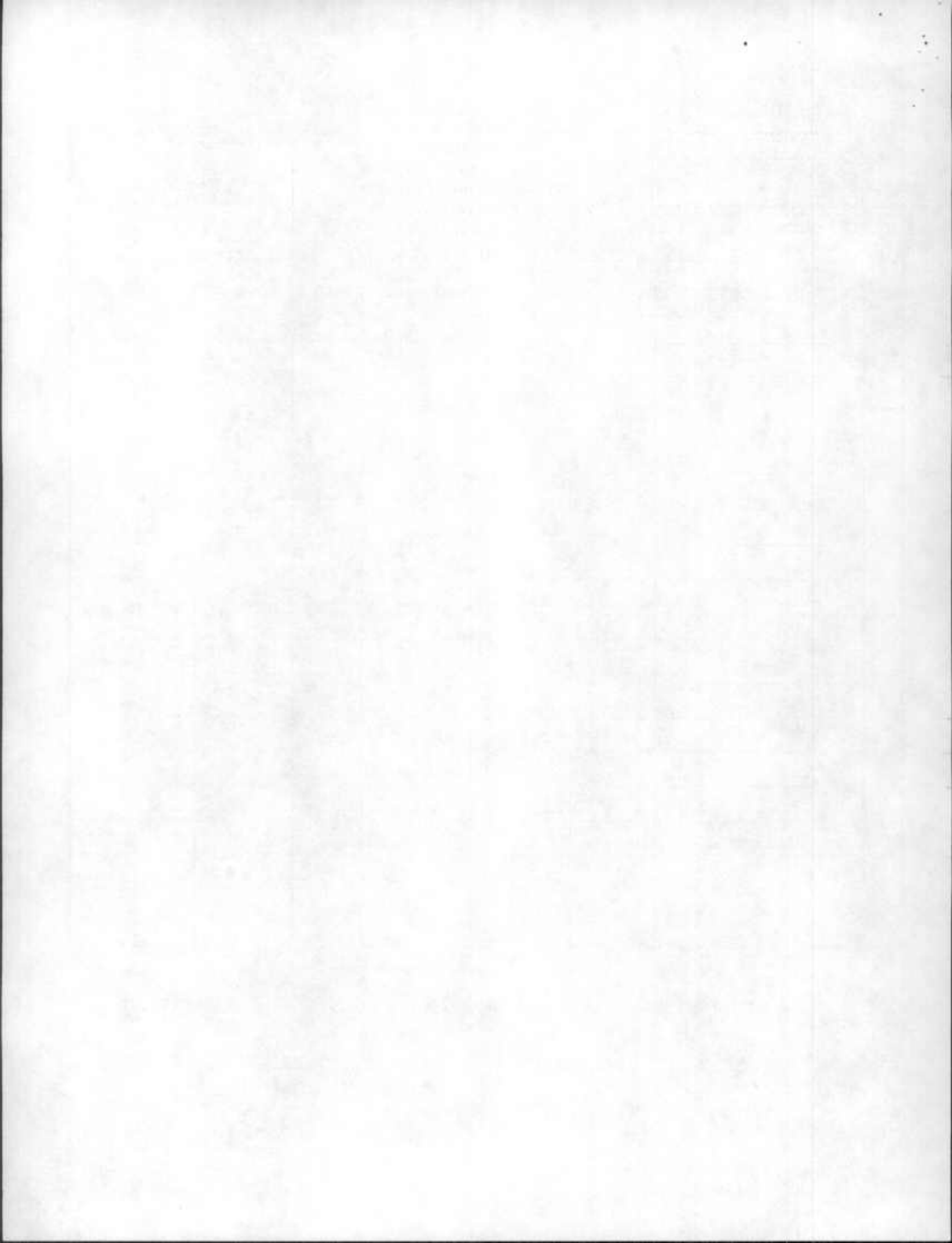
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Clinical Subcommittee Minutes			1995-1996	1 Box	9-25-03	Bury
	Grant Award Conditions			1995		9-25-03	Bury
	MASCA Minutes			1995-1996		9-25-03	Bury

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

\_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_ Date









Box #6

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

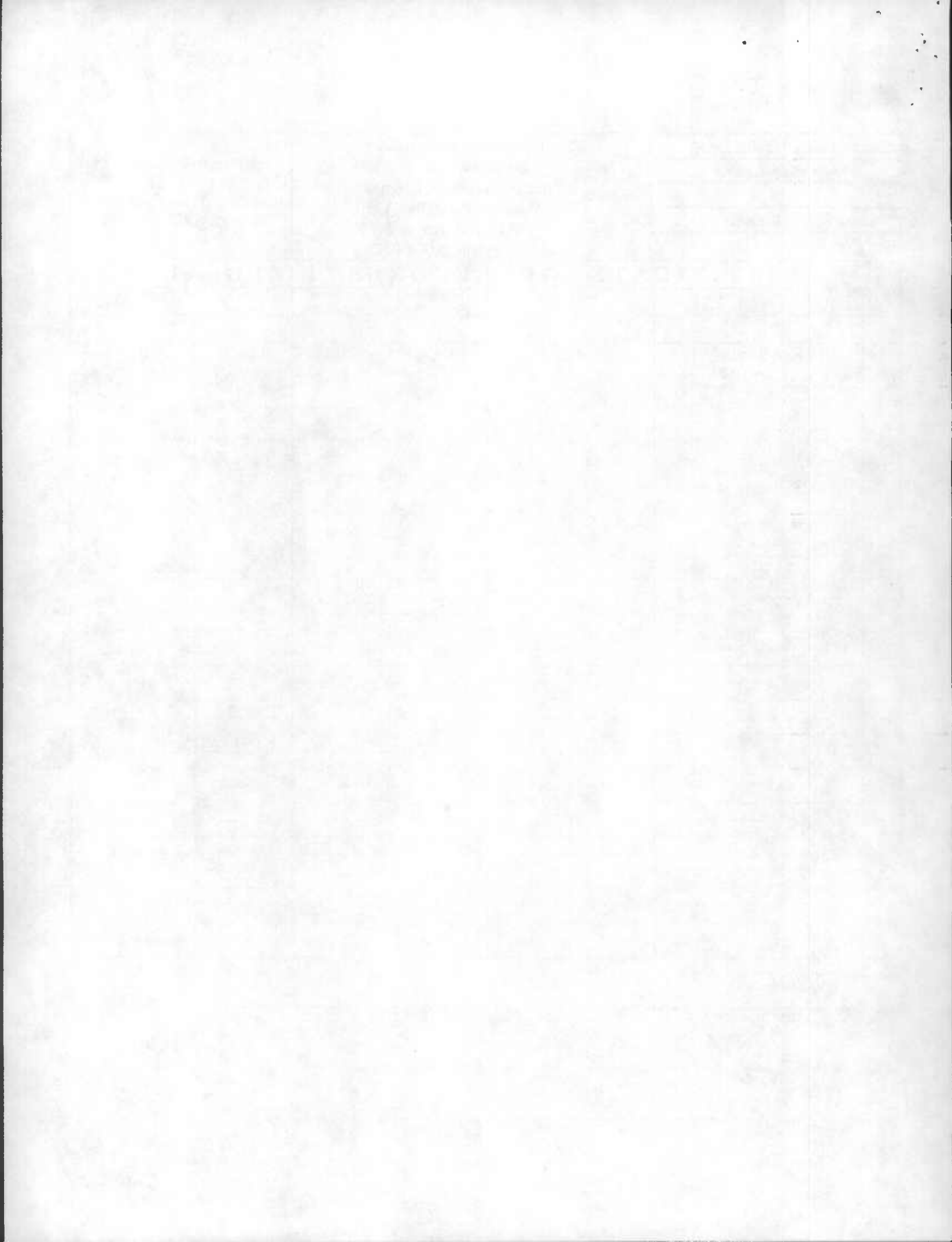
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	A/R Reports			1993-1994	1 Box	9-25-03	Bury
	Financial Reports			1994		9-25-03	Bury

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Box #7

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Registration Forms SHARE			1995	1 Box	9-25-03	Bury
	Medicaid Claims Processing Report			1995		9-25-03	Bury
	SHARE CRP Financial Reconciliation Summary			1995		9-25-03	Bury
	Client Payment Schedules			1995		9-25-03	Bury
	General Information			1995		9-25-03	Bury

