

1

June 2003

1881

1882

1883

JUL 31 - 03

JUL 31 - 03

JUL 31 - 03

Maryland Dept of Agriculture
 Reporting Agency
 Central Services
 Division or Unit

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

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	FY00 purchase orders	1676	7	July 99-June 00	2	6-27	recycled
2.	FY00 paid invoices	1676	10	7-99 to 6-00	1	6-30	"
3.	FY00 maintenance/pool charges/supplies	1676	9	7-99 to 6-00	1	"	"

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

Lynn Monally
 Signature

Fiscal Accounts
 Title Clerk II

7-23-03
 Date

JUL 31 - d3

Agriculture
Reporting Agency

State Chemist
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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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	Official Sample Reports	936-8	3	1/1/89 - 12/31/89	1	7/8/03	Recycle	
2	Correspondence (Tonnage)	936-8	5	7/91 - 6/94	2	↓	↓	
3	Official Sample Reports	936-8	3	1/92 - 12/92	1			
4	Official Sample Reports	936-8	3	1/94 - 12/94	1			
5	Correspondence (Tonnage)	936-8	5	1/90 - 12/90	1			
6	Correspondence (Tonnage)	936-8	5	1/96 - 12/96	1			
7	Official Sample Reports	936-8	3	1/97 - 12/97	1			
8	Purchase Orders	936-8	4	1/89 - 12/98	10			
9	Registration, Correspondence	936-8	1	1/97 - 12/97	1			
10	Official Sample Rpts	936-8	3	1/97 - 12/97	2			7/18/03
11	Official Sample Rpts	936-8	3	1/93 - 12/93	1			
12	Misc Compu	936-8	5	1998 - 2000	1			
13	Registrations	936-8	1	1998	1			
14	Registrations	936-8	1	1997	1			
15	Purchase Orders	936-8	4	1992	1			

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

Donald W. Linn **RECEIVED** Chemist IV
Signature Title

7/18/03
Date

JUL 22 2003

RECEIVED

JUL 18 1903

DEPT. OF AGRICULTURE
GENERAL SERVICES

Agriculture
 Reporting Agency
 State Chemist
 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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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	Official Sample reports	936-8	3	1/89-12/31/89	1	7/8/03	Recycle	
2	Correspondence (Tonnage)	936-8	5	7/91-6/94	2	↓	↓	
3	Official Sample Reports	936-8	3	1/92-12/92	1			
4	Official Sample Reports	936-8	3	1/94-12/94	1			
5	Correspondence (Tonnage)	936-8	5	1/90-12/90	1			
6	Correspondence (Tonnage)	936-8	5	1/96-12/96	1			
7	Official Sample Reports	936-8	3	1/97-12/97	1			
8	Purchase Orders	936-8	4	1/89-12/98	10			
9	Registration, Correspondence	936-8	1	1/97-12/97	1			
10	Official Sample Reports	936-8	3	1/97-12/97	2			7/18/03
11	Official Sample Rpts	936-8	3	1/93-12/93	1			
12	Misc Compu.	936-8	5	1998-2000	1			
13	Registrations	936-8	1	1998	1			
14	Registrations	936-8	1	1997	1			
15	Purchase Orders	936-8	4	1992	1			

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

Ronald W. Linn **RECEIVED** Chemist IV
 Signature Title

7/18/03
 Date

STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 2,5
 Jessup, Maryland 20794-0275

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

Maryland Department of Agriculture

Reporting Agency

Weights and Measures Section

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Time Sheets	1679	17	1-1/12-31/1999	1/8	2-13-2003	manual (trash can)
	Vehicle Mileage Logs	1679	17	7-1-99/6-30/2000	1/8	2-13-2003	manual (trash can)
	Inspector Weekly Summary Sheets	1679	17	7-1-99/6-30/2000	1/8	2-13-2003	manual (trash can)

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

Louis E. Howard

Signature

Chief, Weights & Measures Section 2/13/2003

Title

Date

DEPT. OF AGRICULTURE
CENTRAL SERVICES
FEB 13 2003

RECEIVED

FEB 27 2003

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland Department of Agriculture

Reporting Agency

Weights and Measures Section

Division or Bureau

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		Retention Sched. No.	Item No.				
	Vehicle Mileage Logs	1679	17	7-1-2000/6-30-2001	1/8	7-30-2004	manual (trash can)
	Inspector Weekly Summary Sheets	1679	17	7-1-2000/6-30-2001	1/8	7-30-2004	manual (trash can)
	Time Sheets	1679	17	1-12-2000/1-9-2001	1/8	7-30-2004	manual (trash can)

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

Lois M. ...

Signature

Chief, Weights & Measures

Title

7-30-2004

Date

DEPT. OF AGRICULTURE
CENTRAL SERVICES

AUG 2 2004

RECEIVED

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DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 2,5
 Jessup, Maryland 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

Maryland Department of Agriculture
 Reporting Agency

Weights and Measures Section

Division or Bureau

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		Retention Sched. No.	Item No.				
	Vehicle Mileage Logs	1679	17	7-1-2000/6-30-2001	1/8	7-30-2004	manual (trash can)
	Inspector Weekly Summary Sheets	1679	17	7-1-2000/6-30-2001	1/8	7-30-2004	manual (trash can)
	Time Sheets	1679	17	1-12-2000/1-9-2001	1/8	7-30-2004	manual (trash can)

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



Signature

Chief, Weights & Measures

Title

7-30-2004

Date

AUG

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-2014

State of Maryland Dept of Agriculture

Department of General Services

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Reporting Agency

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

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Central Services- Purchasing

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Maryland Fleet Operations and Management System	1385	1	7/2000 - 6/2001	5	09-29-04	Recycle
2	General Correspondence	1385	2	7/2000 - 6/2001	6	09-29-04	Recycle

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

Brenda C. Alexander
Signature

Services Supervisor
Title

09-29-04
Date

OCT 15 2004

State of Maryland Dept of Agriculture

Department of General Services

Reporting Agency

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

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Central Services- Purchasing

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

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Maryland Fleet Operations and Management System	1385	1	7/2000 - 6/2001	5	09-29-04	Recycle
2	General Correspondence	1385	2	7/2000 - 6/2001	6	09-29-04	Recycle

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

Brenda C. Alexander
Signature

Services Supervisor
Title

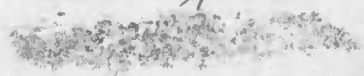
09-29-04
Date

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SPC



OCT 15 2004



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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State Department of Assessments and Taxation		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Taxpayers Services/Charter			RM CODE
C. MAILING ADDRESS Rm 808 301 W Preston Street Baltimore MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-1179		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda A. Walker Administrative Officer III		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 thru 500	2001 Personal Property Returns, domestic, foreign and other business entities.	#1881, Disposal date July, 2006.	

MAY 13

rw4

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

CERTIFICATE OF RECORDS DISPOSAL

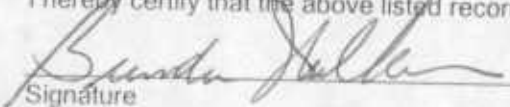
State Department of
Assessments and Taxation
 Reporting Agency

Prepare In Duplicate
 Retain one copy and forward original
 To above address

Taxpayers Services/Charter
 Division or Bureau

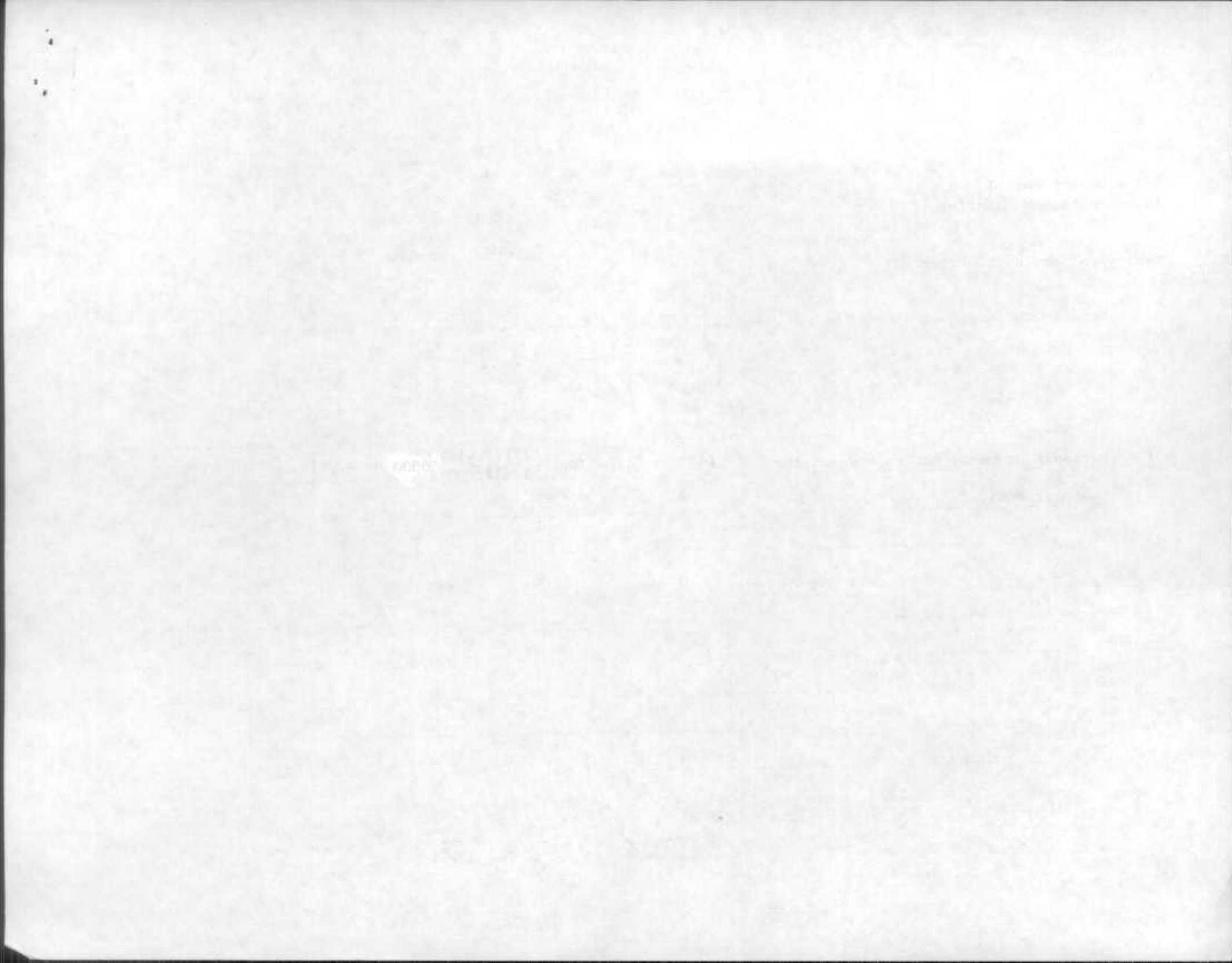
No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Personal Property Return records for the year 2001.	1881	1 - 500	1/1/2001 12/31/2004	500 Boxes	July, 2006	Shred

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


 Signature
 DGS 550-2


 Title

5/5/04
 Date



Department of Community Services	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
Housing & Community Development		
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	RAP Applications	C832	1	1987-1990	1 File ✓	10/08/2002	Shredded
2	RAP Applications		1	1990-1991	1 File ✓	10/08/2002	Shredded
3	Operation Bootstrap		1	1991	1 File ✓	10/8/02	Shredded
4	Family Unification Demo Program		1	1992	1 File ✓	10/8/02	Trash
5	HUD Allocation of New Vouchers		1	1992	1 File ✓	10/08/2002	Trash
6	Certificate Financial Management		1	1994	1 File ✓	10/08/2002	Trash
7	Certificate Financial Management		1	1997	1 File ✓	10/08/2002	Trash
8	Voucher Financial Management		1	1996	1 File ✓	10/08/2002	Trash
9	Budget Reports		1	1995	1 File ✓	10/08/2002	Trash
10	10 Units Holly Station		1	1990	1 File ✓	10/08/2002	Trash
11	50 Section Approvals from HUD		1	1991	1 File ✓	10/08/2002	Trash
12	18 Units Holly Station		1	06/12/1905	1 File ✓	10/08/2002	Trash
13	Consolidated Annual Contribution		1	1993	1 File ✓	10/08/2002	Trash
14	Voucher Leasing Initiative		1	1992	1 File ✓	10/08/2002	Trash
15	Fair Share Rental Certificate		1	1992	1 File ✓	10/08/2002	Trash
16	Application for Certificates		1	1992	1 File ✓	10/08/2002	Trash
17	Moderate Rehabilitation Fin Mgt		1	1996	1 File ✓	10/08/2002	Trash
18	Four H Programs		1	1993	1 File ✓	11/08/2002	Trash
19	Desk Guide to Sec 8 Mod Rehab		1	1990	1 File ✓	11/08/2002	Trash
20	Voucher Payment Standard		1	1993	1 File ✓	11/08/2002	Trash
21	Sec 8 Waiting List		1	1991	1 File ✓	11/08/2002	Shredded
22	HUD Regulations		1	1990	1 File ✓	01/08/2002	Trash
23	Lobbying of HUD Personnel		1	1992	1 File ✓	11/08/2002	Trash
24	Housing Division Staff Minutes		1	1992-93	1 File ✓	11/08/2002	Trash
25	Housing Division Staff Minutes		1	1993	1 File ✓	11/08/2002	Trash
26	Housing Division Staff Minutes		1	1990-91	1 File ✓	11/08/02	Trash
27	Housing Division Staff Minutes		1	1996	1 File ✓	11/08/2002	Trash
28	N.Killom SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
29	S.Dempsey SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
30	K.Hoffman, SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
31	H.Chase SL Denial		1	1995	1 File ✓	11/20/2002	Shredded
32	E.Carroll SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
33	P.Butler SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
34	L.Butler, SL Denial		1	1998	1 File ✓	11/20/2002	Shredded
35	L.Butler SL Denial		1	1996	1 File ✓	11/20/2002	Shredded
36	R.Bruce SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
37	M.Baker SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
38	R.Banworth SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
39	J.Briscoe SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
40	B. Mazur SL Denial		1	1997	1 File ✓	11/20/2002	Shredded
41	Hancock, Lily SL Denial		1	1999	1 File ✓	11/21/2002	Shredded
42	Johnson, Walter SL Denial		1	2000	1 File ✓	11/21/2002	Shredded

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

Leon M. Bull
Signature

Chief of Housing & Community Development
Title

12/17/2002
Date

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5408 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637
TEL: 773-936-3700

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JAN 15 1964

Department of Community Services

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

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Reporting Agency

Housing & Community Development

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

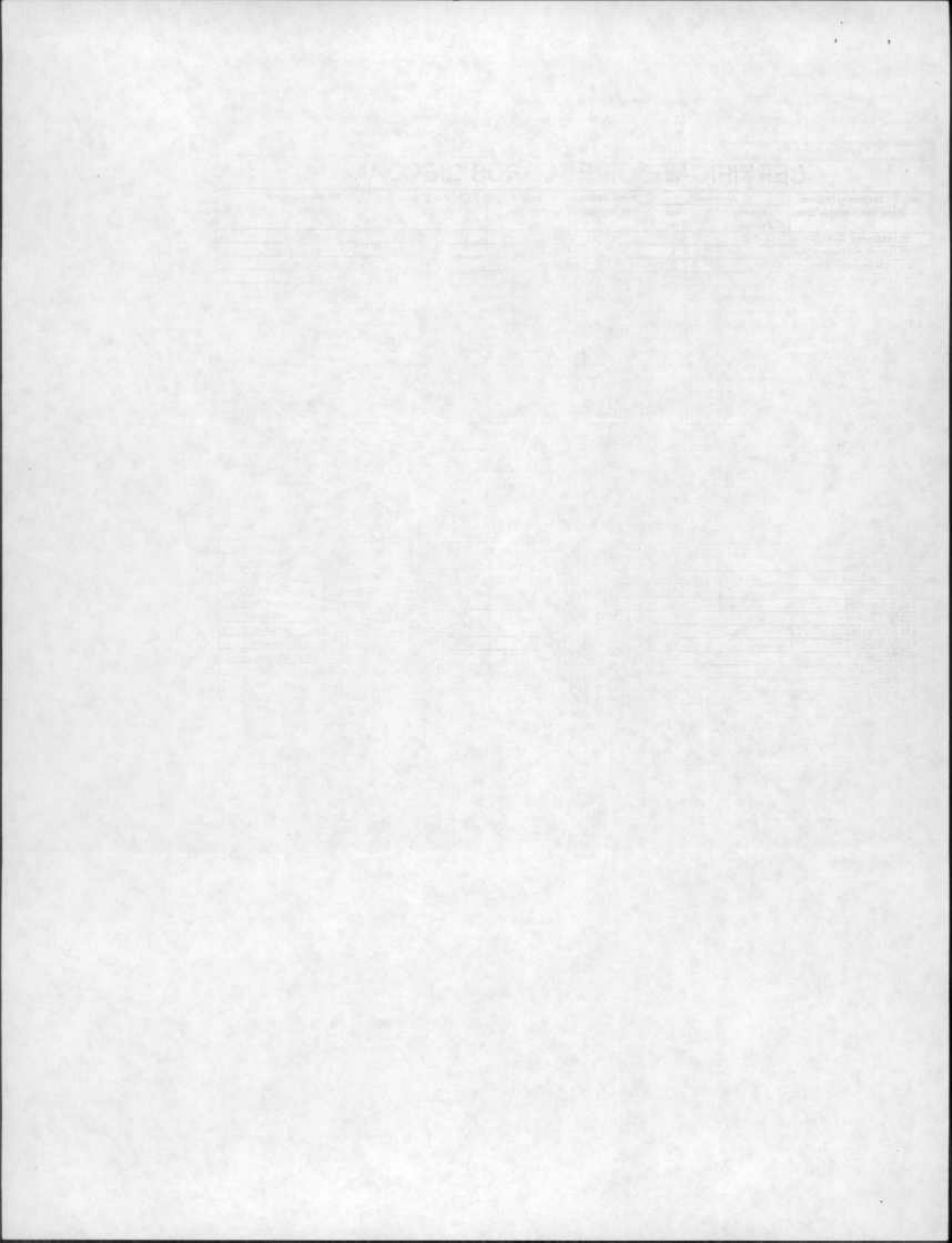
No.	Description of Records (Same Title as listed on Sched.)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
45	Woodland, Madeline	C832	1	1997	1 File	11/21/2002	Shredded
44	Canter, Oscar		1	1997	1 File	11/21/2002	Shredded
45	Swann, Dorothy		1	1997	1 File	11/21/2002	Shredded
45	Wright-Lewis, Linda		1	1997	1 File	11/21/2002	Shredded
47	Robinson, Joseph		1	1997	1 File	11/21/2002	Shredded
45	Pinkney, Mary		1	1999	1 File	11/21/2002	Shredded
45	Hawkins, Margaret		1	1999	1 File	11/21/2002	Shredded
56	Tunney, Gay		1	1999	1 File	11/21/2002	Shredded
51	Holmes, Irene		1	1999	1 File	11/21/2002	Shredded
52	Cockerham, Irene		1	2000	1 File	11/21/2002	Shredded
63	Forest, Dorothy		1	2001	1 File	11/21/2002	Shredded
54	Curtis, Donaldson		1	2000	1 File	11/21/2002	Shredded
55	Johnson, Gloria		1	2001	1 File	11/21/2002	Shredded
56	Bennet, Mary		1	1999	1 File	11/21/2002	Shredded
57	Briscoe, Joseph		1	1999	1 File	11/21/2002	Shredded
59	Evon, Myrtle		1	1999	1 File	11/21/2002	Shredded
59	Johnson, Joseph		1	2000	1 File	11/21/2002	Shredded
60	Milstead, William		1	1999	1 File	11/21/2002	Shredded
61	Taylor, Quincy		1	1999	1 File	11/21/2002	Shredded
62	Bulls, Arthur		1	1999	1 File	11/21/2002	Shredded
63	Smoot, John		1	2000	1 File	11/21/2002	Shredded
64	Massey, Delois		1	1999	1 File	11/21/2002	Shredded
65	Markel, Dennis		1	1999	1 File	11/21/2002	Shredded
66	Templeman, Florence		1	1999	1 File	11/21/2002	Shredded
67	Hawkins, Mildred		1	1999	1 File	11/21/2002	Shredded
68	CDBG Melwood Training Center		1	1999	1 File	11/26/2002	Trash
69	CDBG Melwood Cafeteria		1	1995	1 File	11/26/2002	Trash
70	CDBG Jude House		1	1994	1 File	11/26/2002	Trash
71	Emergency Shelter Grant		1	1995	1 File	11/26/2002	Trash
72	Emergency Shelter Grant		1	1996	1 File	11/26/2002	Trash
73	Emergency Shelter Grant		1	1996	1 File	11/26/2002	Trash
74	Emergency Shelter Grant		1	1996	1 File	11/26/2002	Trash
75	Emergency Shelter Grant		1	1995	1 File	11/26/2002	Trash
76	Emergency Shelter Grant		1	1995	1 File	11/26/2002	Trash
77	Emergency Shelter Grant		1	1993	1 File	11/26/2002	Trash
78	Emergency Shelter Grant		1	1993	1 File	11/26/2002	Trash
79	Emergency Shelter Grant		1	1993	1 File	11/26/2002	Trash
80	Emergency Shelter Grant		1	1992	1 File	11/26/2002	Trash
81	Emergency Shelter Grant		1	1990	1 File	11/26/2002	Trash
82	Malcom Study		1	1984	1 File	11/26/2002	Trash
83	Moderate Rehab Gray		2	1992	1 File	12/02/2002	Shredded
84	Moderate Rehab Hess		1	1992	1 File	12/02/2002	Shredded

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

Lisa M. Bull
 Signature

Chief of Housing & Community Development
 Title

Date *12/17/2002*



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

CERTIFICATE OF RECORDS DISPOSAL

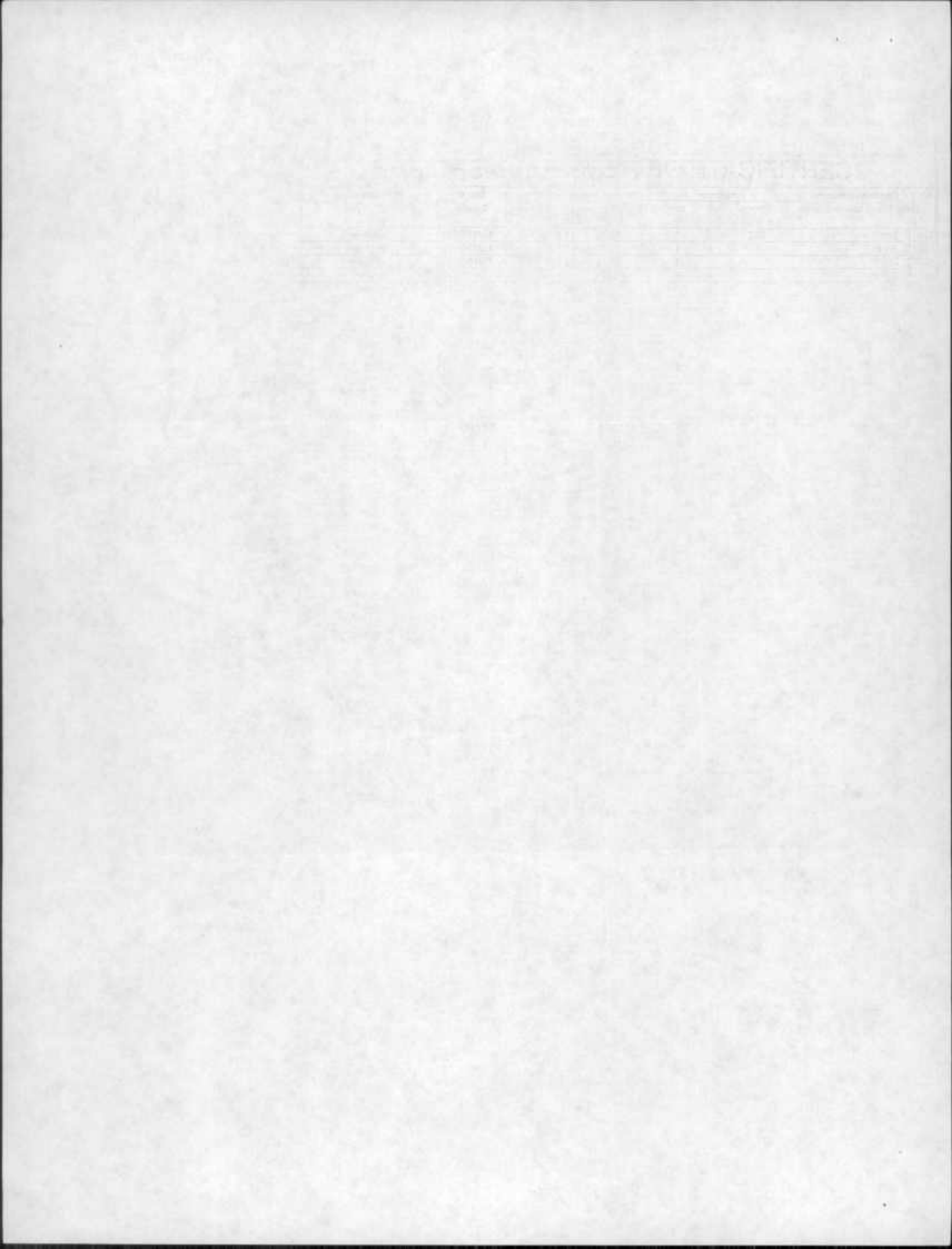
No.	Description of Records (Same Title as listed on Sched.)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal	
		Retention Schedule No.	Item No.					
85	Moderate Rehab-Tols	382	1	1982	1 File	12/02/2002	Shredded	
85	Moderate Rehab-Bivens		1	1982	1 File	12/02/2002	Shredded	
87	General Info. Moderate Rehab		2	1982	2 Files	12/02/2002	Trash	
88	Moderate Rehab Financial Mgt.		1	06/12/1905	1 File	12/02/2002	Trash	
89	Rental Allowance Grant		1	1999	1 File	12/05/2002	Trash	
90	Rental Allowance Grant		1	1994	1 File	12/05/2002	Trash	
91	DHCD-Co. Usage of Housing Funds		1	1989	1 File	12/05/2002	Trash	
92	Sec 8 H. Awale		1	1992	1 File	12/11/2002	Shredded	
93	G. Barber		1	1991	1 File	12/11/2002	Shredded	
94	C. Berry		1	1988	1 File	12/11/2002	Shredded	Shredded
95	L. Brittingham		1	1992	1 File	12/11/2002	Shredded	Shredded
96	T. Brown		1	1991	1 File	12/11/2002	Shredded	Shredded
97	S. Bertram		1	1991	1 File	12/11/2002	Shredded	Shredded
98	S. Butler		1	1988	1 File	12/11/2002	Shredded	Shredded
99	G. Cole		1	1988	1 File	12/11/2002	Shredded	Shredded
100	M. Campbell		1	1992	1 File	12/11/2002	Shredded	Shredded
101	L. Collins		1	1991	1 File	12/11/2002	Shredded	Shredded
102	b. Dooms		1	1991	1 File	12/11/2002	Shredded	Shredded
103	E. Drinks		1	1991	1 File	12/11/2002	Shredded	Shredded
104	R. Duckett		1	1991	1 File	12/11/2002	Shredded	Shredded
105	C. Ellis		1	1991	1 File	12/11/2002	Shredded	Shredded
106	L. Gamer		1	1991	1 File	12/11/2002	Shredded	Shredded
107	T. Haley		1	1991	1 File	12/11/2002	Shredded	Shredded
108	T. Hawkins		1	1991	1 File	12/11/2002	Shredded	Shredded
109	S. Holmes		1	1986	1 File	12/11/2002	Shredded	Shredded
110	V. Jackson		1	1991	1 File	12/11/2002	Shredded	Shredded
111	M. Johnson		1	1991	1 File	12/11/2002	Shredded	Shredded
112	V. Littleford		1	1991	1 File	12/11/2002	Shredded	Shredded
113	E. Lowery		1	1991	1 File	12/11/2002	Shredded	Shredded
114	C. Marshall		1	1991	1 File	12/11/2002	Shredded	Shredded
115	K. Martin		1	1991	1 File	12/11/2002	Shredded	Shredded
116	T. Mills		1	1991	1 File	12/11/2002	Shredded	Shredded
117	T. Neal		1	1991	1 File	12/11/2002	Shredded	Shredded
118	D. Olden		1	1991	1 File	12/11/2002	Shredded	Shredded
119	L. Posey		1	1991	1 File	12/11/2002	Shredded	Shredded
120	T. Proctor		1	1991	1 File	12/11/2002	Shredded	Shredded
121	K. Redding		1	1991	1 File	12/11/2002	Shredded	Shredded
122	M. Reed		1	1991	1 File	12/11/2002	Shredded	Shredded
124	S. Robinson		1	1991	1 File	12/11/2002	Shredded	Shredded
125	L. Salley		1	1991	1 File	12/11/2002	Shredded	Shredded
126	B. Saunders		1	1991	1 File	12/11/2002	Shredded	Shredded
127	A. Sliger		1	1991	1 File	12/11/2002	Shredded	Shredded

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

Lisa M. Buell

Chief of Housing & Community Development

12/17/2002



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		Retention Schedule No.	Item No.				
128	B. Smith	382	1	1991	1 File	12/11/2002	Shredded
129	D. Smith		1	1991	1 File	12/11/2002	Shredded
130	B. Smith		1	1991	1 File	12/11/2002	Shredded
131	K. Sollers		1	1991	1 File	12/11/2002	Shredded
132	B. Stanford		1	1991	1 File	12/11/2002	Shredded
133	M. Steele		1	1991	1 File	12/11/2002	Shredded
134	D. Steele		1	1991	1 File	12/11/2002	Shredded
135	S. Swann		1	1991	1 File	12/11/2002	Shredded
136	P. Taylor		1	1991	1 File	12/11/2002	Shredded
137	R. Theresa		1	1991	1 File	12/11/2002	Shredded
138	W. Tillman		1	1991	1 File	12/11/2002	Shredded
139	J. Thomkins		1	1991	1 File	12/11/2002	Shredded
140	V. Thompson		1	1991	1 File	12/11/2002	Shredded
141	G. Foy		1	1991	1 File	12/11/2002	Shredded
142	Y. Walker		1	1991	1 File	12/11/2002	Shredded
143	M. White		1	1991	1 File	12/11/2002	Shredded
144	L. Wood		1	1991	1 File	12/11/2002	Shredded

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Lisa M. Bull

Chief of Housing & Community Development

12/17/2002

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NO.	NAME	ADDRESS	CITY	STATE	ZIP	DATE
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		Retention Schedule No.	Item No.				
243 Boxes of files							
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Chief, Budget Branch
Title
MSDE

9/24/03
Date

THE BOARD OF DIRECTORS OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON, D. C. 20540

MEMORANDUM FOR THE BOARD OF DIRECTORS
DATE: [illegible]

SUBJECT: [illegible]

[illegible text]

[illegible text]

FILES SCHEDULED FOR DESTRUCTION
BUDGET BRANCH
JULY, 2003

YEAR	CONTENTS
FY 95	Board meeting binders; fiscal estimates sent to DLS; DBEP
FY 94	Budget binders
FY 95	Budget; General Assembly files; BUD09 Binder
FY 91	State Budget Board meetings
FY 89	Budget request
FYs 95-97	Correspondence and meetings
FYs 92-93	GCSF and miscellaneous
FY 93	Binders; Superintendent; Governor's Allowance; CPS
FY 93	Budget amendment files
FY 98	Budget
FY 93	Appropriations; various budget files
FY 94	Budget instructions; Forms 22, 23, 24; Governor's budget
FY 94	Salary run
FY 95	Budget reports; 95-2 Release
FY 95	Position controls
FYs 94-95	Modified PIN pages; binders
FY 95	Budget preparation computer runs
FY 95	MBK; Amendments; DA 22, 23, 24; Legislative sessions
FY 95	Salary run and position controls
FY 95	Final reports
FY 95	Budget preparation computer runs
FY 96	Computer runs; Governor's Allowance; DBFP Sub- partial
FY 96	Computer runs; DBFP- partial
FY 96	Budget reports
FY 95	Budget documents; Appropriation control; Grant control; Realignments
FY 95	Budget preparation computer runs
FY 94	Budget runs
FY 94	Budget preparation files
FY 94	Computer runs
FY 94	Budget realignments
FYs 93-94	DA 22, 23, 24; workpapers; realignments
FY 94	Budget preparation files
FY 94	Position controls; salary calculations
FY 94	Computer runs
FY 94	Budget (RA0102)
FY 94	Budget 01A reports; Grant control; Trap jobs; Realignments; Budget amendments
FY 94	Budget preparation files
FY 94	Budget preparation files; Budget appropriation report
FY 94	Position controls; Salary calculations
FY 94	HRM employee status reports
FY 93	Budget realignments; Grant control; Trap jobs

FILES SCHEDULED FOR DESTRUCTION
BUDGET BRANCH
MAY 1965

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YEAR	CONTENTS
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FY 93	Budget amendments
FY 93	Position controls; salary calculations
FY 92	Final budget information
FY 93	Budget runs
FY 93	Budget runs
FY 93	Budget runs
FY 93	Budget runs
FY 93	Position controls; salary calculations
FY 96	Budget reports
FY 98	Position controls; salary calculations
FY 92	Workpapers
FY 97	Federal tie-in and release
FY 95	Board hearings
FY 96	Position controls; salary calculations
FY 92	Position controls; salary calculations
FY 92	Computer runs
FY 92	Computer runs
FY 92	Position controls; salary calculations
FY 92	MBF92
FY 93	DA 22, 23, 24; Fuel and Utilities
FY 92	Budget runs
FY 92	Budget runs
FY 92	Budget runs
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FY 92	Budget runs
FY 92	Budget runs
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FY 92	Budget runs
FY 92	Budget runs
FY 92	Budget runs
FY 90	Position controls; worksheets; audit trails
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FY 91	Position control funding changes
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FY 87	Budget alignment; superintendent's divisional fund; final budget amendment; stars closing statement; position revenue code updates
FY 88	Reorganization budget amendment; inservice training; object transfers; superintendent's divisional fund; reorganization; actual costs; budget session, indirect cost switch positions; budget submission,; final budget amendment
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CERTIFICATE OF DESTRUCTION

I hereby certify that the following material
243 boxes of confidential records

was destroyed for

Maryland State Department of Education

on the ~~16th~~ day of July, 2003



6427 Baltimore National Pike, Suite G
Baltimore, Maryland 21228
(410) 788-9584

Linda Olem
7/16/03

[REDACTED]

OCT 1 2003

[REDACTED]

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as list on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	NPDES Facility File	1888	1	1997	1.0	1/8/03	Recycle
2.	NPDES Facility File	1888	1	1996 - 1997	1.0	1/14/03	Recycle
3.	NPDES Facility File	1888	1	1997	1.0	1/16/03	Recycle
4.	NPDES Facility File	1888	1	1994 - 1997	1.0	1/22/03	Dumpster/ Recycle
5.	NPDES Facility File	1888	1	1996 - 1997	3.0	1/23/03	Recycle
6.	NPDES Facility File	1888	1	1997	5.0	1/28/03	Recycle
7.	NPDES Facility File	1888	1	1997	1.0	2/24/03	Recycle
8.	NPDES Facility File	1888	1	1996 - 1997	3.0	4/11/03	Dumpster
9.	State and Local	2077	7	1991 - 2000	15.0	3/3/03	Dumpster/ Shredded
				TOTAL	31.0		

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

Paul R. Stoner

4/14/03

Division Chief

Signature

Title

Date

Department of Agriculture
Bureau of Plant Industry
Washington, D.C.
1915

STATE OF MICHIGAN

No.	Name of Plant	Origin	Collector	Date	Locality	Remarks
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APR 23 - 03

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as list on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	NPDES Facility File	1888	1	1985 - 1998	1.0	12/29/03	Recycle/Dumpster
2.	State and Local	2077	7	1991 - 2000	5.0	08/11/03	Dumpster/ Recycled
3.	State and Local	2077	7	1991 - 2000	6.0	09/12/03	Dumpster/ Recycled
				TOTAL	12.0		

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

Paul R. Stones
DIVISION CHIEF
12/30/2003

Signature

Title

Date

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as list on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	NPDES Facility File	1888	1	1998	1.0	01/09/04	Recycled
2.	NPDES Facility File	1888	1	1998	0.5	01/21/04	Dumpster/ Recycled
3.	NPDES Facility File	1888	1	1998	1.0	01/22/04	Recycled
4.	NPDES Facility File	1888	1	1996 - 1998	1.0	03/03/04	Shredded
5.	NPDES Facility File	1888	1	1995 - 1998	5.0	05/14/04	Shredded
6.	Problem Activity Files	1888	5	2002	1.5	06/30/03	Shredded
7.	Problem Activity Files	1888	5	2002	1.5	01/20/04	Shredded
8.	Problem Activity Files	1888	5	2002	2.0	01/29/04	Shredded
9.	Administrative Files	1888	6	2000	0.1	01/05/04	Shredded
10.	Program Operation Files	1888	7	2000	0.5	01/29/04	Shredded
11.	State and Local Approval Files	2077	1	1985 - 2001	18.0	01/09/04	Dumpster
				TOTAL	32.6		

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

Paul R. Stoner

Division Chief

5/20/04

Signature
Title
Date

MAY 20 - *WJF*

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same title as list on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	NPDES Facility File	1888	1	1989 - 1997	1.0	05/05/03	Recycle/Dumpster
2.	State and Local	2077	7	1992 - 2000	9.0	05/22/03	Dumpster/ Recycled
3.	Problem Activity Files	1888	5	FY 2002	1.0	07/18/03	Shredded
				TOTAL	11.0		

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

Paul R. Stone
Division Chief
9/22/03

Signature
Title
Date

Department of Justice

Washington, D. C. 20535

Office of the Inspector General

Washington, D. C.

July 24, 1983

Dear Mr. [Name]:

Reference is made to your letter of July 14, 1983, regarding the [Subject].

MEMORANDUM FOR THE DIRECTOR, OIG

Subject: [Subject]

[Faint, mostly illegible text of the memorandum body]

Very truly yours,

Special Agent in Charge

[Redacted signature area]

JUL 24 1983

[Redacted signature area]



44521

MARYLAND DEPARTMENT OF THE ENVIRONMENT

P.O. BOX 2057 Highway & Baltimore Mall
Baltimore, MD 21203-2057

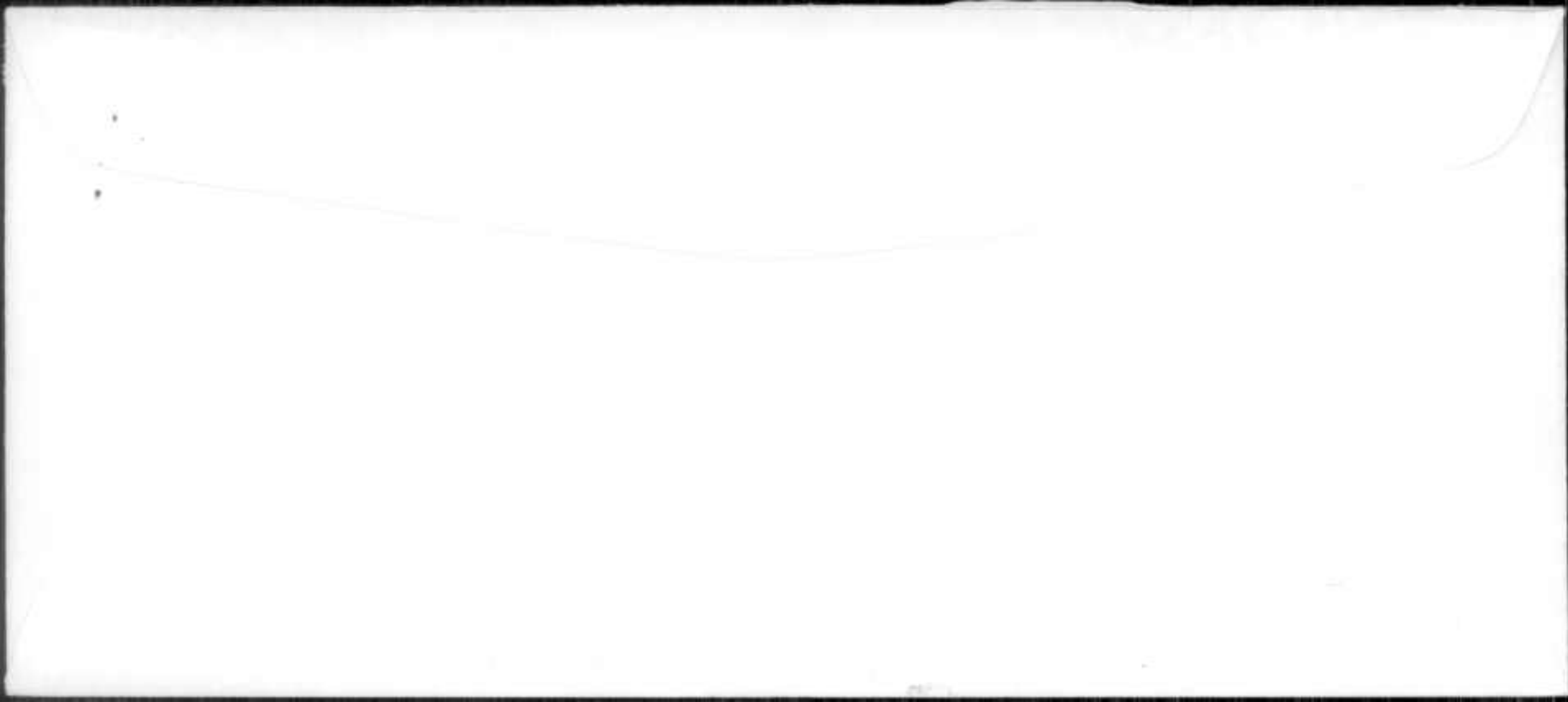
BALTIMORE, MD 21203-2057

Mr Gabriel Lopez
Department of General Services
Records Management Division
1275 Waterloo Road
P.O. Box 275
Jessup MD 20794-0275

20794+0275



Recycled Paper





MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230
410-537-3000 • 1-800-633-6101

Robert L. Ehrlich, Jr.
Governor

Lynn Y. Buhl
Acting Secretary

Michael S. Steele
Lt. Governor

Kendl P. Philbrick
Deputy Secretary

April 18, 2003

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

Attn: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding, commercial trash hauler and recycling in accordance with Retention Schedules 1888, 2077 and 1888-A1, which were approved April 21, 1997, October 19, 1999 and July 19, 2001 respectively. The total volume destroyed was 31.0 cubic feet.

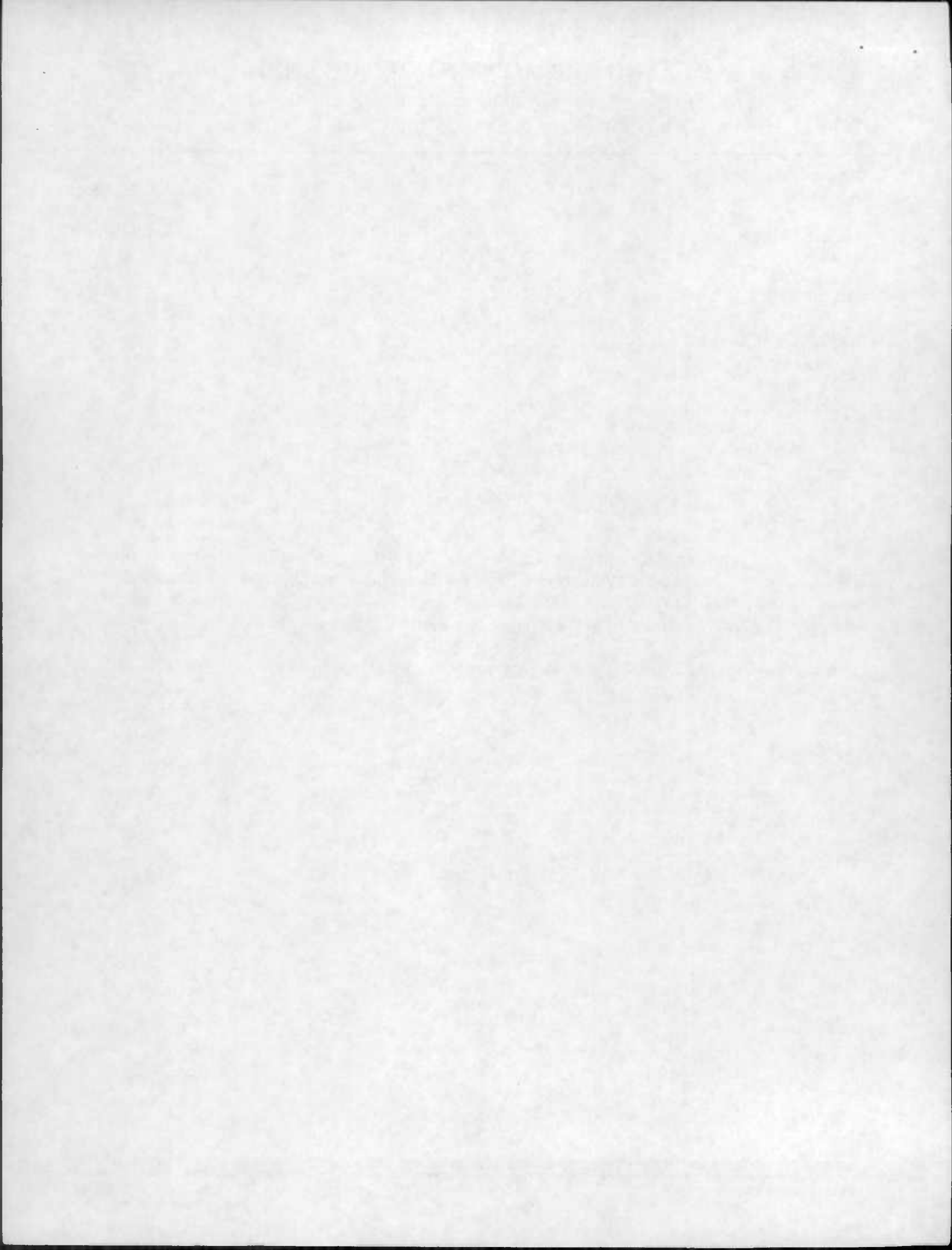
Please call me at 410-537-3957 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner
Compliance Program

PRS/bjt

Attachment





MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101

Robert L. Ehrlich, Jr.
Governor

Kendal P. Philbrick
Acting Secretary

Michael S. Steele
Lt. Governor

July 22, 2003

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

ATTN: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by shredding, commercial trash hauler and recycling in accordance with Retention Schedules 1888, 2077 and 1888-A1, which were approved April 27, 1997, October 19, 2000 and July 19, 2001 respectively,. The total volume destroyed was 11.0 cubic feet.

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

Sincerely,

Paul R. Stoner
WMA-Compliance

PRS/bjt

Attachment

10-11-07

10-11-07

10-11-07



MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101

Robert L. Ehrlich, Jr.
Governor

Kendl P. Philbrick
Secretary

Michael S. Steele
Lt. Governor

May 19, 2004

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

ATTN: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by commercial trash hauler and recycling in accordance with Retention Schedules 1888, 2077 and 1888-A1, which were approved April 27, 1997, October 19, 2000 and July 19, 2001 respectively,. The total volume destroyed was 32.6 cubic feet.

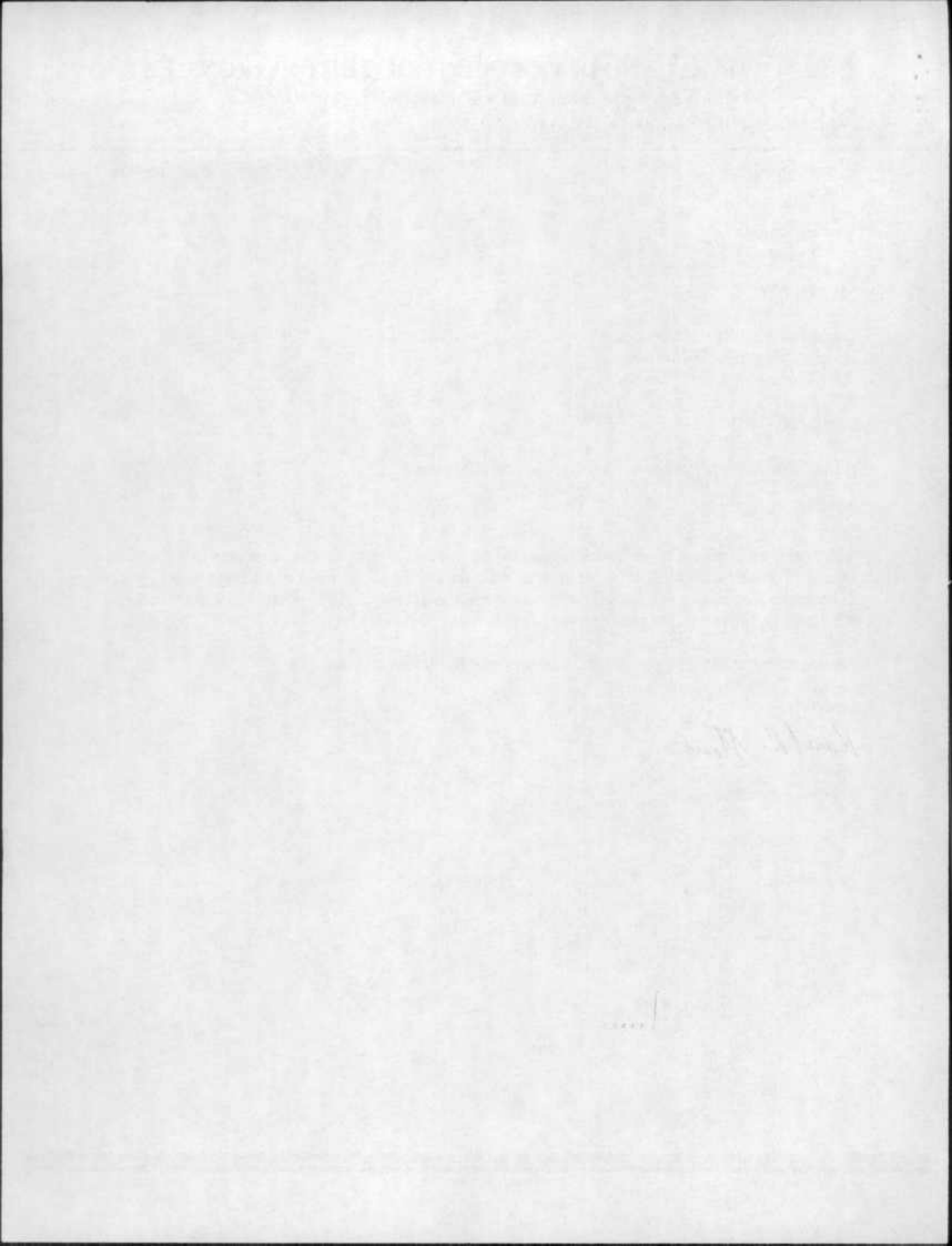
Please call me at 410-537-3957 if you have any questions. Thank you.

Sincerely,

Paul R. Stoner
WMA-Compliance

PRS/bjt

Attachment





MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101

Robert L. Ehrlich, Jr.
Governor

Kendl P. Philbrick
Acting Secretary

Michael S. Steele
Lt. Governor

December 30, 2003

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

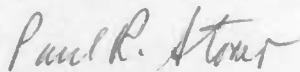
ATTN: Mr. Gabriel Lopez, Acting Records Center Manager

Dear Mr. Lopez:

Attached is a Certificate of Records Disposal for destruction of documents and records from our files. Destruction was accomplished by commercial trash hauler and recycling in accordance with Retention Schedules 1888, 2077 and 1888-A1, which were approved April 27, 1997, October 19, 2000 and July 19, 2001 respectively. The total volume destroyed was 12.0 cubic feet.

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

Sincerely,


Paul R. Stoner
WMA-Compliance

PRS/bjt

Attachment



JAN 14 1944

Feb
2004

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

Eastern Correctional Institution

Reporting Agency

Division of Corrections

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	3		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention sched. No.	Item No.				
1	I.D. Sign Off Sheets	1406-3	+++	1991-1995	1	1/12/2004	Recycling Program
2	Classification Reports	1406-6	10.A	1997-2000	5	1/12/2004	Recycling Program
3	Adjustment Hearings	1406-6	10.B	1997-2000	2	1/12/2004	Recycling Program
4	Daily Population Report	1406-7	7	1997-2000	10	1/12/2004	Recycling Program
5	Entrance/Exit Logs	1406-17	1.AF	1995-1997	22	1/12/2004	Recycling Program
6	Maintenance Logs	1406-17	1.AH	1997-1997	1	1/12/2004	Recycling Program
7	Tool Control	1406-17	1.AQ	1995-2002	6	1/12/2004	Recycling Program
7	Post Order Sign Off Logs	1406-17	1.B	1997-1999	2	1/12/2004	Recycling Program
8	Log Books	1406-17	1.C	1997-2000	49	1/12/2004	Recycling Program
9	Equipment Issue	1406-17	1.D	1997-2000	11	1/12/2004	Recycling Program
10	Sanitation Inspections	1406-17	1.E	1997-2000	3	1/12/2004	Recycling Program
11	Incident Report	1406-17	1.G	1995-1997	1	1/12/2004	Recycling Program
12	Security Inspections	1406-17	1.J	1997-2000	22	1/12/2004	Recycling Program
13	Search Reports	1406-17	1.M	1998-2000	8	1/12/2004	Recycling Program
14	Key Inventory	1406-17	1.N	1997-2000	16	1/12/2004	Recycling Program
15	Meal Inspection	1406-17	1.R	1997-1999	1	1/12/2004	Recycling Program
16	Count Sheets	1406-17	1.T	1997-1999	3	1/12/2004	Recycling Program
17	Traffic Sheets	1406-17	1.U	1997-2000	73	1/12/2004	Recycling Program
18	Shift Reports	1406-17	1.X	1997-2000	4	1/12/2004	Recycling Program
19	Bi-Weekly Overtime	1406-17	1.Y	1997-2000	12	1/12/2004	Recycling Program
20	Duty Rosters	1406-17	1.Z	197-2000	8	1/12/2004	Recycling Program
				TOTAL	260		

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

Robert Lupica
Signature

W. Warbur
Title

2/23/04
Date



~~RECEIVED~~

FEB 25 04

~~LIBRARY~~

J. JOSEPH CURRAN, JR.
ATTORNEY GENERAL

DONNA HILL STATON
DEPUTY ATTORNEY GENERAL



SEAN COLEMAN
ASSISTANT ATTORNEY GENERAL
PRINCIPAL COUNSEL

CRYSTAL R. CHISELL
ASSISTANT ATTORNEY GENERAL

STATE OF MARYLAND

OFFICE OF THE ATTORNEY GENERAL

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

March 26, 2004

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

Dear Records Management Division:

In accordance with the DGS Records Management Manual, please find enclosed a Certificate of Records Disposal (DGS 550-2) filed on behalf of the Maryland Environmental Service. The Certificates of Disposal is filed in connection with MES Retention Schedule # 2149, 2154, and 2155.

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

Sincerely,

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

Pamela L. Fuller
Paralegal

Enc.

cc: Diane Thau
Dale Rose
Pamela McDonagh
Sean Coleman

GILBERT
22% COTTON

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

CERTIFICATE OF RECORDS DISPOSAL

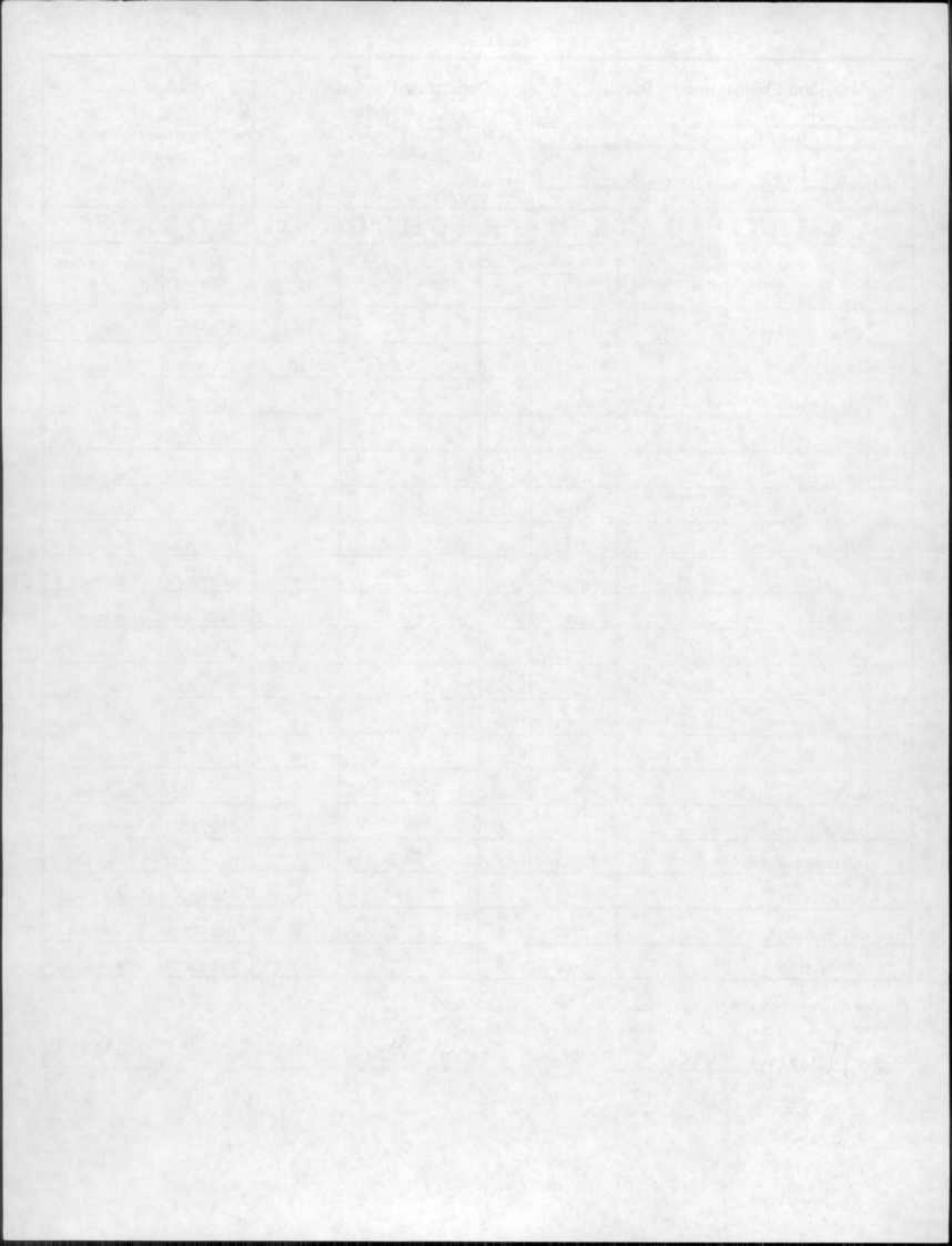
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	401(k) 1995-1996	2153	1 - A		1	04/27/2004	Destroyed
	401(k) 1996	2153	1 - A		1	04/27/2004	Destroyed
	401(k) 1997	2153	1 - A		1	04/27/2004	Destroyed
	401(k) 1997	2153	1 - A		1	04/27/2004	Destroyed
	401(k) 1999	2153	1 - A		1	04/27/2004	Destroyed
	401(k) Misc.	2153	1 - A		1	04/27/2004	Destroyed
	AR 1995	2153	1 - A		1	04/27/2004	Destroyed
	AR 1997	2153	1 - A		2	04/27/2004	Destroyed
	AR 1998	2153	1 - A		1	04/27/2004	Destroyed
	AR 1998	2153	1 - A		1	04/27/2004	Destroyed
	AR 1999	2153	1 - A		1	04/27/2004	Destroyed
	AR 7/99-12/99	2153	1 - A		1	04/27/2004	Destroyed
	AR Cash 7/98-8/98	2153	1 - A		1	04/27/2004	Destroyed
	AR Cash Jan-Apr '97	2153	1 - A		1	04/27/2004	Destroyed
	AR Cash Receipts 7/96-12/96	2153	1 - A		1	04/27/2004	Destroyed
	AR Cash Receipts 8/96-10/96	2153	1 - A		1	04/27/2004	Destroyed
	AR Inv. 1997	2153	1 - A		1	04/27/2004	Destroyed
	AR Inv. 1998 & 1999	2153	1 - A		1	04/27/2004	Destroyed
	Artesian 1998	2153	1 - A		1	04/27/2004	Destroyed

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

Flament Patel
Signature

Controller
Title

6/10/04
Date



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

CERTIFICATE OF RECORDS DISPOSAL

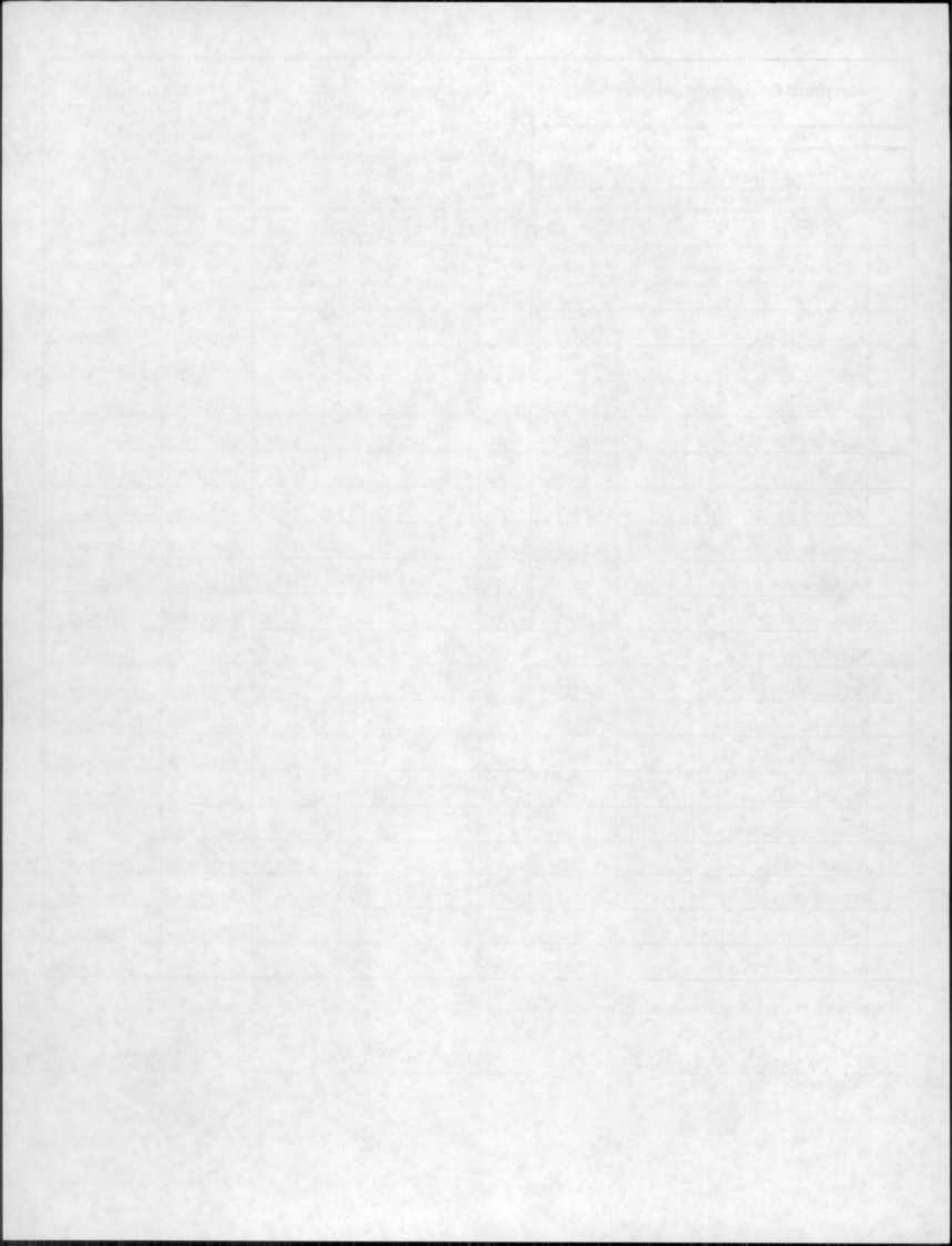
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Autoscale 1994	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 1995	2153	1 - A		3	04/27/2004	Destroyed
	Autoscale 1995	2153	1 - A		2	04/27/2004	Destroyed
	Autoscale 1994	2153	1 - A		6	04/27/2004	Destroyed
	Autoscale 1999	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 6/94-12/94	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 6/99	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 8/96 & 10/96	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 96/97	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale 97/98	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale Inv. 5/98	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale Inv. 6/98	2153	1 - A		1	04/27/2004	Destroyed
	Autoscale Inv. 7/98	2153	1 - A		1	04/27/2004	Destroyed
	Bank Reconciliations FY 96	2153	1 - A		1	04/27/2004	Destroyed
	Bank Reconciliations FY 97	2153	1 - A		1	04/27/2004	Destroyed
	Bank Reconciliations FY 98	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF - WM of PA 11/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF - WM of PA 12/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1/95	2153	1 - A		1	04/27/2004	Destroyed

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

Hament Patel
Signature

Controller
Title

6/10/04
Date



Maryland Environmental Service	Department of General Services	Prepare in Duplicate
Reporting Agency	Records Management Division	Retain one (1) copy and forward original to address at left.
<i>Finance</i>	7275 Waterloo Road (Rte. 175)	
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	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	BCRRF 2/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1/96	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 10/94-1/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 10/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 11/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 12/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 11/97 - 4/98	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1995 - 1996	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1996	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1996 Reports	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1997	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1997 - 1998	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 1998	2153	1 - A		2	04/27/2004	Destroyed
	BCRRF 1998 Scale	2153	1 - A		2	04/27/2004	Destroyed
	BCRRF 2/96	2153	1 - A		2	04/27/2004	Destroyed
	BCRRF 2/97 - 4/97	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 2/98 - 3/98 - Scale	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 3/96	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 3/98 - 4/98 - Scale	2153	1 - A		1	04/27/2004	Destroyed

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

Hament Patel
Signature

Comptroller
Title

6/10/04
Date

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	BCRRF 4/96	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 7/97 - 8/97	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 4/98 - 5/98	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 5/98 - 7/98	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 6/97 - 7/97	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 7/95	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 7/97 - 8/97	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 7/98 - 8/98 - Scale	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 8/97 - 9/97	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF 9/96	2153	1 - A		1	04/27/2004	Destroyed
	BCRRF Waste	2153	1 - A		1	04/27/2004	Destroyed
	Billing 11/94	2153	1 - A		1	04/27/2004	Destroyed
	Billing 1994	2153	1 - A		1	04/27/2004	Destroyed
	Budget 1996-1999	2153	1 - A		1	04/27/2004	Destroyed
	Cash 11/99-12/99	2153	1 - A		1	04/27/2004	Destroyed
	Cash 8/99-10/99	2153	1 - A		1	04/27/2004	Destroyed
	Cash Dep. 1999	2153	1 - A		1	04/27/2004	Destroyed
	Cash Receipts 1995	2153	1 - A		1	04/27/2004	Destroyed
	Cash Receipts 1996	2153	1 - A		3	04/27/2004	Destroyed

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

Flament Patel
Signature

Controller
Title

6/10/04
Date

OVERVIEW OF THE PROJECT

The project aims to develop a comprehensive system for data analysis and reporting. The system will be designed to handle large volumes of data and provide users with intuitive tools for visualization and interpretation. The primary objectives of the project are to improve data accuracy, reduce manual errors, and enhance the overall efficiency of the reporting process. The system will be implemented in a modular fashion, allowing for incremental development and testing. The initial phase will focus on data collection and storage, followed by the development of reporting modules. The final phase will involve user training and system deployment. The project is expected to be completed within a six-month period. The budget for the project is estimated to be \$50,000. The project team consists of a project manager, a data analyst, and a software developer. The project is currently in the planning stage.

John Doe
 Project Manager

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

CERTIFICATE OF RECORDS DISPOSAL

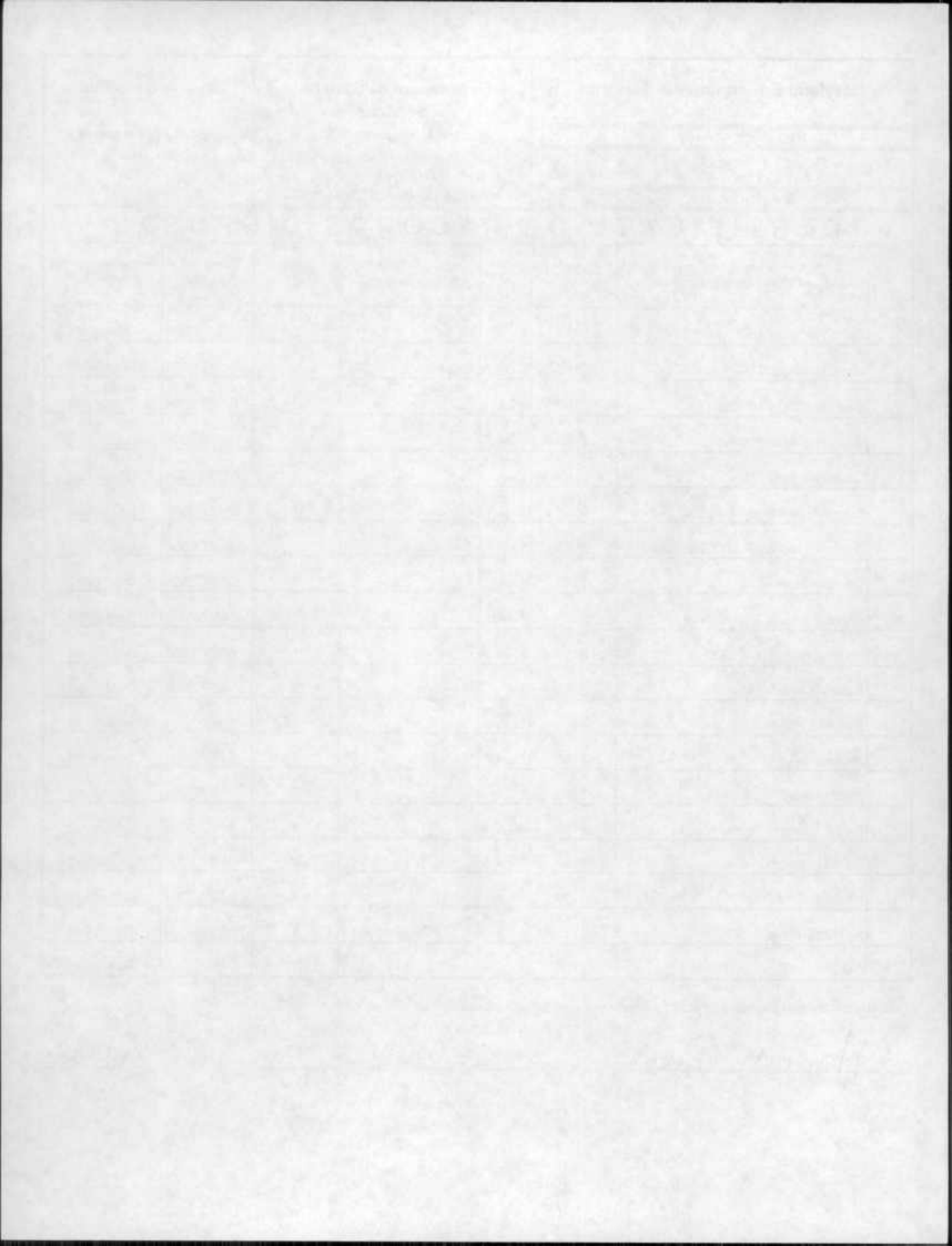
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Cash Receipts 1996	2153	1 - A		2	04/27/2004	Destroyed
	Cash Receipts 1997	2153	1 - A		3	04/27/2004	Destroyed
	Cash Receipts 1998	2153	1 - A		4	04/27/2004	Destroyed
	Cash Receipts 1999	2153	1 - A		2	04/27/2004	Destroyed
	Cash Receipts 4/99-5/99	2153	1 - A		1	04/27/2004	Destroyed
	Commingled 7/96 - 6/98	2153	1 - A		1	04/27/2004	Destroyed
	Commingled WAF 5/11/98	2153	1 - A		1	04/27/2004	Destroyed
	Compro 1994	2153	1 - A		1	04/27/2004	Destroyed
	Country Scale Tickets 1995	2153	1 - A		1	04/27/2004	Destroyed
	Fixed Assets 1995-1997	2153	1 - A		1	04/27/2004	Destroyed
	Fixed Assets 1999	2153	1 - A		1	04/27/2004	Destroyed
	FY 1988 Pre-close	2153	1 - A		1	04/27/2004	Destroyed
	FY 89 GL	2153	1 - A		1	04/27/2004	Destroyed
	FY 93 Detail	2153	1 - A		1	04/27/2004	Destroyed
	FY 96 Billing	2153	1 - A		1	04/27/2004	Destroyed
	FY 98 Invoices	2153	1 - A		2	04/27/2004	Destroyed
	FY 98 N-Z AR	2153	1 - A		1	04/27/2004	Destroyed
	FY 99 Invoices	2153	1 - A		1	04/27/2004	Destroyed
	HQ Staff	2153	1 - A		1	04/27/2004	Destroyed

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

Flament Patel
Signature

Comptroller
Title

6/10/04
Date



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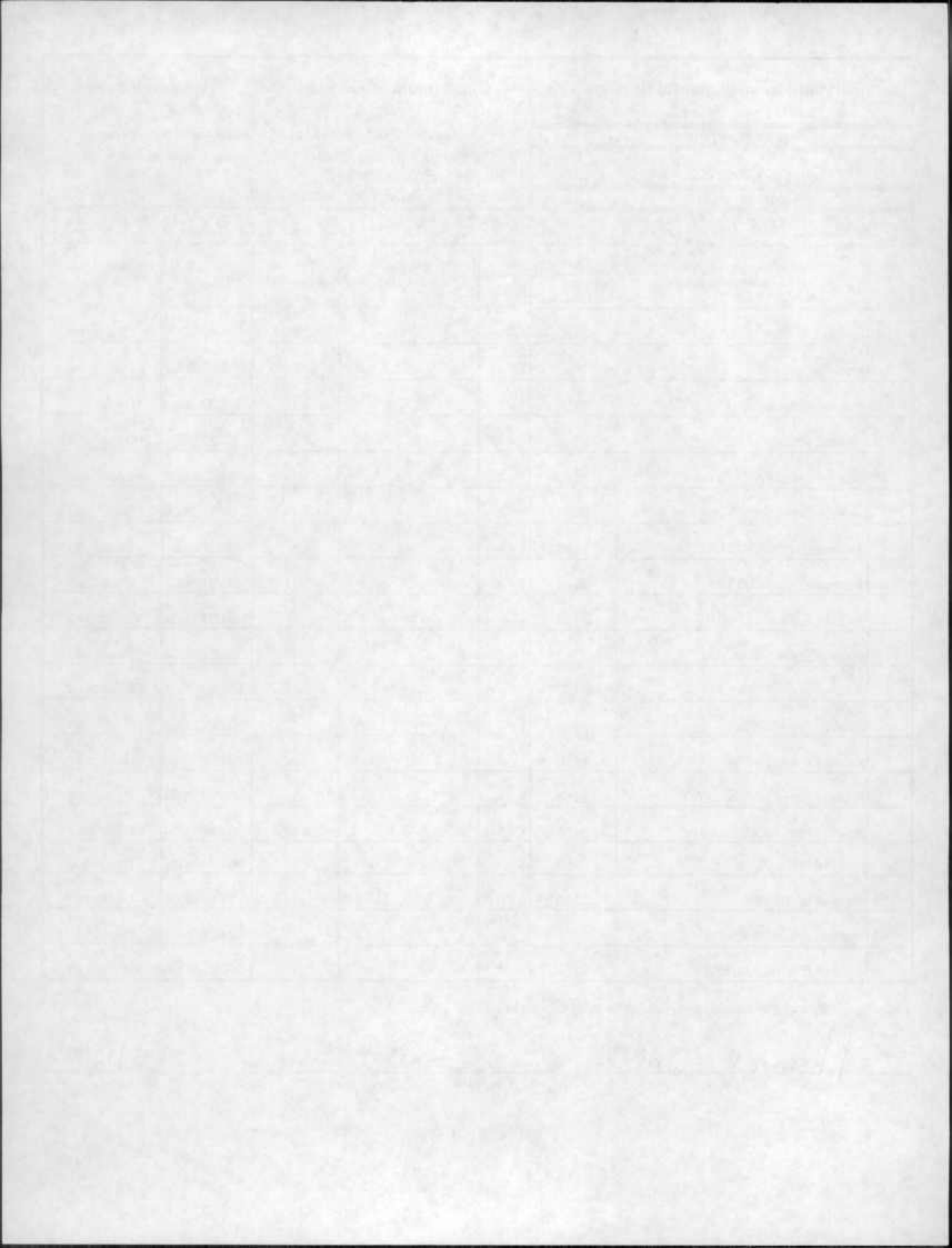
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Inv. 411-7045 - 413-7761 7/99	2153	1 - A		1	04/27/2004	Destroyed
	Invoices 1994	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 10/99 - 12/99	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 11/96 - 2/97	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1992	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1993	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1994	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1995	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1996	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1996-1997	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1997	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1998	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 1999	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 3/97 - 5/97	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 3/98-7/98	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 5/92 SWO '92	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 5/99	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 7/90 - 3/91 SWO '91	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 7/95	2153	1 - A		1	04/27/2004	Destroyed

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Hameet Patel
Signature

Controller
Title

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Date



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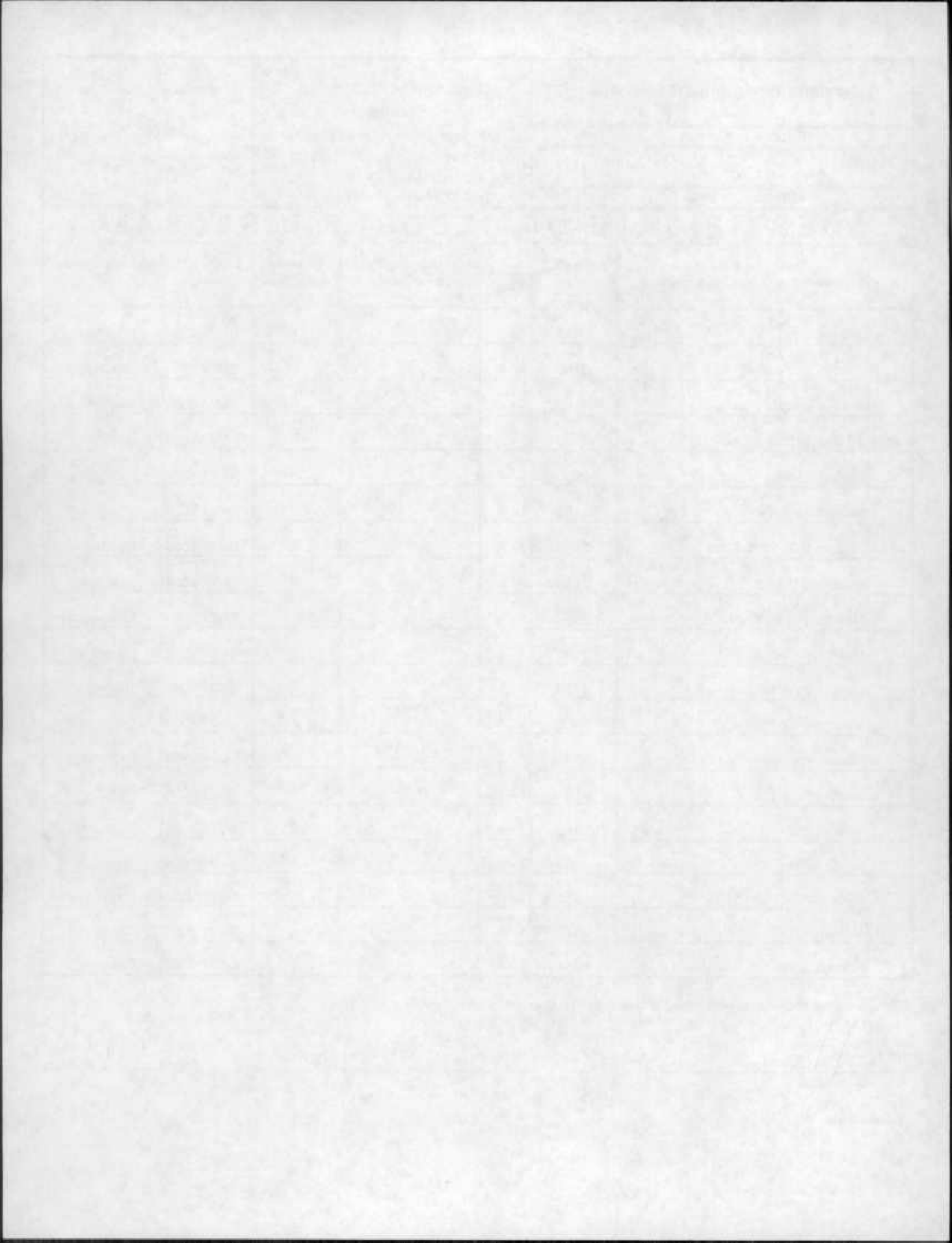
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Journal Entries 7/96 - 10/96	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 7/97	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries 7/98	2153	1 - A		1	04/27/2004	Destroyed
	Journal Entries FY 93	2153	1 - A		1	04/27/2004	Destroyed
	Leafgro 1999	2153	1 - A		3	04/27/2004	Destroyed
	Leafgro 1999	2153	1 - A		4	04/27/2004	Destroyed
	Leafgro P-Z 1996-1999	2153	1 - A		1	04/27/2004	Destroyed
	Midshore 1992	2153	1 - A		1	04/27/2004	Destroyed
	Midshore 1992-1994	2153	1 - A		1	04/27/2004	Destroyed
	Midshore 1995 & 1996	2153	1 - A		1	04/27/2004	Destroyed
	Midshore Autoscale 1996	2153	1 - A		1	04/27/2004	Destroyed
	Midshore FY 1997-1998 Spreads	2153	1 - A		1	04/27/2004	Destroyed
	Midshore Inv. 1997 - 1998	2153	1 - A		1	04/27/2004	Destroyed
	MWO 11/95 - 11/96	2153	1 - A		1	04/27/2004	Destroyed
	MWO 1998	2153	1 - A		1	04/27/2004	Destroyed
	MWO 1999	2153	1 - A		1	04/27/2004	Destroyed
	Numerics 12753-13458	2153	1 - A		1	04/27/2004	Destroyed
	Numerics 1997	2153	1 - A		1	04/27/2004	Destroyed
	Numerics 1998	2153	1 - A		1	04/27/2004	Destroyed