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

\_\_\_\_\_  
Signature


\_\_\_\_\_  
Title

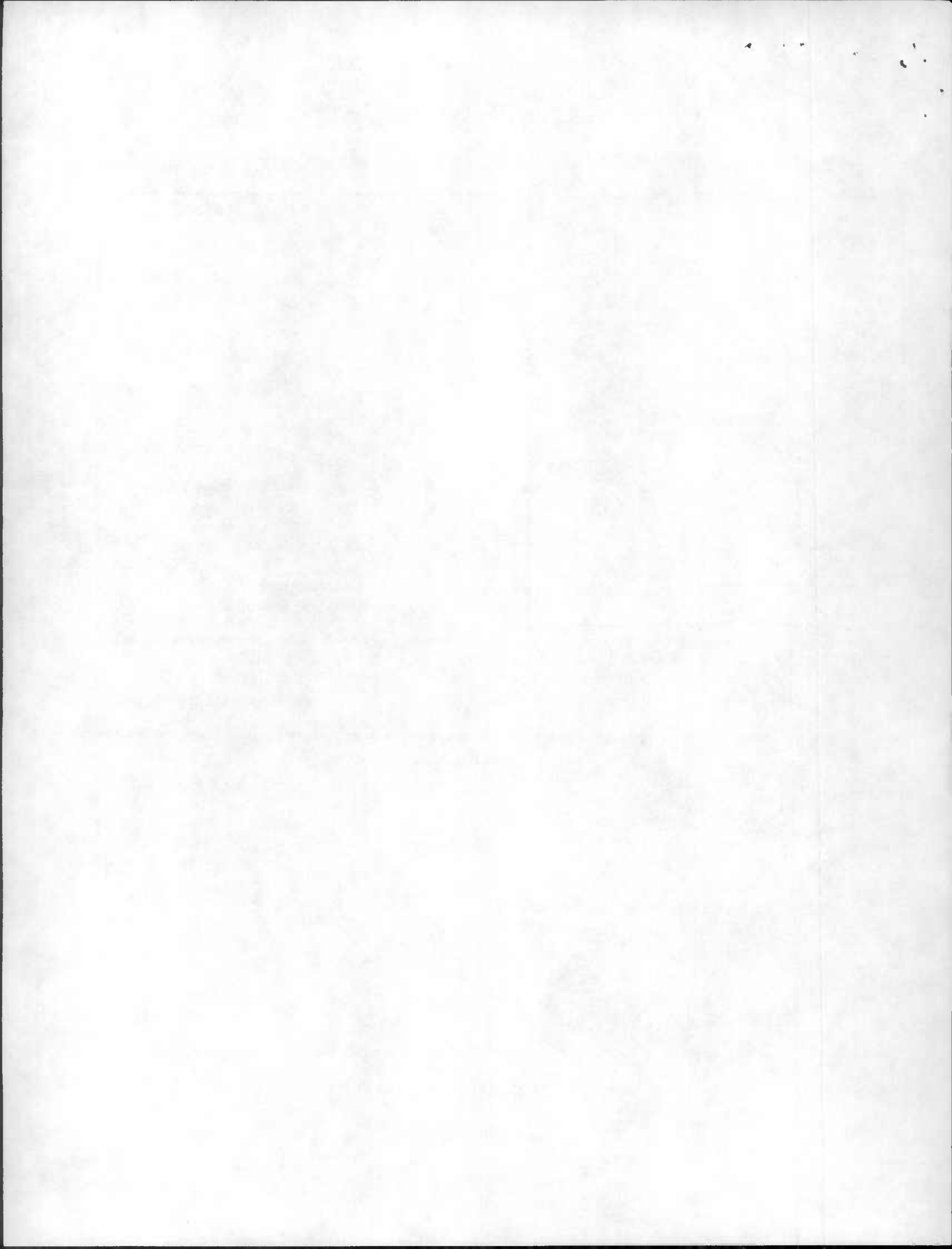
\_\_\_\_\_  
Date

JAN 28 2004

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1 Cecil County Health Department	Accession No.	Date Rec'd RM Coe
B. Division/Unit Special Populations Services	Location Range Section(s)	No. of Cu.Ft.
C. Mailing Address 401 Bow Street, Elkton, MD 21921		
D. Phone No. 410-996-5112	Records Center Manager	
E. Agency Official 	<b>To Be Completed At  State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
Box #1	S.A.T. Program 1986-1989 MA Cards - Copies - 1992 MA Financial Sheets - 1992 Private Financial Sheets - 1992 Payment Receipts - 1/1/92 - 12/31/92 Insurance Handbooks - 1988 Payment Receipts - 1987 - 1990 Registration forms - 1992-1993 Claim forms - 1992 MAP forms - 1992 Private Pay Receipts - 1987 Medicare - Paid in full - 1989 - 1990	



Page 2

Box #2 Insurance files 1989 – 1992  
Medical Assistance Forms 1990 –1992

Box #3 PERT forms 1993 – 1994  
MAP Payments 1993 – 1995

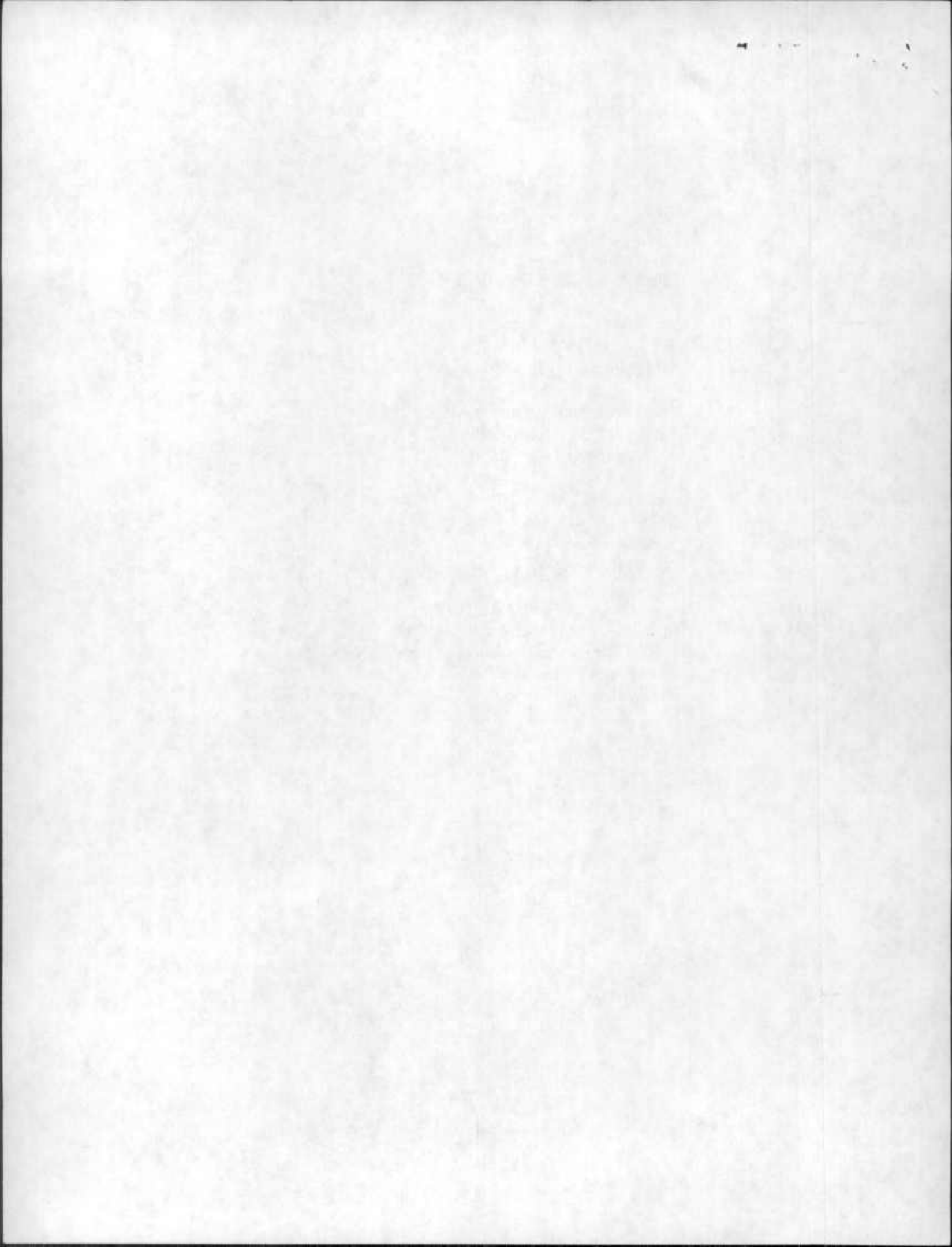
Box #4 Clinical Subcommittee minutes 1995 – 1996  
Grant Award Conditions 1995  
MASCA minutes 1995 – 1996

Box #5 Balance Sheets 1987 – 1989

Box #6 A/R Reports 1993 – 1994  
Financial Report 1994


Box #7 Registration forms – SHARE 1995  
Medicaid Claims Processing Report 1995  
SHARE CRP Financial Reconciliation Summary 1995  
Client Payment Schedules 1995  
General Information 1995