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Hameet Patel
Signature

Comptroller
Title

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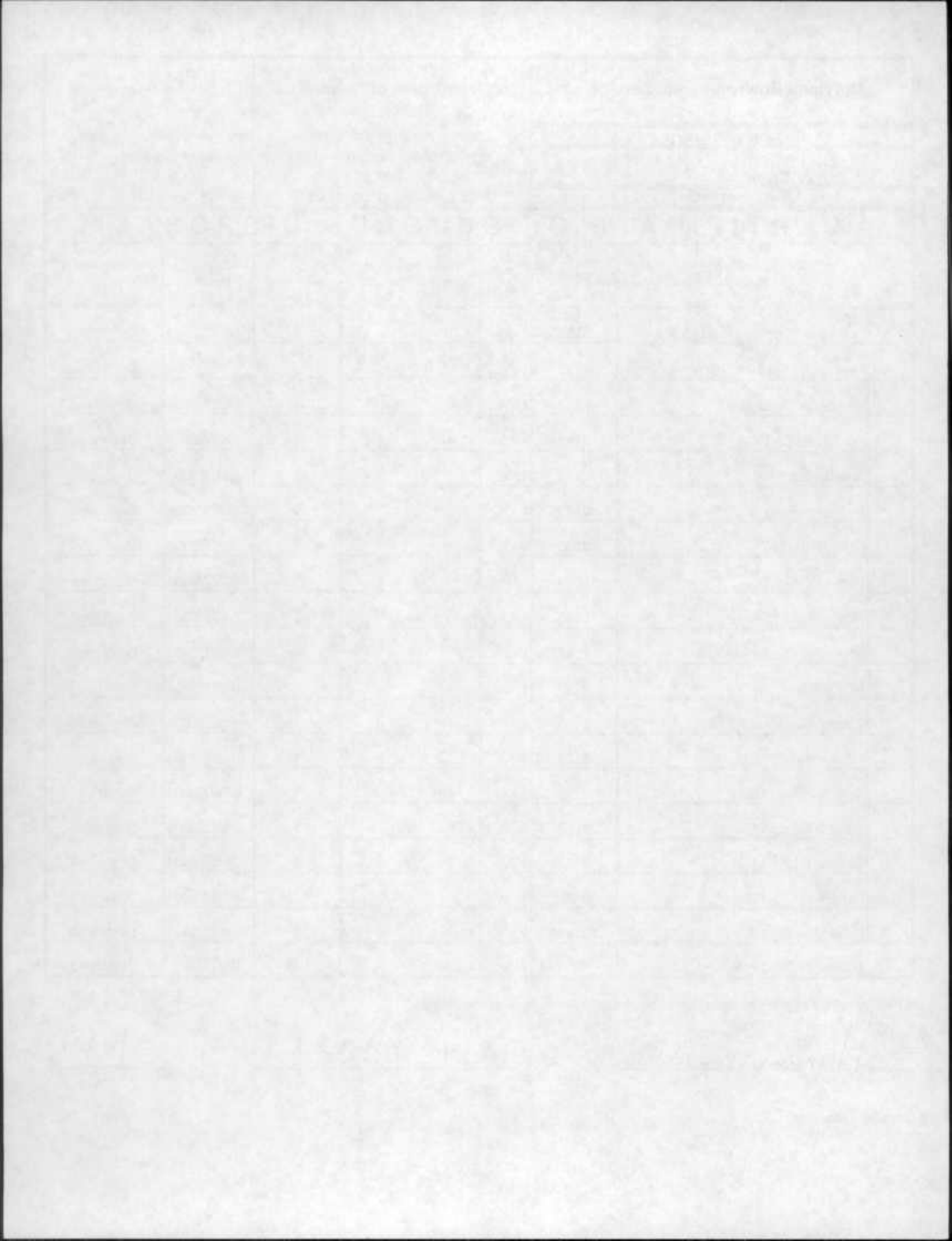
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Numerics 70201-73411 11/99	2153	1 - A		1	04/27/2004	Destroyed
	Numerics 75476-76799	2153	1 - A		1	04/27/2004	Destroyed
	Personnel Detail 1999	2153	1 - A		1	04/27/2004	Destroyed
	PG Autoscale 1998	2153	1 - A		1	04/27/2004	Destroyed
	Product Bill 1998	2153	1 - A		6	04/27/2004	Destroyed
	Project Reports '85-'87	2153	1 - A		1	04/27/2004	Destroyed
	RCF 1/96 - 1/97	2153	1 - A		1	04/27/2004	Destroyed
	RCF 11/95 - 6/96	2153	1 - A		1	04/27/2004	Destroyed
	RCF 12/97 - 1/98	2153	1 - A		1	04/27/2004	Destroyed
	RCF 7/96 - 10/96	2153	1 - A		1	04/27/2004	Destroyed
	RCF 9/97	2153	1 - A		1	04/27/2004	Destroyed
	Reconciliation 1/97-2/98	2153	1 - A		1	04/27/2004	Destroyed
	Reconciliation 1998	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 1/94	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 1/95	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 11/95 - 12/95	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 1993	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 1994	2153	1 - A		3	04/27/2004	Destroyed
	Service Billing 1996	2153	1 - A		2	04/27/2004	Destroyed

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Hameet Patel
Signature

Controller
Title

6/10/04
Date



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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Service Billing 1997	2153	1 - A		3	04/27/2004	Destroyed
	Service Billing 1998	2153	1 - A		4	04/27/2004	Destroyed
	Service Billing 4/99 - 7/99	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 5/98	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 6/98	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 6/95	2153	1 - A		1	04/27/2004	Destroyed
	Service Billing 8/98 - 10/98	2153	1 - A		1	04/27/2004	Destroyed
	Spreads 1998	2153	1 - A		1	04/27/2004	Destroyed
	Spreads 1999	2153	1 - A		1	04/27/2004	Destroyed
	Spreads 5/99	2153	1 - A		1	04/27/2004	Destroyed
	SWOs 1994	2153	1 - A		1	04/27/2004	Destroyed
	Vendor Purchases 7/92 - 2/93	2153	1 - A		1	04/27/2004	Destroyed
	WAF 1/96 - 2/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 11/96 - 12/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 12/97 - 2/98	2153	1 - A		1	04/27/2004	Destroyed
	WAF 1995	2153	1 - A		1	04/27/2004	Destroyed
	WAF 1996	2153	1 - A		1	04/27/2004	Destroyed
	WAF 1996 - 1997 Scale	2153	1 - A		1	04/27/2004	Destroyed
	WAF 2/98 - 4/98	2153	1 - A		1	04/27/2004	Destroyed

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

Hameed Patel
Signature

Comptroller
Title

6/10/04
Date

No.	Name	Address	City	State
1	John A. Smith	123 Main St.	Chicago	Ill.
2	J. B. Jones	456 Elm St.	New York	N.Y.
3	W. C. Brown	789 Oak St.	Philadelphia	Pa.
4	D. E. White	101 Pine St.	Boston	Mass.
5	F. G. Black	202 Cedar St.	San Francisco	Calif.
6	H. I. Green	303 Birch St.	Los Angeles	Calif.
7	K. L. Gray	404 Spruce St.	Portland	Me.
8	M. N. Hall	505 Ash St.	Seattle	Wash.
9	O. P. King	606 Willow St.	Denver	Colo.
10	Q. R. Lee	707 Hickory St.	St. Louis	Mo.
11	S. T. Young	808 Sycamore St.	Indianapolis	Ind.
12	U. V. Wright	909 Magnolia St.	San Antonio	Texas
13	X. Y. Scott	1010 Poplar St.	Memphis	Tenn.
14	Z. A. Adams	1111 Chestnut St.	Philadelphia	Pa.
15	B. C. Baker	1212 Walnut St.	St. Louis	Mo.
16	C. D. Clark	1313 Elm St.	Chicago	Ill.
17	D. E. Evans	1414 Maple St.	New York	N.Y.
18	E. F. Green	1515 Oak St.	Boston	Mass.
19	F. G. Hall	1616 Pine St.	San Francisco	Calif.
20	G. H. King	1717 Cedar St.	Los Angeles	Calif.
21	H. I. Lee	1818 Birch St.	Portland	Me.
22	I. J. Scott	1919 Spruce St.	Seattle	Wash.
23	J. K. Adams	2020 Ash St.	Denver	Colo.
24	K. L. Baker	2121 Willow St.	St. Louis	Mo.
25	L. M. Clark	2222 Hickory St.	Indianapolis	Ind.
26	M. N. Evans	2323 Sycamore St.	San Antonio	Texas
27	N. O. Green	2424 Magnolia St.	Memphis	Tenn.
28	O. P. Hall	2525 Poplar St.	Philadelphia	Pa.
29	P. Q. King	2626 Chestnut St.	St. Louis	Mo.
30	Q. R. Lee	2727 Walnut St.	Chicago	Ill.
31	R. S. Young	2828 Elm St.	New York	N.Y.
32	S. T. Wright	2929 Maple St.	Boston	Mass.
33	T. U. Adams	3030 Oak St.	San Francisco	Calif.
34	U. V. Baker	3131 Pine St.	Los Angeles	Calif.
35	V. W. Clark	3232 Cedar St.	Portland	Me.
36	W. X. Evans	3333 Birch St.	Seattle	Wash.
37	X. Y. Green	3434 Spruce St.	Denver	Colo.
38	Y. Z. Hall	3535 Ash St.	St. Louis	Mo.
39	Z. A. King	3636 Willow St.	Indianapolis	Ind.
40	A. B. Lee	3737 Hickory St.	San Antonio	Texas
41	B. C. Scott	3838 Sycamore St.	Memphis	Tenn.
42	C. D. Adams	3939 Magnolia St.	Philadelphia	Pa.
43	D. E. Baker	4040 Poplar St.	St. Louis	Mo.
44	E. F. Clark	4141 Chestnut St.	Chicago	Ill.
45	F. G. Evans	4242 Walnut St.	New York	N.Y.
46	G. H. Green	4343 Elm St.	Boston	Mass.
47	H. I. Hall	4444 Maple St.	San Francisco	Calif.
48	I. J. King	4545 Oak St.	Los Angeles	Calif.
49	J. K. Lee	4646 Pine St.	Portland	Me.
50	K. L. Scott	4747 Cedar St.	Seattle	Wash.
51	L. M. Adams	4848 Birch St.	Denver	Colo.
52	M. N. Baker	4949 Spruce St.	St. Louis	Mo.
53	N. O. Clark	5050 Ash St.	Indianapolis	Ind.
54	O. P. Evans	5151 Willow St.	San Antonio	Texas
55	P. Q. Green	5252 Magnolia St.	Memphis	Tenn.
56	Q. R. Hall	5353 Poplar St.	Philadelphia	Pa.
57	R. S. King	5454 Chestnut St.	St. Louis	Mo.
58	S. T. Lee	5555 Walnut St.	Chicago	Ill.
59	T. U. Young	5656 Elm St.	New York	N.Y.
60	U. V. Wright	5757 Maple St.	Boston	Mass.
61	V. W. Adams	5858 Oak St.	San Francisco	Calif.
62	W. X. Baker	5959 Pine St.	Los Angeles	Calif.
63	X. Y. Clark	6060 Cedar St.	Portland	Me.
64	Y. Z. Evans	6161 Birch St.	Seattle	Wash.
65	Z. A. Green	6262 Spruce St.	Denver	Colo.
66	A. B. Hall	6363 Ash St.	St. Louis	Mo.
67	B. C. King	6464 Willow St.	Indianapolis	Ind.
68	C. D. Lee	6565 Hickory St.	San Antonio	Texas
69	D. E. Scott	6666 Sycamore St.	Memphis	Tenn.
70	E. F. Adams	6767 Magnolia St.	Philadelphia	Pa.
71	F. G. Baker	6868 Poplar St.	St. Louis	Mo.
72	G. H. Clark	6969 Chestnut St.	Chicago	Ill.
73	H. I. Evans	7070 Walnut St.	New York	N.Y.
74	I. J. Green	7171 Elm St.	Boston	Mass.
75	J. K. Hall	7272 Maple St.	San Francisco	Calif.
76	K. L. King	7373 Oak St.	Los Angeles	Calif.
77	L. M. Lee	7474 Pine St.	Portland	Me.
78	M. N. Scott	7575 Cedar St.	Seattle	Wash.
79	N. O. Adams	7676 Birch St.	Denver	Colo.
80	O. P. Baker	7777 Spruce St.	St. Louis	Mo.
81	P. Q. Clark	7878 Ash St.	Indianapolis	Ind.
82	Q. R. Evans	7979 Willow St.	San Antonio	Texas
83	R. S. Green	8080 Magnolia St.	Memphis	Tenn.
84	S. T. Hall	8181 Poplar St.	Philadelphia	Pa.
85	T. U. King	8282 Chestnut St.	St. Louis	Mo.
86	U. V. Lee	8383 Walnut St.	Chicago	Ill.
87	V. W. Young	8484 Elm St.	New York	N.Y.
88	W. X. Wright	8585 Maple St.	Boston	Mass.
89	X. Y. Adams	8686 Oak St.	San Francisco	Calif.
90	Y. Z. Baker	8787 Pine St.	Los Angeles	Calif.
91	Z. A. Clark	8888 Cedar St.	Portland	Me.
92	A. B. Evans	8989 Birch St.	Seattle	Wash.
93	B. C. Green	9090 Spruce St.	Denver	Colo.
94	C. D. Hall	9191 Ash St.	St. Louis	Mo.
95	D. E. King	9292 Willow St.	Indianapolis	Ind.
96	E. F. Lee	9393 Hickory St.	San Antonio	Texas
97	F. G. Scott	9494 Sycamore St.	Memphis	Tenn.
98	G. H. Adams	9595 Magnolia St.	Philadelphia	Pa.
99	H. I. Baker	9696 Poplar St.	St. Louis	Mo.
100	I. J. Clark	9797 Chestnut St.	Chicago	Ill.

1000

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CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	WAF 3/96 - 4/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 4/98 - 7/98	2153	1 - A		1	04/27/2004	Destroyed
	WAF 8/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 6/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 7/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 7/97	2153	1 - A		1	04/27/2004	Destroyed
	WAF 8/96	2153	1 - A		1	04/27/2004	Destroyed
	WAF 9/96 - 10/96	2153	1 - A		1	04/27/2004	Destroyed
	WBC 1/94 - 6/94	2153	1 - A		1	04/27/2004	Destroyed
	WBC 1/95 - 6/95	2153	1 - A		1	04/27/2004	Destroyed
	WBC 1/96 - 6/96	2153	1 - A		1	04/27/2004	Destroyed
	WBC 1/97 - 5/97	2153	1 - A		1	04/27/2004	Destroyed
	WBC 6/97 - 10/97	2153	1 - A		1	04/27/2004	Destroyed
	WBC 7/95 - 12/95	2153	1 - A		1	04/27/2004	Destroyed
	Western Branch 1994	2153	1 - A		1	04/27/2004	Destroyed
	Western Branch 1996	2153	1 - A		1	04/27/2004	Destroyed
	Western Branch 7/93 - 12/93	2153	1 - A		1	04/27/2004	Destroyed
	Western Branch 7/96 - 10/96	2153	1 - A		1	04/27/2004	Destroyed
	WM of PA 7/95	2153	1 - A		1	04/27/2004	Destroyed

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

Hameed Patel
Signature

Comptroller
Title

6/10/04
Date

Maryland Environmental Service

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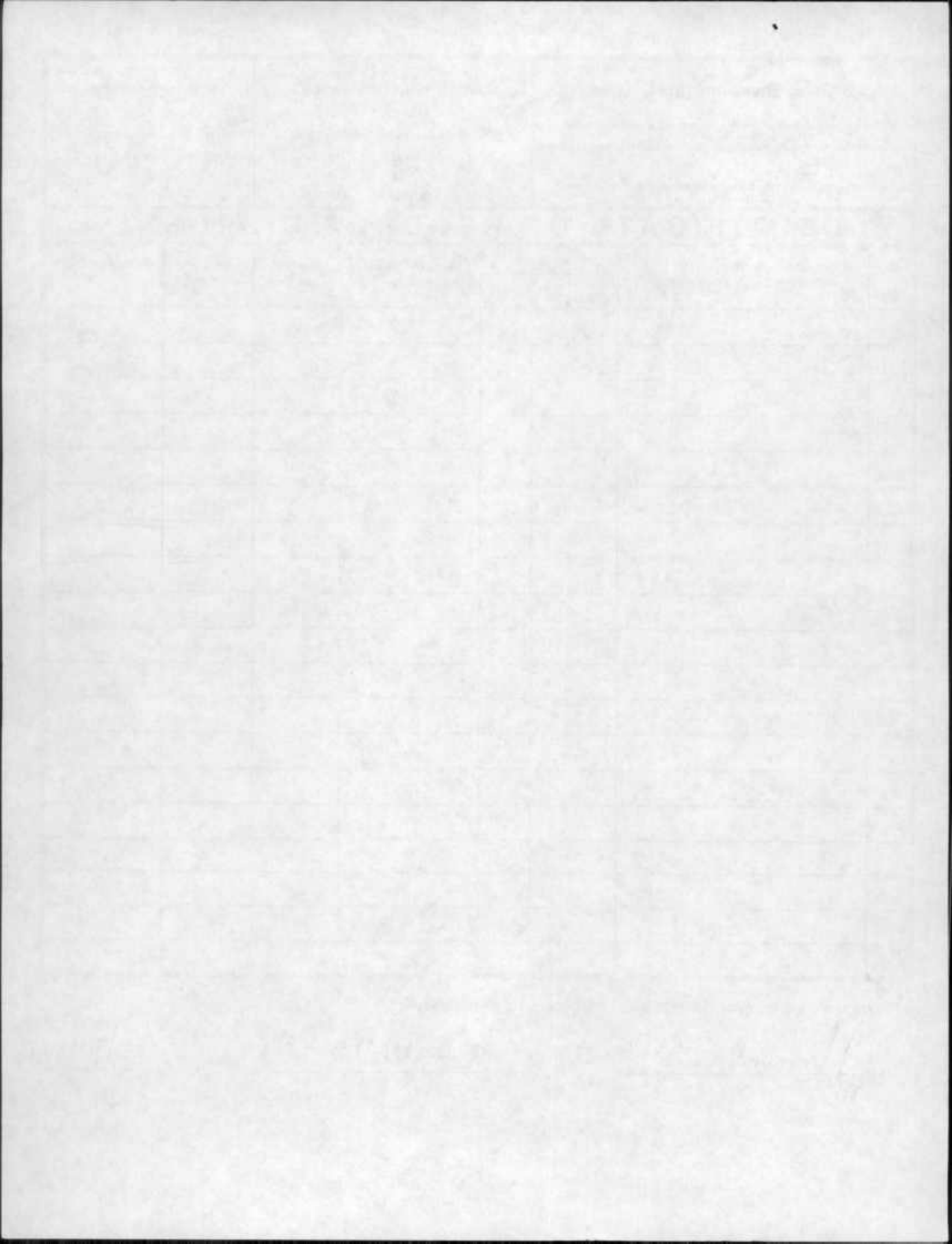
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	WM of PA 8/95	2153	1 - A		1	04/27/2004	Destroyed
	WM of PA 9/95	2153	1 - A		1	04/27/2004	Destroyed

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

Harment Patel
Signature

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Division or Unit

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		Retention Schedule No.	Item No.				
	A/P FY99	2153	1 - A		56	06/04/2004	Destroyed
	G/L FY89 - FY93	2153	1 - A		3	06/04/2004	Destroyed
	Payroll Reports 1997	2153	1 - E		5	06/04/2004	Destroyed
	Payroll Reports 1999	2153	1 - E		4	06/04/2004	Destroyed
	BCRRF Time Cards 3/95-3/96	2153	1 - E		1	06/04/2004	Destroyed
	BCRRF Payroll Reports 96-99	2153	1 - E		4	06/04/2004	Destroyed
	Resigned Employees thru 1999	2153	1 - E		5	06/04/2004	Destroyed
	A/P Reports FY99	2153	1 - A		1	06/04/2004	Destroyed
	Payroll Reports 1996	2153	1 - E		2	06/04/2004	Destroyed
	Garnishment Check Requests 94-97	2153	1 - E		4	06/04/2004	Destroyed
	Time Sheets FY96-99	2153	1 - E		21	06/04/2004	Destroyed
	Payroll Reports 1999	2153	1 - E		1	06/04/2004	Destroyed
	A/P FY98	2153	1 - A		21	06/04/2004	Destroyed

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

Harment Patel
Signature

Comptroller
Title

6/10/04
Date

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Maryland Environmental Service

Department of General Services

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Reporting Agency

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

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Administration/Office of Director

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

Table with 7 columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Contains 3 rows of data.

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

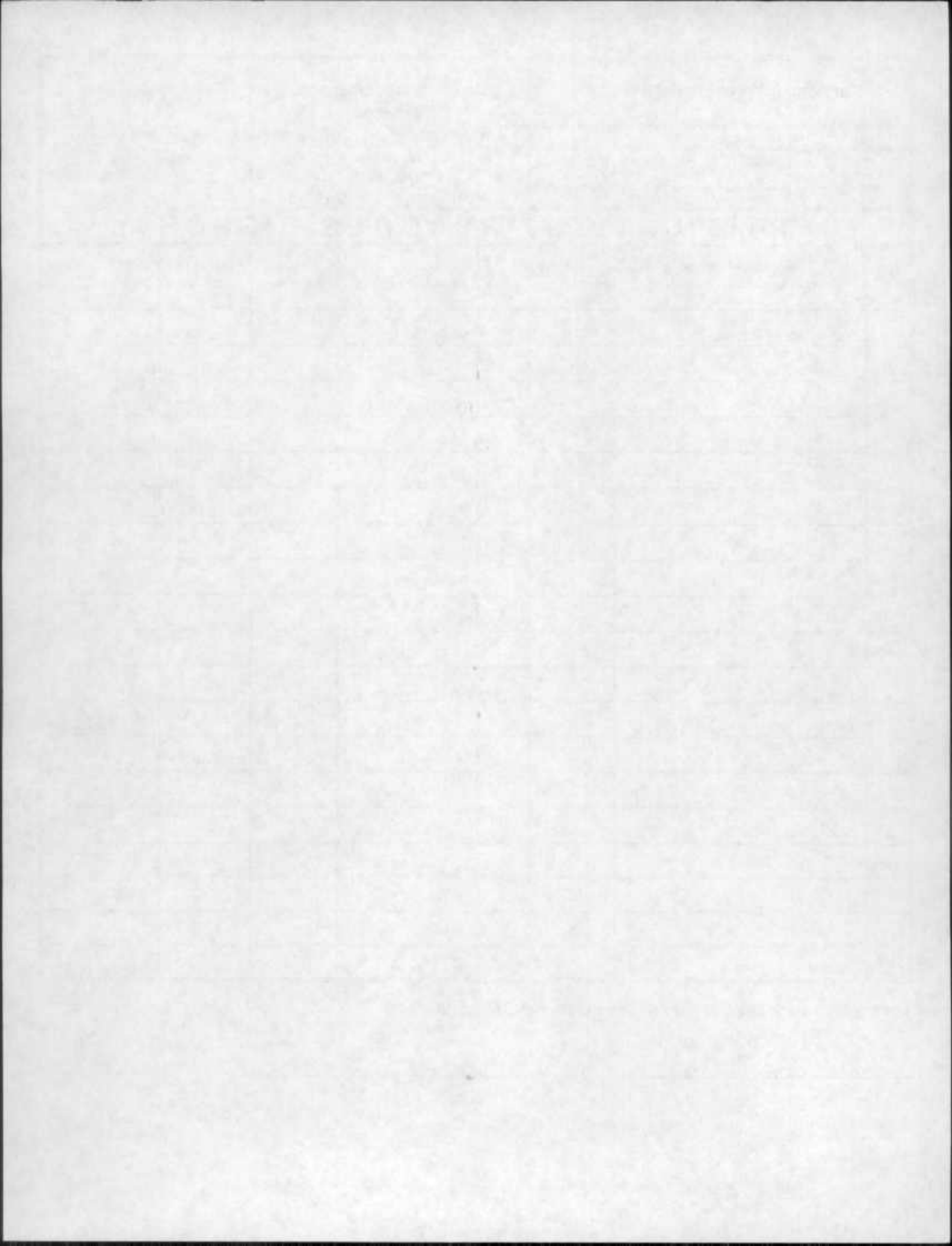
[Handwritten Signature]

Signature

Paralegal
Title

8/23/2004

Date



Maryland Environmental Service

Department of General Services

Prepare in Duplicate

Reporting Agency

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

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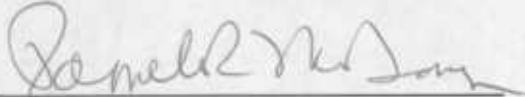
ES/WMP


Division or Unit

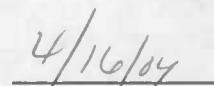
CERTIFICATE OF RECORDS DISPOSAL

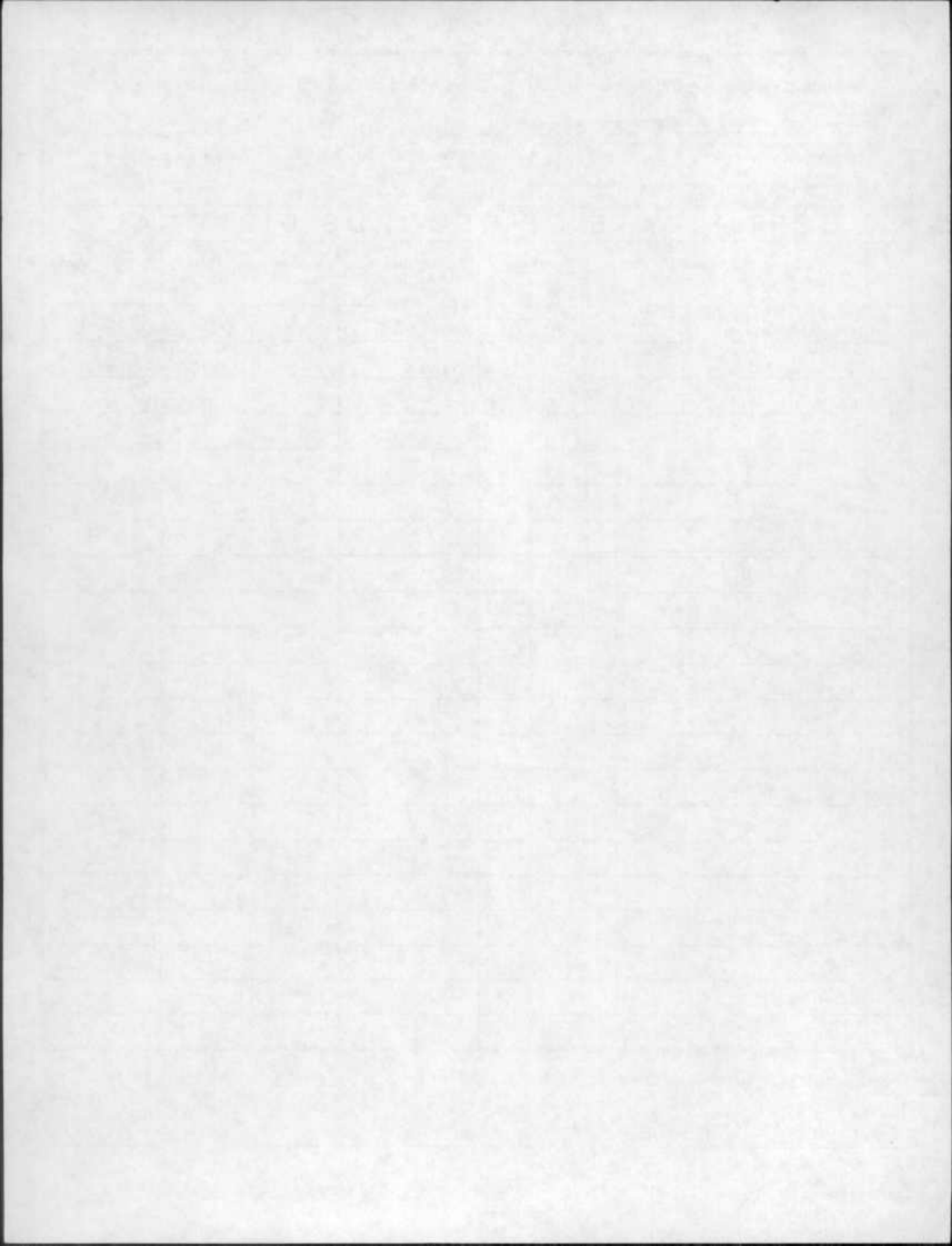
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Feasibility of Recycling @ Existing BCRRF site (01-018)	2155	2	1990	1	04/01/2004	Recycled
2	Gen'l correspondence relating to Balt Co & City (01-022)	2155	2	1989-1995	1	04/01/2004	Recycled
3	Dredging Reader Files	2155	11	1994	1	04/07/2004	Recycled

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


Signature


Title


Date

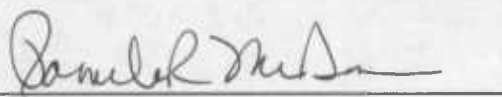

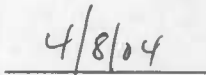


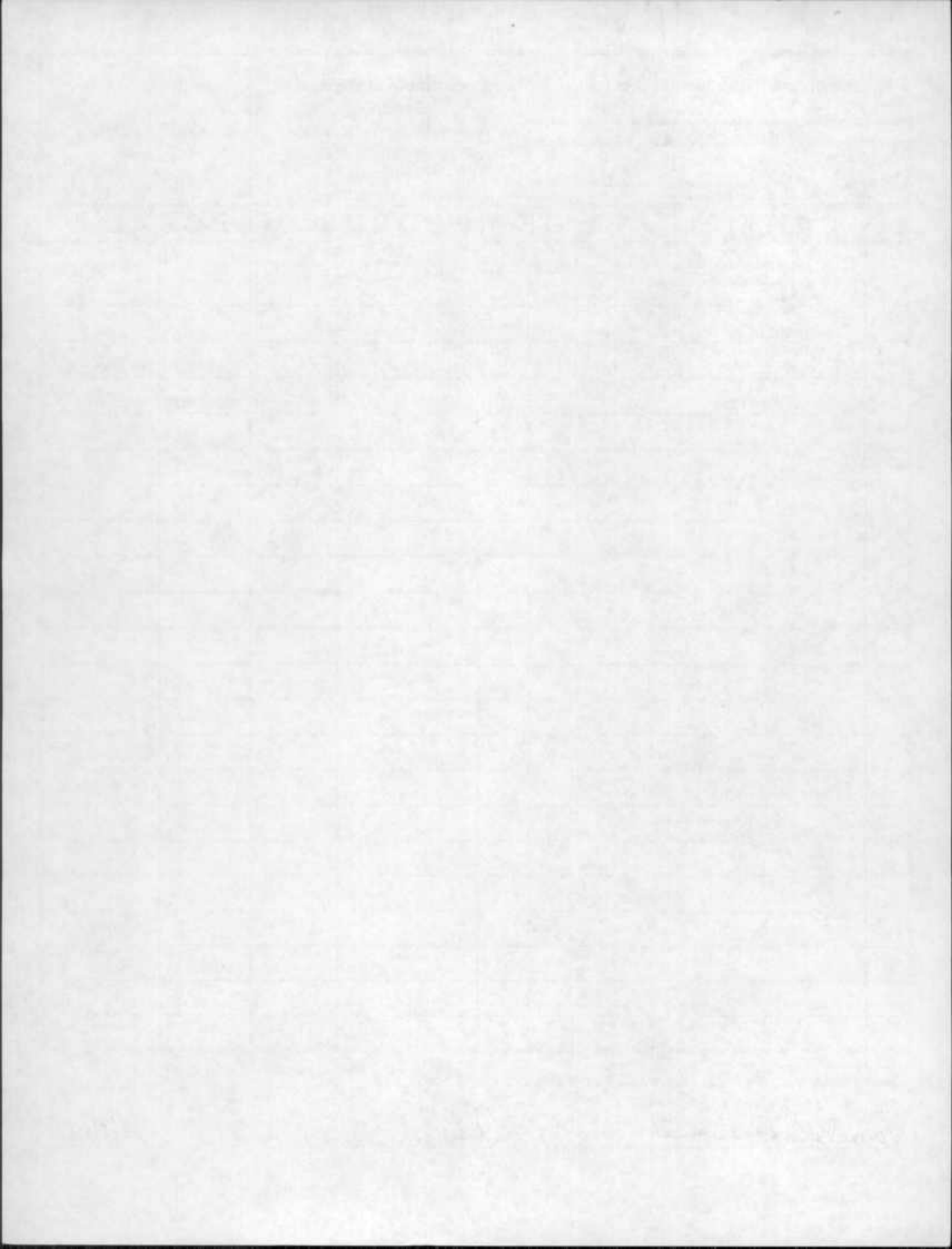
Maryland Environmental Service	Department of General Services	Prepare in Duplicate
Reporting Agency	Records Management Division	Retain one (1) copy and forward original to address at left.
ES/WMP	7275 Waterloo Road (Rte. 175)	
Division or Unit	P.O. Box 275	
	Jessup, Maryland 20794-0275	

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
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2	Gen'l correspondence relating to Balt Co & City (01-022)	2155	2	1989-1995	1	04/01/2004	Recycled
3	Dredging Reader Files	2155	11	1994	1	04/07/2004	Recycled

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

 _____ Signature	 _____ Title	 _____ Date
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Maryland Environmental Service

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Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

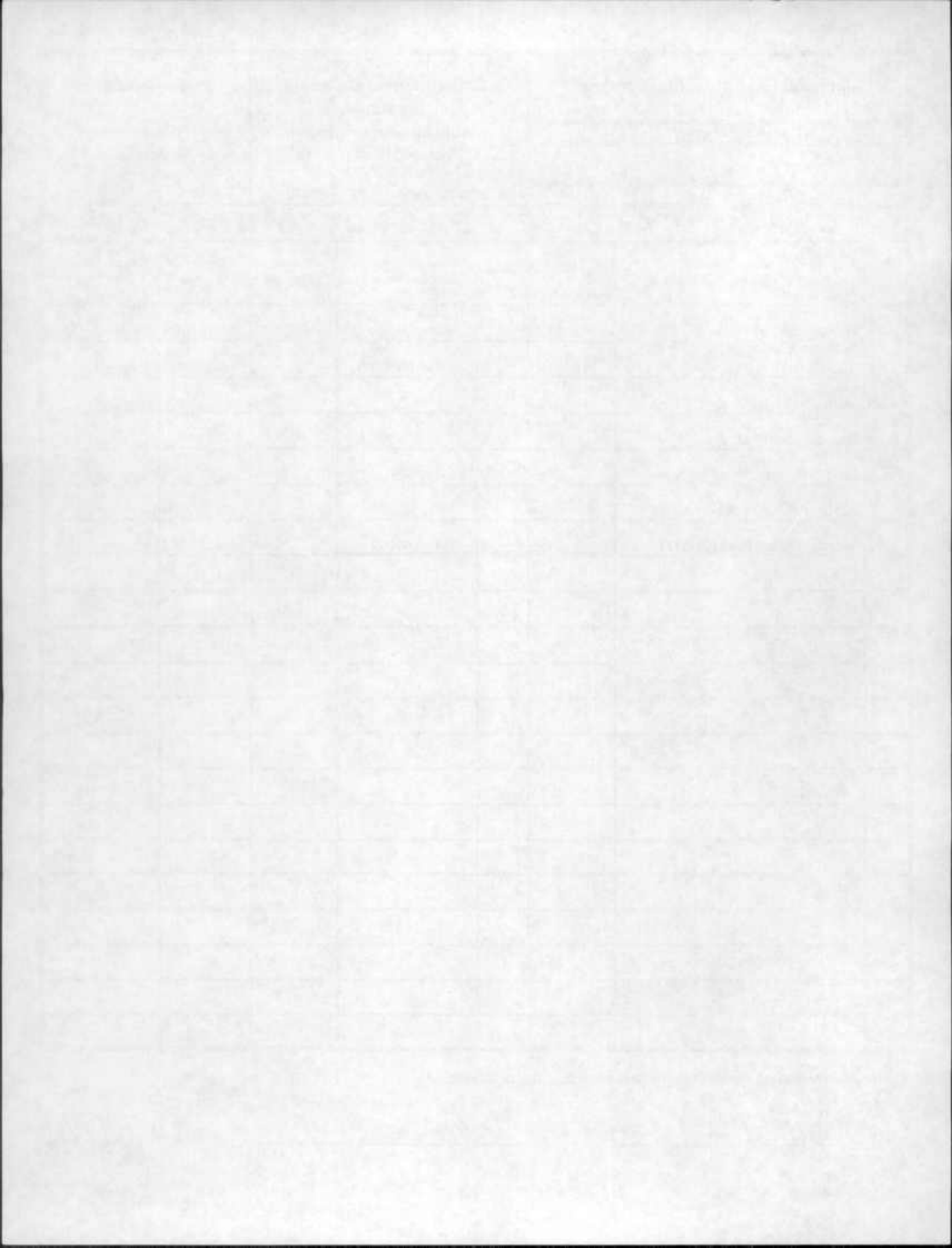
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Journal Files (01-001)	2155	2	1993	1	05/12/2004	Recycled
2	Overtime Justification Sheets (01-002)	2155	2	1991-1993	1	05/12/2004	Recycled
3	Journal Files (01-003)	2155	2	1994	1	05/12/2004	Recycled
4	Journal Files (01-004)	2155	2	1996-1998	1	05/12/2004	Recycled
5	Gen'l Correspondence (01-005)	2155	2	1990-1992	1	05/12/2004	Recycled
6	Journal Files (01-006)	2155	2	1996	1	05/12/2004	Recycled
7	Recycling Grant Files (01-017)	2155	2	1990-1992	1	05/12/2004	Recycled

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

Samuel R. McInnis
Signature

Admin
Title

5/12/04
Date



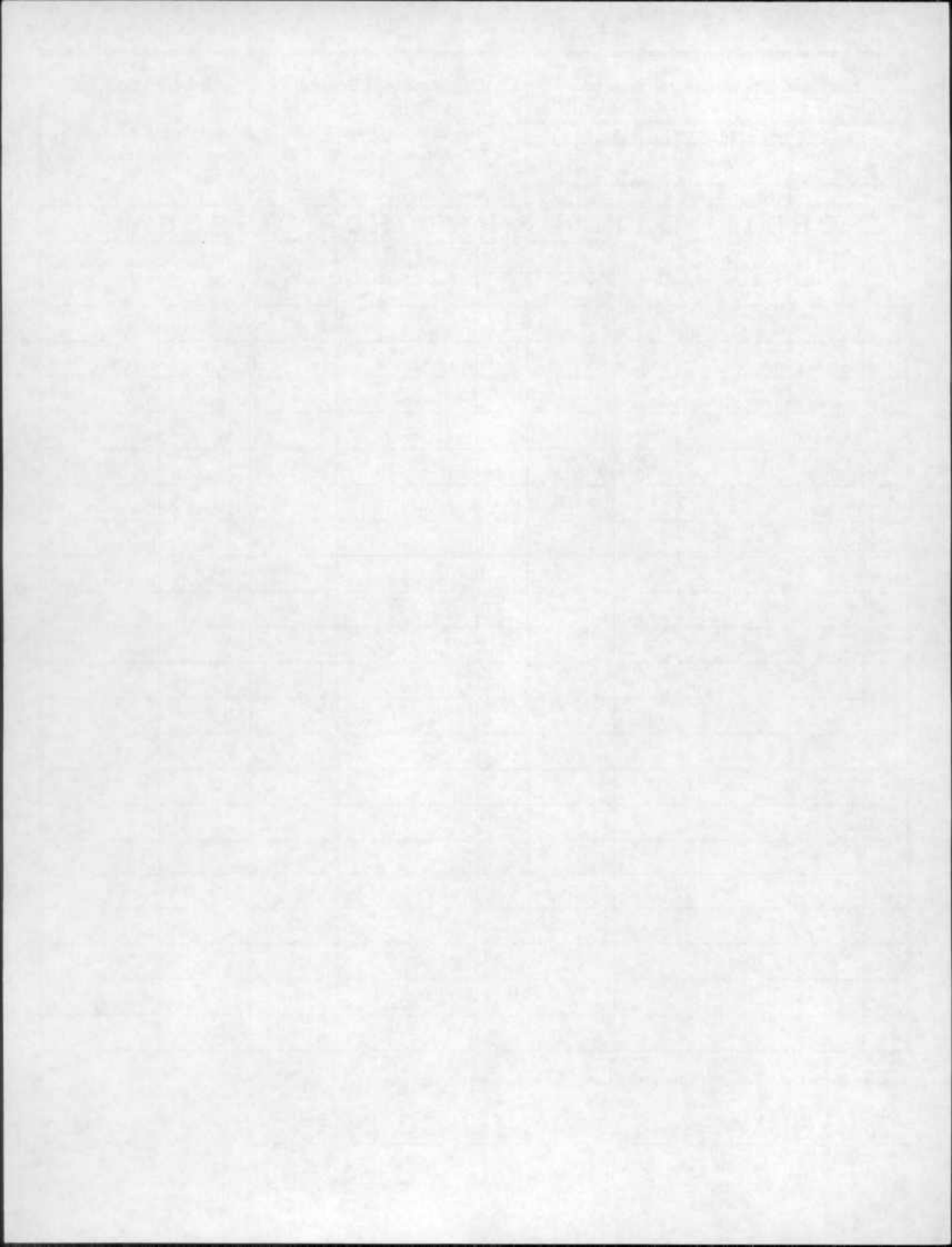
Maryland Environmental Service	Department of General Services	Prepare in Duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Retain one (1) copy and forward original to address at left.
ES/WMP		
Division or Unit		

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	Hart Miller Island DMCF Correspondence (03-012)	2155	11	1996-1998	1	04/23/2004	Recycled
2	Site 104 Correspondence (03-014)	2155	11	1996-1998	1	04/23/2004	Recycled
3	Site 104 Correspondence (03-020)	2155	11	1996-1998	1	04/23/2004	Recycled
4	Site 104 Correspondence (03-021)	2155	11	1996-1998	1	04/23/2004	Recycled
5	Pooles Isl G-West Correspondence (03-023)	2155	11	1993-1998	1	04/23/2004	Recycled
5	Pooles Isl G-West Correspondence (03-024)	2155	11	1995-1998	1	04/23/2004	Recycled
1	Hart Miller Island DMCF Correspondence (03-032)	2155	11	1995-1998	1	04/23/2004	Recycled
8	Hart Miller Island DMCF Correspondence (03-033)	2155	11	1996-1998	1	04/23/2004	Recycled

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

<u></u> Signature	<u>Admin</u> Title	<u>4/26/04</u> Date
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Maryland Environmental Service

Department of General Services

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Records Management Division
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Jessup, Maryland 20794-0275

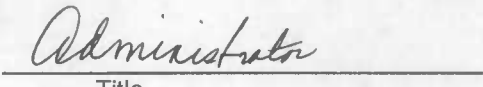
Division or Unit

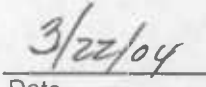
CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
4	Hart Miller Island DMCF Correspondence (01-043)	2155	11	1985-1997	1	03/19/2004	Recycled
2	Hart Miller Island DMCF Correspondence (03-032)	2155	11	1994-1999	1	03/19/2004	Recycled
3	Hart Miller Island DMCF Correspondence (01-044)	2155	11	1987-1988	1	03/19/2004	Recycled
4	Hart Miller Island DMCF Correspondence (01-059)	2155	11	1985-1997	1	03/19/2004	Recycled
5	Hart Miller Island DMCF Correspondence (01-039)	2155	11	1994-1995	1	03/19/2004	Recycled
5	Hart Miller Island DMCF Correspondence (01-049)	2155	11	1998	1	03/19/2004	Recycled
7	Montgomery County Yard Waste Correspondence (01-104)	2155	2	1987-1990	1	03/19/2004	Recycled
8	Montgomery County Yard Waste Correspondence (01-105)	2155	2	1987-1988	1	03/19/2004	Recycled
3	Montgomery County MRF Correspondence (01-108)	2155	2	1993-1996	1	03/19/2004	Recycled
10	Prince George's County Yard Waste Correspondence (01-126)	2155	2	1991-1996	1	03/19/2004	Recycled

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


Signature


Title


Date

MAR 30

WY

Maryland Environmental Service

Department of General Services

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Reporting Agency

ES/WMP

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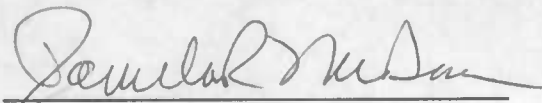
Retain one (1) copy and forward original to address at left.