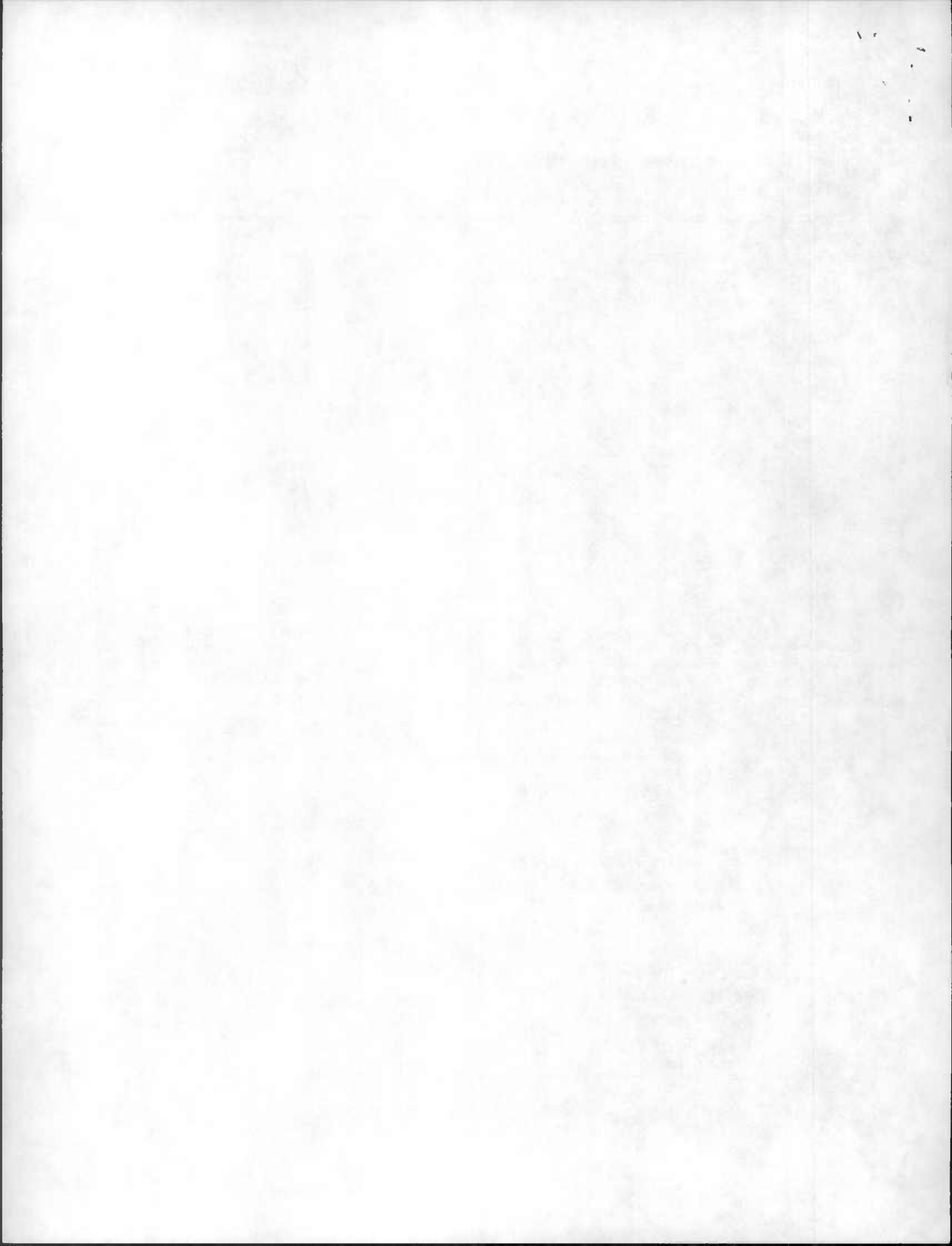




DEPARTMENT OF GENERAL SERVICES  
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

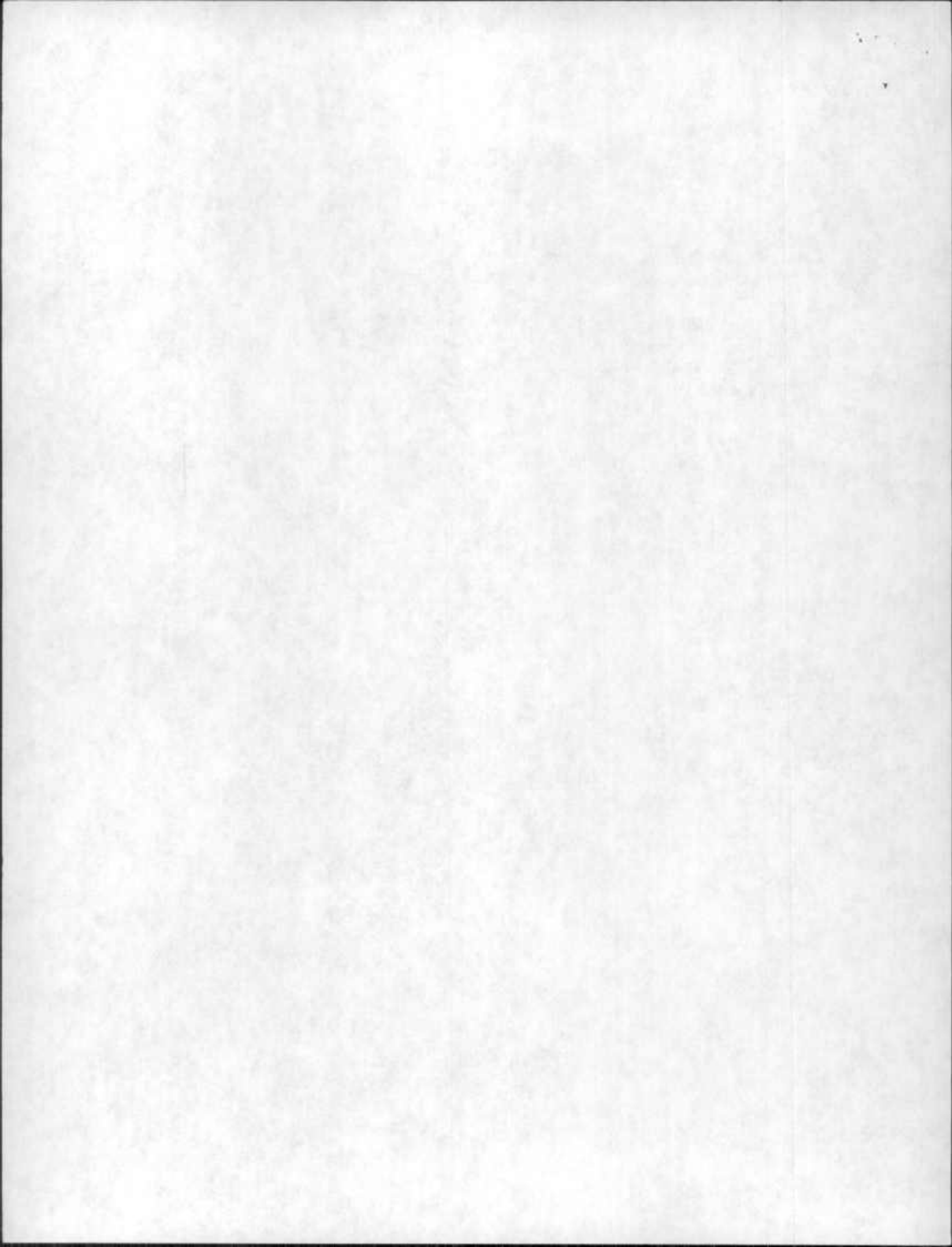
<b>A. Agency</b> 1. Cecil County Health Department	Accession No.	Date Rec'd  RM Coe
<b>B. Division/Unit</b> Special Populations Services	Location  Range Section(s)	No. of Cu.Ft.
<b>C. Mailing Address</b> 401 Bow Street Elkton, MD 21921		
<b>D. Phone No.</b>  410-996-5112	Records Center Manager	
<b>E. Agency Official</b>  	<b>To Be Completed At</b> <b>State Records Management Center</b>	
<b>2. Box Numbers</b>	<b>3. Description of Records with Inclusive Dates</b>	<b>4. Disposal Authority Schedule, Item No. Disposal Date</b>
Box #1	A/R Statements - 1995 Date Charts - 1997 CSA Wish List - 1999 CSA Summary - 1998 Central Collection Files - 1994 Misc. Transmittals - 1997 IBNR - 1998	
Box #2	Cecil Data - 1998 Misc. Hand Written Notes - 1998 Provider Contacts - 1998 A/R Statements - 1992 Account Statements - 1995	



Page 2

Box #3 Claim Statements 1995-1996  
A/R Statements 1994

Box #4 After School Program 1994  
Share Program 1994 - 1995  
A/R Statements 1994  
Sunrise Program 1995



Box #1

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

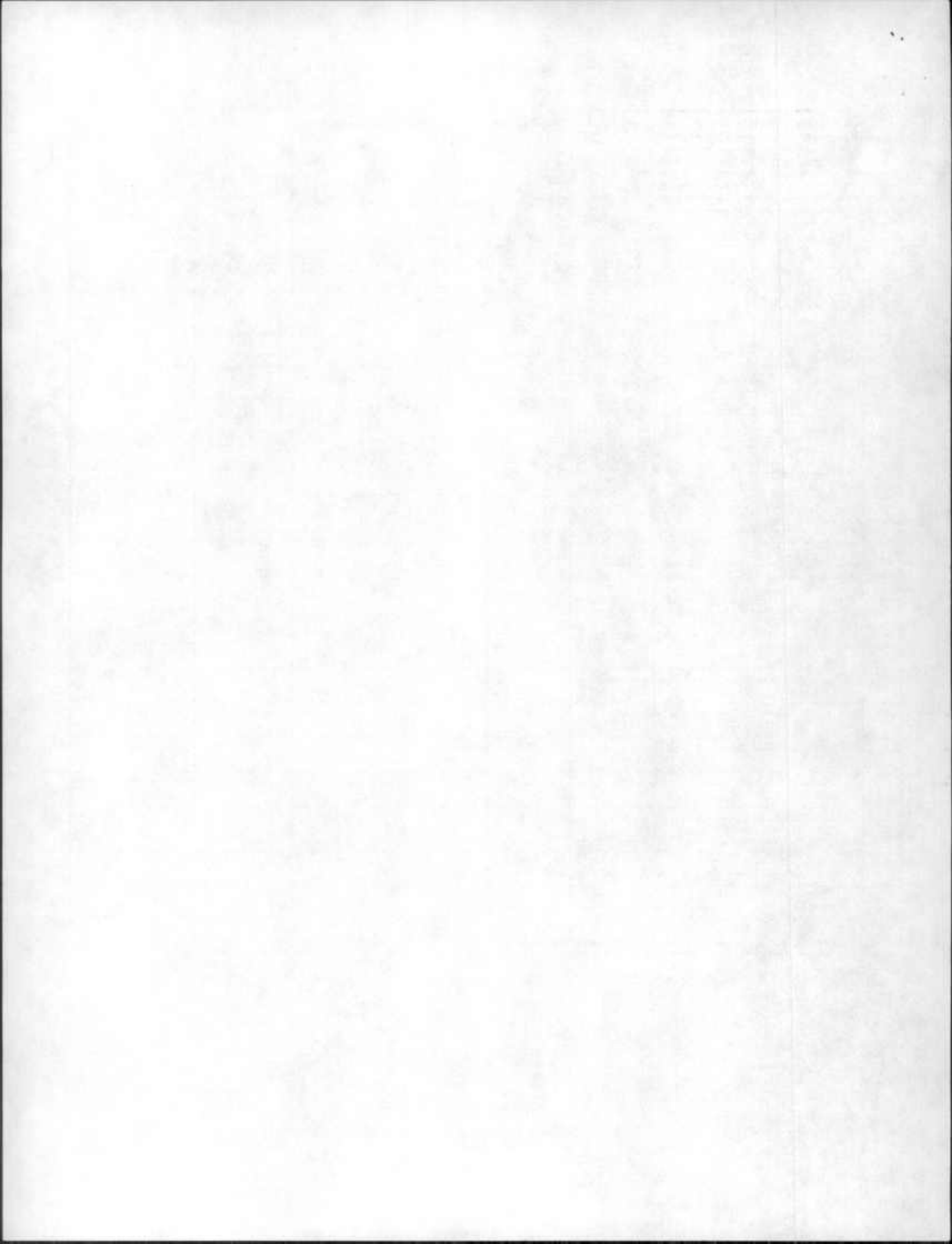
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	A/R Statements			1995	1 Box	9-26-03	Bury
	Date Charts			1997		9-26-03	Bury
	CSA Wish List			1999		9-26-03	Bury
	CSA Summary			198		9-26-03	Bury
	Central Collection Files			1994		9-26-03	Bury
	Misc. Transmittals			1997		9-26-03	Bury
	IBNR			1998		9-26-03	Bury