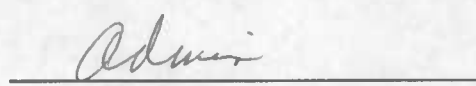
Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

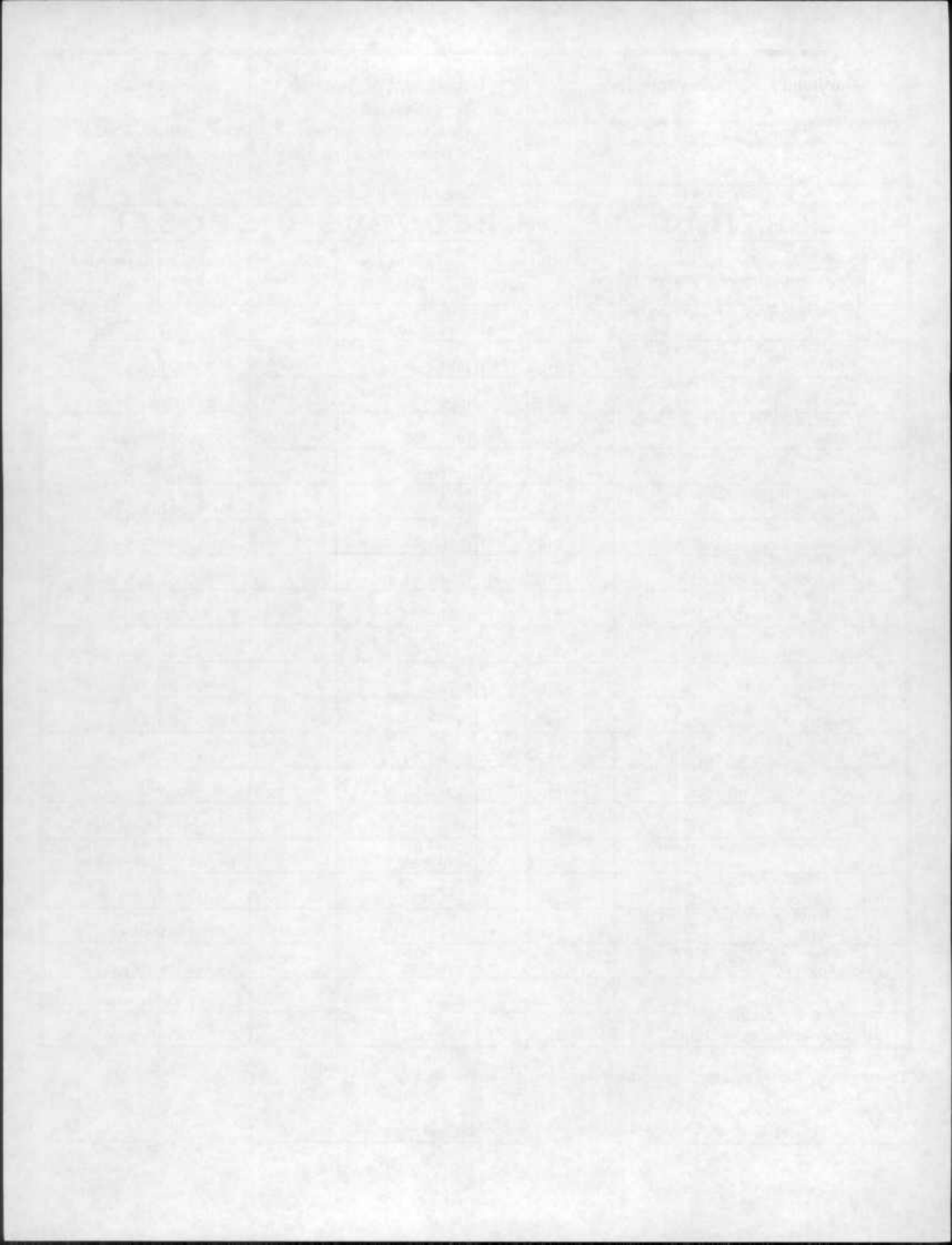
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
7	Pooles Isl G-West Correspondence (01-033)	2155	11	1996-1999	1	04/23/2004	Recycled
2	Pooles Isl G-West Correspondence (01-034)	2155	11	1993-1994	1	04/23/2004	Recycled
3	Pooles Isl G-West Correspondence (01-038)	2155	11	1995	1	04/23/2004	Recycled
4	Pooles Isl G-West Correspondence (01-041)	2155	11	1991-1995	1	04/23/2004	Recycled
6	Pooles Isl G-West Correspondence (01-042)	2155	11	1991-1992	1	04/23/2004	Recycled
6	Hart Miller Island DMCF Correspondence (01-045)	2155	11	1994	1	04/23/2004	Recycled
7	Hart Miller Island DMCF Correspondence (01-046)	2155	11	1991-1994	1	04/23/2004	Recycled
8	Hart Miller Island DMCF Correspondence (01-047)	2155	11	1994	1	04/23/2004	Recycled
9	Hart Miller Island DMCF Correspondence (01-048)	2155	11	1993-1997	1	04/23/2004	Recycled
10	Hart Miller Island DMCF Correspondence (01-050)	2155	11	1996-1996	1	04/23/2004	Recycled
14	CES Contract (01-051)	2155	11	1997	1	04/23/2004	Recycled
12	Dredging - Bid Organic (01-052)	2155	11	1979-1982	1	04/23/2004	Recycled
13	Hart Miller Island DMCF Correspondence (01-053)	2155	11	1987-1994	1	04/23/2004	Recycled
14	Cox Crk & Hart Miller Island DMCF Correspondence (01-054)	2155	11	1997	1	04/23/2004	Recycled
16	Worton Pt/Sparrows Pt Correspondence (01-057)	2155	11	1992-1993	1	04/23/2004	Recycled
16	Sparrows Pt Correspondence (01-058)	2155	11	1991-1995	1	04/23/2004	Recycled
17	Hart Miller Island DMCF Correspondence (01-060)	2155	11	1996-1997	1	04/23/2004	Recycled
14	Hart Miller Island DMCF pH Strips (01-061)	2155	11	1986-1993	1	04/23/2004	Recycled
19	Pooles Isl G-West Correspondence (01-065)	2155	11	1991-1993	1	04/23/2004	Recycled
20	Site 104 Correspondence (03-007)	2155	11	1996	1	04/23/2004	Recycled
21	Hart Miller Island DMCF Correspondence (03-011)	2155	11	1996-1998	1	04/23/2004	Recycled

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


 Signature


 Title

4/26/04
 Date



Md Environmental Service

Reporting Agency

Human Resources

Division or Unit

Department of General Services

Records Management Division
7275 Waterloo Road (Rte. 175)
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CERTIFICATE OF RECORDS DISPOSAL

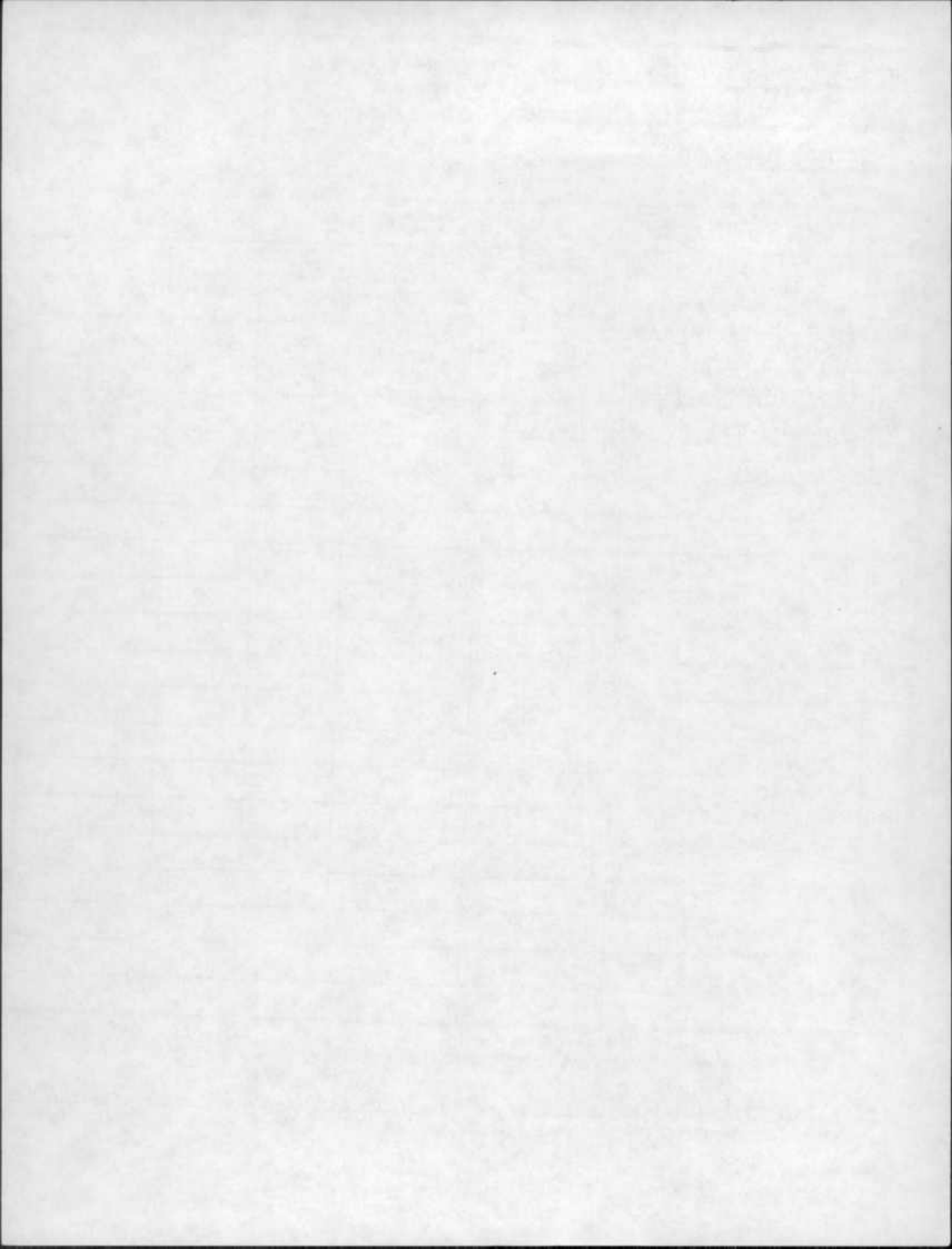
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Empl Personnel Files	2148	1	1/1974 - 12/1998	15	5/8/04	Shredded
2	Empl Medical Files	"	2	1/1974 - 12/1998	15	"	"
3	Personnel Records	"	3	1993 - 1998	11	"	"

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

Diana M. O'Leary
Signature

H.A. Administrator
Title

8/27/04
Date



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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
11	Sludge analysis - box 014	2154	8	through 1993	1	February-04	recycle
12	Waste management-Somerset Dump - box 016	2154	2	1989-1993	1	February-04	recycle
13	Harford Co. Biosolids Study - box 023	2154	8	1995-1997	1	February-04	recycle
14	Landspreading & compost report - box 091	2154	8	September-93	1	February-04	recycle
19	Landspreading sludge report - box 110	2154	5	October-93	1	February-04	recycle
16	Sludge management - Misc - box 116	2154	8	1986-1993	1	February-04	recycle
17	Sludge management - WSSC/DC - box 117	2154	8	1991-1993	1	February-04	recycle
18	Sludge management - Misc - box 119	2154	8	1986-1993	1	February-04	recycle
19	Sludge Management - Elkton - box 120	2154	8	1991-1993	1	February-04	recycle
20	Sludge management - Rex's files - box 121	2154	8	1991-1993	1	February-04	recycle
21	Sludge management compost WSSC budget - box 122	2154	5	1986-1993	1	February-04	recycle
22	Elkton contact #1 - box 179	2154	5	1991-1992	1	February-04	recycle
23	Elkton contract #2 - box 180	2154	8	1991-1992	1	February-04	recycle
24	Elkton contract #2 - box 181	2154	8	1991-1992	1	February-04	recycle
25	Elkton contract#2, Boys village WDS MM work - box 194	2154	5	1991-1992	1	February-04	recycle
26	MES contract #2 - box 195	2154	5	1991-1992	1	February-04	recycle

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

Quana K. Khan
Signature

Administrative Officer W/WW
Title

02/26/2004
Date

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
27	Artesian lab reports - box 001	2154	1	01/11/95-06/12/97	1	February-04	recyled
28	Artesian lab reports - box 002	2154	1	06/12/97-07/16/97	1	February-04	recyled
29	Artesian lab reports - box 003	2154	1	07/97-09/97, 10/97	1	February-04	recyled
30	Artesian lab reports - box 004	2154	1	09/97-10/97	1	February-04	recyled
31	Artesian lab reports - box 005	2154	1	10/97-11/97	1	February-04	recyled
32	Color transparencies project slides - box 032	2154	2	N/A	1	February-04	recyled
33	DNR/MES M&A W/WW-HMI, DMR's NPDES quart. data box 029	2154	2	1986-1989	1	February-04	recyled
34	CTE original lab sheets - box 051	2154	1	04/07/97-07/24/97	1	February-04	recyled
35	CTE original lab sheets - box 052	2154	1	03/02/97-04/04/97	1	February-04	recyled
36	Garrett Co Landfill, Hawkins Pt, Enviro Guides, Fisher scientific - box 053	2154	2	1990-1992	1	February-04	recyled
37	Eclipse #2, DSI monitor wells, MD stand/specs for soil eros/sediment - box 055	2154	2	N/A	1	February-04	recyled
38	IGA Handling Soil Guide Book - box 057	2154	2	1989, 1990, 1994	1	February-04	recyled
39	MOR's Accident to Freedom - box 063	2154	2	1991	1	February-04	recyled
40	EMR waste management, Mid-Shore Stump Dump - box 088	2154	2	1989-1991	1	February-04	recyled
41	MOR's Emmitsburg to Peter Pan - box 089	2154	2	1992	1	February-04	recyled
42	MOR's Pioneer City to Woodstock - box 090	2154	2	1992	1	February-04	recyled
43	EMR waste management, Mid-Shore Stump Dump - box 098	2154	2	1988-1992	1	February-04	recyled
44	MOR's Gaithersburg to Poolesville - box 106	2154	2	1991	1	February-04	recyled
45	WM well data, WSSC/DC projects - box 107	2154	2	1986-1992	1	February-04	recyled
46	WM well data Hawkins Pt, PG, etc - box 108	2154	2	1986-1992	1	February-04	recyled
47	Morning Cheer - Springfield emerg. - box 109	2154	2	N/A	1	February-04	recyled
48	Dave Greene - Dundalk Marine Term box 110	2154	2	N/A	1	February-04	recyled
49	Permit/Proj files for Rt 65/70 o/w seperator permit Chesapeake City, AA Diagnostic, AA Medical Park, Sudlersville, Town of Accident - box 112	2154	2	N/A	1	February-04	recyled

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


Signature

Administrative Officer W/WW
Title

02/26/2004
Date

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Maryland Environmental Service

Department of General Services

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Reporting Agency

MES W/WW - Operations & Maintenance

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

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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	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
4	DPO's and RWO's from Elkton - box 001	2154	12	1989-1993	1	February-04	recycled
2	Project files from Woodstock & Poolesville - box 008	2154	12	FY 1993	1	February-04	recycled
9	Project files A-E - box 009	2154	12	FY 1991 & FY1992	1	February-04	recycled
4	Project files - Deep Creek E & F - box 028	2154	12	FY 1991 & FY1992	1	February-04	recycled
9	Project files WWTP's - PS - box 031	2154	12	FY 1991 & FY1992	1	February-04	recycled
9	Project files WWTP's Pt Lookout - box 032	2154	12	FY 1993	1	February-04	recycled
7	Project files WTP's A-Z - box 033	2154	12	FY 1993	1	February-04	recycled
8	Project files WWTP's A-E - box 045	2154	12	FY 1993	1	February-04	recycled
9	Project files WWTP's S-W - box 048	2154	12	FY 1991 & FY1992	1	February-04	recycled
10	Project files - dead projects (Friendsville, Cecil Woods, Rt 13, Carriage Hill - box 049	2154	12	1991-1992	1	February-04	recycled

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

Debbie K. Thau
Signature

Administrative Officer W/WW
Title

02/26/2004
Date

Wm. H. ...

Maryland Environmental Service

Department of General Services

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Reporting Agency

Records Management Division
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Jessup, Maryland 20794-0275

Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

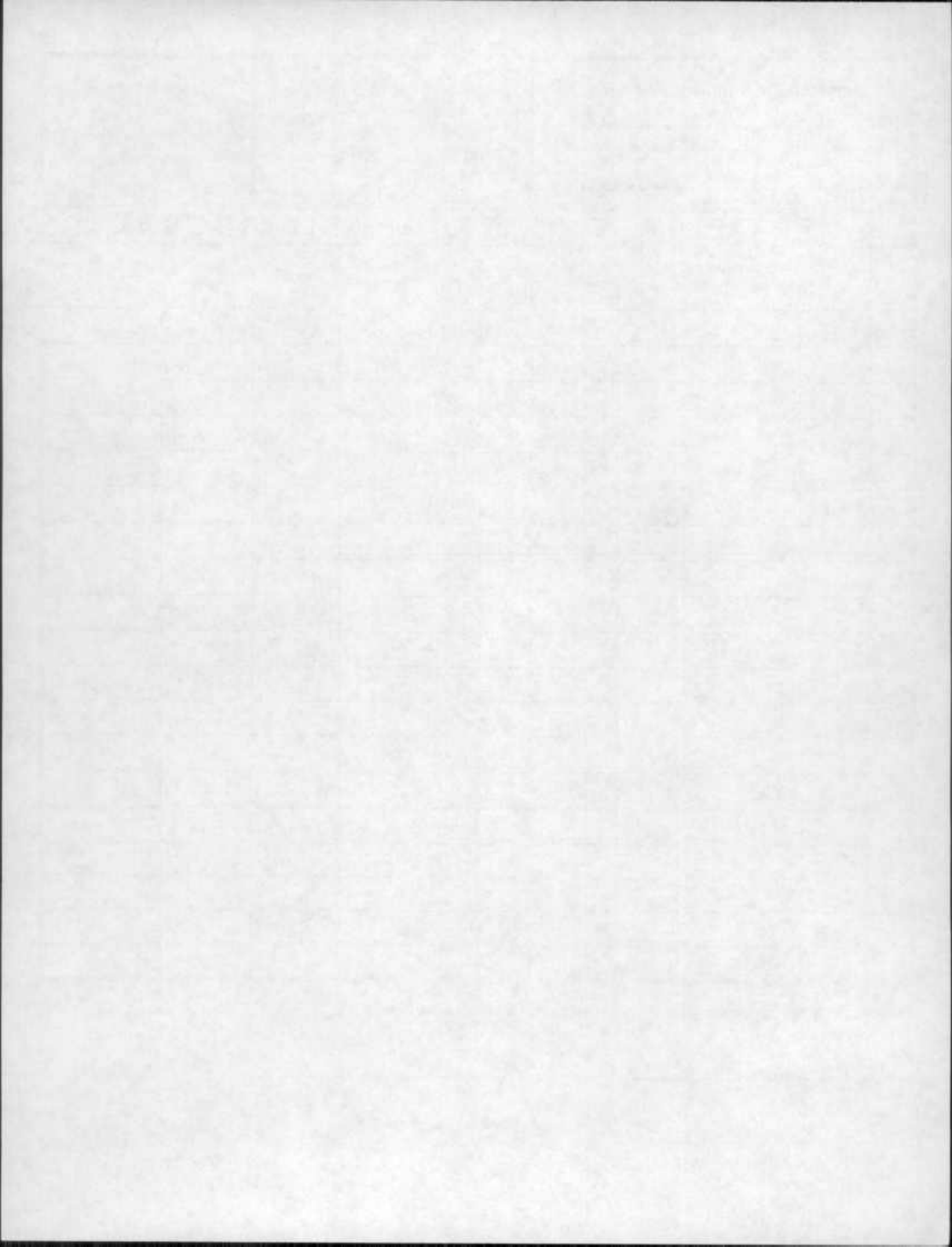
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Litigation Files	2156	1	1973-1980	7	9/12/2002	Shredded
1	Litigation Files	2156	1	1980-1998	11	6/1/2004	Shredded
2	Project Files	2156	3	1993-1999	4	6/1/2004	Destroyed
3	Subject Files	2156	5		1	6/1/2004	Destroyed
1	Reader Files	2156	1	1987-1993	1	6/1/2004	Destroyed

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


Signature

Paralegal
Title

8/23/2004
Date



MD ENVIRONMENTAL SERVICE

Reporting Agency

PROCUREMENT

Division or Unit

Department of Gene. Services

Records Management Division
7275 Waterloo Road (Rte. 175)
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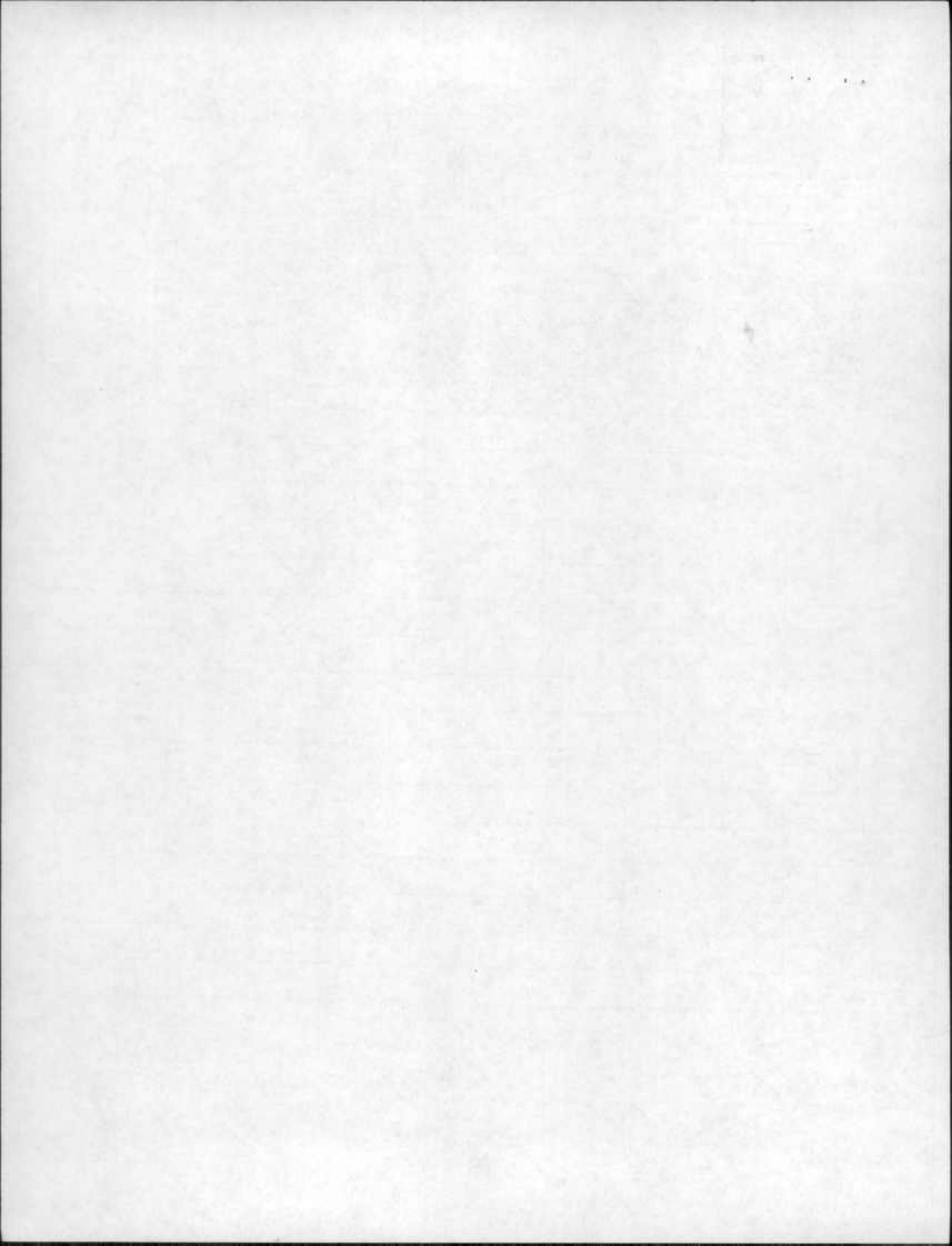
CERTIFICATE OF RECORDS DISPOSAL

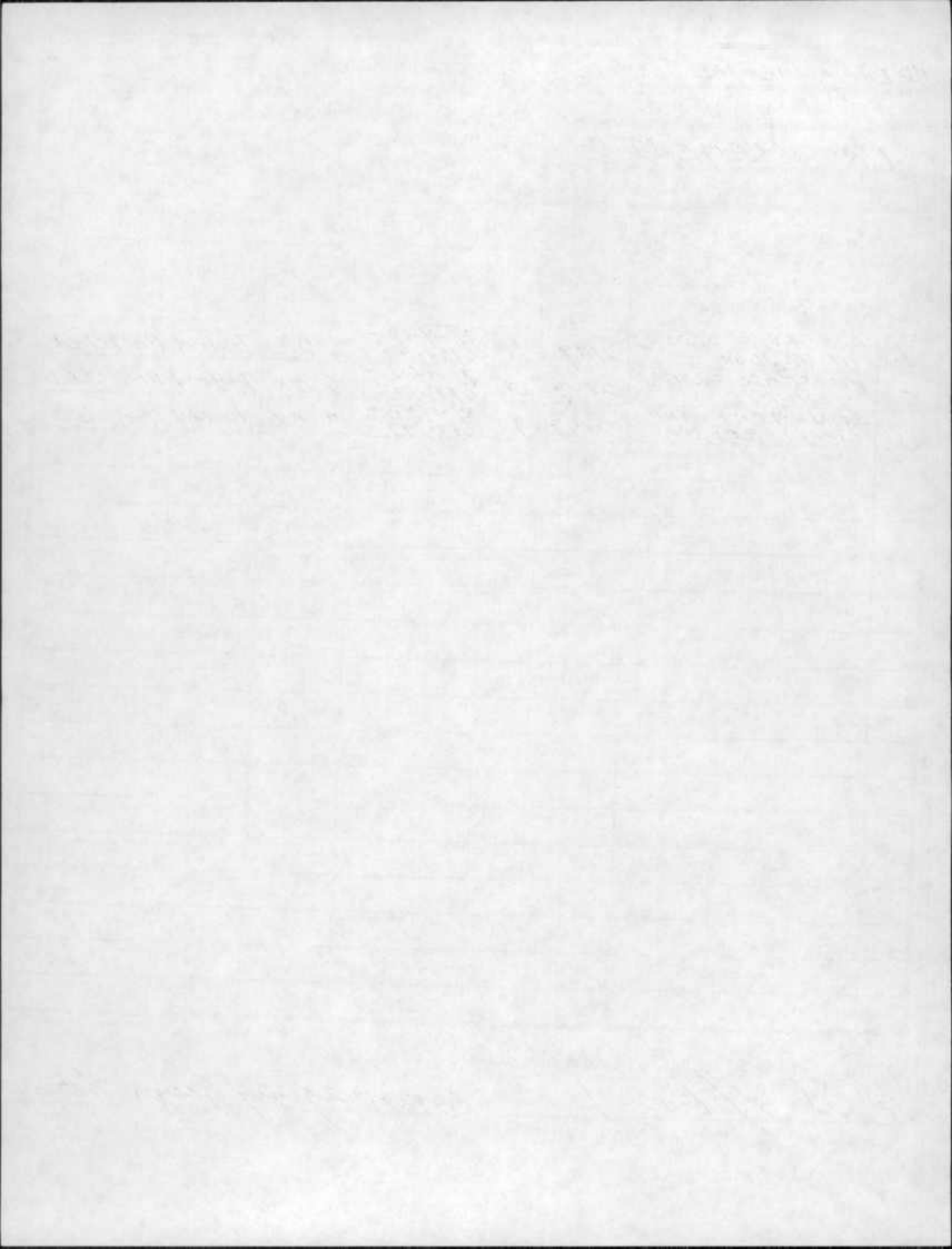
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No				
1.	PURCHASE ORDERS BY VENDOR	2149	1.	7/01/97 - 6/30/98	10 BX	12-15-03	RECYCLED
2.	EQUIPMENT AND SUPPLY BIDS	2149	3.	7/01/97 - 6/30/98	3 BX	12-26-03	RECYCLED
3.	PURCHASE ORDERS NUMERIC	2149	2.	7/01/00 - 6/30/01	6 BX	12-26-03	RECYCLED

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

Dale H. Rose Jr.
Signature

Senior Agency Buyer 1/08/04
Title Date





J. JOSEPH CURRAN, JR.
ATTORNEY GENERAL

DONNA HILL STATON
MAUREEN M. DOVE
DEPUTY ATTORNEYS GENERAL



SEAN COLEMAN
ASSISTANT ATTORNEY GENERAL
PRINCIPAL COUNSEL

CRYSTAL R. CHISSELL
ASSISTANT ATTORNEY GENERAL

STATE OF MARYLAND

OFFICE OF THE ATTORNEY GENERAL

MARYLAND ENVIRONMENTAL SERVICE
259 NAJOLLES ROAD
MILLERSVILLE, MARYLAND 21108-2515
(410) 729-8240

August 30, 2004

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

Dear Records Management Division:

In accordance with the DGS Records Management Manual, please find enclosed Certificates of Records Disposal (DGS 550-2) filed on behalf of the Maryland Environmental Service. The Certificates of Disposal are filed in connection with MES Retention Schedules #:

- 2145
- 2146
- 2148
- 2149
- 2153
- 2155
- 2156

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

Sincerely,

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

Pamela L. Fuller
Paralegal

Enc.

cc: Hament Patel
Dale Rose
Pamela McDonagh
Donna Oliff
Sean Coleman

A rectangular stamp with a dark, textured background. The text "SEP 1 2004" is written in a light color, with the "1" and "2004" appearing to be handwritten or stamped in a larger font.

© 1981
SUN COAST

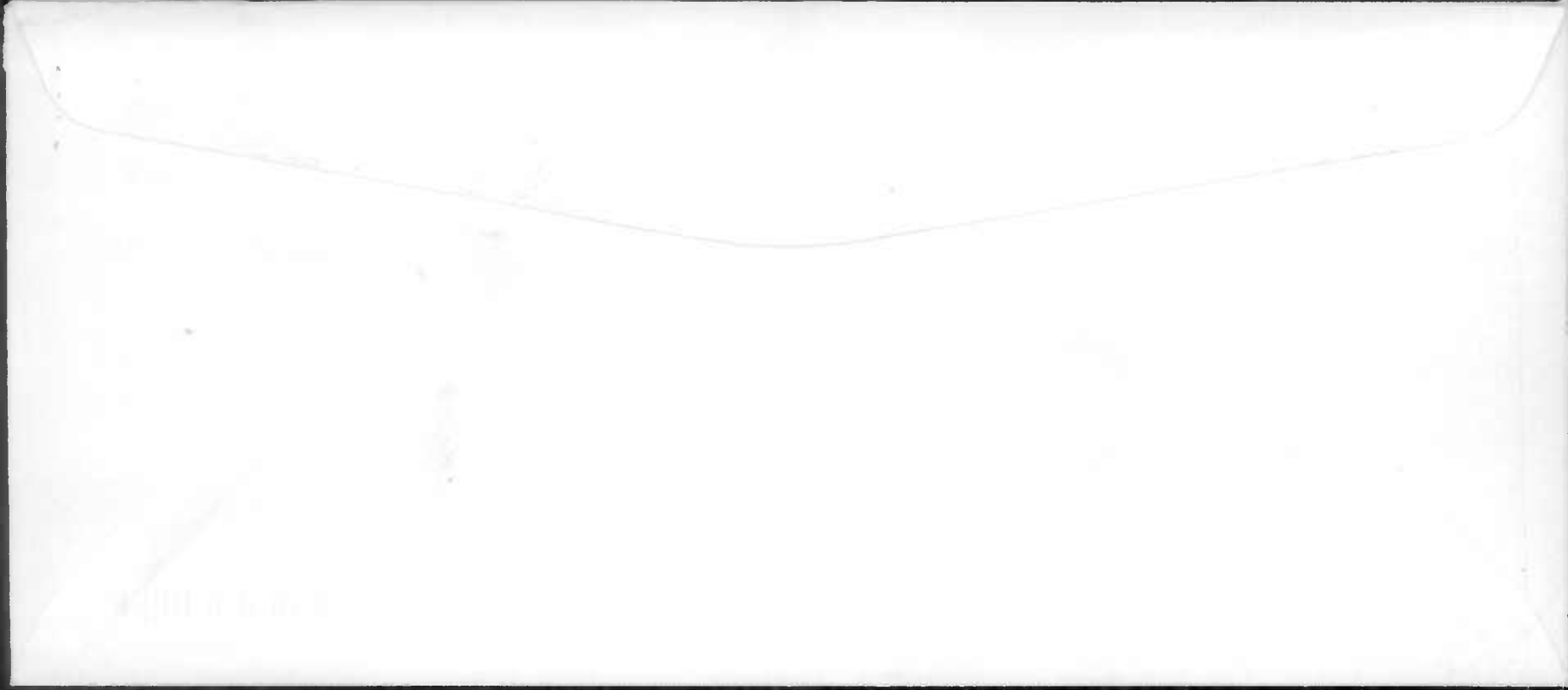
DIVISION OF CORRECTION
MARYLAND RECEPTION-DIAGNOSTIC
& CLASSIFICATION CENTER
550 EAST MADISON STREET
BALTIMORE, MARYLAND 21202
Property Office



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

20794+0275 03





[REDACTED]

APR 12 2004

[REDACTED]

[Faint, illegible handwriting]



STATE OF MARYLAND
EXECUTIVE DEPARTMENT

STATE ETHICS COMMISSION

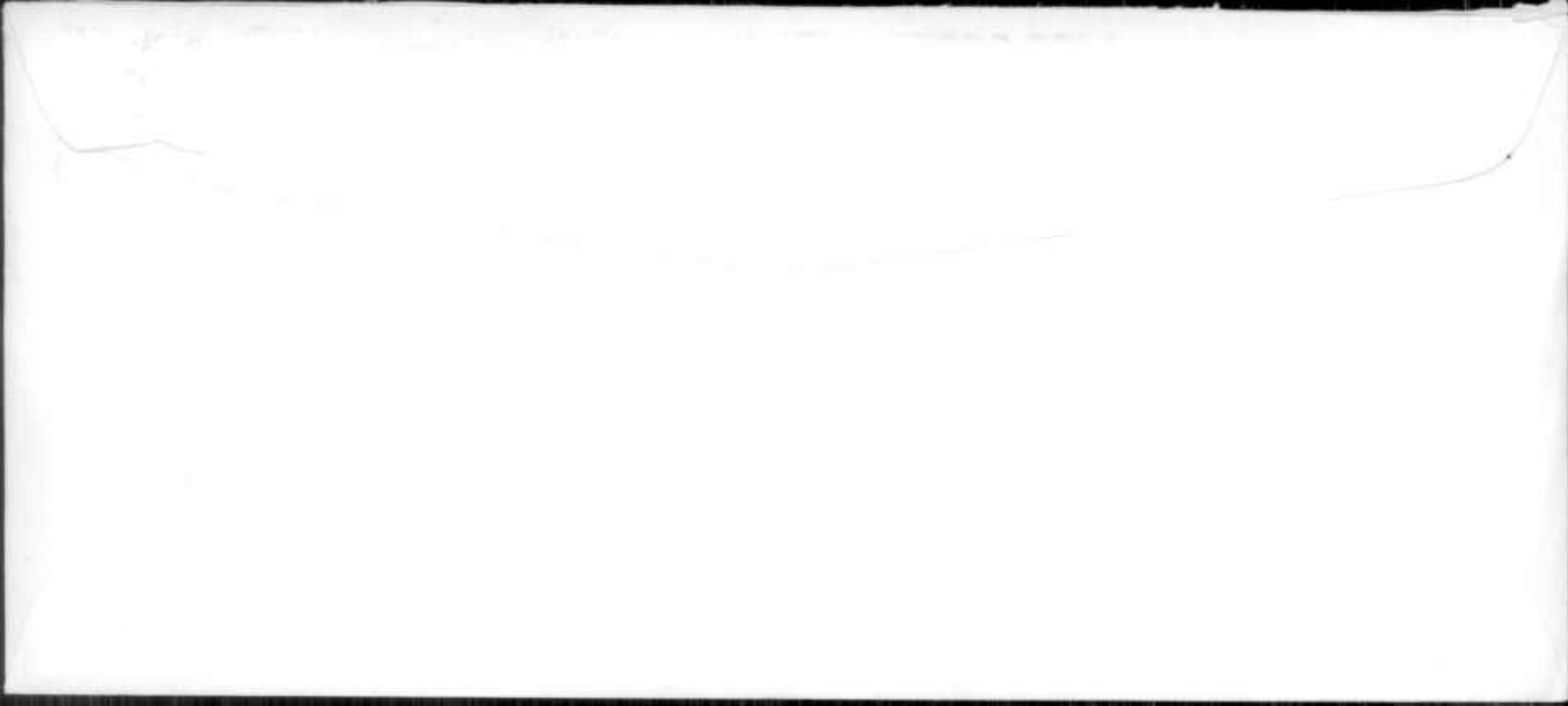
9 STATE CIRCLE, SUITE 200
ANNAPOLIS, MARYLAND 21401

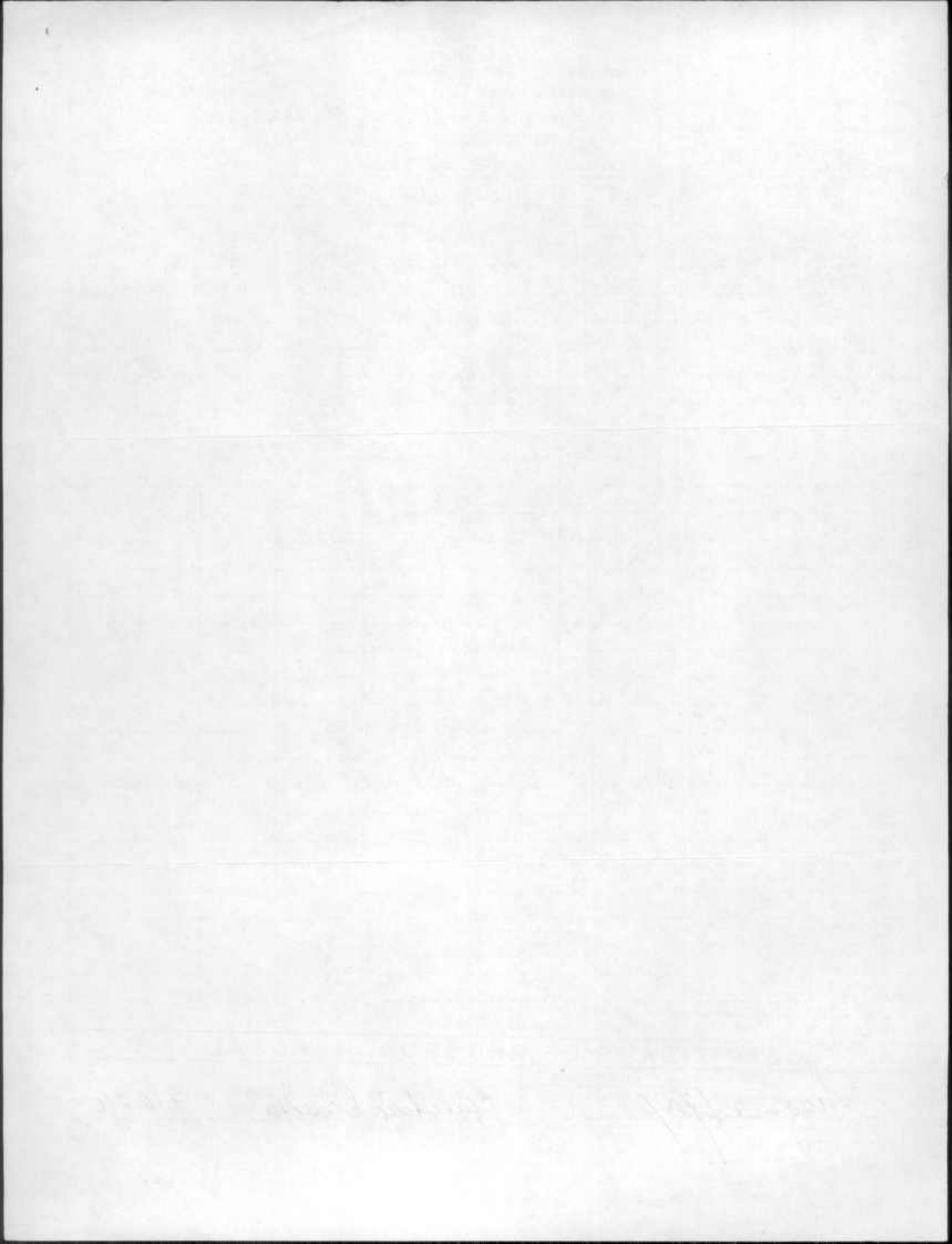
Department of General Services
Records Management Division
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, MD 20794-0275



20794+0275 03







POPLAR HILL PRE RELEASE UNIT
POBOX #14

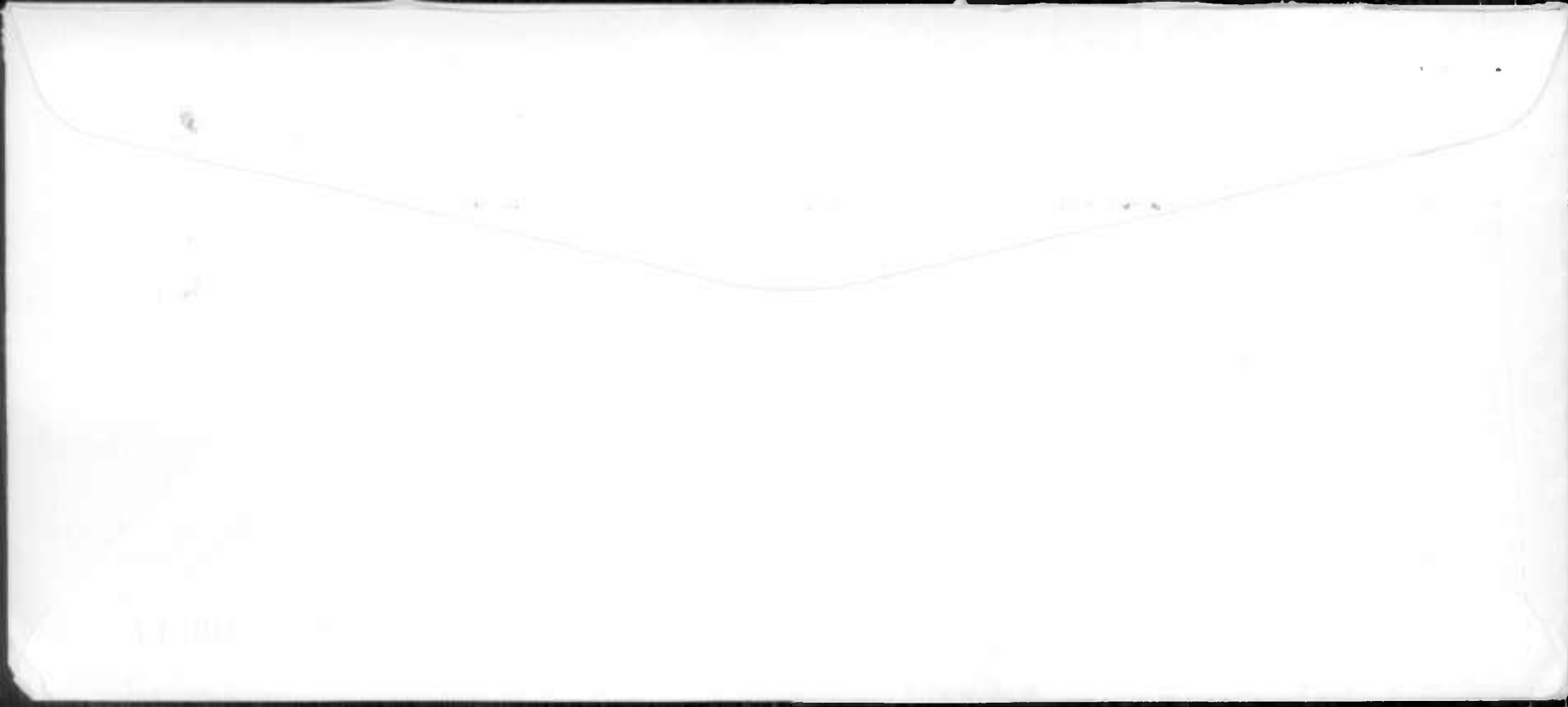
24090 NANTICOKE ROAD
QUANTICO, MD 21856



DEPARTMENT OF ~~GENERAL SERVICES~~
RECORDS MANAGEMENT DIVISION
STATE RECORDS CENTER
PO BOX 275
JESSUP, MD 20794-0275

20734+0273 03





AUG 19 2004

Executive Department
 Reporting Agency
 State Ethics Commission
 Division or Unit

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

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

CERTIFICATE OF RECORDS DISPOSAL

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	Financial Disclosure Forms	2201	14.C	1996 & prior	12	4 & 5/2003	Shredder
2	Financial Disclosure Forms	2201	14.B	2000 & prior	4	4/1/2003	Shredder

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

Suzanne [Signature]

 Signature

Executive Director

 Title

May 16, 2003

 Date

[REDACTED]

MAY 19 - 03

[REDACTED]

Executive Department

Reporting Agency

State Ethics Commission

Division or Unit

Department of General Services

Records Management Division

7275 Waterloo Road (Rte. 175)

P.O. Box 275

Jessup, Maryland 20794-0275

Prepare in Duplicate

Retain one (1) copy and forward

original to address at left

CERTIFICATE OF RECORDS DISPOSAL

Table with 8 columns: No., Description of Records, Authorization (Retention Schedule No., Item No.), Inclusive Dates of Records Destroyed, Volume Cubic Feet, Date of Disposal, Method of Disposal. Contains 3 rows of data.

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

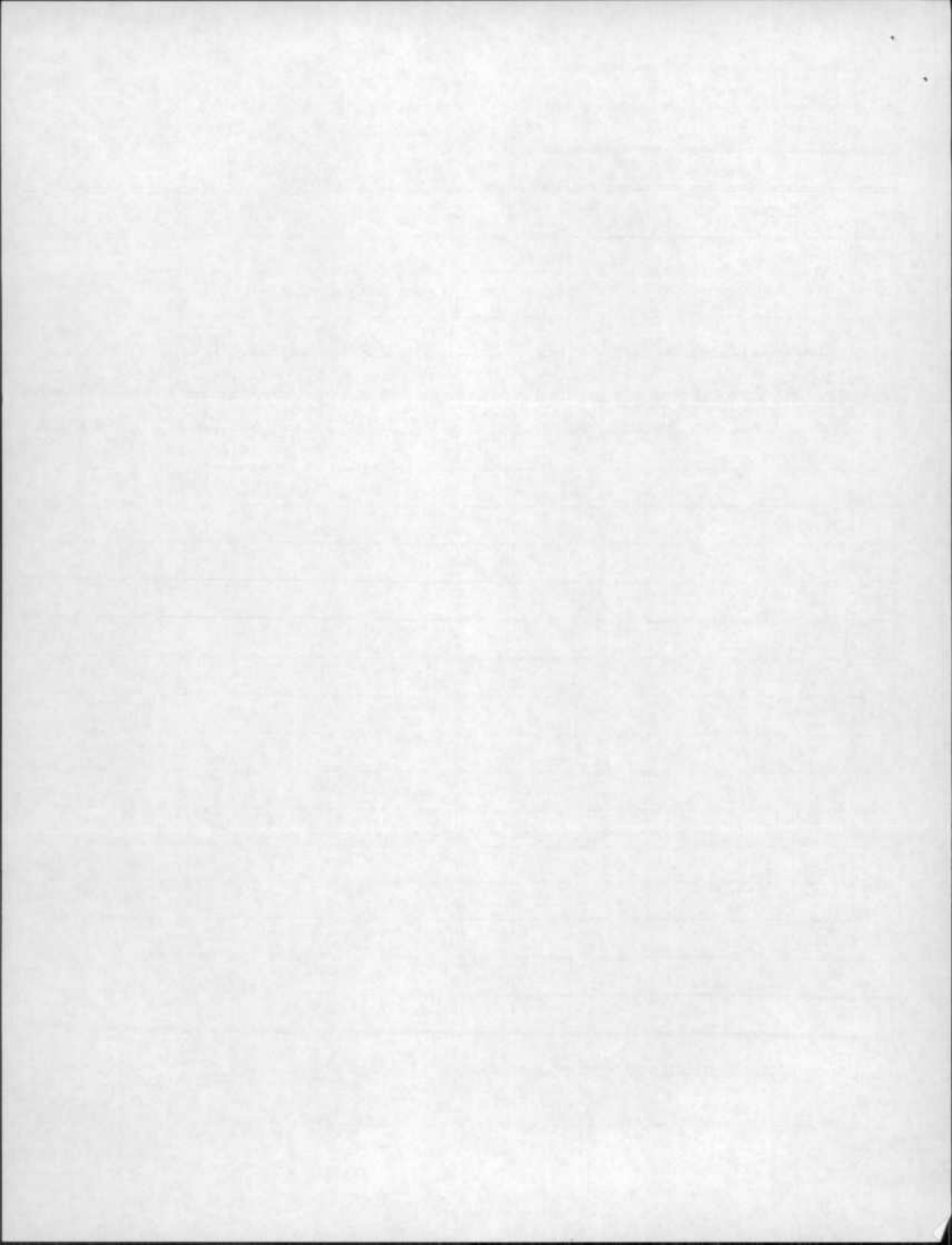
Signature: Suzanne [Handwritten]

Title: Executive Director

Date: 4/21/03



STATE OF TEXAS		COUNTY OF _____		APR 28 - 03	
OFFICE OF THE CLERK		COURT HOUSE		SAN ANTONIO, TEXAS	
RECORDED		INDEXED		FILED	
BY _____		ON _____		AT _____	



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

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 Dispos.
		Retention Schedule No.	Item No.				
1	Home Health Files list included	1518	19	1/97-12/97	5	6/12/04	Shredding

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

Cindy Satterlee
Signature

Fiscal Accts Clerk
Title

6/12/04
Date

[REDACTED]

JUN 25 2004

[REDACTED]

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: 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		
DIVISION OF RECOVERIES AND FINANCIAL SERVICES		
201 W. PRESTON ST, BALTO., MD		
Legal Liabilities Doris L. Gray (410) 767-1787		

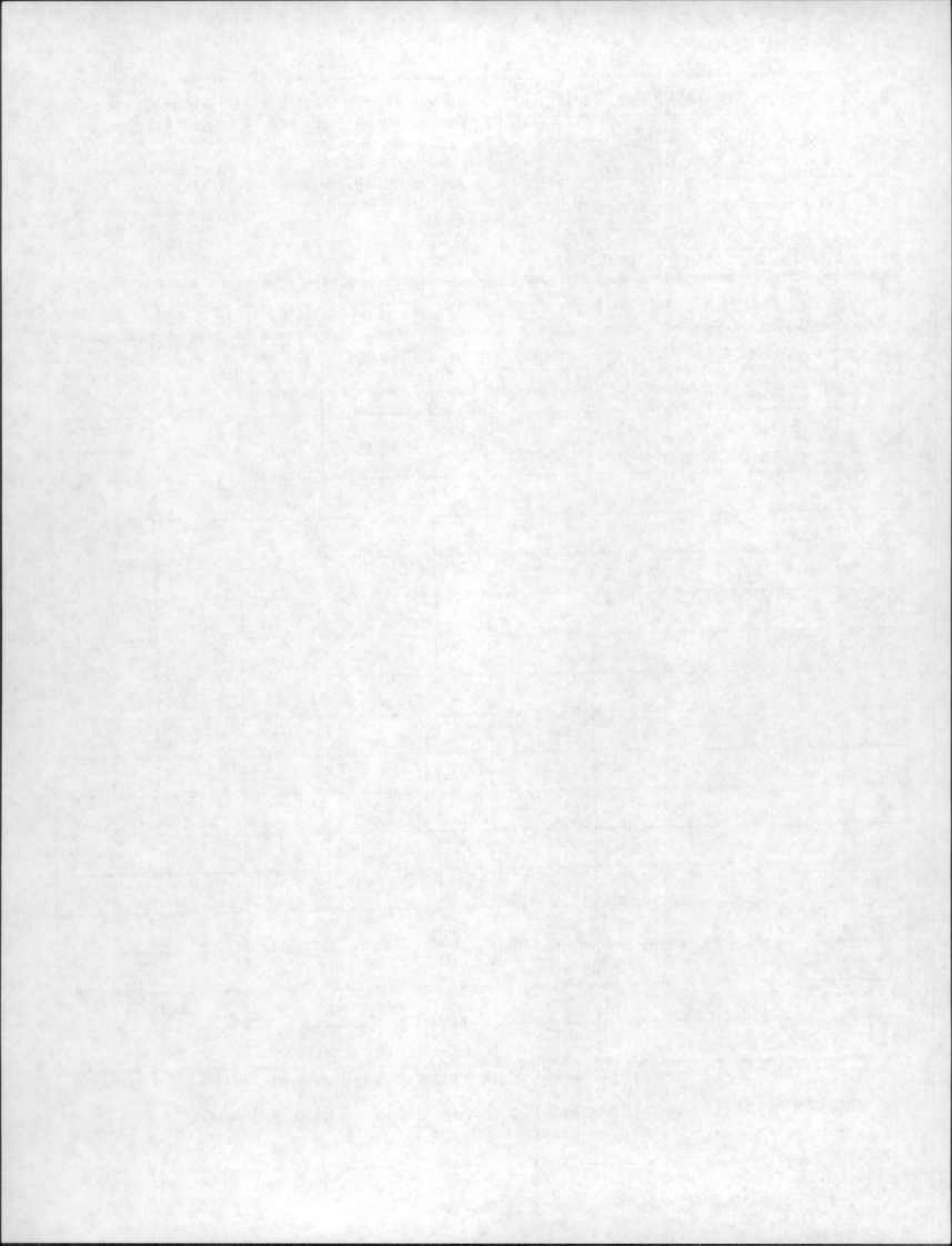
CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PROVIDER PAYMENT HISTORY CARTRIDGES	1418	8	1990-1995	12	12/04	TRASH
2.							
3.							
4.							
5.							
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11.							
12.							
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.

SIGNATURE _____ TITLE _____ DATE _____
Medicaid Operations Pat Frey _____ *12/04*



DEPT OF HEALTH & MENTAL HYGIENE		State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: 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			
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 ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Sexually Transmitted Disease Records - Paper	1518	15	1994 to 1995	5	10/8/03	Shred
2.							
3.							
4.							
5.							
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7.							
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10.							
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12.							
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.

Millie Richard
SIGNATURE

Supervisor
TITLE

10/8/03
DATE

410-219-2851



OCT 9 -03

DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: Prepare 4 Copies <small>Distribution:</small> 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		
Walter P. Carter Center OFFICE / ADMINISTRATION / LOCATION		
Health Information Services DIVISION / UNIT		

CERTIFICATE OF RECORDS DISPOSAL

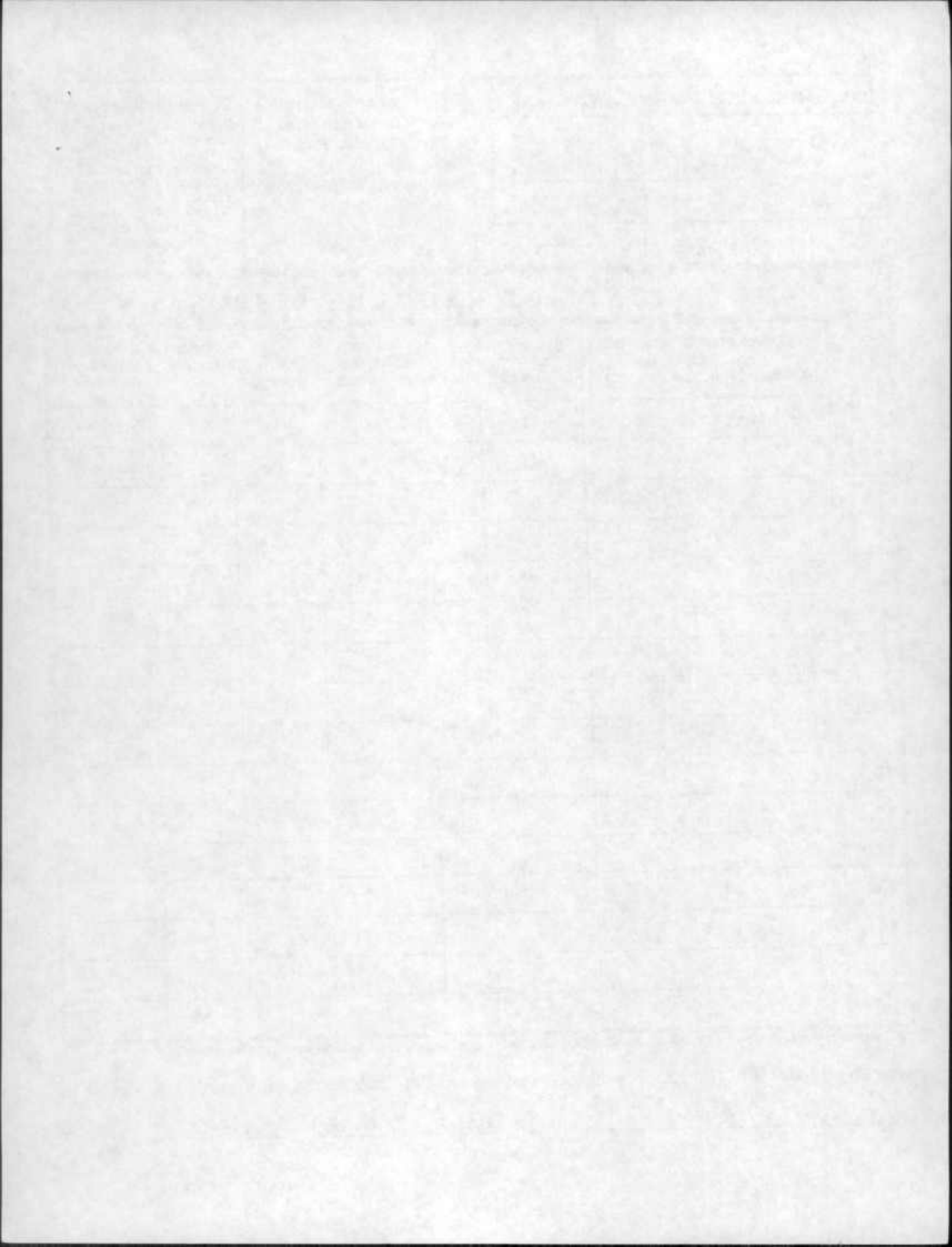
No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Regulation D Records	1421A-1	4	1997		10/03	Shred
2.							
3.							
4.							
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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.

Beverly L Todd
SIGNATURE

Director 11-6-03
TITLE DATE



DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: 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		
Walter P. Carter Center OFFICE / ADMINISTRATION / LOCATION		
Health Information Services 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 ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Regulation D Records	1421A-1	4	1997		10/03	Shred
2.							
3.							
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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.

Beverly L Todd Director 11-6-03
 SIGNATURE TITLE DATE

NOV 10 2003

DEPT OF HEALTH & MENTAL HYGIENE	Dept of General Services	Prepare 4 Copies: 1. YOUR FILE 2. UNIT RECORD COORDINATOR 3. DHMH RECORDS OFFICER 4. STATE RECORDS CENTER RECORDS MUST BE LISTED ON SCHEDULE, DGS 550-1, AND MEET RETENTION PERIOD BEFORE DISPOSAL. Notify before Disposal (410) 767-5934
EXEC - HCPFR - PHS - OPS SECRETARIAT	State Records Center 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275	
DHMH/DDA ADMINISTRATION	(410) 799-1379	
FISCAL UNIT DIVISION/UNIT		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (SAME AS SCHEDULE)	AUTHORIZATION		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ²)	DATE OF DISPOSAL	METHOD OF DISPOSAL
		SCHED No.	ITEM				
1.	FMIS Reports - FY97	893	3	7/96-6/98		7/14/03	Shredded
2.	FMIS Reports + Budget FY97			7/95-6/98		}	}
3.	DA FRT/VO Rpts FY98			7/97-6/99			
4.	EMP'S, YR, GLOW, T200			7/97-6/98			
5.	T100 - SY '98			9/97-1/98			
6.	Fiscal Rpts T100 (Feb/Apr 98)			1/98-6/98			
7.							
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18.							
19.							

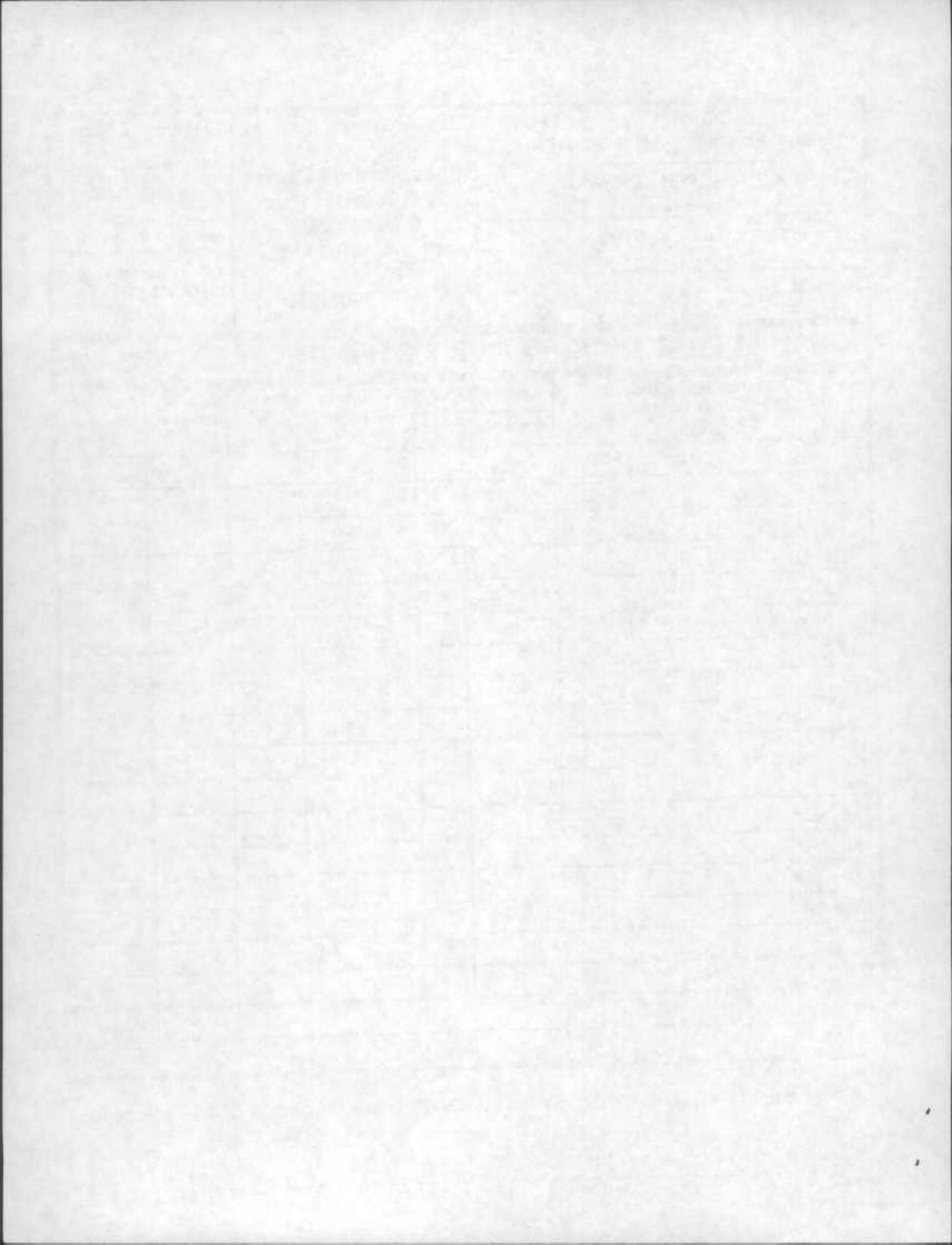
I hereby certify that the records listed above were disposed of as indicated.

Brenda J. Fuchler
SIGNATURE
DGS 550-2 (DHMH 1998)

Chief, DDA Fiscal
TITLE

7/14/03
DATE

205 7/14/03



DEPT OF HEALTH & MENTAL HYGIENE		Dept of General Services	Prepare 4 Copies: 1. YOUR FILE 2. UNIT RECORD COORDINATOR 3. DHMH RECORDS OFFICER 4. STATE RECORDS CENTER RECORDS MUST BE LISTED ON SCHEDULE, DGS 550-1, AND MEET RETENTION PERIOD BEFORE DISPOSAL. Notify before Disposal (410) 767-5934
EXEC - HCPFR - PHS - OPS SECRETARIAT		State Records Center	
D.H.MH/D.D.A ADMINISTRATION		7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275	
FISCAL UNIT DIVISION/UNIT		(410) 799-1379	

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (SAME AS SCHEDULE)	AUTHORIZATION		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³)	DATE OF DISPOSAL	METHOD OF DISPOSAL
		SCHED No.	ITEM				
1.	DAFRT 100 FY-98	893	3	1998/1999		7/1/03	Shredded
2.	DAFRT 200 EMP'S PR			1998			
3.	DAFRT 100 (Sept-Feb)			1998			
4.	FISCAL RPTS-T100 (Jan)			1998			
5.	FMTS Reports 1/97			FY-1997		7/1/03	Shredded
6.	FMTS Reports 5/97			FY-1997			
7.							
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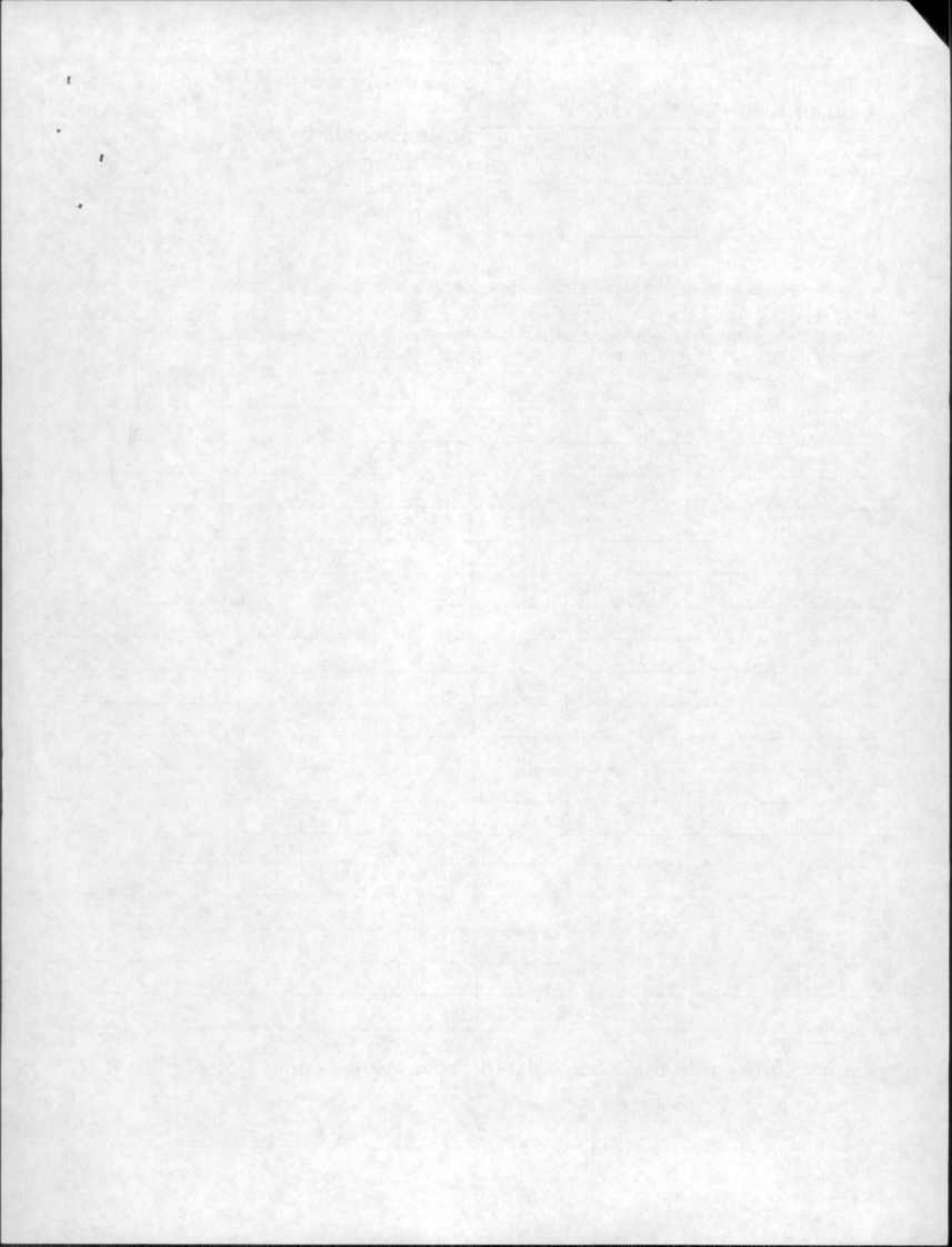
we be

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

Novella F. Jones
SIGNATURE

Robin J. Fullin
TITLE

1-28-03
DATE



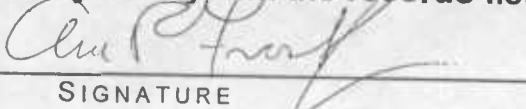
DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER (Notify before Disposal) (410) 767-5934
EXEC - HCF - PHS - OPS SECRETARIAT		
OFFICE / ADMINISTRATION / LOCATION		
BOARD OF SOCIAL WORK EXAMINERS 4201 PATTERSON AVE, BALTIMORE MD 21215		

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER: CASH RECEIPTS	2112	2	8/02 - 10/02	1	1/25/0 6	SHRED
2.							
3.							
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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.



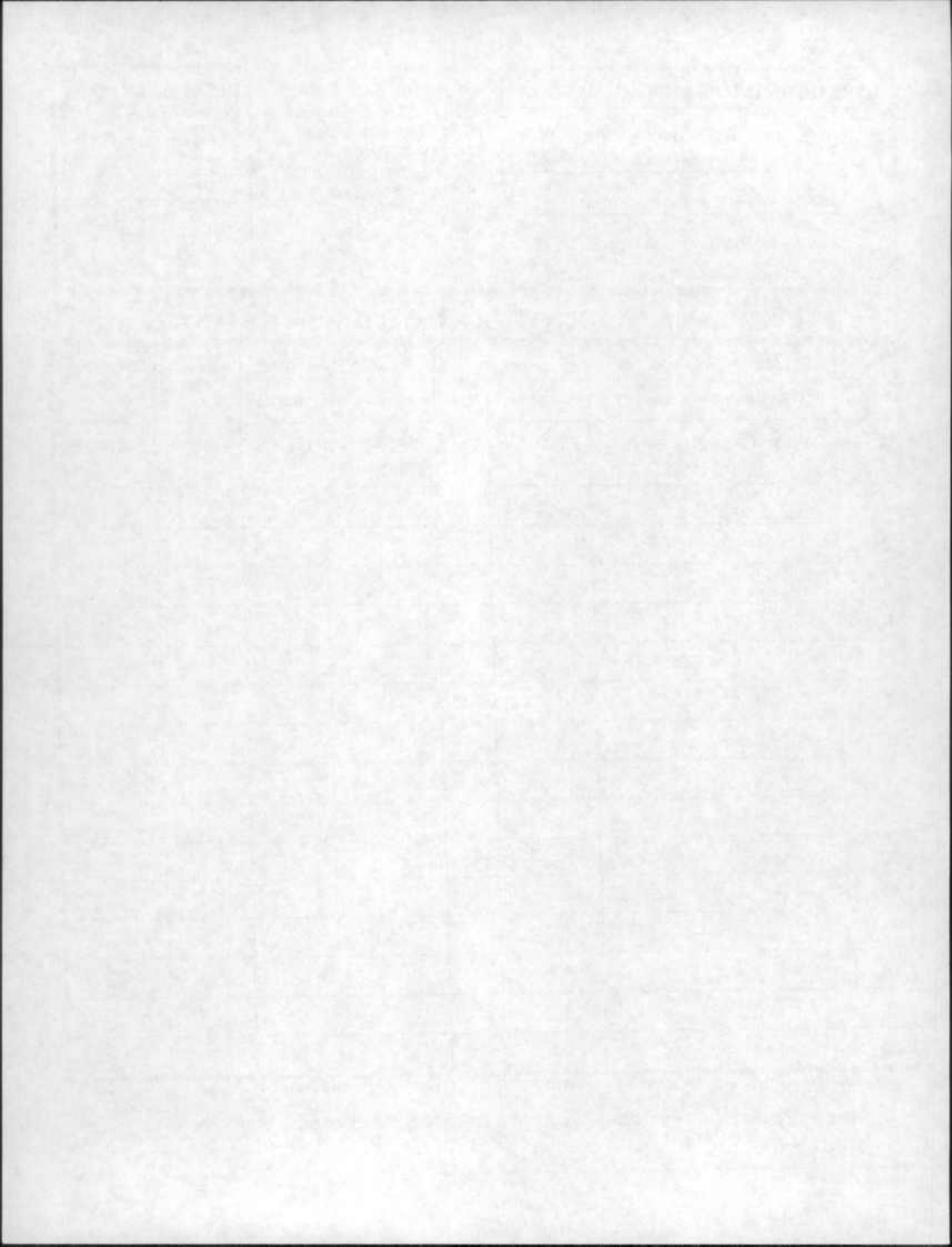
 SIGNATURE

ACTING EXEC DIR

 TITLE

1/25/06

 DATE



Reporting Agency

Department of General Services

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

Prepare in duplicate

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

Division or Unit

Highway

CERTIFICATE OF RECORDS DISPOSAL

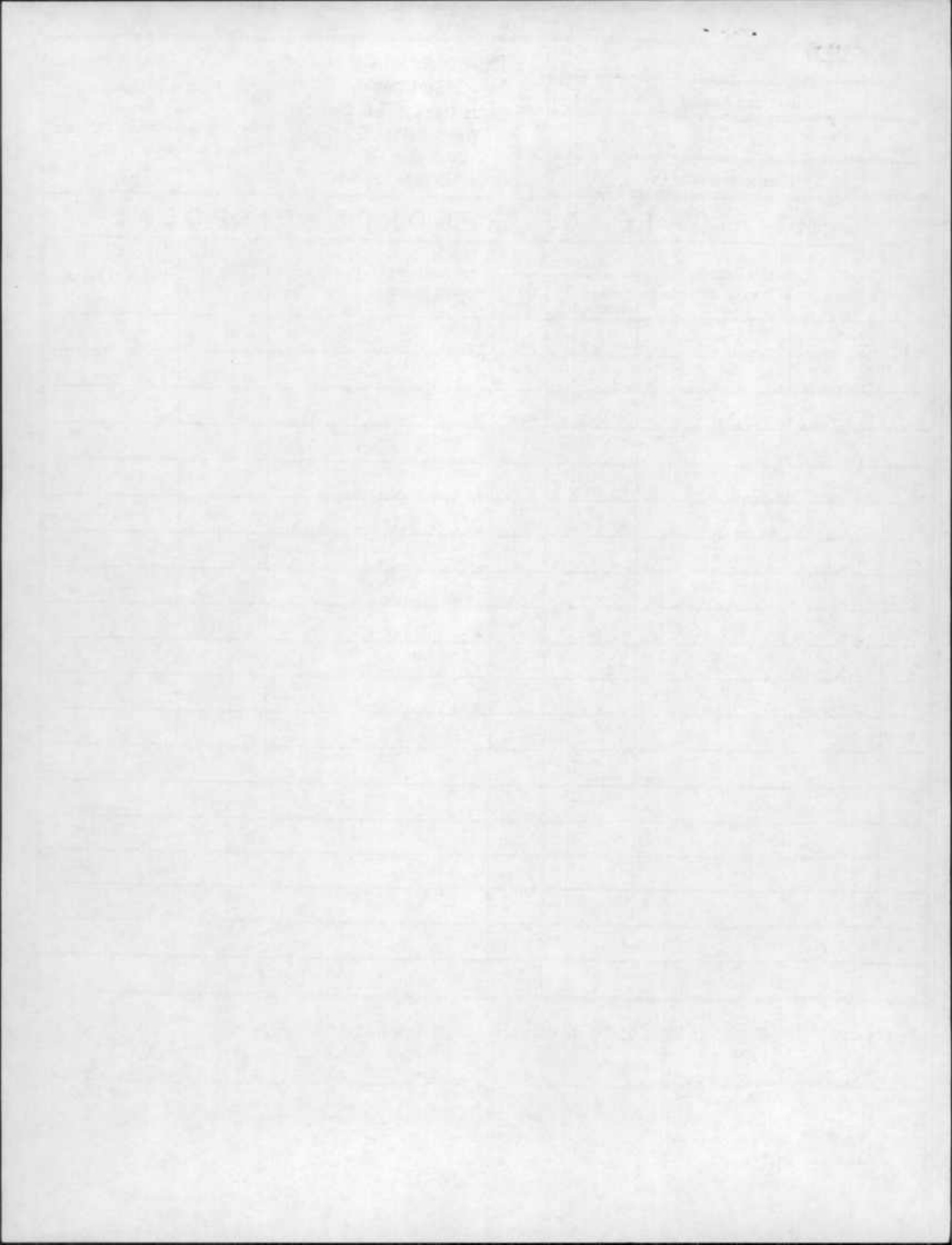
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Commissioner minutes and Agenda	C 880	2	1-01-2001 12-31-2002			
2	Revised County Policies	C 880	2	2001-2002			
3	Clock Cards	C 880	8	2001-2002			
4	Posted Notices	C 880	2	2001-2002			
5	Daily Work Schedule	C 880	8	2001-2002			
6	Miss Utility Tickets	C 880	2	2000-2002			
7	Old Chemical Lists	C 880	2	2000-2002			
8	Old MSDS Sheets	C 880	2	2000-2002			
9	Leave Accruals	C 880	8	2001-2002			

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

Diane Morgan
Signature

Office Associate IV
Title

4-14-03
Date



Reporting Agency

Division or Unit Highway

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.

Page (1)

CERTIFICATE OF RECORDS DISPOSAL

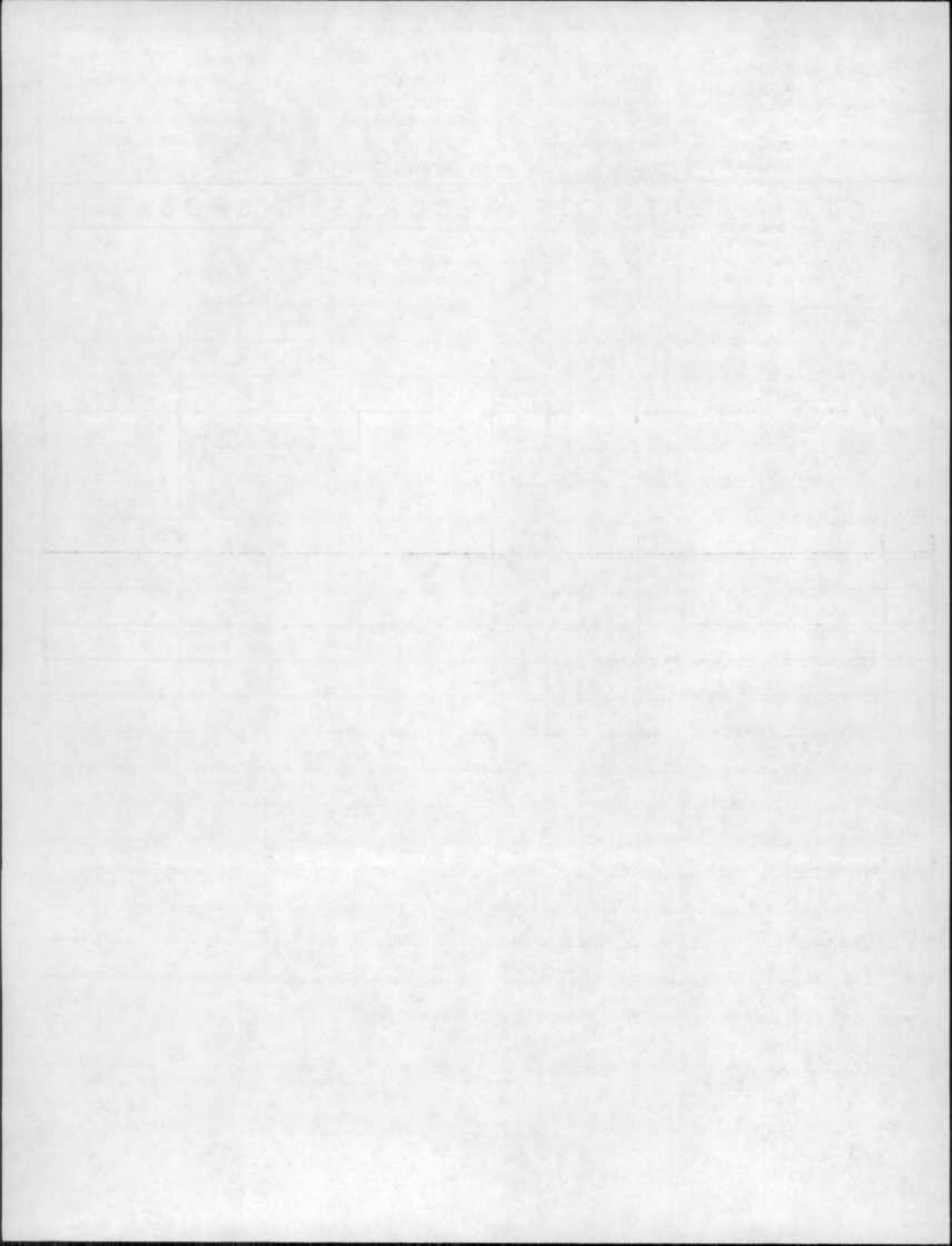
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Policy Forms Old Paint Programs	C 880	2				
2	Hourly Wage Sheets Expired DOT/CDL Bi-weekly work schedules, Daily work schedules	C 880	6				
3	MSDS List	C 880	2				
4	Old Employee Manuals, Evaluations, Food Comp. Lists, Clock Cards, Weekly vac., sick, P/L reports	C 880	8				
5	Old Road Listings, Miss Utility Tickets Completed	C 880	7				
6	Diesel Fuel Reports, Gas Reports	C 880	3				

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

D. Diane Morgan
Signature

Admin. Asst.
Title

4-6-04
Date



Reporting Agency

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

Prepare in duplicate

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

Division or Unit Highway

Page (2)

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.				
6	Daily Fuel Transactions	C 880	3				

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

[Signature]
Signature

Admin. Asst.
Title

4-6-04
Date

[REDACTED]

JUL 28 - 04

[REDACTED]

	DEPARTMENT OF GENERAL SERVICES	Prepare in Duplicate
Reporting Agency	Records Management Division	
Md House of CORRECTION	7275 Waterloo Road (Rte. 1/5) P.O. Box 275	Retain one (1) copy and forward original to address at left
Division or Unit	Jossup, Maryland 20794 0275	

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	UNScheduled Requistions	1406-16	3	6/5/92 - 6/30/93		4/17/98	Shredded
2	PURCHASE ORDERS-MCIT	1406-16	1	7/1/92 6/30/93		4/17/98	
3	PURCHASE ORDERS MHC	1406-16	1	7/1/93 1/9/95		4/17/98	
4	PURCHASE ORDER MCIT	1406-16	1	4/27/94 3/1/95		4/17/98	
5	PURCHASE ORDERS MHS	1406-16	1	1/8/95 3/8/95		4/17/98	
6	PURCHASE ORDER LOGS	1406-16		FY 91, FY92 FY 93 FY4-FY95		4/17/98	
7	Contract Log Shell Eggs	1406-16	5	FY 94 FY 93		4/17/98	
8	Equipment Logs	1406-16	5	FY 92-FY93		4/17/98	
9	PURCHASE ORDERS Reg. warehouse	1406-16	1	FY 93 FY 94		4/17/98	
10	PURCHASE ORDERS	1406-16	1	9/3/94 4/22/94		4/17/98	
11	MAINTENANCE CONTRACT UNDER \$10,000	1406-16	1	1/19/93		-	
12	PURCHASE ORDERS MCIT	1406-16	1	12/2/93 6/8/93		4/21/98	
13	PURCHASE ORDERS MHC	1406-16	1	1/8/93 7/8/93		4/21/98	
14	PURCHASE ORDERS MHC	1406-16	1	12/1/93 4/4/94		4/21/98	
15	PURCHASE ORDERS MHC	1406-16	1	6/25/92 1/7/93		4/21/98	
16	Scheduled Requistions	1406-16	3	7/1/92 6/30/93		4/21/98	
17	Procurement Pipeline	1406-16		7/1/94 6/30/90		4/21/98	
18	Proposed Contract DONALD CROWTHER	1406-16		7/1/92 6/30/93		4/21/98	