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

*Amy Hamilton*  
Signature

*Adm Officer III*  
Title

*1-8-04*  
Date





Box #2

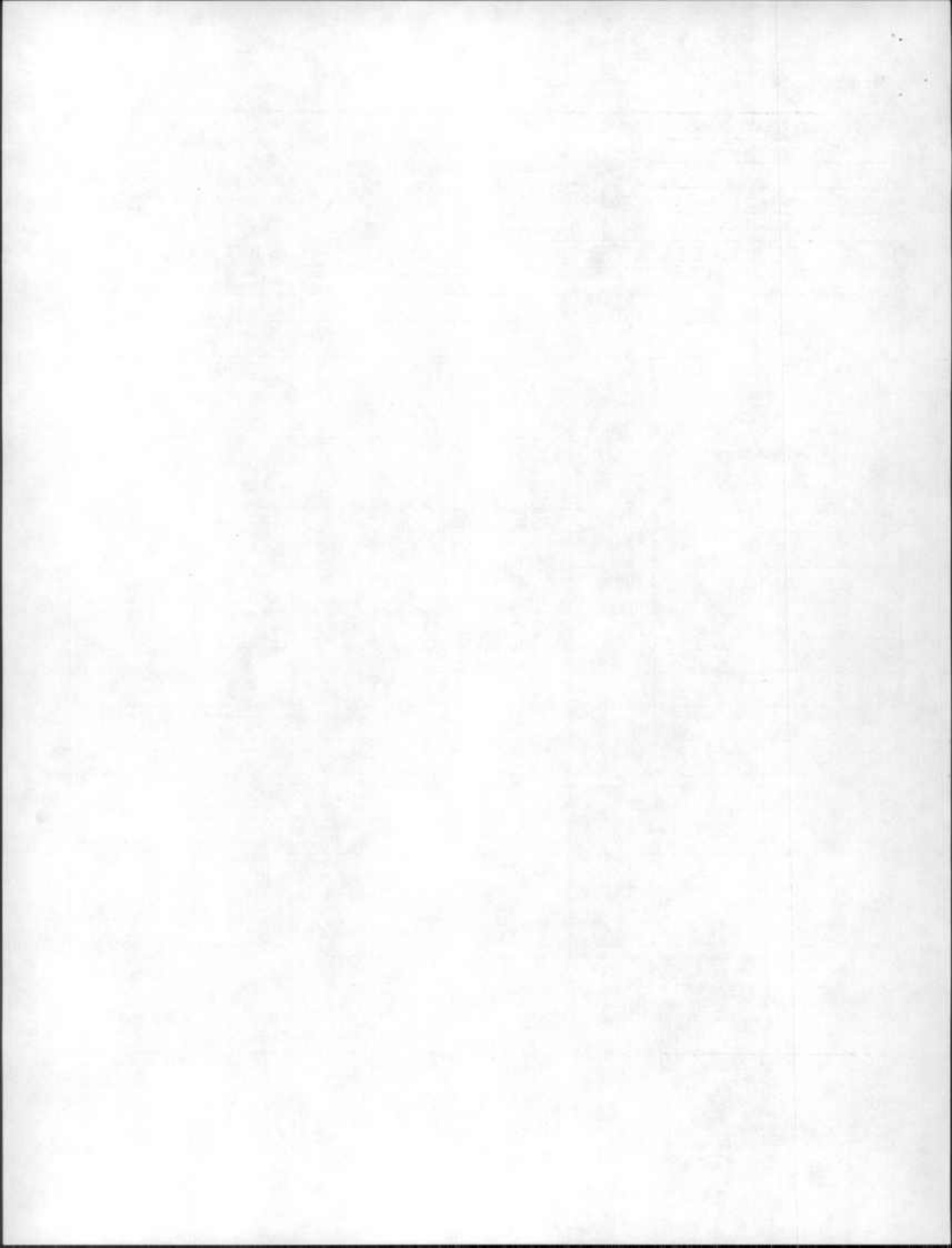
Cecil County Health Dept.	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward Original to address at left.
Reporting Agency		
Special Populations Services		
Division or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

**CERTIFICATE OF RECORDS DISPOSAL**

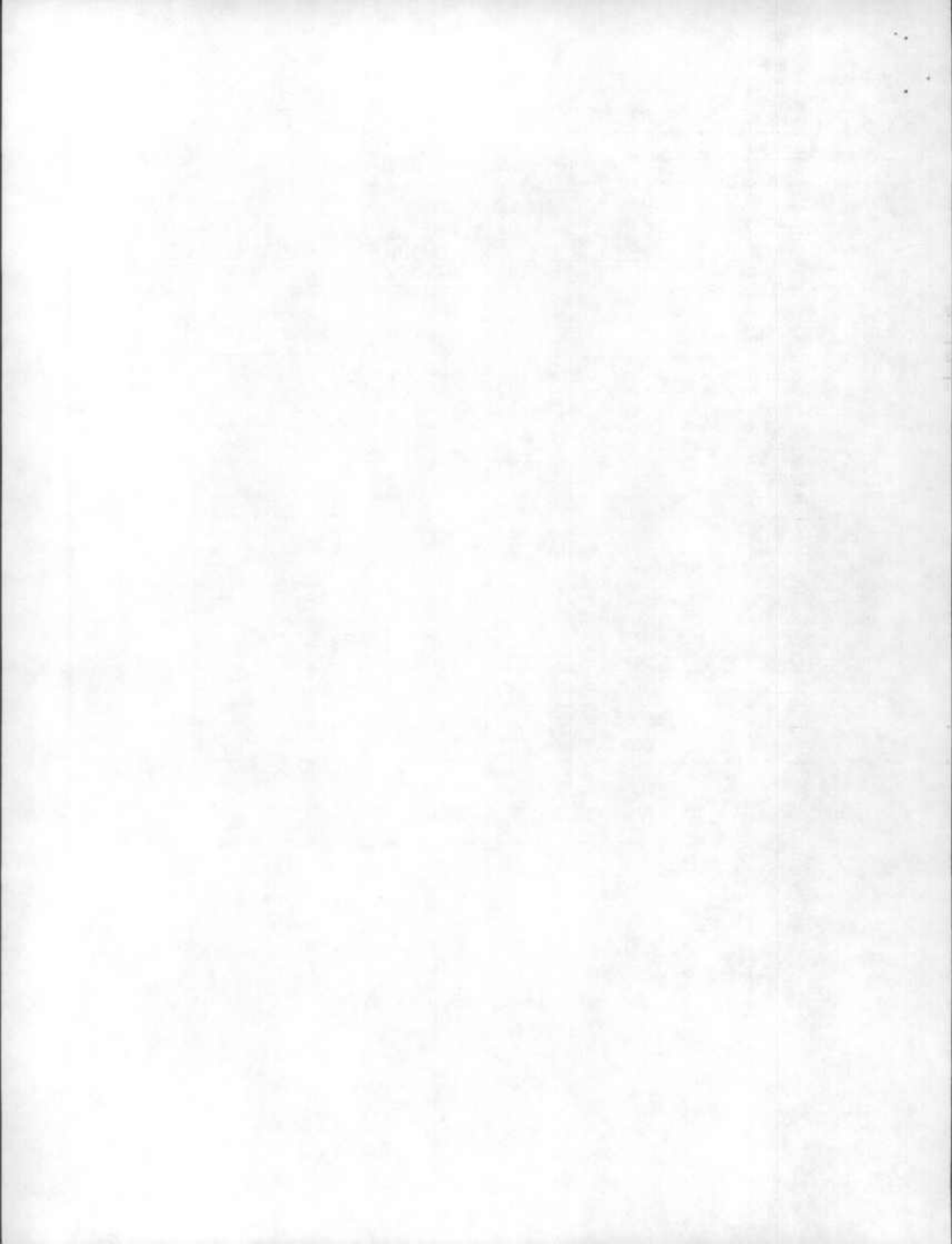
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Cecil Data			1998	1 Box	9-26-03	Bury
	Year Plan/Misc. Hand Written Notes			1998		9-26-03	Bury
	Provider Contract			1998		9-26-03	Bury
	A/R Statements			1992		9-26-03	Bury
	Account Statements			1995		9-26-03	Bury

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

\_\_\_\_\_  
 Signature  Title \_\_\_\_\_ Date \_\_\_\_\_







Box #4

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

**CERTIFICATE OF RECORDS DISPOSAL**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	After School Program			1994	1 Box	9-26-03	Bury
	Share Program			1995		9-26-03	Bury
	A/R Statements			1994		9-26-03	Bury
	Share Program			1994		9-26-03	Bury
	Sunrise Program			1995		9-26-03	Bury