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

Dianna Di Angelo
Signature

Agency Buyer III
Title

5/11/98
Date

1871

1871

	DEPARTMENT OF GENERAL SERVICES	
Reporting Agency	Records Management Division	Prepare in Duplicate
<i>MD House of Collection</i>	7275 Waterloo Road (Rte. 1/5) P.O. Box 275	Retain one (1) copy and forward original to address at left
Division or Unit	Jessup, Maryland 20794 0275	

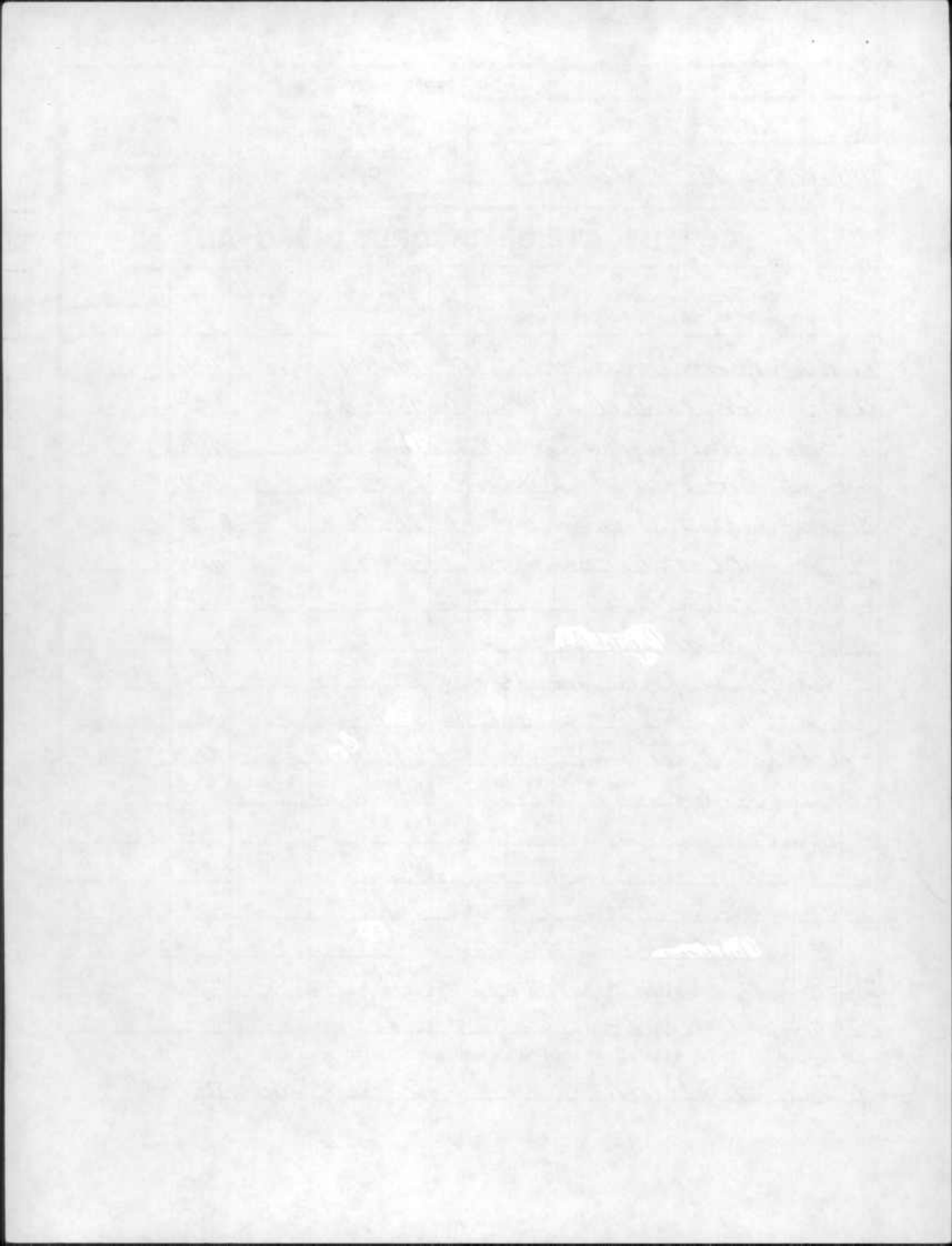
CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
19	Personnel Contracts (W. Crockett)	1406-16	6	7/1/93 - 6/30/94		4/23/98	
20	Personnel Contracts (Eller Bridge)	1406-16	6	4/21/93 - 4/30/93		4/23/98	
21	Personnel Contracts (Wally Step)	1406-14	6	7/1/92 - 4/30/93		4/23/98	
22	Personnel Contract (Audrey Anderson)	1406-16	6	4/16/93 - 4/30/94		4/23/98	
23	Personnel Contract Correspondence	1406-16	6	4/8/93 - 12/15/94		4/23/98	
24	Procurement Contract # 12733-10 MCIS coaxial cable	1406-16	6A	5/25/94		4/23/98	
25	Service Contract						
	Capital Cash Register - 10498-10	1406-16	1C	10/26/92 - 10/25/93		4/23/98	
	Capital Cash Register # 1698-02	1406-16	1C	10/20/92 - 10/25/93		4/23/98	
24	DGS - Statewide Correspondence Comm. Contracts	1406-16	5A	7/1/92 - 1/22/95		4/23/98	
27	Personnel Contract - Abdullah Muhammad	1406-16	6	12/2/92 - 4/30/93		4/23/98	
28	Personnel Contract - Abdullah Muhammad	1406-16	6	8/19/92 - 6/30/93		4/23/98	
29	Personnel Contract - Fneel Muhammad	1406-16	6	10/6/93 - 1/4/94		4/23/98	
30	Personnel Contract - Nathan J. Williams	1406-16	6	10/19-94 - 1/18/95		4/23/98	
31	Service Contract (Arch. Service) MHC	1406-16	6	7/1/92 - 6/30/94		4/23/98	
32	Minority Business Report	1406-16	4A	7/1/90 thru 12/31/94		5/8/98	
33	Minority Business Correspondence	1406-16	4				

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

Diane D. [Signature]
Signature

Agency Buyer, IV
Title
Date: *5/1/98*



	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/b) P.O. Box 275 Jcssup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
<i>MD. House of Collection</i>		
Division or Unit		

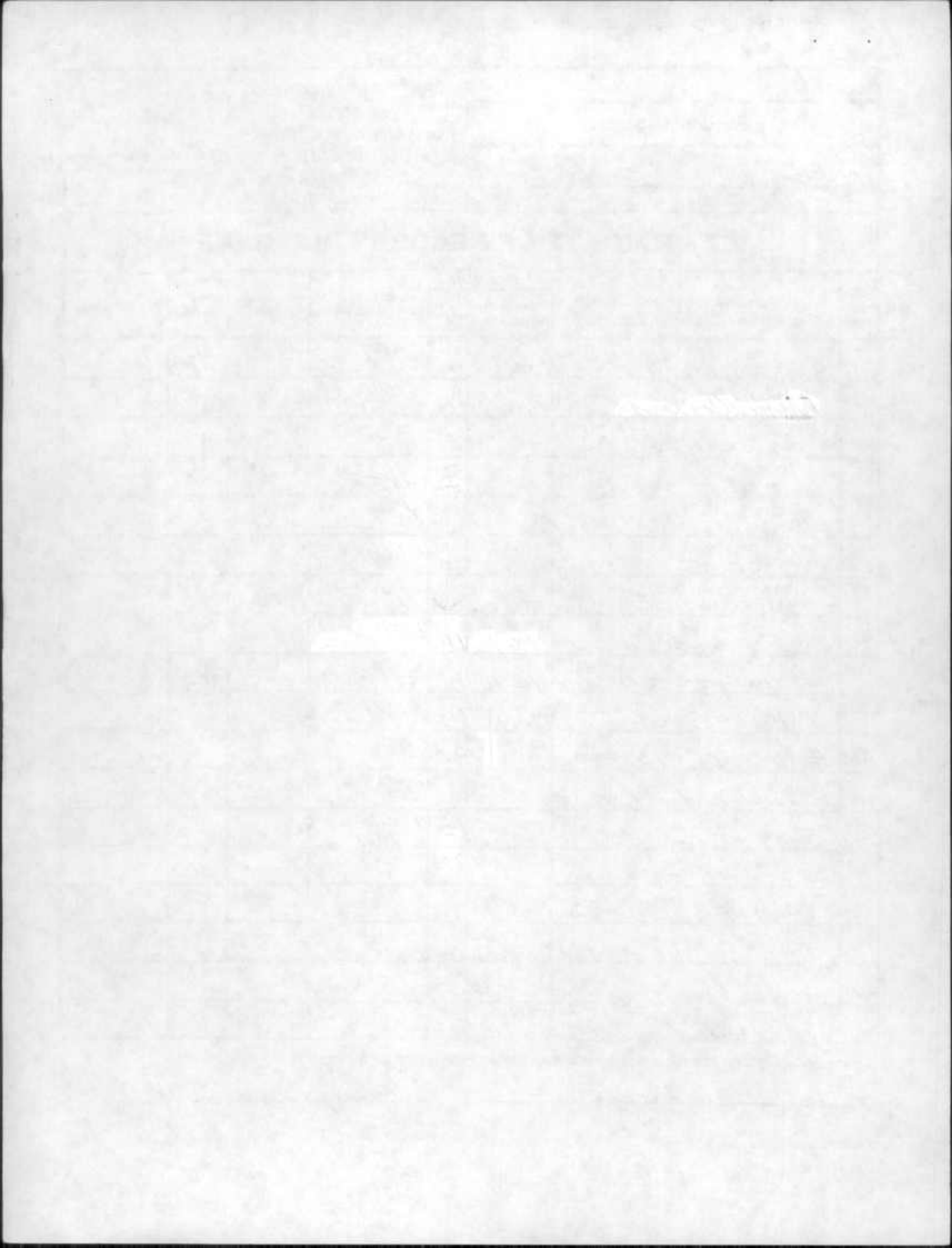
CERTIFICATE OF RECORDS DISPOSAL

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.				
34	<i>Emergency Log & Cover</i>	1406-16	5A 1B	7/1/89 thru 12/28/95		5/8/98	
35	<i>B34 # 09026-10 Truck Rental</i>	1406-16	1D	1/29/92 1/28/93		5/8/98	
		v	v	v			
36	<i>Solicitation Series #9268-7496 N - MCI Court yard KF-000-933-003 #93022-0202 - MCI Replac Windows KF-000-935-003 #93027-175-0210 Court yard encl</i>	1406-16	2A- 3E	71E 4/92 12/13/93 - 5/29/94 11/10/95 - 2/11/93			
37	<i>Under 10,000 Maint Cont MHC #107-93-02 Windows Water tank #110-93-02 Old Tank</i>	1406-16	1A	11/1/92 2/5/93 2/29/93 5/25/93 6/2/93			
38	<i>#16773-02 + 16774-02 Pest Control Contract</i>	1406/16	1C	" 11/92 - 10/93			
39	<i>Specifications for Maint Cont #103-9202 Smoke Exhauction Fans Included all related documents</i>	1406-16	1E	9/28/92 - 10/31/92			
40	<i>Procurement Series #14365-02 Spec & Contract Special Medical beds</i>	1406-16	1C 1E	11/12/91			v

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

Diane DiCicco
Agency Buyer, II
5/11/98

Signature
Title
Date



Reporting Agency		DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left.
MD House of Correction			
Division or Unit			

CERTIFICATE OF RECORDS DISPOSAL

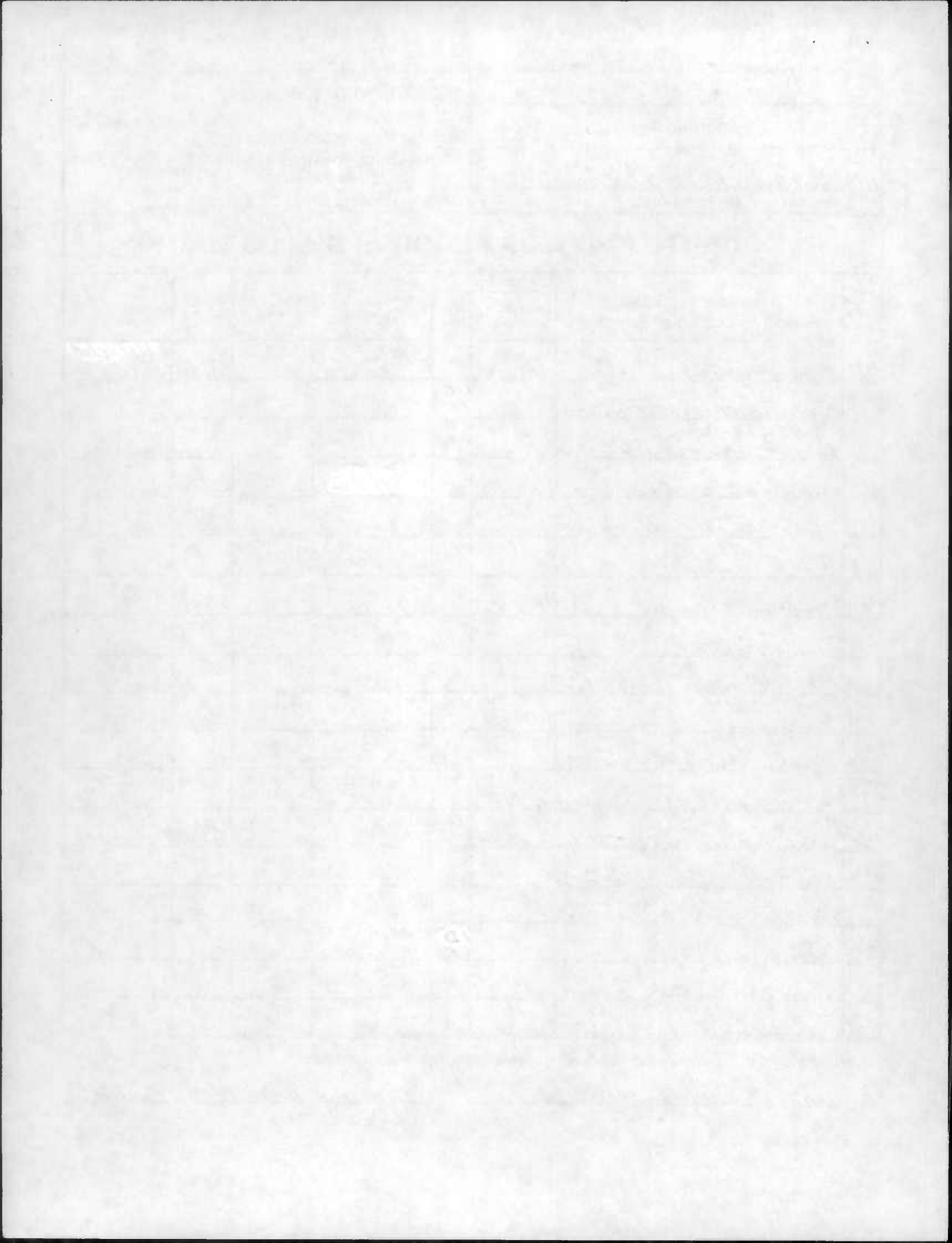
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
41	Procurement Series	1406-16		5/21/92		5/11/98	Trash
	Under 10,000 Contract & Specs		1-A 1-E				
	KS-000-932-001		1-E 1-5				
	#101-0202 Fire Alarm Log						
42	Procurement Series	1406-16	1-A 1-E	6/29/92 7/10/92		5/11/98	
	Under 10,000 Contract & Specs						
	#102-0202						
43	Procurement Series	1406-16		6/26/92 - 7/27/92		5/11/98	
	Emergency Contract						
	92115-0202 Portable Radios						
44	Procurement Series	1406-16	1-E			5/11/98	
	Service Contract & Specs						
	#15336-02 MHC Laundry Mtr Rep			3/31/92 5/11/93			
45	Specifications & Related Paper	1406-16	1-E 1-5			5/11/98	
	Repair Work SFC 3/11/92-502						
	92416-165-0202 Replace Kettles			1/31/92			
	From MHC						
46	Procurement Series		1-E 1-K	10/25/91 3/10/92		5/11/98	✓
	Specs & All Related Documents						
	SFC 2/10/92-504 9223-3030210						
	MHC Repair Leaks & Pavement Space						

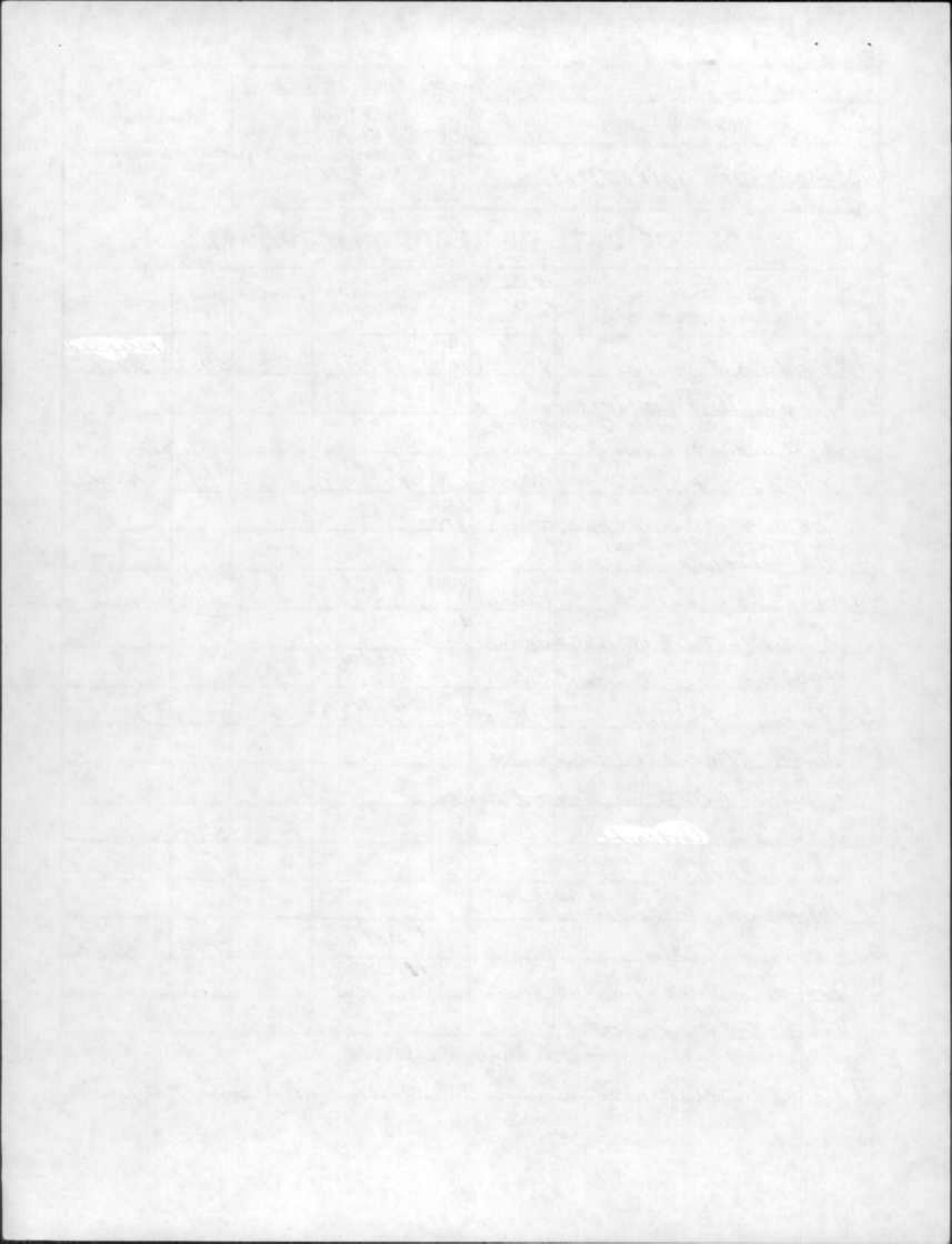
I hereby certify that the records listed above were disposed of as indicated.

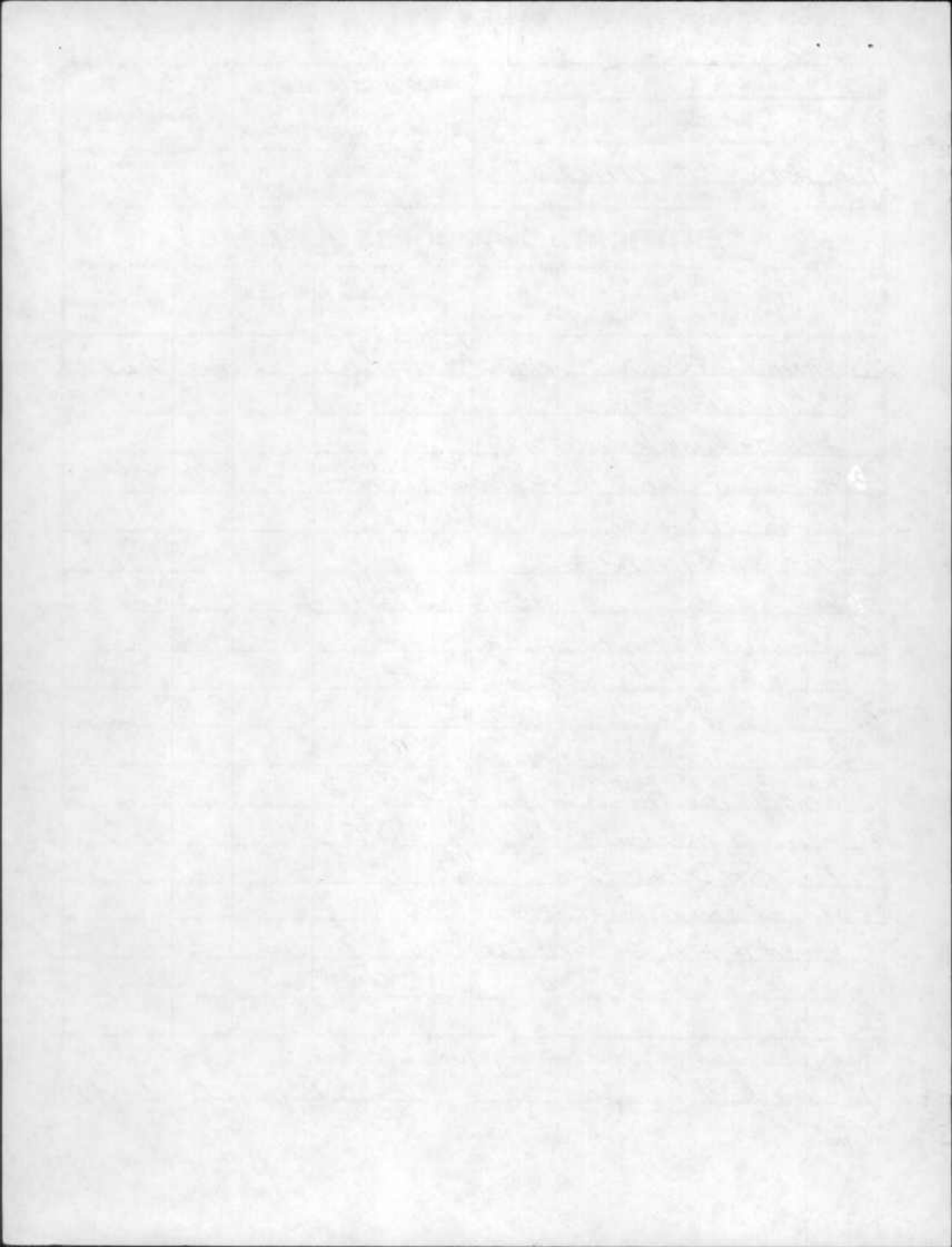
A. Craig Di Angelo
Signature

Agency Buyer IV
Title

5/11/98
Date







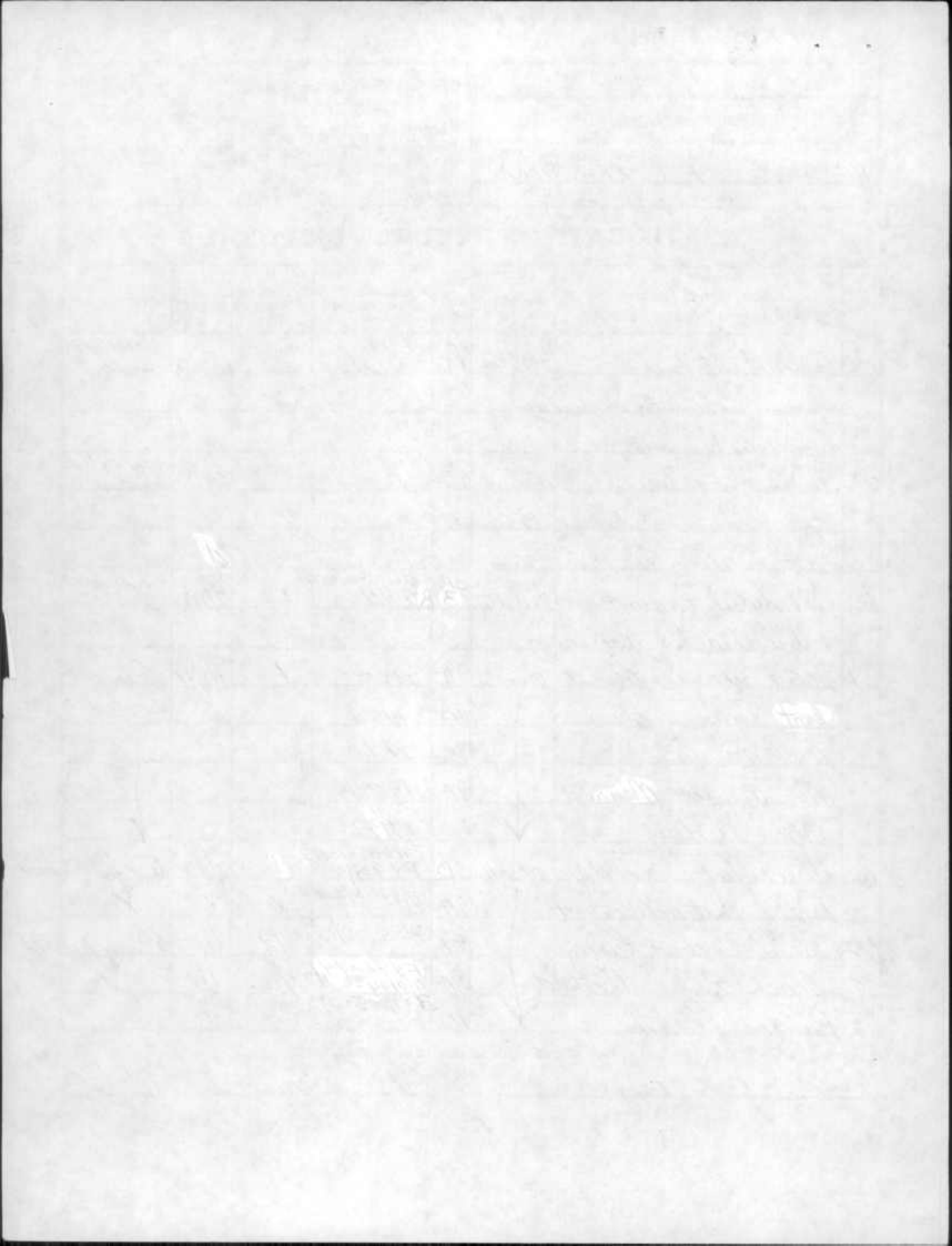
Reporting Agency	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jossup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left.
<i>MD House of Correction</i>		
Division or Unit		

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.				
58	Procurement Series Emergency Contract Specifications All Related Documents	1406-16	1E 1F 15	10/9/91 12/14/91		5/11/98	Recycled Trash
59	Procurement Series Specifications & All Related Documents	1406-16	1E 1F	4/15/91 6/30/93		5/11/98	Recycled Trash
60	Scheduled Requisitions & Unscheduled Requisitions	1406-16	3B	7/1/93-6/30/94 FY 94	1	7/1/98	Recycled Trash
61	DGS Purchasing Manual Emergency Procedures MBE Manual Maintenance Manual MBE Directory	1406-16	9A	1984 1990 1990 1984 1989	1	7/1/98	Recycled Trash
62	Unscheduled Requisitions WHS National Contract	1406-16	3B 9A	7/1/93-6/30/95 FY 94-95 7/1/90-6/30/94	2	7/1/98	Recycled Trash
63	WHS Contract Bindings		9A	7/94-5/95	1/4	7/1	Recycled Trash
64	Trash Removal Contracts		9A	9/91-6/94	1/4	7/1	Trash
65	Purchase Orders		1B	3/1/95-6/30/95 FY-95	2	7/1	

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

Quinn D. Bryant *Agency Buyer IV* 5/11/98
Signature Title Date



	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

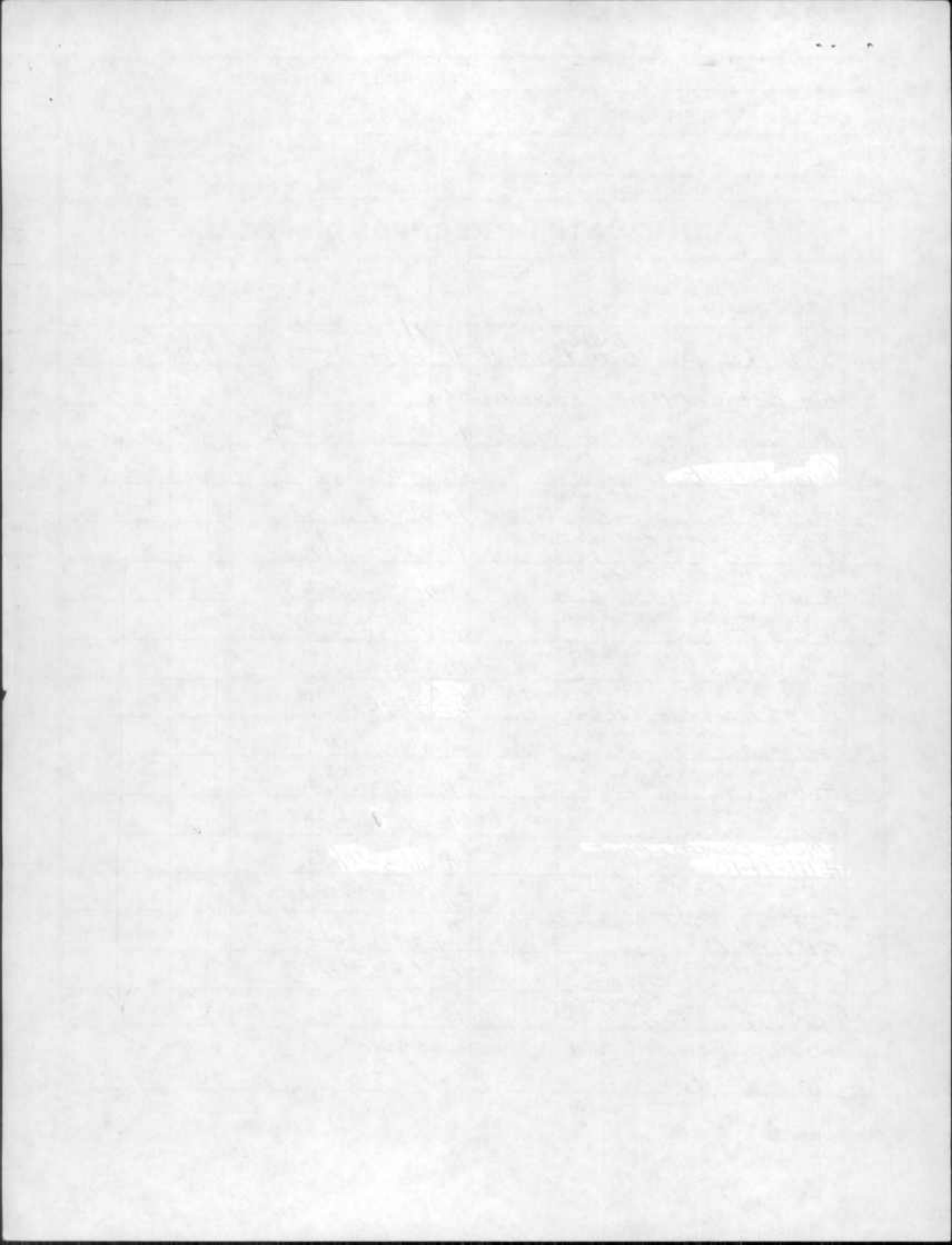
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
66	MD Register & Contract <i>Weekly Log Books - Cont. Mail, O/S Warehouse Rep</i>	1406-16	9A	8/93 - 4/95 FY 94-95	1	7/1/98	Recycled trash
67	Maintenance Contracts <i>MHC Rebuild Back Water Tower #105-93-02 MCIT Repair Hot Water Supply #118-94-10 EW + FW Heating Unit MHC Repair Helipad Gate #108-93-02 MHC Upgrade Elec Service #104-93-02-153A Re wiring Cell Doors - Suckling #102-93-02 MCIT Repair Underground Heat Line #115-94-10 Replace Window Frames Courtyard DGS 93-166/9267-724-0210 Medical Isolation cells MHC #93006-02 (Emergency Contract) MCIT Washer & Dryer #10267-10 MHC Hospital Dust Cleaning #103-9302 MCIT Washer & Dryer #12090-10 MHC Electric Motor Rep #20901-02 MCIT Emeg. Rip. Underground Heat Line #117-94-10 MHC Renovate Commissary Elevator #106-93-02 Emergency MHC Repair Kitchen Elev.</i>	1406-16	1	1A 12-1-92-12-292 1A 5/31/94-6/3/94 1A 2/3/93-2/6/93 1A 1/9/92-11/13/92 1A 9/2/92-9/16/92 1A 11/2/93-11/5/93 2 8/17/92 #11 9/14-11/3/92 #1A 10/1/92-9/30/93 #1A 7/21-7/24/92 #1A 12/31/93-11/30/94 #1A 3/1/94-4/30/94 1A 1/31/94-1/31/94 1A 1-8-93-5/93	2	7/1/98	Recycled trash

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

[Signature]
 Signature

[Signature]
 Title

 5/1/98
 Date



Reporting Agency		DEPARTMENT OF GENERAL SERVICES		Prepare in Duplicate Retain one (1) copy and forward original to address at left
		Records Management Division		
Division or Unit		7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
cont. 67	MCI5 Smoke Detectors #9296-0210	1406-16	1A	11/92 10/94		7/1	Recycled Trash
	# 18129-02 MHC Laundry Metal Pipe		1A				
	MCI5 Underground Utilities KF-9102-01		1A2	8/92 8/93		↓	
	Roy Replacement Workshop II CA 12/21/92 - 701		1A	1/93 thru 4/93		7/3	
	Repair Air Compressor #21876-02		1A	5/94 - 9/94			
	Repair Air Compressor 21158-02		1A	3/94 - 7/94			
	Rebuilding Altitude Valves Project 109-93-02		1A	6/1/93 6/30/93			
	Valves Repair #21879-02		1A	6/20/94 12/30/94			
	MHC Repair Filters, Med. Isolation # 114-94-02 Area		1A	11/15/93 11/14/94			
	MCI5 Electrical & Coaxial Cable # 11394-10		1A2	10/27/93 11/27/93			
	MCI5 Coaxial Cable # 12733-10		1A	4/14/94 6/30/94			
	MHC Kitchen Elevator Maint # 11294-02		1A	9/93 - 9/94			
	MHC Electric Motor Repairs # 21797-02		1A	7/1/94 - 6/30/95		↓	↓

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

Alexander Myers
Signature

Deborah Bunge IV
Title

5/11/98
Date

JAN 31 2003

Reporting Agency		DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Md House of Correction			
Division or Unit			

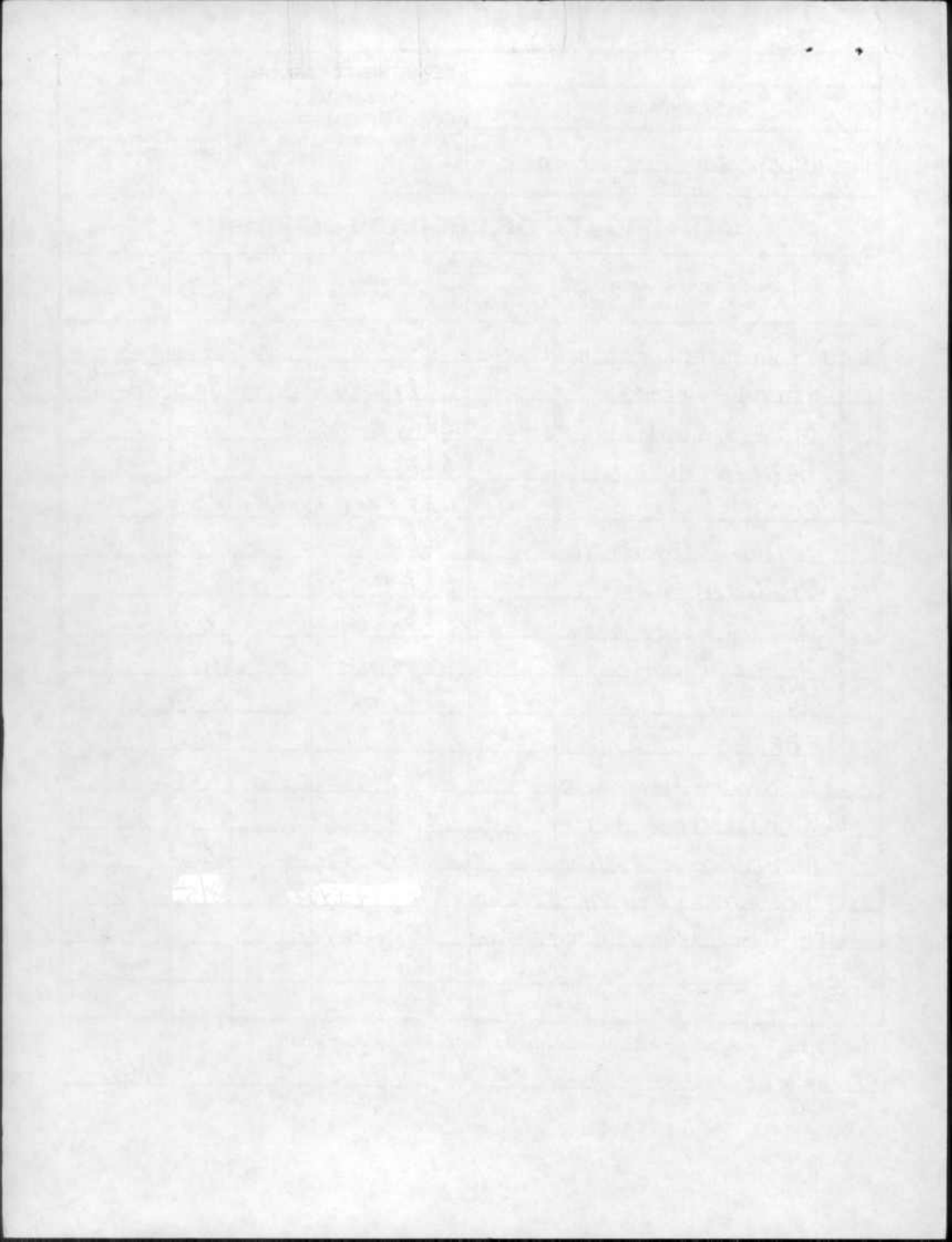
CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Personnel Contracts	1406-16					
	Rotonya OFFER		6	FY 95-98		8/02	Recycled TRASH
	TANYA D Smith		6	FY 98-99		8/02	
	ALAN A. ALSTON		6	FY 98		8/02	
	Cristol Williams		6	FY-99		8/02	
	William Campbell		6	FY 98		8/02	
	Chaplain saw		6	FY 97		8/02	
	Dawn Masley		6	FY 97- FY 98		8/02	
	Debra Harding		6	FY 98		8/02	
	MARGRET Darlene Jones		6	FY 98		8/02	
	TARSHA CILLENS		6	FY 97		8/02	
	Jonnee Alexander		6	FY 99		8/02	
	Donald Crowther		6	FY 97-98		8/02	
	ARCHDIOCESE OF BALD		6	FY 96-FY 98		8/02	
2	Procurement Contracts	1406-16					
	Baltimore TRANE Chiller Contracts			FY 94 FY 98		8/5/03	✓

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

Agency Procurement Specialist - Diane Myers
 Signature Title

1/28/03
 Date



	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

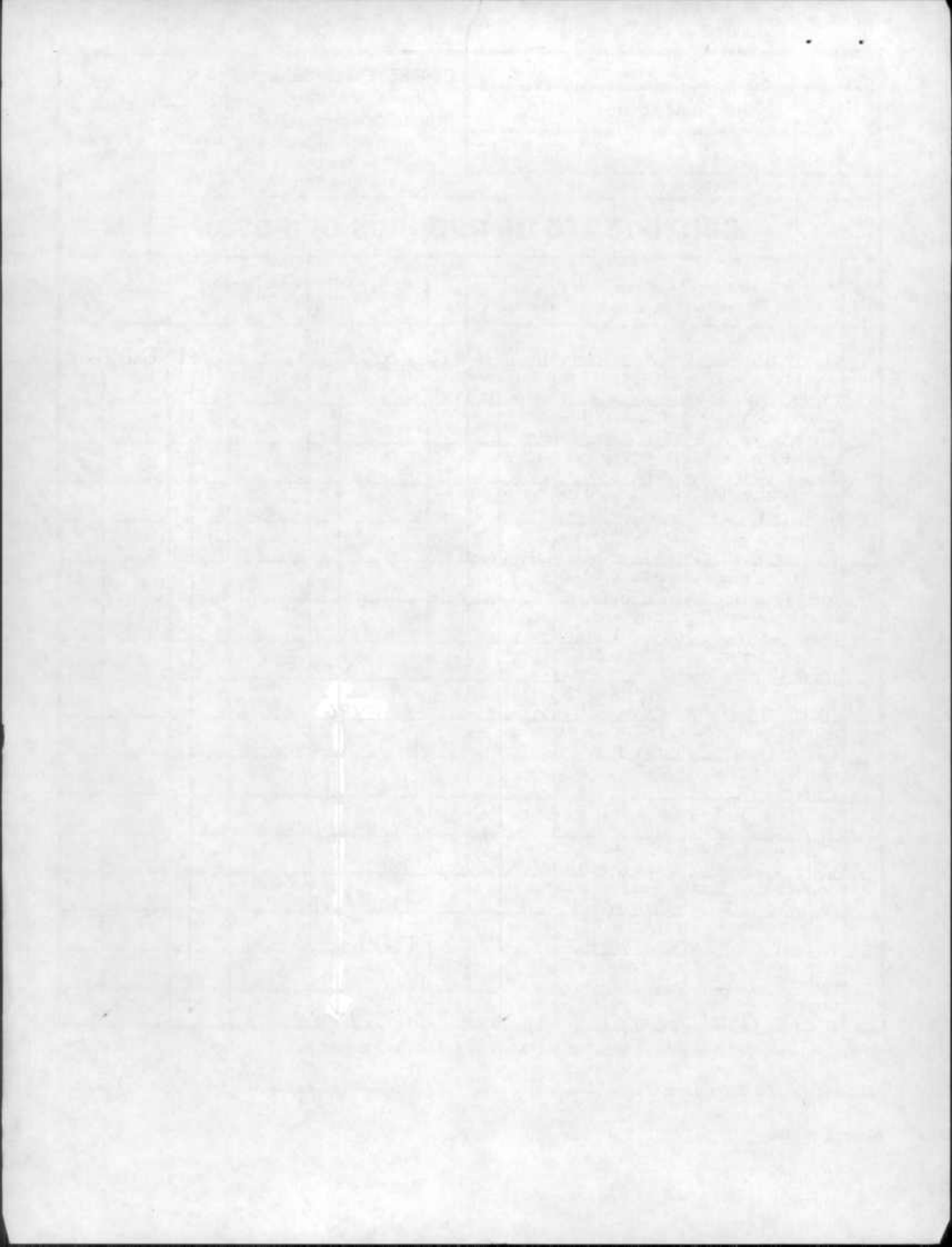
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Procurement Contracts	1406-16	1-2	FY 95		8/31/02	TRASH
	Contract 125-95-02 MHC Emergency Rep Pneumatic Controls						
	Contract 123-9502 MHC Repair to Kitchen Elev. Emer.						
	Contract 121-.95-02 MHC Repair Kitchen ELEVATOR, EMER.						
	Contract P5034570 MHC Emergency Repair Smoke evacuation fans						
	Contract P5031074 MHC Repair/Replace Pilot Back Water Tower						
	Contract # 23815-02 MHC MHC Laundry Ironer Repair						
	Contract # P5016375 MHC Laundry Motor Repairs						
	Contract # 127-95-02 MHC Hepa filters			V			
	Contract # 94040-0210 MHC MHC Electrical Dist System			FY 95			
	Contract 96017-0202 + 96016-0202 MHC Pest Control			Never awarded			
	Contract 000P7002090 MHC Ice			8-96 to 10/96			
	Contract 000P6027719 MHC Ice			6-96 thru 7/96			
	Contract 94047-0202 MHC Replace Laundry Hot Water Generator			FY 95,			
	Contract 97-005 MHC Agency Temp Contract			1/97 - 6/97			
	Contract SFC17117197 Repair Dishwasher MHC			FY 97,			
	Contract # SFC 6/20/96-10 96030-J3141 Generator Maintenance			FY 96-99			
	Contract # 95078-0210 MHC Pest Control	V		9/1/95 8/31/98		V	V

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

Alison Meyer
Signature

Agency Procurement Spec
Title

11/25/03
Date



	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Division or Unit		

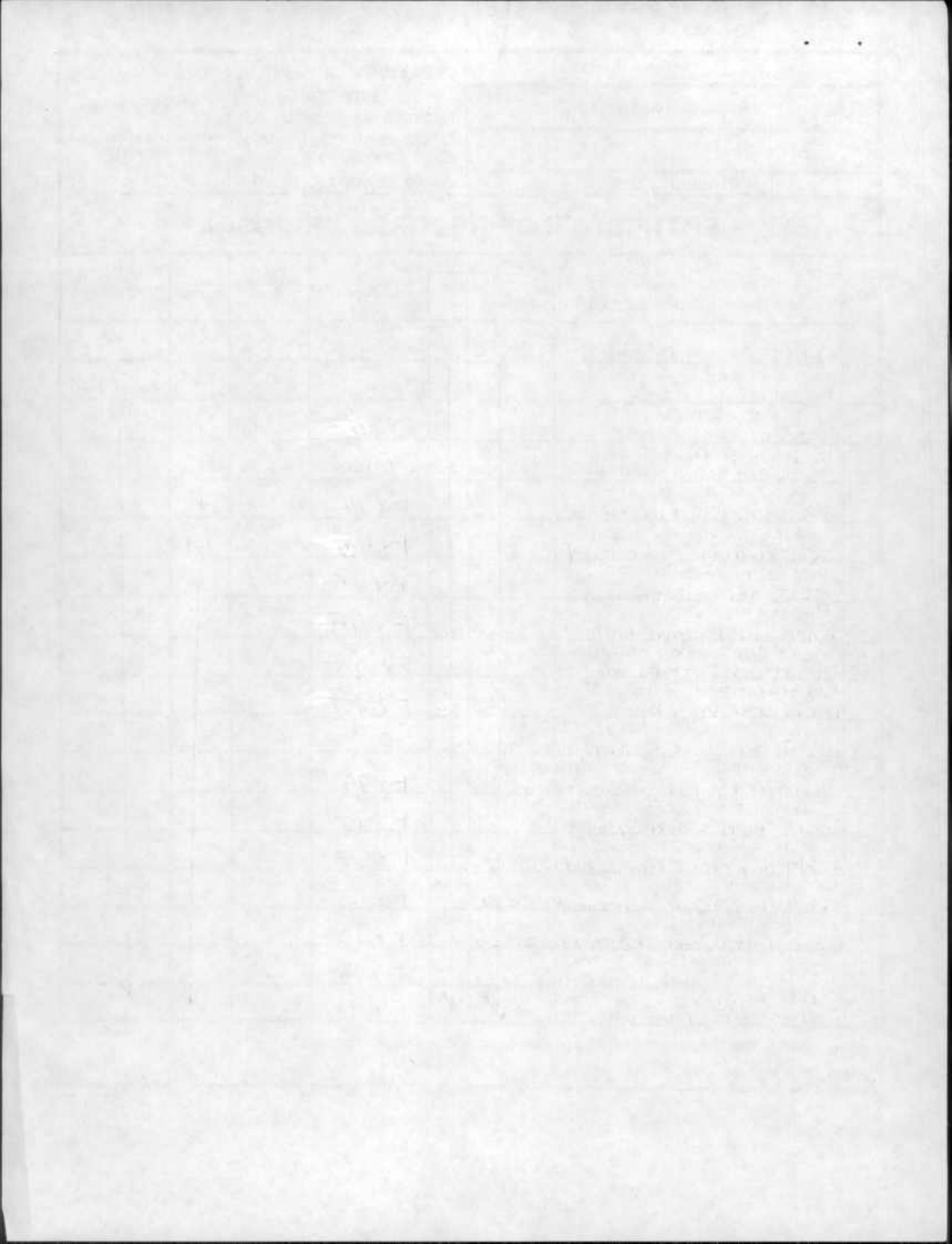
CERTIFICATE OF RECORDS DISPOSAL

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.				
	Procurement Contracts	1406-16	1+2				
	Asbestos Abatement Project 95093-0202			FY95		8/24/02	Recycled TRASH
	Liquid Cooler Co.1 PROJECT 94039-0202			FY94			
	Asbestos Abatement PROJECT 95092-0202			FY95			
	MHC LAUNDRY Hot Water Generator Project 94047-0203			FY94		✓	
	Project 120-95-16 MCIS Rebuild Tube Bundles			FY95		8/3/02	
	Project 122-95-10 MCIS Repair Hot H2O			FY95			
	Project 124-95-10 Emergency Repair Underground Heat Line			FY95			
	MCIS Emergency Repair Electrical System #12995-10			FY95			
	Contract # P5013685 MCIS Emergency Repair Condensate Line			FY95			
	Contract # P5016910 Emergency MCIS Repair Leak Underground mechanical Line			FY95			
	Contract P5023382 MCIS Emergency Repair Sullyport Gate			FY95			
	Contract P5027514 MCIS MCIS Intrusion System			FY95			
	Contract P5032352 Emergency Repair Vehicle Gate MCIS			FY95			
	Contract P5036660 Emergency Repair Water leak MCIS			FY95			
	Project #133-96-10 Replacement Counter Transaction Drawer MCIS			FY95			
	Contract 128-95-02 MHC MHC Replace High Mast Light Pole			FY95			
	Contract 126-95-02 MHC Replace Boss Pilot VALVE	✓	✓	FY95		✓	✓

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

Alvin Myers
Signature

Agency Procurement Spec 1/28/03
Title Date



	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/5) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Division or Unit		

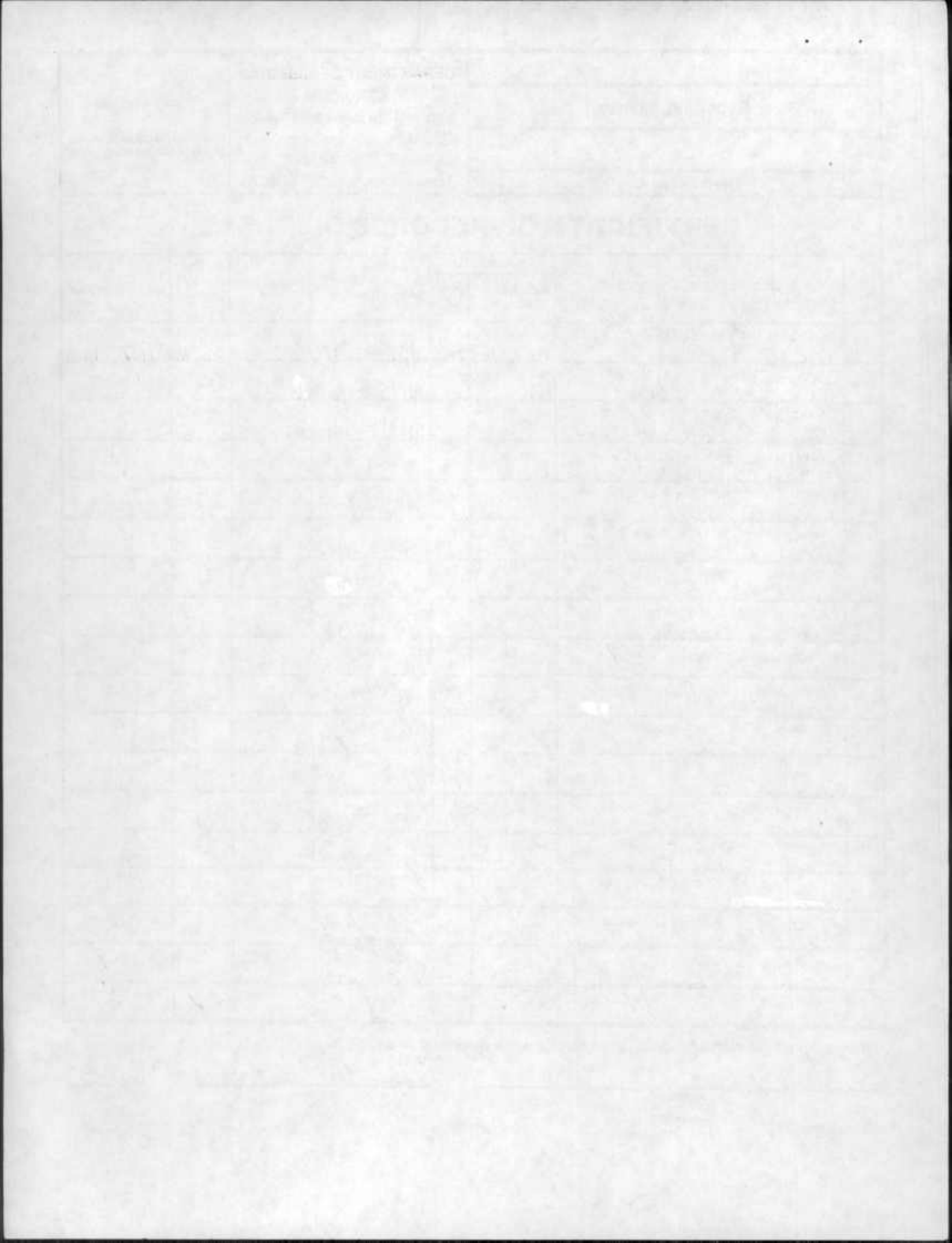
CERTIFICATE OF RECORDS DISPOSAL

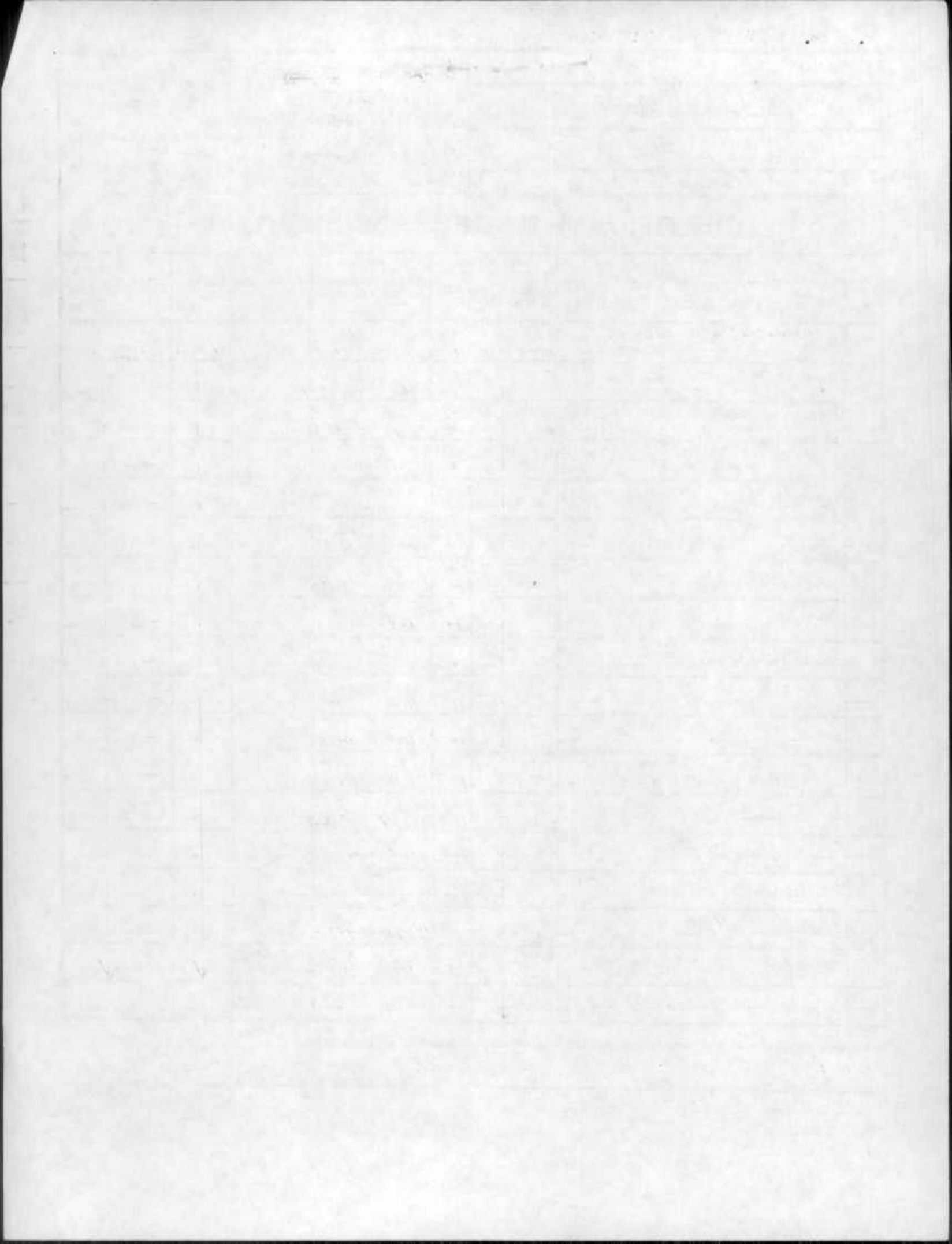
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Contract # 96070-53140 MC IJ Chiller	1406-16	122	9/5/96 - 9/4/99		8/31/03	TRASH
	Contract Q00P6017007 MC IJ WASHER + DRIVER			2/1/96 - 1/31/97			↓
	Contract Q00P6007559 Vehicular + Entrance Gate			11/3/9 - 11/12/97			
	Contract Q00P6002427 Replacement Collapsed Duct Bank	↓	↓	1			
	Contract Q00P8025470 Repair Dish Machine	1406-14	1	3/18 - 3/28/98		1/27/03	TRASH
	Contract Q00P8024536 Repair to Oven + Steam Kettle		1	3/19 - 3/19/81			↓
	Contract Q00P8025300 Repair Kitchen Elevator		1	3/17 - 3/19/98			
	Contract Q00P8024171 Repair of Ice Machine		1	3/5 - 3/10/95			
	Contract Q00P8023598 Roofing Repair Work		122	3/16 - 4/26/98			
	Contract Q00P8021587 Repair FAD System		42	3/3 - 5/3/98			
	Contract Q00P8018503 Repair Kitchen Elevator		1	1/9 - 7/22/98			
	Contract Q00P8018642 Repair Dishwasher		1	1/6 - 1/13/95			
	Contract Q00P8020749 Glass Replacement		1	2/13 - 2/28/98			
	Contract Q00P8021950 Repair of Juice Dispensing System		1	2/24 - 3/1/98			
	Contract Q00P8023016 Beaver Hire Video		1	3/5 - 3/6/98			
	Contract Q00P8023670 Repair of Feedwater Pump		1	3/3 - 3/17/98			
	Contract Q00P8016174 Repair of 6" Water Main		1	11/29 - 1/30/97			
	Contract Q00P8016818 Repair of Street Water Valve	↓					

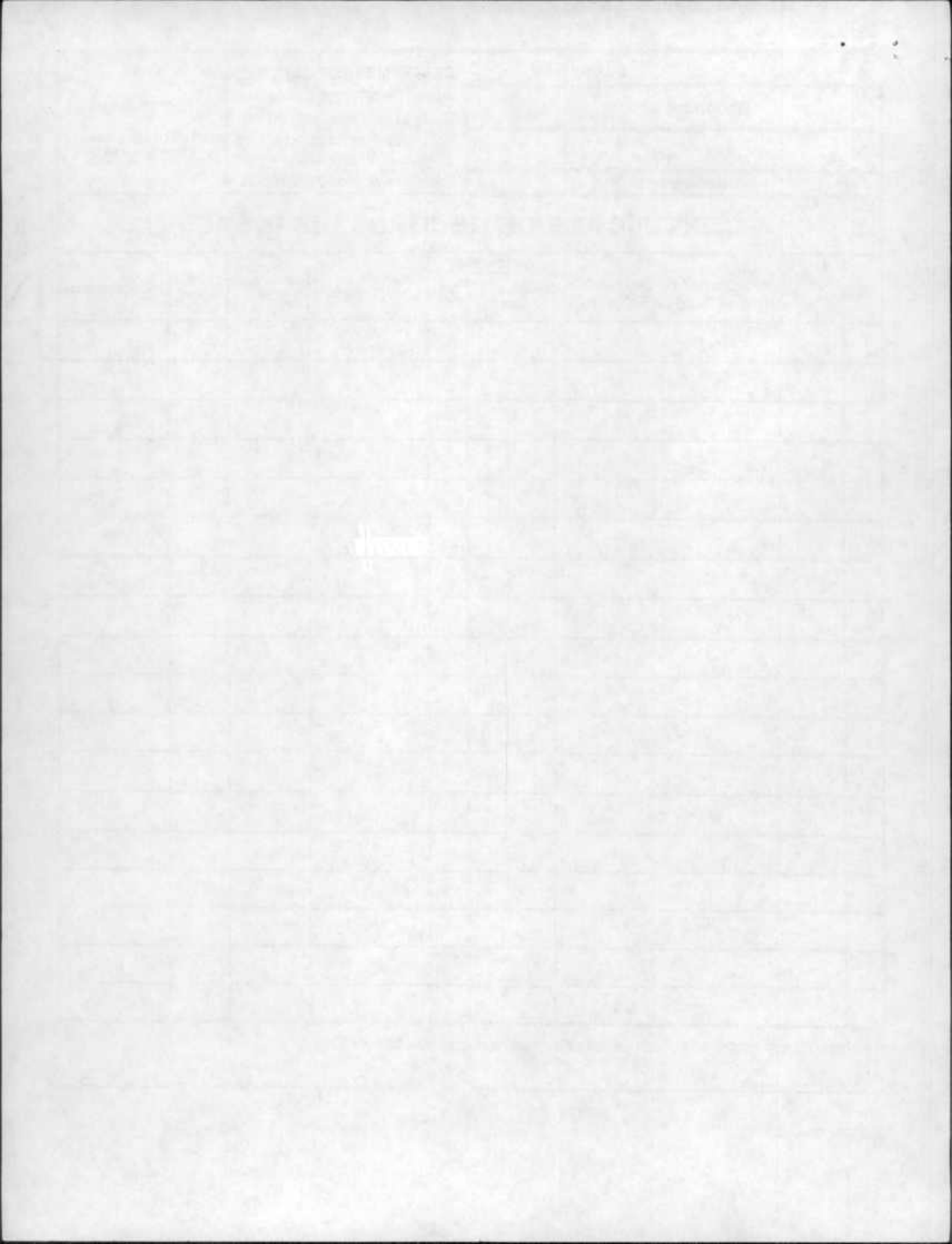
I hereby certify that the records listed above were disposed of as indicated.

A. Deane Myers
Signature

Agency Procurement Spec
Title 1/28/03
Date







	DEPARTMENT OF GENERAL SERVICES Records Management Division 7275 Waterloo Road (Rte. 1/b) P.O. Box 275 Jessup, Maryland 20794 0275	Prepare in Duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
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.				
9	Ice Contract #97-011	1401-16		6/12/97-9/11/97		7/27/03	Trash
10	Temporary Payroll CLK #97-007			2/24/97-6/30/97			
11	MCI-J Intrusion System #Q00B7005332			2/1/97-1/31/98			
12	MCI-J Elevator Maintenance Contract #Q00B7000131			9/1/96-8/31/99			
13	Washer + Dry er Repair Contract #Q00B7000290			2/1/97-1/31/98			
14	MCI-J Telephone Operator #Q00P7031829			4/1/97-6/30/97			
15	MCI-J Fire Alarm Contract #Q00B7000189	v		12/2/96-12/1/99		v	v

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

Beverly Smith
Signature

Agency Buyer II
Title

1-28-03
Date



JAN 31 2003



DHR

Reporting Agency

OAS

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.				
	IMA/CFU			1997-2001	108	10/24/03	Recycle

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

Kelly Juan
Signature

Supervisor
Title

10/24/03
Date

Oct 2013

~~XXXXXXXXXXXXXXXXXXXX~~

FEB 20-04

~~XXXXXXXXXXXXXXXXXXXX~~

Md. Ins. Adm.

Reporting Agency

Life & Health

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	Med-Sup Rate Filings - Standardized & Ptc - Standardized	2287	1	1992-1997	7	6/30/04	Trash/ Dumpster
2	Experience Reports	2287	4	1992-1994	3	6/30/04	Trash/ Dumpster

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

Richard L. Schuman
Signature

Executive Assistant 6/30/04
Title Date

[Redacted]

JUL 6 - 04

[Redacted]

[Redacted]

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

CERTIFICATE OF RECORDS DISPOSAL

General Services

PREPARE IN DUPLICATE

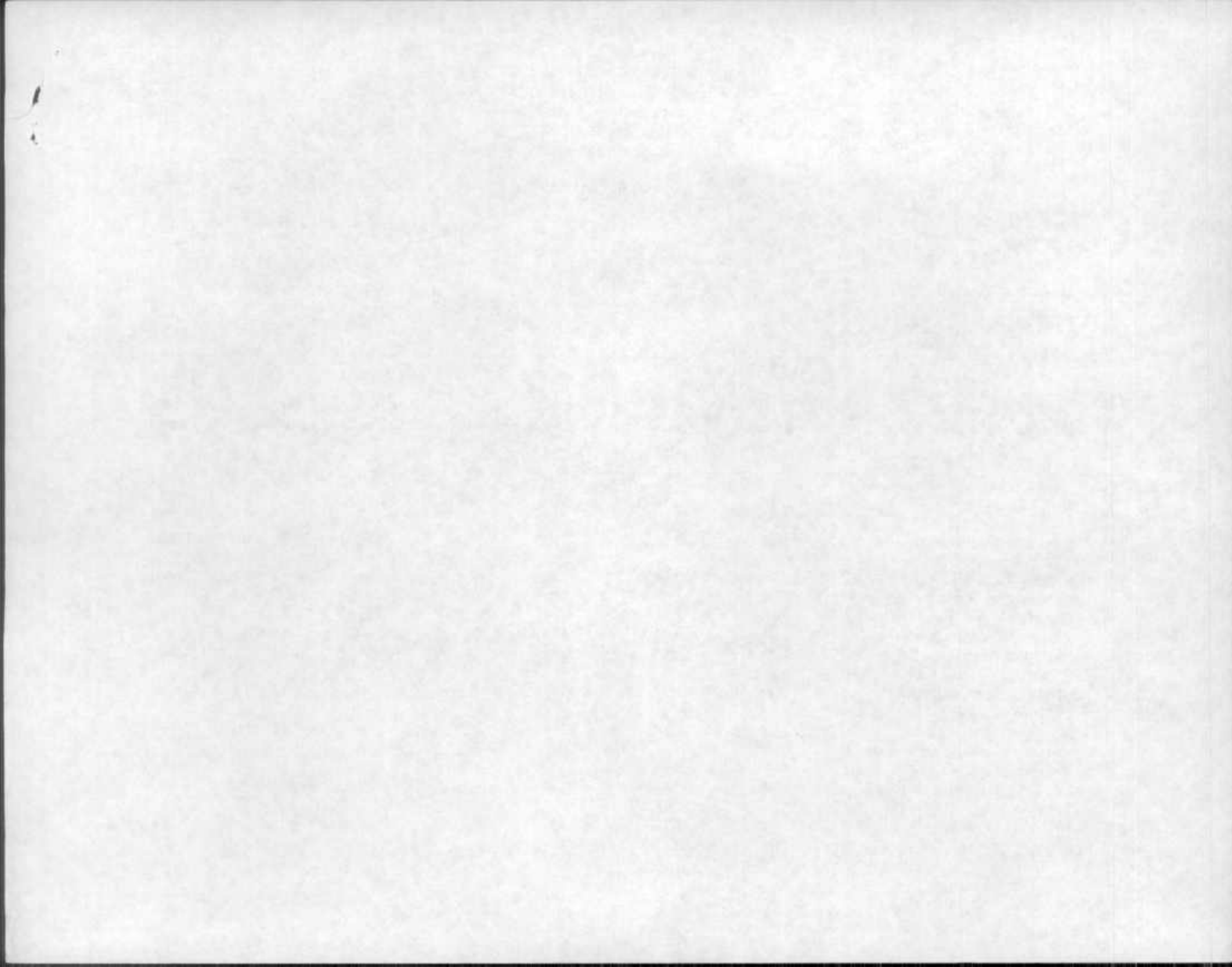
Reporting Agency

Retain one copy and forward
 original to above address

Office of the Attorney General

Division or Bureau

No.	Description of Records Include title and/or Form No.	Authorization For Disposal		Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.				
1.	DGS Retreat- 1995 (851A)	1646	11A	1996	All files	12/31/02	Trash
2.	Maryland Information Retrieval Service- Computer Research (864)	1646	11A	1992	combined	12/31/02	Trash
3.	AT&T- Contract -Telephone Equipment (1085)	1646	11A	1999	less than	12/31/02	Trash
4.	Mid- Atlantic Search and Rescue Request to participate in Federal Property Surplus Program(1197D)	1646	11A	1996	one cubic foot	12/31/02	Trash
5.	MAIF Lease(1263)	1646	11A	1993		12/31/02	Trash
6.	AT&T PBX Remote Access Fraud System Security (1290A)	1646	11A	1991		12/31/02	Trash
7.	Dovidians of America- Solicitation Money by Fax (1697)	1646	11A	1994		12/31/02	Trash
8.	Governors Commission to Study Assumption of Circuit Court (1721)	1646	11A	1994		12/31/02	Trash
9.	BCCC Development (2011A)	1646	11A	1997		12/31/02	Trash
10.	Maryland State Police- Crime Lab Addition (2015)	1646	11A	1997		12/31/02	Trash



11.	Caroline County- Addition to Detention Center (2044)	1646	11A	1997	12/31/02	Trash
12.	MAIF- Renovations- Bid Invitations (2051)	1646	11A	1997	12/31/02	Trash
13.	Barry P. Steelman - PIA Request (2074)	1646	11A	1997	12/31/02	Trash
14.	Town of Easton Lease-Health Dept. (2098)	1646	11A	1997	12/31/02	Trash
15.	AGFA Division Suspension of AGFA subsidiary (2096)	1646	11A	1997	12/31/02	Trash
16.	Hagerstown Armory Unlawful Use Youth Consortium (2093)	1646	11A	1997	12/31/02	Trash
17.	Dept of Human Resources Lease, Washington Co. DSS (1101)	1646	11A	1997 2002	12/31/02	Trash
18.	Eleanor Trapnell Hilleary Dorsey Dosh	1646	11A	1997	12/31/02	Trash

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



Principal Counsel

12-4-02
Date

SEARCHED
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FBI - WASHINGTON

JAN 13 2003

XXXXXXXXXXXXXXXXXXXX

JUL 20 -03

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

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Manual Projects File: All project numbers are preceded by an "M". Numbers are as follows: 1397,1573,1574,1576,1577,1583,1605,1607,1618 1632-1636,1638-1640,1642-1646,1648-1651,1656,1657, 1660-1666,1668,1670,1673-1675,1677,1678,1680,1681	971-02-A-5	02-09	1-1-99 to 12-31-03	1.5	12-31-03	recycled

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

Thomas L. Underwood
Signature

Department
Recorder Peter Ben Conrad
Title

12-31-03
Date

2001-01-14

1000000000

INTERNATIONAL

JAN 14 2004

JAN 14 2004

JAN 14 2004

DEPT OF GENERAL SERVICES	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
SURPLUS PROPERTY		
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	INVOICES - Misc	1459	ID	FY 97 + BEFORE	FOLDER	12/11/03	TRASH
2	INVOICES	1459	ID	FY 98	< 1.0	12/11/03	TRASH
3	INVOICES	1459	ID	FY 99	1.0	12/11/03	TRASH
4	STARS REPORTS	1459	ID	FY 99	1.0	12/11/03	TRASH
5	INVOICES	1459	ID	FY 00	1.0	12/11/03	TRASH
6	STARS REPORTS	1459	ID	FY 00	1.0	12/11/03	TRASH
7	RETAIL PRO SALES JOURNALS	1459	1B	FY 00 + BEFORE	2.0	12/24/03	TRASH

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

J. B. [Signature]
Signature

FISCAL ACCOUNTS CLERK SUPERVISOR
Title

12/31/03
Date

JAN 14 2004

DEPT of GENERAL SERVICES	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
SURPLUS PROPERTY		
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	DONEE INVOICES	1459	ID	THRU 12/31/99	7	6-15-04	SHRED

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

J. Bertocchia
Signature
Fiscal Accounts Clerk Supervisor
Title
6-22-04
Date

[REDACTED]

AUG 11 - 2004

[REDACTED]

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward
Original to above address

CENTRAL RECORDS DIVISION

Division or Bureau

No.	Description of Records	Authorization Retention Schedule No.	For Disposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
1.	Motor Vehicle Citations						
	a. Citations and Voided Citations, Transmittal, Tally and Disposition Sheets	971-30	3000	Jan- Dec 1999	(3.75 Cubic Ft.)	02/14/03	Shredder
2.	Accident Report File	971-30	3001	Jan-Dec 1997			
	a. Microfilm Cartridges	971-30	3001	Jan-Dec 1997	41 Reels 1 Box (18x12)	03/26/03	Incinerator
	b. Cash receipts Transmittals	971-30	3001	Jan-Dec 1997	1 Book	03/26/03	Incinerator
	c. Monthly Billing Transmittals	971-30	3001	Jan-Dec 1997	1 Box (18x12)	02/14/03	Shredder
3.	Accident Negative File - (Non-Fatals)	971-30	3002	Jan-Dec 1997	1 Box (18x12)	02/26/03	Shredder
4.	Criminal Investigation Reports	971-30	OPS-24	Jan-Dec 2001	56 Cubic Ft.	Monthly	Shredder
5.	Uniform Crime Reporting Correspondence Files	971-30	3004	Jan-Dec 2000	4 Cubic Ft. <i>110.75</i>	01/17/03	Shredder

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


Signature

Division Director
Title

4-18-03
Date

APR 25 03

APR 25 03

APR 25 03

DEPARTMENT OF GENERAL SERVICES

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
Reporting Agency

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

CENTRAL RECORDS DIVISION
Division or Bureau

No.	Description of Records	Authorization Retention Schedule No.	For Disposal Item No.	Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
6.	Uniform Crime Reports (UCR Files)	971-30	3005-01	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-02	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-04	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-05	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-06	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-07	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-09	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-10	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-11	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-12	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder
		971-30	3005-13	Jan-Dec 2000	4 Cubic Ft.	01-17-03	Shredder

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


Signature

Division Director
Title

4-18-03
Date

RECEIVED
APR 22 2003
MARIETTA STATE ARCHIVES

APR 25 -03

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

CERTIFICATE OF RECORDS DISPOSAL

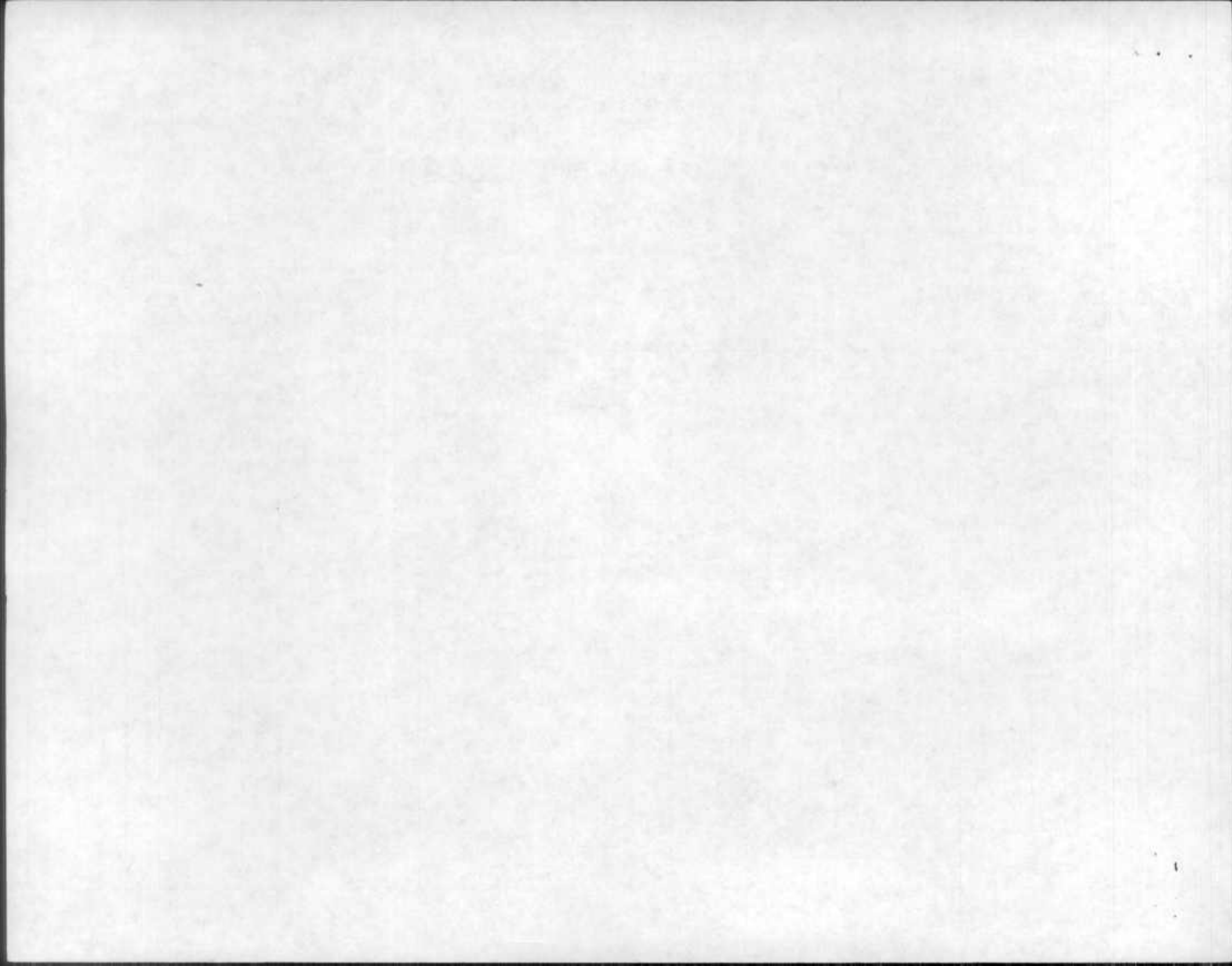
MARYLAND STATE POLICE

Reporting Agency

Crime Laboratory Division
 Division of Bureau

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

No.	Description of Records Including Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Decentralized Staff Inspection	ADM	11	Year 2001	2"	01/08/03	Shred
2	Decentralized Staff Inspection	ADM	11	Year 2002	½"	↓	↓
3	Correspondence	ADM	14	Year 2001	3"		
4	Correspondence	ADM	14	Year 2002	3"		
5	Daily Log Sheets	ADM	14	Year 1999	1' ½"		
6	Daily Log Sheets	ADM	14	Year 2002	1' ½"		
7	Motor Vehicle Summary Reports	OPTS	36	Year 2002	2"		
8	Working Fund	Fiscal		Year 2002	3' ½"		
9	Comp. Time/Payroll Authorization	Per	41	Year 1999	½"		
10	Comp. Time/Payroll Authorization	Per	41	Year 2001	4"		



MARYLAND STATE POLICE

Reporting Agency

Crime Laboratory Division

Division of Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Including Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
11	Comp. Time/Payroll Authorization	Per	41	Year 2002	3"	1/8/03	Shred
12	Off Vehicle Use Logs	Per	16	Year 2001	1"	↓	↓
13	Off Vehicle Use Logs	Per	16	Year 2002	1"		
14	MSP 42 Forms			Year 2002	2"		
15	Firearms Training	OPTS	36	Year 2000	1/3"		
16	Monthly Performance Review	Per	16	Year 2000	1"		
17	Monthly Performance Review	Per	16	Year 2001	1"		
18	Work and Leave Forms	Per	1	Year 1999	1 1/2"		
11	Work and Leave Forms	Per	1	Year 2000	1/2"		
12	Monthly Meeting Minutes	ADM	9	Year 2001	1"		

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

Nakia Hicks
Signature

Office Secretary II
Title

1/13/03
Date

~~XXXXXXXXXX~~

JAN 15 2003

~~XXXXXXXXXX~~

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

Department of Maryland State Police

Barrack "L" Forestville

PREPARE IN DUPLICATE

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 original to above address**

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Date of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Status Reports	1209	ADM 5	1995-1998	1.5 Cubic Feet	1/6/03	Shredding
2	Statistical Surveys	1209	ADM 8	1995-1998	1.5 Cubic Feet	1/6/03	Shredding
3	Daily Radio & Barrack Logs	1209	ADM 9	1997-2000	6.0 Cubic Feet	1/6/03	Shredding
4	MILES Message Log	1209	ADM 10-2	1997-2000	1.5 Cubic Feet	1/6/03	Shredding
5	Command Meeting	1209	ADM 12	1997-2000	.5 Cubic Feet	1/6/03	Shredding
6	Local Meeting Minutes	1209	ADM 12-1	1997-2000	.5 Cubic Feet	1/6/03	Shredding
7	Trooper Activity Reports	1209	PER 1	1999-2002	1.5 Cubic Feet	1/6/03	Shredding
8	Trooper Activity Summaries	1209	PER 1-1	1997-2001	1.5 Cubic Feet	1/6/03	Shredding
9	Employee Work/Leave Reports	1209	PER 2	1999-2002	2.0 Cubic Feet	1/6/03	Shredding
10	Employee Payroll Authorization Summary	1209	PER 2-1	1999 -2002	.5 Cubic Feet	1/6/03	Shredding
11	Leave and Duty Schedules	1209	PER 3	1999-2002	.5 Cubic Feet	1/6/03	Shredding
12	Overtime/Comp. Time Auth. Rec.	1209	PER 4	1997-2000	1.5 Cubic Feet	1/6/03	Shredding
13	Reimbursable Overtime Projects	1209	PER 4-4	1998-2000	.5 Cubic Feet	1/6/03	

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

Eduyn Corley

 Signature

Admin Spec

 Title

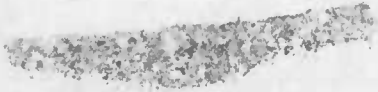
1/16/04

 Date

DGS 550-2



JAN 29 1904



DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
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CERTIFICATE OF RECORDS DISPOSAL

Department of Maryland State Police

Barrack "L" Forestville

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Date of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
14	Off-Duty Use Log	1209	PER 8	1999-2002	1.5 Cubic Feet	1/6/03	Shredding
15	Off Duty Vehiele Use Monthly Summary	1209	PER 8-1	1995-1998	.5 Cubic Feet	1/6/03	Shredding
16	Form 29 Monthly Summary	1209	PER 8-2	1995-1998	.5 Cubic Feet	1/6/03	Shredding
17	Working Fund	1209	FIS 1	1999-2002	.5 Cubic Feet	1/6/03	Shredding
18	Invoices Forwarded for Payment	1209	FIS 2	1999-2002	2.5 Cubic Feet	1/6/03	Shredding
19	Capital Equipment Inventory/Improve.	1209	FIS 3-1	1997-2000	1.5 Cubic Feet	1/6/03	Shredding
20	Contracts	1209	FIS 5-0	1997-2000	1.5 Cubic Feet	1/6/03	Shredding
21	Check Accountability Log	1209	FIS 6-0	1997-2000	.5 Cubic Feet	1/6/03	Shredding
22	Check Accountability Form	1209	FIS 6-1	1999-2002	1.5 Cubic Feet	1/6/03	Shredding
23	Dctention Log	1209	OPS 13	1997-2000	1.5 Cubic Feet	1/6/03	Shredding
24	MSP Court Notification Log	1209	OPS 15-3	1999-2002	2.0 Cubic Feet	1/6/03	Shredding
25	Incident Reports (Closed)	1209	OPS 23	1997-1998	1.0 Cubic Feet	1/6/03	Shredding
26	Consent to Search/Seize (No Contraband)	1209	OPS 24-4	1999-2002	.5 Cubic Feet	1/6/03	