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

\_\_\_\_\_  
 Signature  Title \_\_\_\_\_ Date \_\_\_\_\_

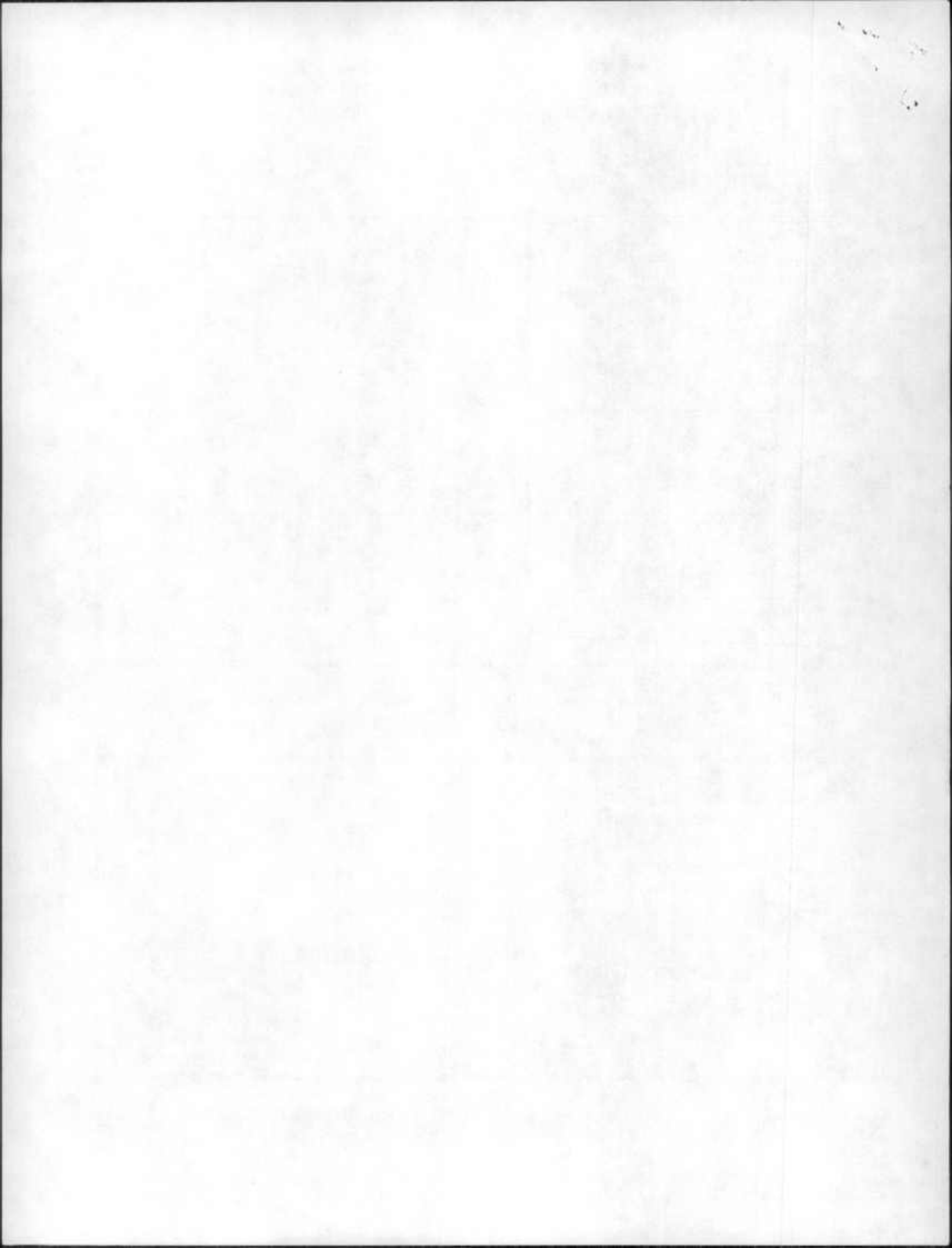
JAN 28 2004

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

Directions: Please Type Or Print Clearly All Entries

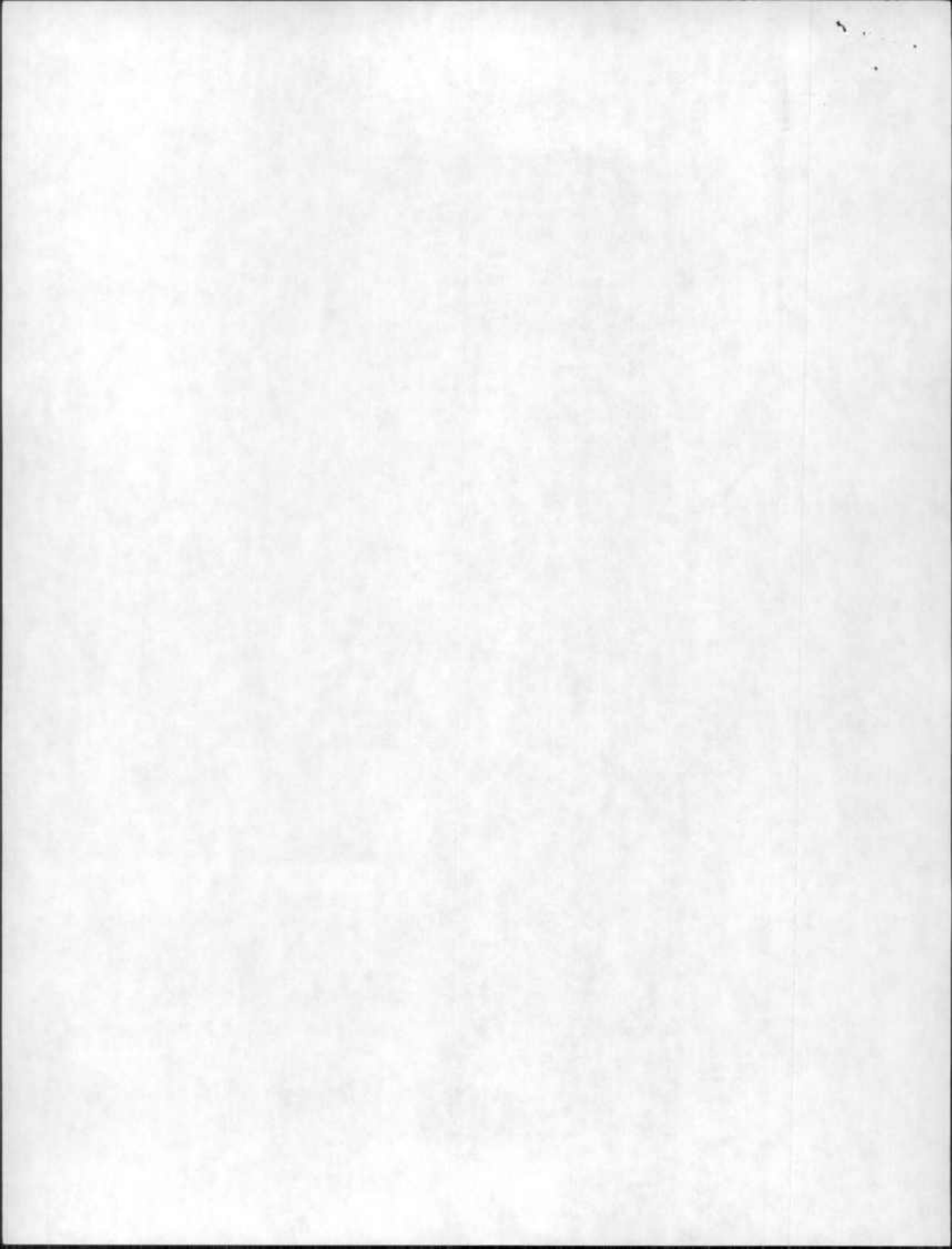
A. Agency 1. Cecil County Health Department	Accession No.	Date Rec'd  RM Coe
B. Division/Unit Special Populations Services	Location  Range Section(s)	No. of Cu.Ft.
C. Mailing Address  401 Bow Street Elkton, MD 21921		
D. Phone No.  410-996-5112	Records Center Manager	
E. Agency Official  	<b>To Be Completed At  State Records Management Center</b>	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
Box #1	Adjustment Request Forms - 1994 Receipts for Payments - 1993 Registration for Share - 1991	
Box #2	HIC Forms - 1989-1995	
Box #3	Financial Statements - 1990 Client Financial Forms - 1990	
Box #4	MAP Bills - 1991	





Page 2

Box #5	MAP Bills 1987 – 1989
Box #6	MAP Payments 1/94 – 6/96
Box #7	MAP Billing 1996
Box #8	Misc. CSA Paperwork 1993
Box #9	SHARE Program 1992



Box #1

Cecil County Health Dept.	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		
Special Populations Services		
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

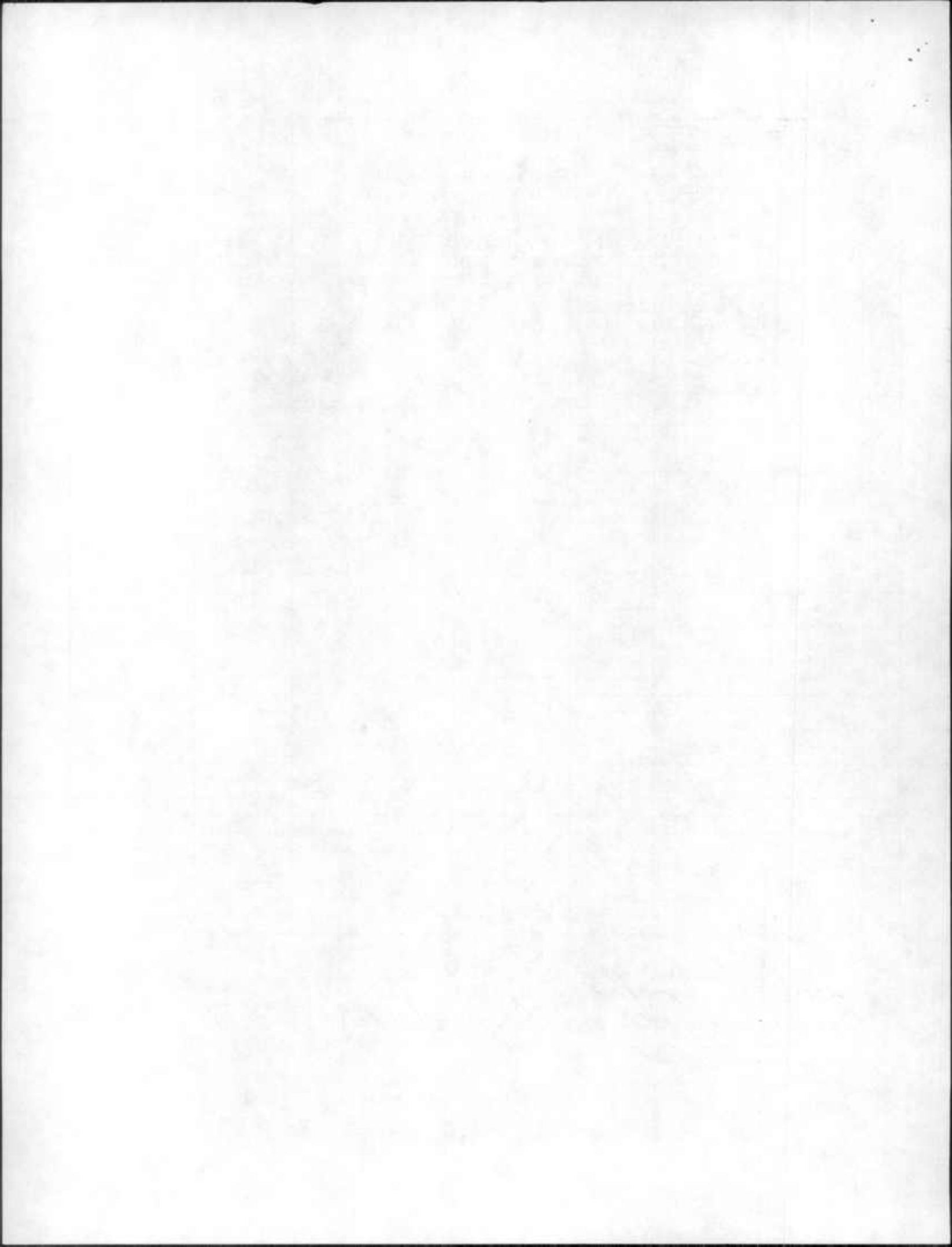
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Adjustment Request Form			1994	1 Box	10-1-03	Bury
	Receipts for Payment			1993		10-1-03	Bury
	Registrations for Share			1991		10-1-03	Bury

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

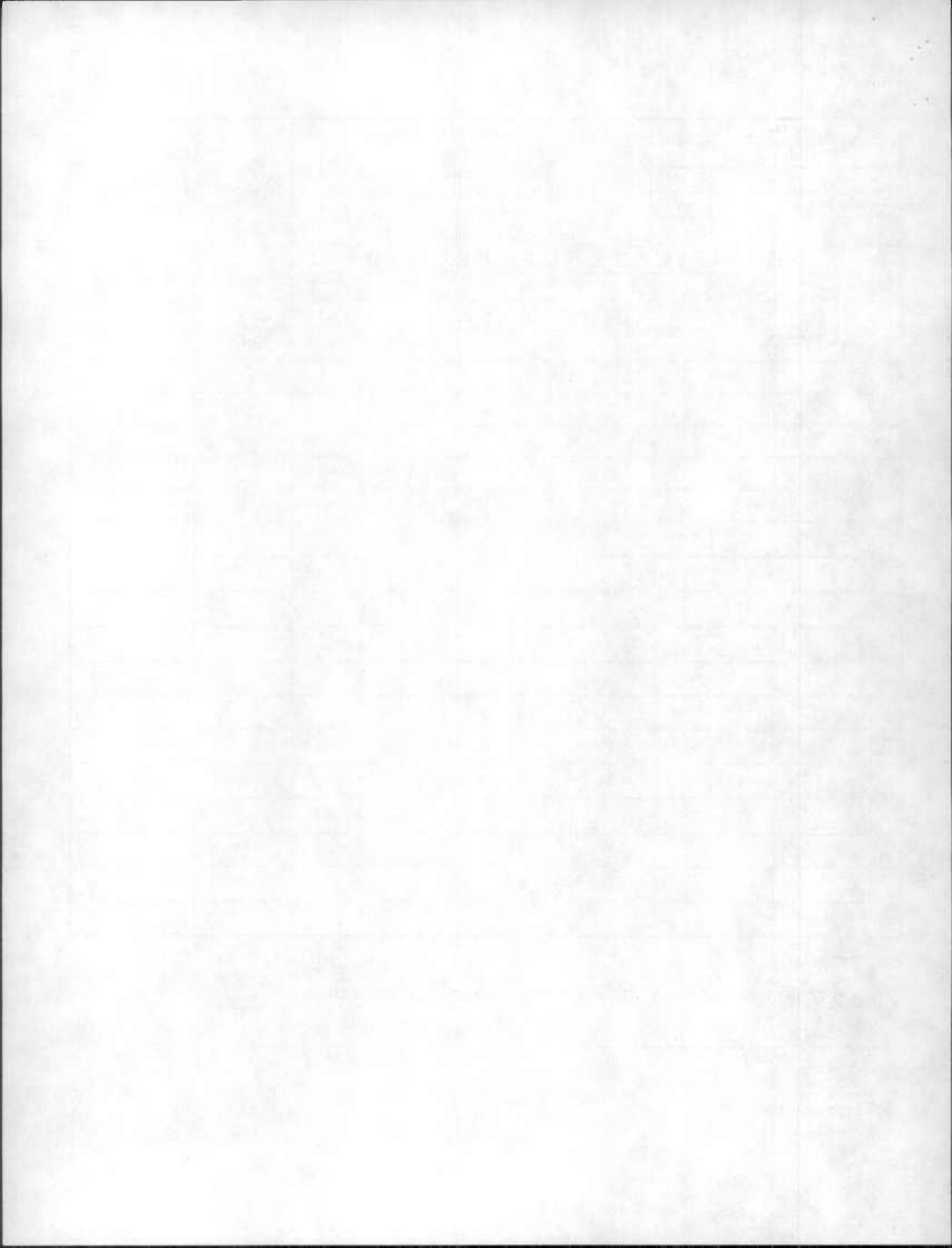
*Jenny Hamrick*  
Signature

*Adm Officer III*  
Title

1-8-04  
Date

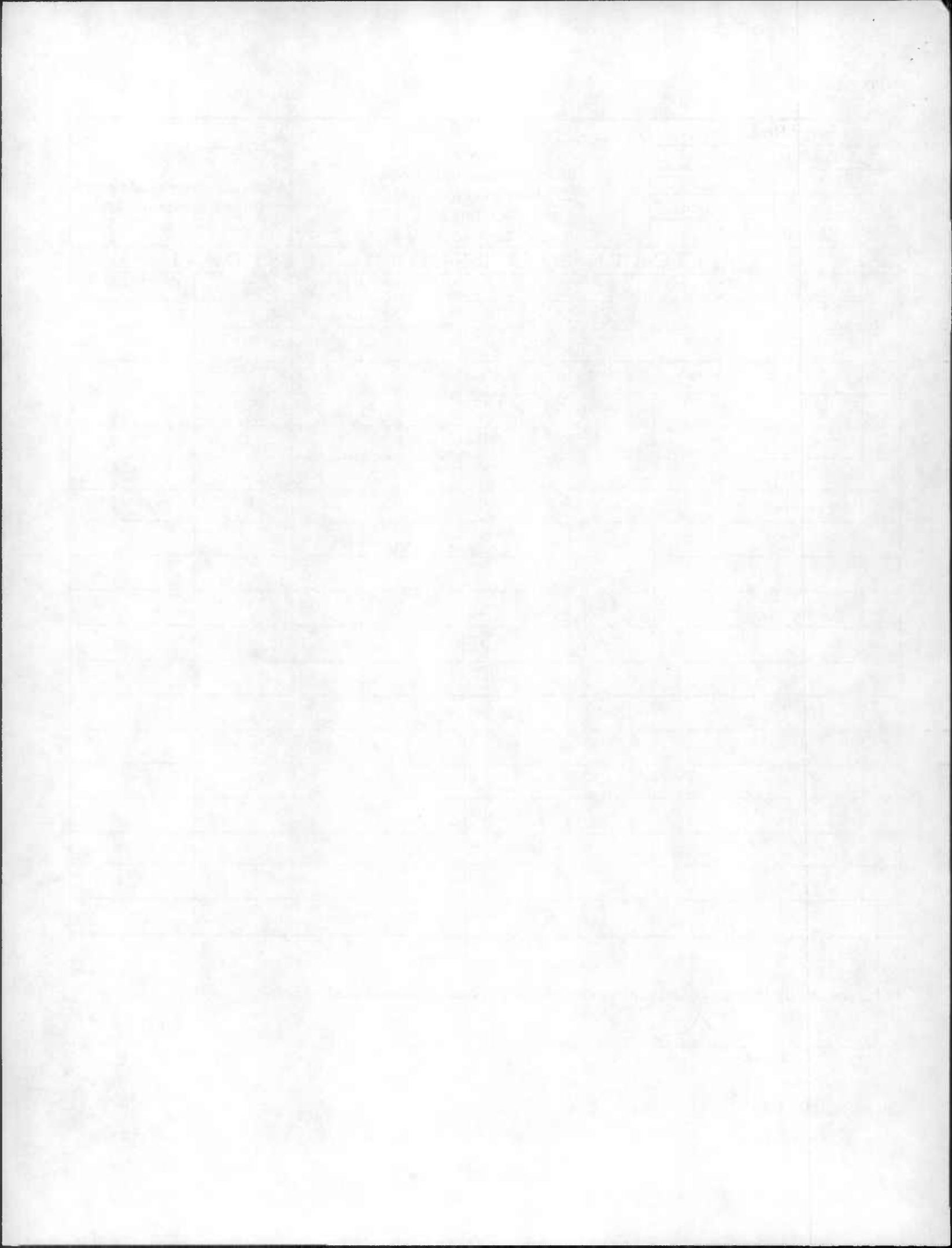




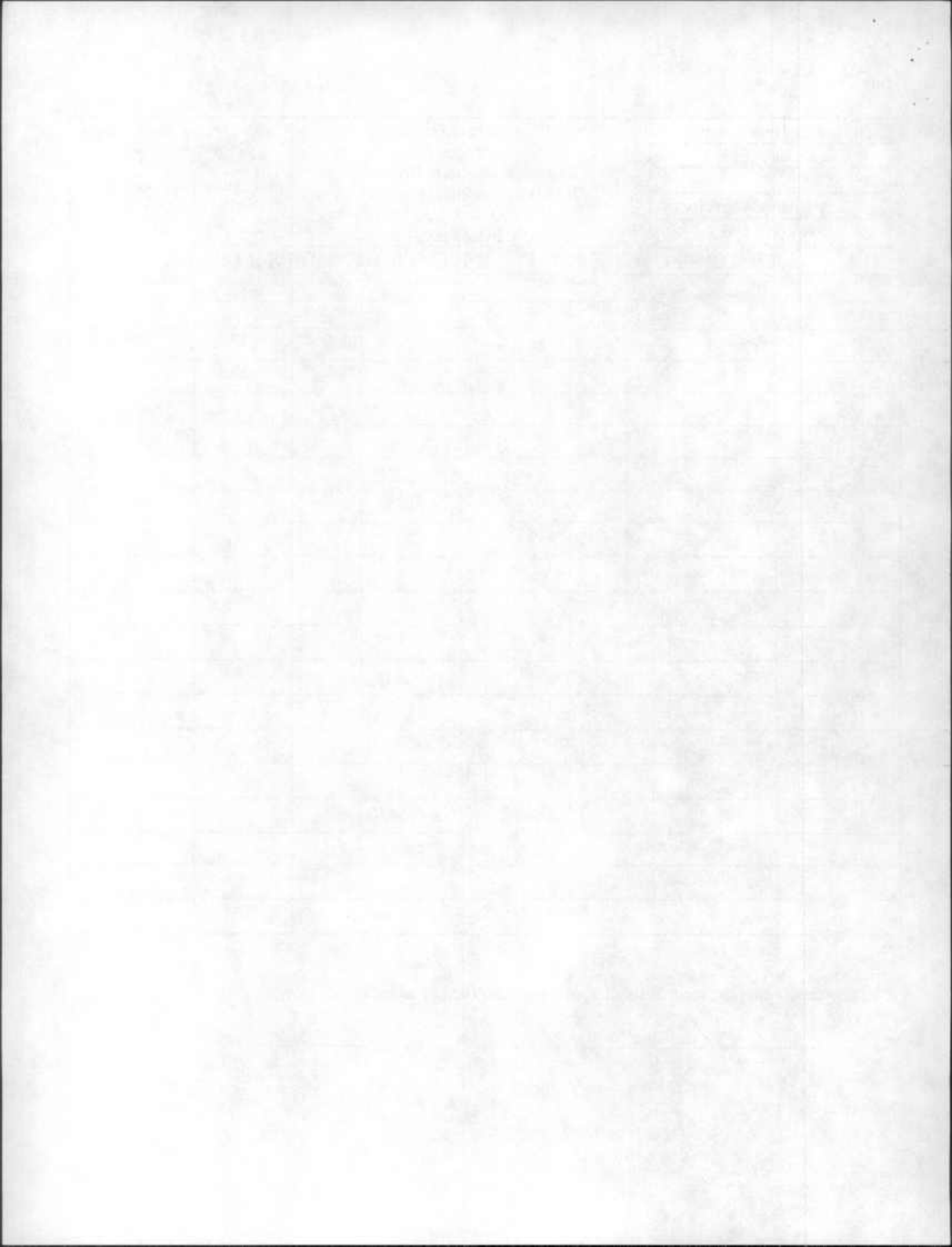




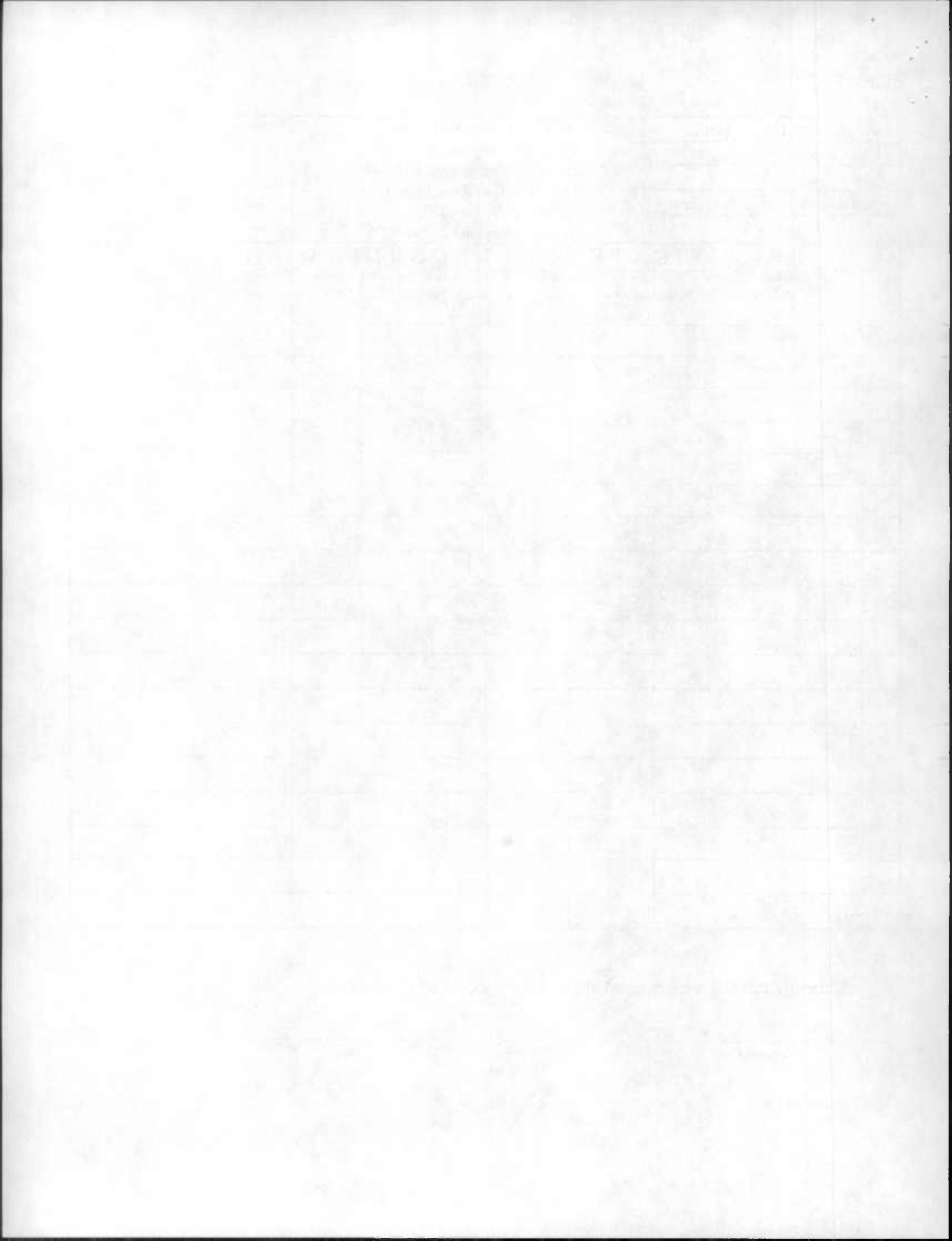






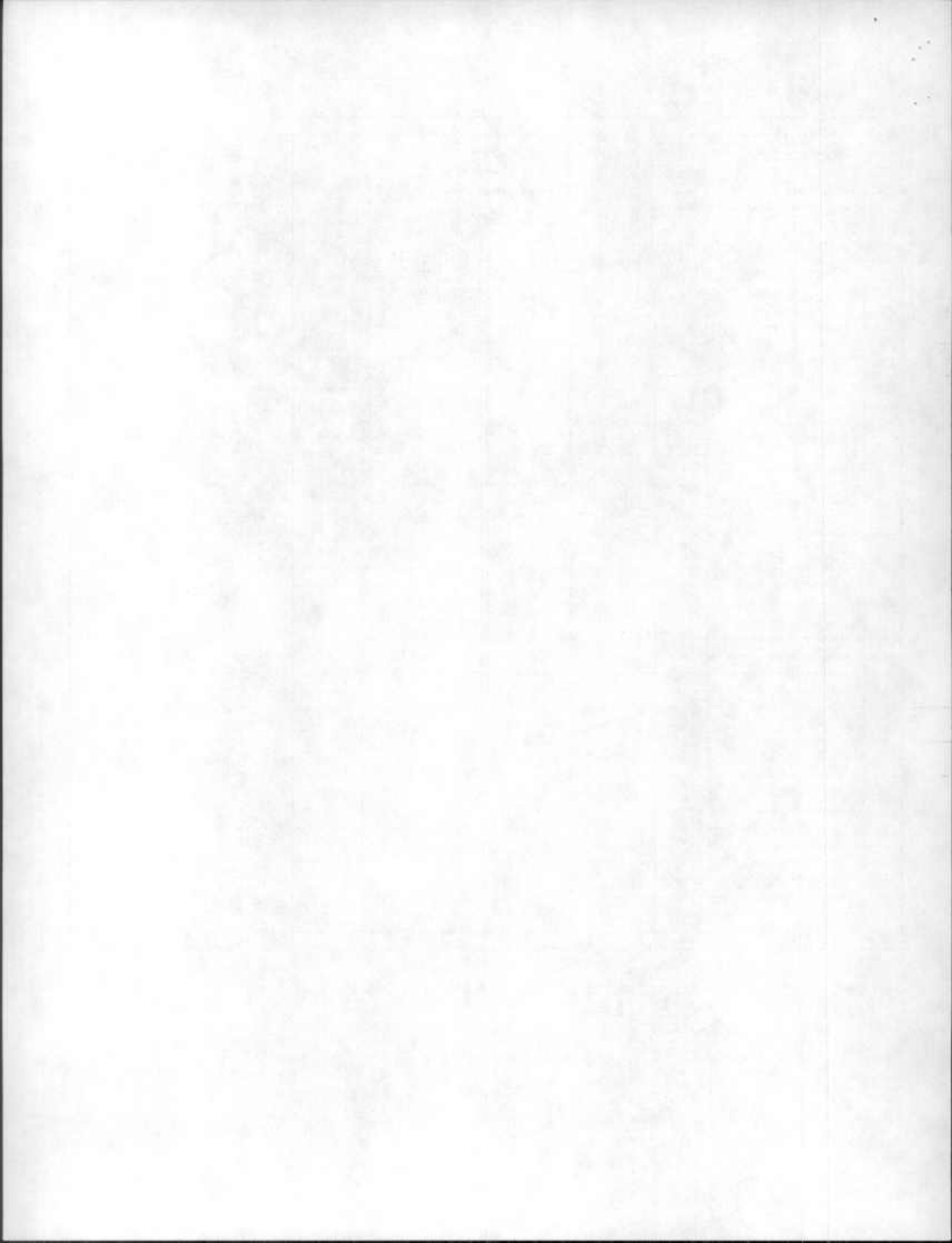




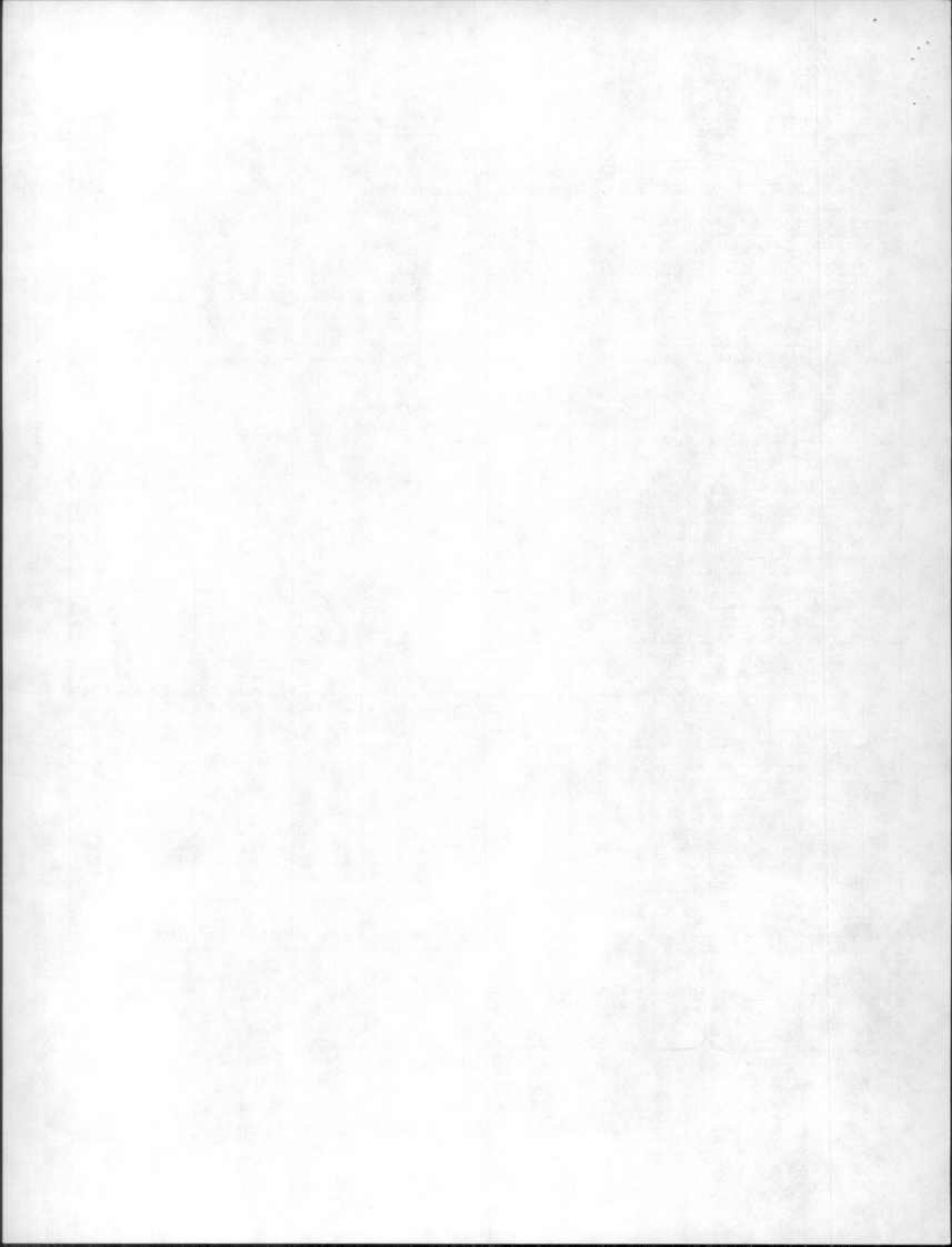












Box #8

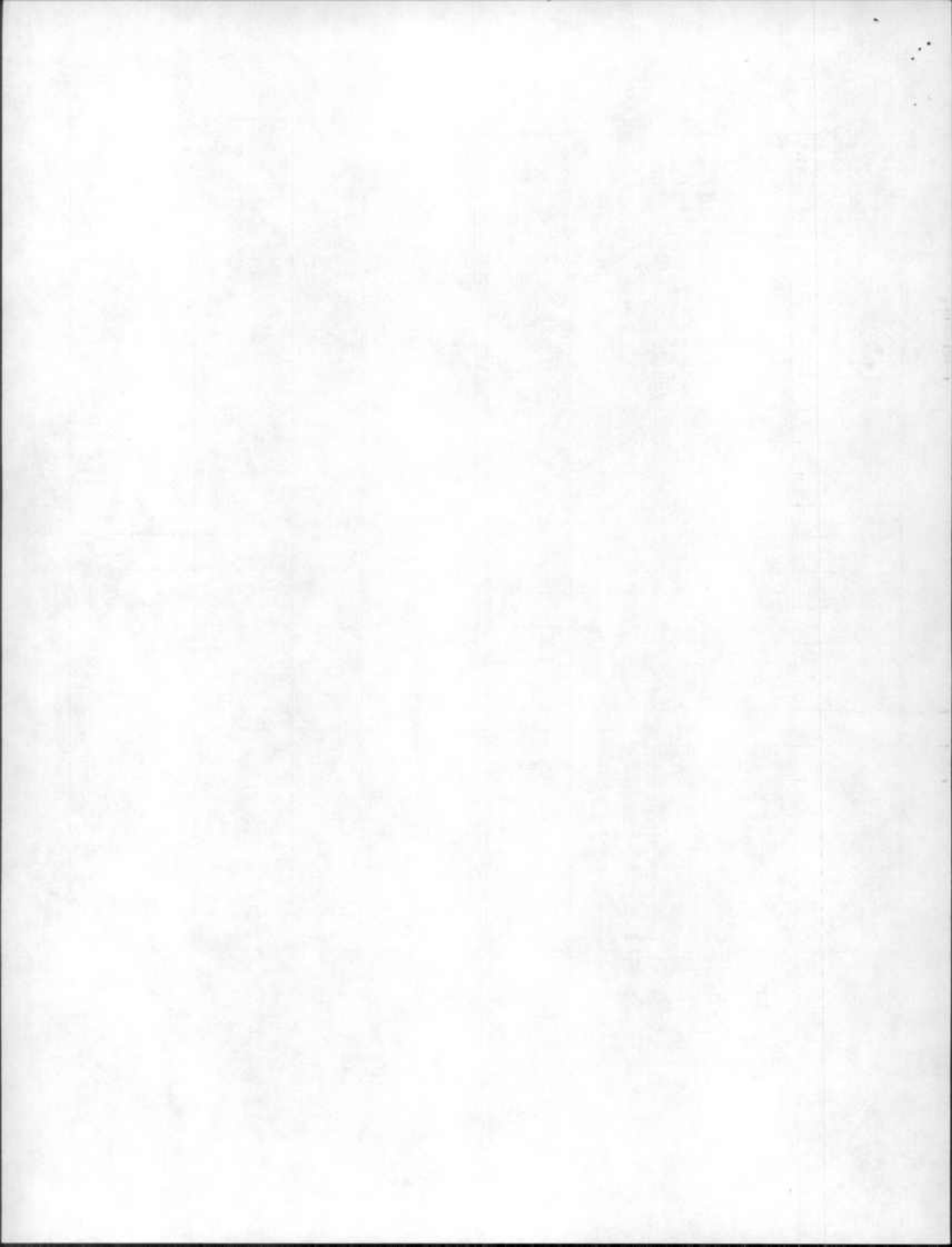
Cecil County Health Dept.	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward Original to address at left.
Reporting Agency		
Special Populations Services		
Division or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

**CERTIFICATE OF RECORDS DISPOSAL**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Misc. CSA Paperwork			1993	1 Box	10-1-03	Bury

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

\_\_\_\_\_  
Signature Title Date





JAN 28 704