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

Edwyn Corley

 Signature

Admin Spec

 Title

1/16/04

 Date

DGS 550-2



JAN 29 2004



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

Department of Maryland State Police

Barrack "L" Forestville

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

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Date of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
27	Missing Person Report - Closed	1209	OPS 25-1	1997-2000	.5 Cubic Feet	1/6/03	Shredding
28	Vehicle Report - Closed	1209	OPS 26-1	1997-2000	2.5 Cubic Feet	1/6/03	Shredding
29	Abandoned Motor Vehicle - Closed	1209	OPS 26-3	1997-2000	2.5 Cubic Feet	1/6/03	Shredding
30	Motor Vehicle Inventory Log	1209	OPS 27	1997-1998	.5 Cubic Feet	1/6/03	Shredding
31	Accident Report	1209	OPS 35	1997-2000	4.0 Cubic Feet	1/6/03	Shredding
32	Citation Book Issuance Control Ledger	1209	OPS 36	2000	.5 Cubic Feet	1/6/03	Shredding
33	Vehicle Pursuit Review	1209	OPS 37-3	2000	.5 Cubic Feet	1/6/03	Shredding
34	Criminal Arrest Juvenile Detention Log	1209	OPS 53	2000	.5 Cubic Feet	1/6/03	Shredding
35	Semi-Annual Report on Juvenile Held	1209	OPS 53-1	2000	.5 Cubic Feet	1/6/03	Shredding
36	Monthly UCR Reports	1209	OPS 55	2003	1.5 Cubic Feet	1/6/03	Shredding
37	Motor Vehicle Operations Reports	1209	SUP 3-1	2002	1.5 Cubic Feet	1/6/03	Shredding
						1/6/03	Shredding
						1/6/03	

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

Edmund Corley
Signature

Admin Spec
Title

1/16/04
Date

DGS 550-2

JAN 29 2004

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "B", Frederick, MD

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1	DWI Cases (Closed) (Form 32)	1209	OPS 41-1	1982-2001	3.2	Misc	Shredded
2	Incident Report (Closed) (Form 88)	"	OPS 23-1	Oct 99 - Mar 00	.4	"	"
3	Barrack & Radio Logs (Forms 3 & 4)	"	ADM 9	Aug 99 - Mar 00	1.6	"	"
4	Detention Log (Form 112)	"	OPS 13	Aug-Nov 99	.3	"	"
5	Trooper Applicant Inv. (Form 169)	"	OPS 2	Dec 98 - Nov 99	.1	"	"
6	Warrants (Closed) (Form 167)	"	OPS 3-1	Aug 01	.4	"	"
7	Check Account (Form 208)	"	FIS 6-1	Nov 00 - Dec 01	.1	"	"
8	Invoices Forwarded	"	FIS 2	Jan 02	.2	"	"
9	Vehicle Reports (Closed) (Form 91)	"	OPS 26-1	Jul 99 - Feb 00	.2	"	"
10	Contracts	"	FIS 5	Misc	.4	"	"
11	Capital Equipment	"	FIS 3-1	Misc	.3	"	"
12	D C I R (Form 1, Etc)	"	OPS 35-1	Jan 97 - Mar 98	1.0	"	"

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

10.20

DGS 550-2

Signature

Title

Date

~~XXXXXXXXXXXXXXXXXXXX~~

APR 30 -03

~~XXXXXXXXXXXXXXXXXXXX~~

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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "B", Frederick

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
13	Correspondence, General	1209	ADM 14	Misc	1.2	Misc	Shredded
14	Missing Persons (Closed) (Form 79)	"	OPS 25-1	Oct 99 - Mar 00	.1	"	"
15	Legal	"	LEG 6	1979-1998 Misc	.1	"	"
16	Trooper Activity Report (Form 14)	"	PER 1	Jul 01 - Mar 02	.2	"	"
17	Summons (Closed) (Form 167)	"	OPS 15-2	Aug 01 - Apr 02	.2	"	"
18	Juvenile Detention Log (Form 112)	"	OPS 53	Jan 99 - Apr 00	.1	"	"
19	Off Duty Use Log) (Form 49)	"	PER 8	Jan 02	.1	"	"

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


 Signature

Major

Title

Apr 25, 2003

Date

DGS 550-2

APR 30 -03

IF NOT DELIVERED IN THREE DAYS RETURN TO

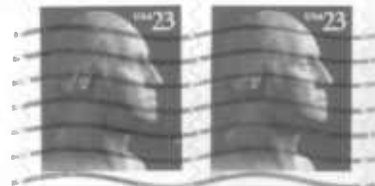
STATE OF MARYLAND

DEPARTMENT OF MARYLAND STATE POLICE

Barrack "B"

110 Airport Drive East

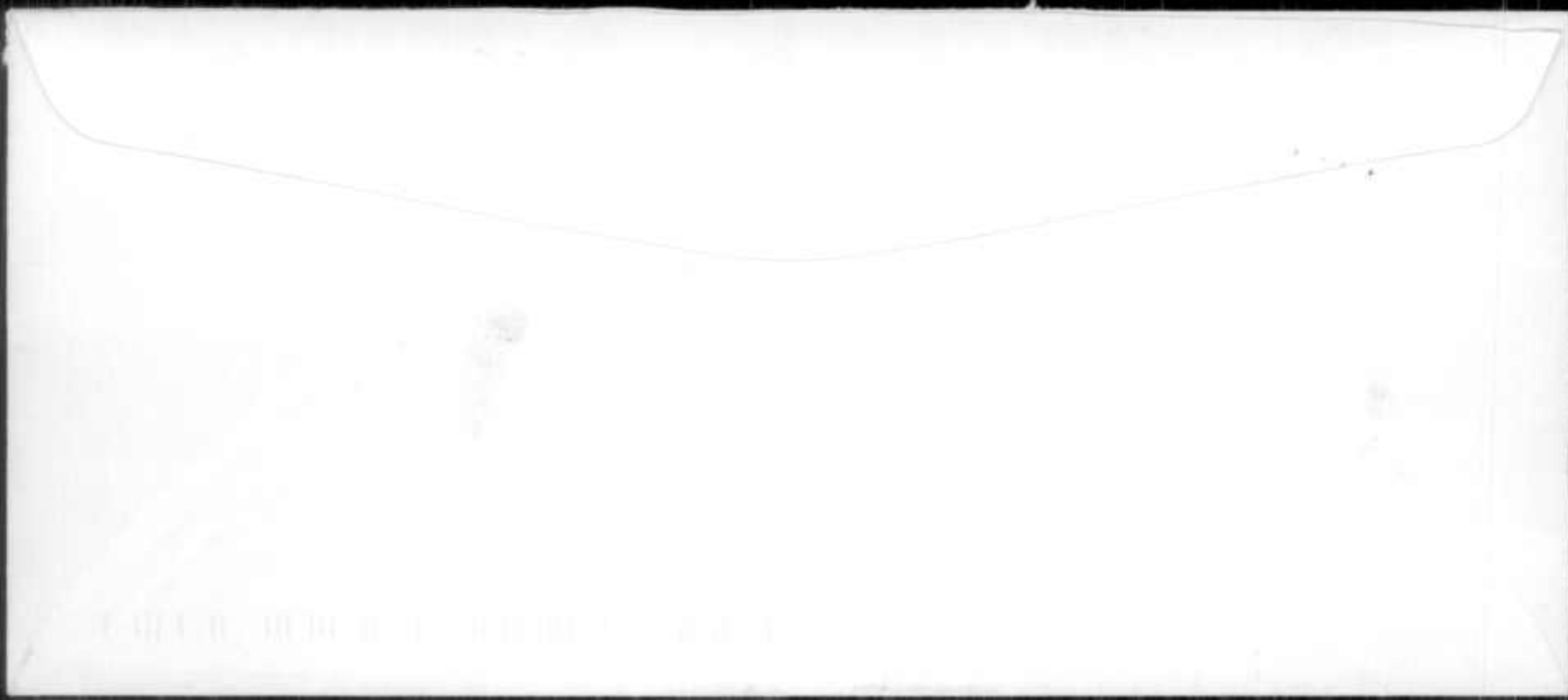
Frederick, MD 21701



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

20794+0275 03





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

CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

Barrack "B", Frederick


Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Organizations	1209	PR-1	1999-Apr 2000	.3	08/04/03	Shredded
2	Press Releases	"	PR-2	1996-Apr 02	.2	"	"
3	Public Inquiries	"	PR04	Apr 97-Apr 02	.2	"	"
4	Motor Vehicle History (DSP125)	"	SUP-3	1999	.1	"	"
5	DWI (Closed) (Form 32, etc)	"	OPS 41-1	2000 Misc.	1.8	"	"
6	Radio & Barrack Logs (Forms 3 & 4)	"	ADM-9	Apr-Jun 00	.4	"	"
7	Detention Log (Form 112)	"	OPS 13	Dec 99-May 00	.4	"	"
8	Trooper Activity Supp. (Form 29)	"	PER 1-1	Mar 00-May 01	.1	"	"
9	Applicant Investigations	"	OPS 2	Feb 00-Apr 01	.3	"	"
10	Disabled Vehicle Log (Form 23B)	"	OBS 38	Jan 99-May 00	.1	"	"
11	Breathalyzer Test Log (Form 104)	"	OPS 41-11	Mar 97-Jun 00	.1	"	"
12	Juvenile Detention Log (Form 112)	"	OPS 53	Apr-Jun 00	.1	"	"

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


 R. B. Tanner
 Signature

Capt., MSP
 Title

08/12/03
 Date

DGS 550-2

NOV 15 - 13

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CERTIFICATE OF RECORDS DISPOSAL

Maryland State Police

Reporting Agency

"Barrack "B", Frederick

Division or Bureau

PREPARE IN DUPLICATE

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schd. No.	Item No.				
1	Alarm Log (Form 154)	1209	OPS 66	Mar 96-Mar 99	.2	08/04/03	Shredded
2	Vehicle Reports (Closed) Form 91)	"	OPS 26-1	Mar-Jun 00	.3	"	"
3	Summons Book Control (Form 155)	"	OPS 36	Feb 99-Apr 00	.1	"	"
4	Traffic Citation Trans. (FM DC-CR95)	"	OPS 36-1	Feb-Apr 03	.1	"	"
5	Summons (Closed) (Form 167)	"	OPS 15-2	May-Jun 02	.2	"	"
6	Warrants (Closed) (Form 167)	"	OPS 3-1	Feb-Jun 02	.8	"	"
7	Incident Reports (Closed) (Form 88)	"	OPS 23	Mar-May 00	.3	"	"

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R. B. Tanner

Signature

Capt., MSP

Title

08/12/03

Date

DGS 550-2

Aug 15-23

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Maryland State Police

Reporting Agency

Barrack "B"; Frederick

Division or Bureau

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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Warrants (Closed) (Form 167)	1209	OPS 3-1	Jul 02 - Apr 03	4.3	5/12/04	Shredded
2	Missing Persons (Closed) Form 79)	"	OPS 25-1	Jan 00 - Apr 01	.5	"	"
3	Vehicle Reports (Closed) (Form 91)	"	OPS 26-1	Jul 00 - Apr 01	1.3	"	"
4	Summons (Closed) (Form 167)	"	OPS 15-2	Jul 02 - Apr 03	.5	"	"
5	Radio & Barrack Logs (Forms 3 & 4)	"	ADM 9	Jul 00 - Apr 01	1.9	"	"
6	Agency Correspondence	"	ADM 13-51	Jan-Jul 00	.1	"	"
7	Vehicle Pursuit Review (Form 114)	"	OPS 37-3	Apr 99 - Jul 00	.1	"	"
8	Leave & Duty Schedule (Form 7)	"	PER 3	Dec 01 - Jun 02	.1	"	"
9	Detention Logs (Form 112)	"	OPS 13	Jun 00 - Apr 01	1.1	"	"
10	Driving While Intox (Closed) (Fm	"	OPS 41-1	2002-03 Misc	3.2	"	"
11	Incident Reports (Form	"	OPS 23	Jun 00 - Apr 01	1.0	"	"
12	D C I R (Form 1, Etc)	"	OPS 35-1	Apr-Dec 98	.5	"	"

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


 Signature

Lieutenant - Barrack Commander
 Title

5/26/04
 Date

DGS 550-2

MAY 27-04

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Reporting Agency

Division or Bureau

PREPARE IN DUPLICATE

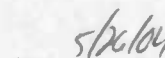
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No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
13	Detention Logs-Juvenile (Form 112)	1209	OPS 53	Aug 00 - Mar 01	.1	5/12/04	Shredded
14	Overtime-Comp Time Auth (Form 197)	"	PER 4-1	Jul 00 - Jan 01	.6	"	"
15	Personnel Rosters	"	PER 3-1	2000-01	.1	"	"
16	Tow Service Appl. (Closed) (Form 194)	"	OPS 28-1	1995-2001	1.0	"	"
17	Invoices Forwarded	"	FIS 2	2001-02	.2	"	"
18	Handgun Permit Inv. (Form 96)	"	OPS 11-4	APR 99-Mar 03	.3	"	"
19	Applicant Inv. (Form 82)	"	OPS 7	Mar 00-Jul 02	.1	"	"
20	Private Inv. Appl. (Form 82)	"	OPS 6-1	Mar 98 - Jan 02	.1	"	"
21	Applicant Inv. (Form 60)	"	OPS 2	Jun 01 - Apr 04	.5	"	"
22	Check Accountability	"	FIS 6	Jan 02 - Apr 03c	.2	"	"

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


 Michael E. Cain
 Signature

1st Lt., Commanding
 Title


 Date

DGS 550-2

MAY 27-26

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CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"


Authorization for Disposal

PREPARE IN DUPLICATE
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 original to above address.

No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
1.	Certificate of Record Disposal	1209	ADM 1-2*	2001	See last page for total	January- February 2003	Burned (Medical/ Auxiliary files returned to personnel)
2.	5-Year Report (DGS550-6)		ADM 1-3*	1997			
3.	General Orders (Inactive)		ADM 2-1*	1999			
4.	Special Orders (Inactive)		ADM 3-1*	1999			
5.	Memoranda (Inactive)		ADM 4-1*	1999			
6.	Status Reports		ADM 5	1997			
7.	Statistical Surveys/Reports		ADM 8	1997			
8.	Daily Barrack/Radio Logs		ADM 9	1999			
9.	MILES Message Log		ADM 10-2	1999			
10.	Staff Inspections		ADM 11	2000			
11.	Command Meeting Minutes		ADM 12	1999			
12.	Local Meeting Minutes		ADM 12-1	1999			
13.	General Agency Correspondence		ADM 14	1999			
14.	MILES/NCIC Audit Reports		ADM 15	1998			
15.	MILES/NCIC Validations		ADM 15-1	2001			
16.	NCIC Training Correspondence		ADM 15-2	2000			
17.	MILES/NCIC/CJIS Surveys		ADM 15-3	2000			
18.	Trooper Activity Reports		PER 1	2001			
19.	Activity Summaries		PER 1-1	2000			
20.	Employee Work & Leave Reports		PER 2*	2001			
21.	Payroll Authorization Summary		PER 2-1*	2001			

* Non-record copy

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 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

5/23/03
 Date

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CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

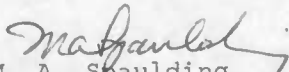
Authorization for Disposal

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
22.	Leave & Duty Schedules	1209	PER 3*	2001	See last page for total	January- February 2003	Burned (Medical/ Auxiliary files returned to personnel)
23.	Overtime/Comp Time Record		PER 4	1999			
24.	Performance Evaluations (161)		PER 5-1	1997			
25.	Lost/Damaged Equipment (195)		PER 5-2	1998			
26.	Request for Secondary Emp. (168)		PER 5-9	1999			
27.	Donation of Sick Leave (201)		PER 5-10*	2001			
28.	Request for Training (9)		PER 5-12*	1999			
29.	Inspection Report (152)		PER 5-15	2000			
30.	Personnel Counseling (165)		PER 5-16*	1999			
31.	Job Observation Records (164/164A)		PER 5-51	1999			
32.	Donation of Sick Leave (201)		PER 6-3*	2001			
33.	Request for Secondary Emp. (168)		PER 6-9	1999			
34.	Off-Duty Use Log (49)		PER 8	2001			
35.	Off-Duty Use Vehicle Summary (49A)		PER 8-1*	1997			
36.	Form 29B, Monthly Summary To/From		PER 8-2*	1997			
37.	Request to Fill Vacancy		PER 11-4*	1999			
38.	Working Fund		FIS 1*	2001			
39.	Invoices Forwarded for Payment		FIS 2*	2001			
40.	Capital Equip. Invent/Improvements		FIS 3-1*	1999			
41.	Ordinance Equipment Inventory		FIS 3-3*	1999			
42.	Tactical Equipment Inventory		FIS 3-4*	1999			

* Non-record copy

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Captain/Barrack Commander
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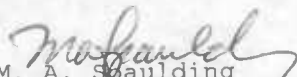
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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
43.	Cost Analysis Worksheet (138)	1209	FIS 3-5	2001	See last page for total	January- February 2003	Burned (Medical/ Auxiliary files returned to personnel)
44.	Audit Report		FIS 4*	1999			
45.	Contracts		FIS 5-0	1999			
46.	Check Accountability Log		FIS 6-0	1999			
47.	Check Accountability Form		FIS 6-1*	2001			
48.	Motor Vehicle Administration		OPS 1*	2001			
49.	Applicant Investigations		OPS 2*	1999			
50.	Warrants (Closed)		OPS 3-1	2001			
51.	Warrant Case Assignment Log		OPS 3-2	1997			
52.	Private Detective Log		OPS 6*	1999			
53.	All Other Applicant Invest Log		OPS 7*	1999			
54.	Firearms Dealer Log		OPS 9*	1999			
55.	Handgun Permit Log		OPS 11*	1999			
56.	Handgun Permit Investigations		OPS 11-4*	2001			
57.	Firearms Report	OPS 12*	2001				
58.	Jail Docket/Ledger	OPS 13	1999				
59.	Criminal Summons Log	OPS 15-1	1997				
60.	Criminal Summons (Closed)	OPS 15-2	2001				
61.	Court Notification Log	OPS 15-3	2001				
62.	Criminal Inv. Caseload Ledger	OPS 21-1	1999				

* Non-record copy

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 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

5/23/03
 Date

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MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

Authorization for Disposal

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
63.	Incident Reports (Closed)	1209	OPS 23	1999	See last page for total	January- February 2003	Burned (Medical/ Auxiliary files returned to personnel)
64.	Consent to Search & Seize		OPS 24-4	2001			
65.	Missing Person Rpts (Closed)		OPS 25-1*	1999			
66.	Vehicle Reports (Closed)		OPS 26-1	1999			
67.	Abandoned M/V (Closed)		OPS 26-3	1999			
68.	Motor Vehicle Inventory Log		OPS 27	1999			
69.	Tow Truck Service Application		OPS 28-1	1999			
70.	Towing Request Dist. Form (189)		OPS 28-2	2001			
71.	Accident Reports		OPS 35*	1999			
72.	Accident Reconstruction Rpts.		OPS 35-1	1997			
73.	Citation Book Issuance Control		OPS 36	1999			
74.	Vehicle Pursuit Review (114)		OPS 37-3	1999			
75.	Disabled Vehicle Daily Log		OPS 38	1999			
76.	MSP Speed Computer (158)		OPS 39	2000			
77.	Driving W/Intoxicated (Closed)		OPS 41-1	2001			
78.	Alcohol Influence Summary		OPS 41-2*	2001			
79.	Breath Testing Instrument		OPS 41-3	1999			
80.	Alcohol Testing Program Log		OPS 41-7	1999			
81.	Alcohol Influence Yearly Summary		OPS 41-10*	1999			
82.	Preliminary Breath Test Log		OPS 41-11	1999			
83.	DR-15A Book Issuance Control Ledger		OPS 41-13	1999			
84.	DR-15A/Allied Law Enf. Agencies		OPS 41-14	2001			
85.	Criminal Arrest Juvenile/Log (53/112)		OPS 53	1999			

* Non-record copy

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 Signature

Captain/Barrack Commander
 Title

5/23/03
 Date

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Authorization for Disposal

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
86.	Semi-Annual Report Juvenile Lockups	1209	OPS 53-1*	1999	9 cu. ft.	January- February 2003	Burned (Medical/ Auxiliary files returned to personnel)
87.	Monthly UCR Reports		OPS 55*	2001			
88.	Property Records (Closed)		OPS 56-1*	2001			
89.	Property Record Control Log		OPS 56-2	1997			
90.	MSP Installation Property Log		OPS 56-3	1997			
91.	Confidential Informant File (Inactive)		OPS 57-1	1997			
92.	Burglar & Telephone Alarm Log		OPS 66	1998			
93.	Burglar & Telephone Alarm Corres.		OPS 66-1	1998			
94.	Federal Agencies		LIA 1*	1999			
95.	State Agencies		LIA 2*	1999			
96.	State Courts		LIA 3*	1999			
97.	Municipal Courts		LIA 4*	1999			
98.	County Governments		LIA 5*	1999			
99.	Requisition Log		SUP 2-2	2000			
100.	Motor Vehicle History (per Manual)		SUP 3*	1999			
101.	Motor Vehicle Operation Reports		SUP 3-1*	2001			
102.	Tactical Supplies Inventory		SUP 5*	1999			
103.	Organizations		PR 1*	1999			
104.	Press Releases (Local/HQ)	PR 2	2001				
105.	Tactical Training	TNG 4*	1999				
106.	Ad-Hoc Recommendations	TNG 5*	2001				
107.	Med Status/Medication Report	MED 2*	1999&2001				
108.	Duty-Related Illness/Injury	MED 3*	1999				

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 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

5/23/03
 Date

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MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

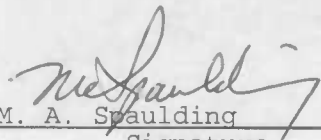
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1.	Certificate of Record Disposal	1209	ADM 1-2*	2002	See last page for total	January 2004	Burned (Medical/ Auxiliary files returned to personnel)
2.	5-Year Report (DGS550-6)		ADM 1-3*	1998			
3.	General Orders (Inactive)		ADM 2-1*	2000			
4.	Special Orders (Inactive)		ADM 3-1*	2000			
5.	Memoranda (Inactive)		ADM 4-1*	2000			
6.	Status Reports		ADM 5	1998			
7.	Statistical Surveys/Reports		ADM 8	1998			
8.	Daily Barrack/Radio Logs		ADM 9	2000			
9.	MILES Message Log		ADM 10-2	2000			
10.	Staff Inspections		ADM 11	2001			
11.	Command Meeting Minutes		ADM 12	2000			
12.	Local Meeting Minutes		ADM 12-1	2000			
13.	General Agency Correspondence		ADM 14	2000			
14.	MILES/NCIC Audit Reports		ADM 15	1999			
15.	MILES/NCIC Validations		ADM 15-1	2002			
16.	NCIC Training Correspondence		ADM 15-2	2001			
17.	MILES/NCIC/CJIS Surveys		ADM 15-3	2001			
18.	Trooper Activity Reports		PER 1	2002			
19.	Activity Summaries		PER 1-1	2001			
20.	Employee Work & Leave Reports		PER 2*	2002			
21.	Payroll Authorization Summary		PER 2-1*	2002			

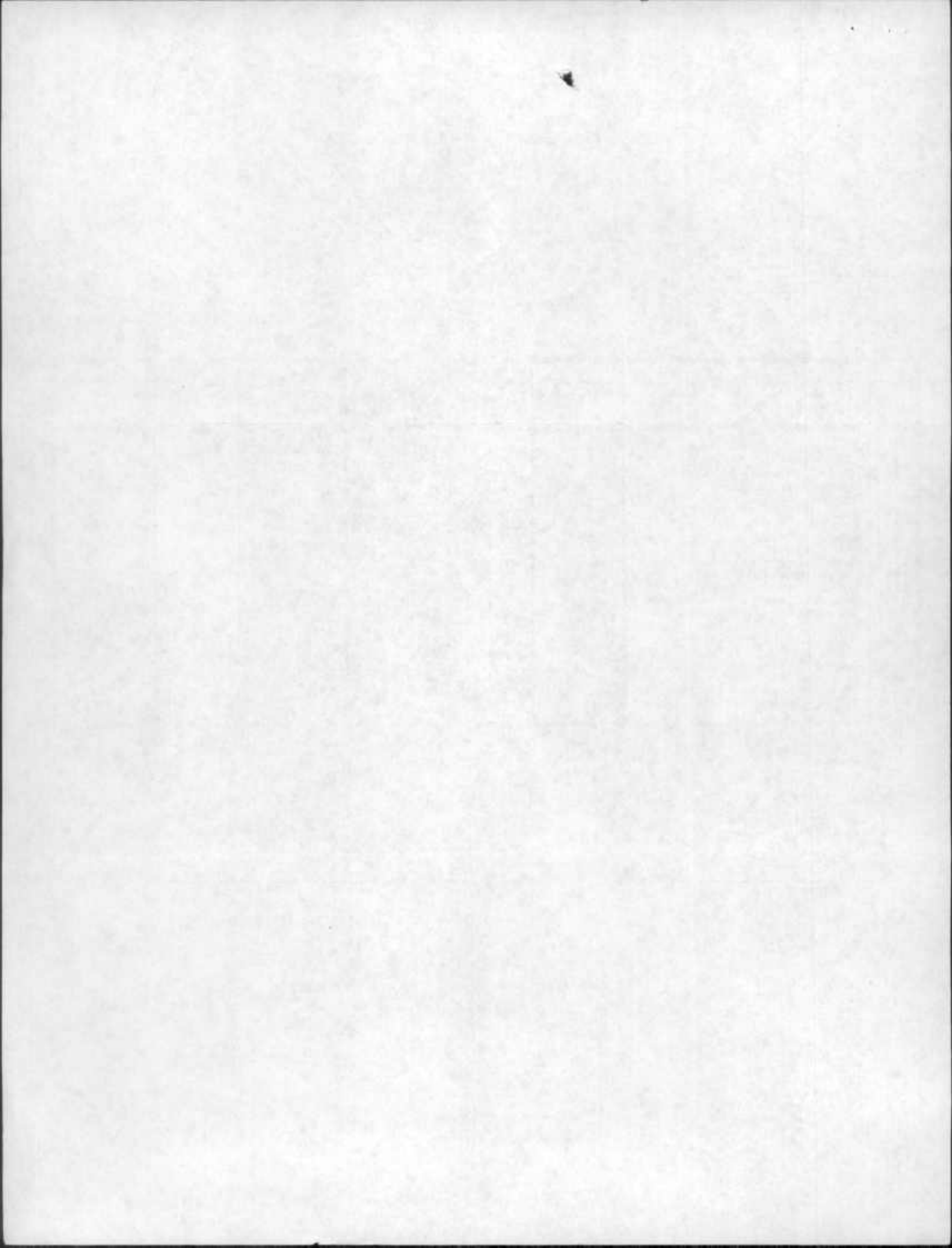
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 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

2/24/04
 Date



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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
22.	Leave & Duty Schedules	1209	PER 3*	2002	See last page for total	January 2004	Burned (Medical/ Auxiliary files returned to personnel)
23.	Overtime/Comp Time Record		PER 4	2000			
24.	Performance Evaluations (161)		PER 5-1	1998			
25.	Lost/Damaged Equipment (195)		PER 5-2	1999			
26.	Request for Secondary Emp. (168)		PER 5-9	2000			
27.	Donation of Sick Leave (201)		PER 5-10*	2002			
28.	Request for Training (9)		PER 5-12*	2000			
29.	Inspection Report (152)		PER 5-15	2001			
30.	Personnel Counseling (165)		PER 5-16*	2000			
31.	Job Observation Records (164/164A)		PER 5-51	2000			
32.	Donation of Sick Leave (201)		PER 6-3*	2002			
33.	Request for Secondary Emp. (168)		PER 6-9	2000			
34.	Off-Duty Use Log (49)		PER 8	2002			
35.	Off-Duty Use Vehicle Summary (49A)		PER 8-1*	1998			
36.	Form 29B, Monthly Summary To/From		PER 8-2*	1998			
37.	Request to Fill Vacancy		PER 11-4*	2000			
38.	Working Fund		FIS 1*	2002			
39.	Invoices Forwarded for Payment		FIS 2*	2002			
40.	Capital Equip. Invent/Improvements		FIS 3-1*	2000			
41.	Ordinance Equipment Inventory		FIS 3-3*	2000			
42.	Tactical Equipment Inventory		FIS 3-4*	2000			

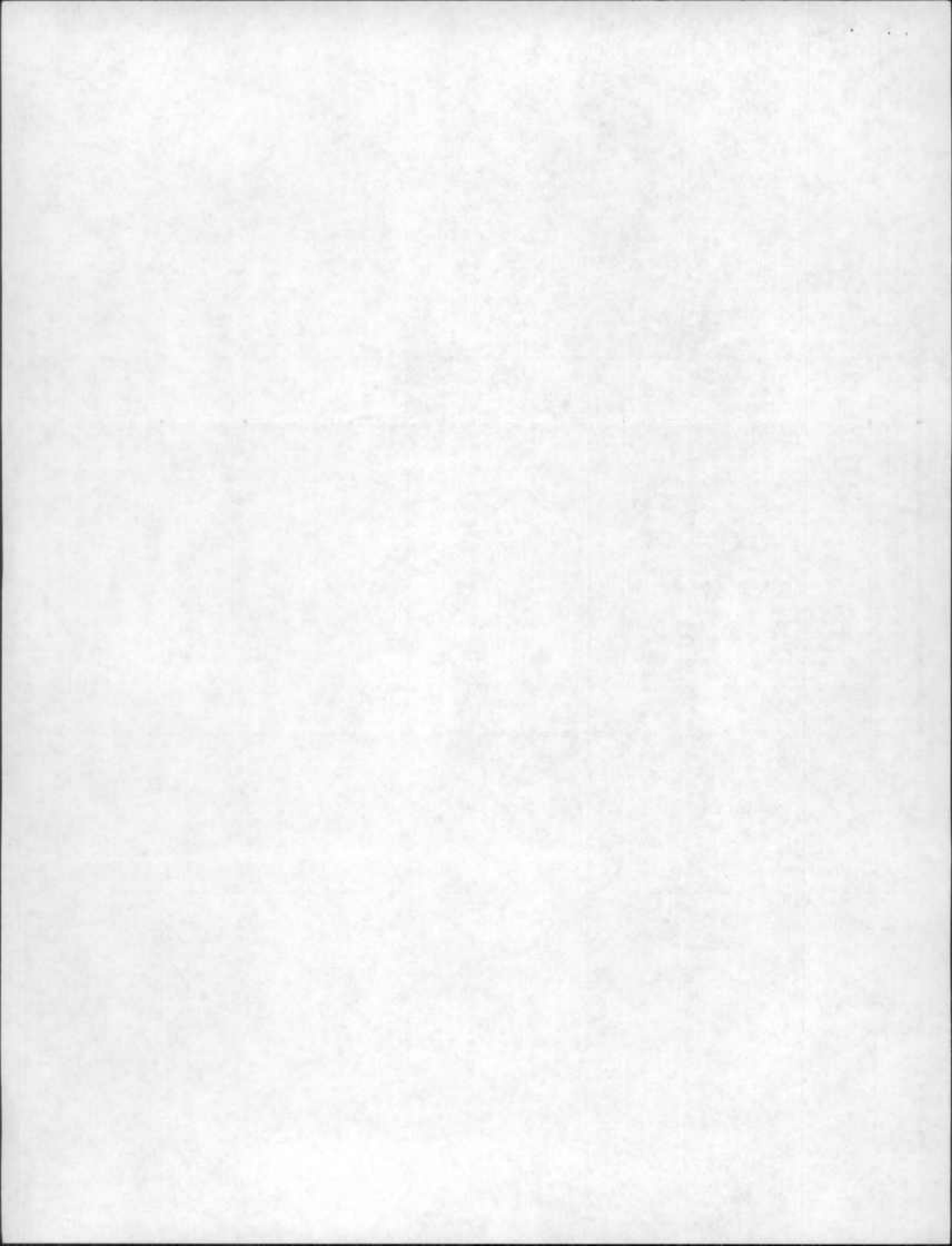
* Non-record copy

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 Signature

Captain/Barrack Commander
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2/24/04
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82 - LEONARDTOWN "T"


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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
43.	Cost Analysis Worksheet (138)	1209	FIS 3-5	2002	See last page for total	January 2004	Burned (Medical/ Auxiliary files returned to personnel)
44.	Audit Report		FIS 4*	2000			
45.	Contracts		FIS 5-0	2000			
46.	Check Accountability Log		FIS 6-0	2000			
47.	Check Accountability Form		FIS 6-1*	2002			
48.	Motor Vehicle Administration		OPS 1*	2002			
49.	Applicant Investigations		OPS 2*	2000			
50.	Warrants (Closed)		OPS 3-1	2002			
51.	Warrant Case Assignment Log		OPS 3-2	1998			
52.	Private Detective Log		OPS 6*	2000			
53.	All Other Applicant Invest Log		OPS 7*	2000			
54.	Firearms Dealer Log		OPS 9*	2000			
55.	Handgun Permit Log		OPS 11*	2000			
56.	Handgun Permit Investigations		OPS 11-4*	2002			
57.	Firearms Report	OPS 12*	2002				
58.	Jail Docket/Ledger	OPS 13	2000				
59.	Criminal Summons Log	OPS 15-1	1998				
60.	Criminal Summons (Closed)	OPS 15-2	2002				
61.	Court Notification Log	OPS 15-3	2002				
62.	Criminal Inv. Caseload Ledger	OPS 21-1	2000				

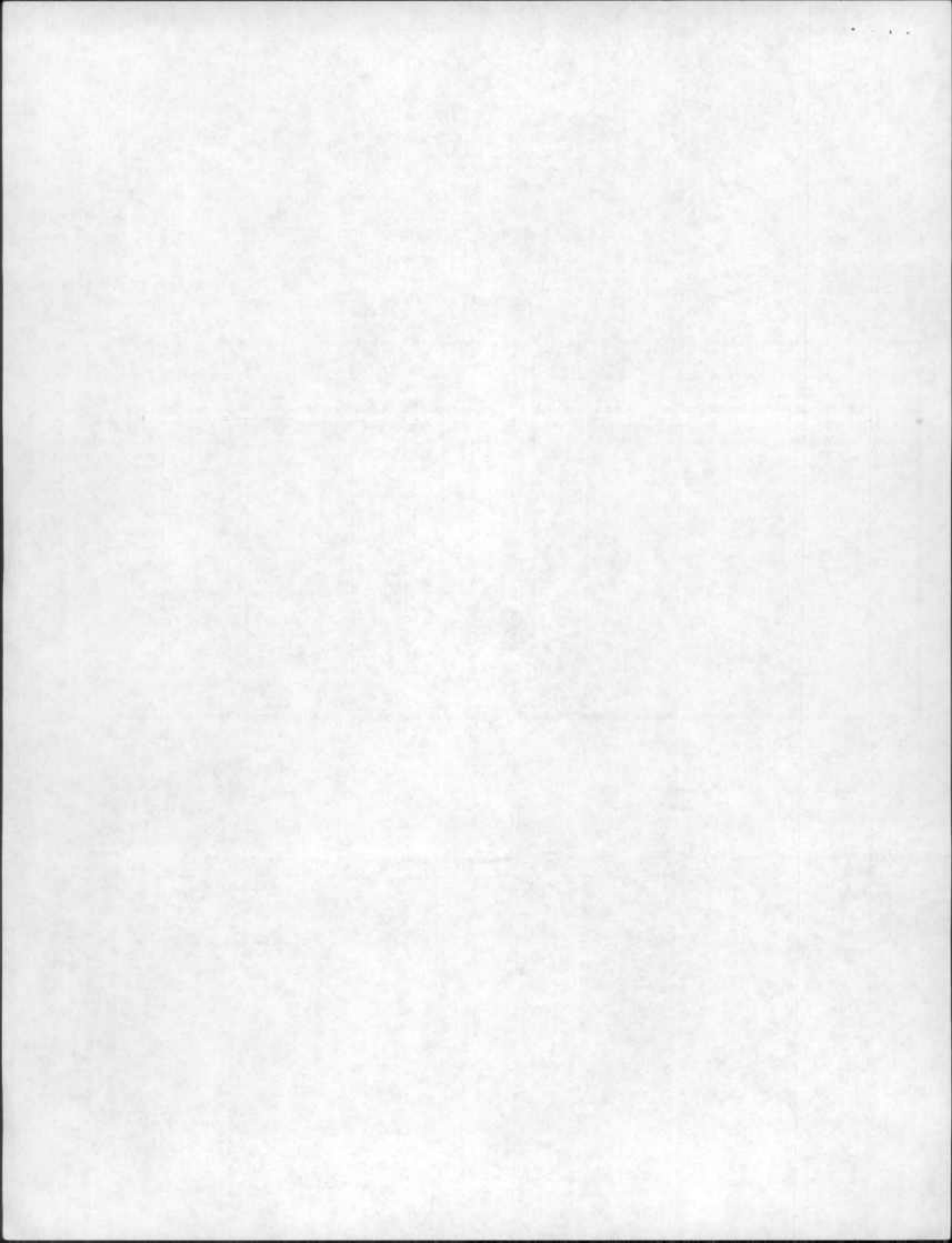
* Non-record copy

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


 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

2/24/04
 Date



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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

Authorization for Disposal

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

No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
63.	Incident Reports (Closed)	1209	OPS 23	2000	See last page for total	January 2004	Burned (Medical/ Auxiliary files returned to personnel)
64.	Consent to Search & Seize		OPS 24-4	2002			
65.	Missing Person Reports (Closed)		OPS 25-1*	2000			
66.	Vehicle Reports (Closed)		OPS 26-1	2000			
67.	Abandoned M/V (Closed)		OPS 26-3	2000			
68.	Motor Vehicle Inventory Log		OPS 27	2000			
69.	Tow Truck Service Application		OPS 28-1	2000			
70.	Towing Request Dist. Form (189)		OPS 28-2	2002			
71.	Accident Reports		OPS 35*	2000			
72.	Accident Reconstruction Rpts.		OPS 35-1	1998			
73.	Citation Book Issuance Control		OPS 36	2000			
74.	Vehicle Pursuit Review (114)		OPS 37-3	2000			
75.	Disabled Vehicle Daily Log		OPS 38	2000			
76.	MSP Speed Computer (158)		OPS 39	2001			
77.	Driving W/Intoxicated (Closed)		OPS 41-1	2002			
78.	Alcohol Influence Summary		OPS 41-2*	2002			
79.	Breath Testing Instrument		OPS 41-3	2000			
80.	Alcohol Testing Program Log		OPS 41-7	2000			
81.	Alcohol Influence Yearly Summary		OPS 41-10*	2000			
82.	Preliminary Breath Test Log		OPS 41-11	2000			
83.	DR-15A Book Issuance Control Ledger		OPS 41-13	2000			
84.	DR-15A/Allied Law Enf. Agencies	OPS 41-14	2002				
85.	Criminal Arrest Juvenile/Log (53/112)	OPS 53	2000				

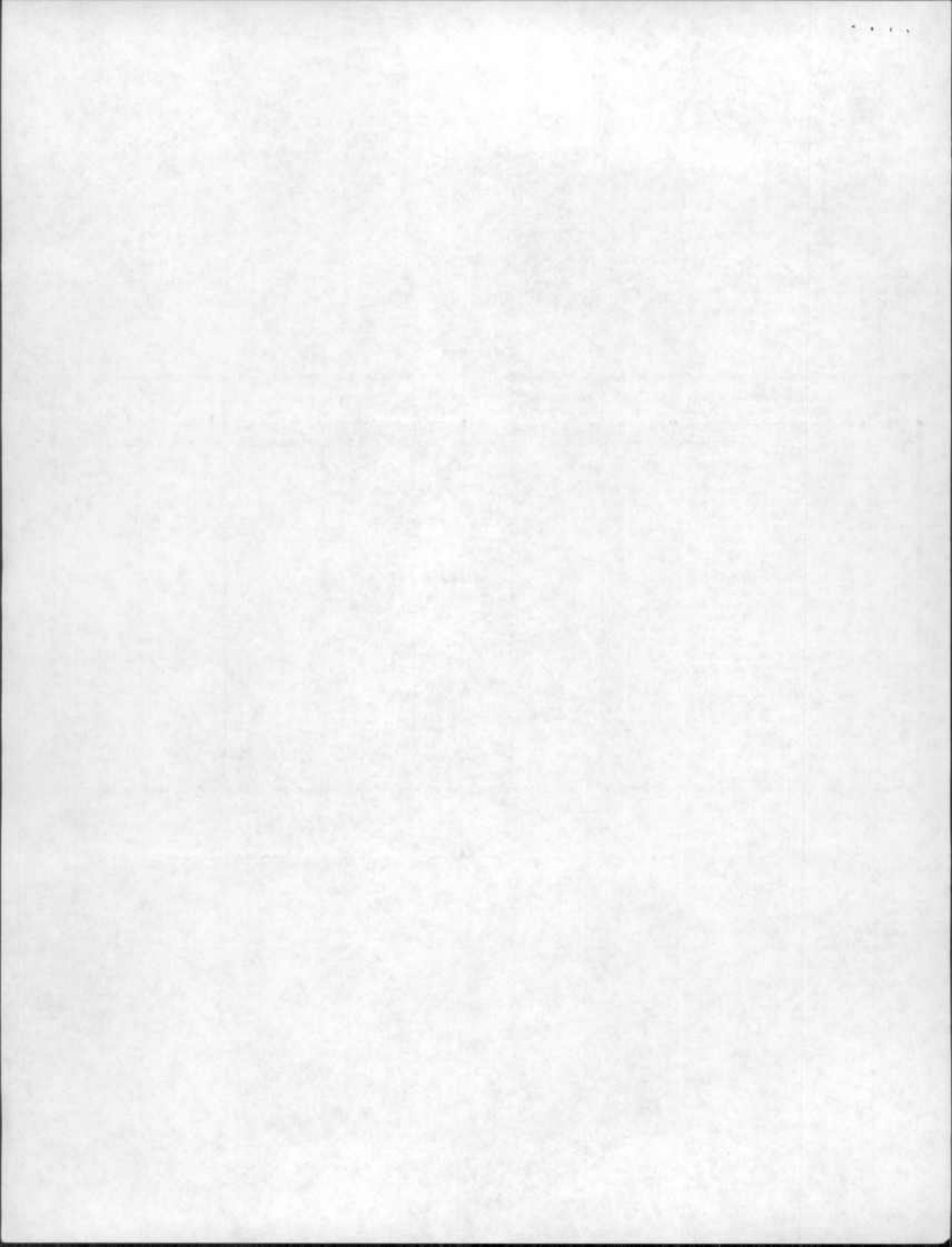
* Non-record copy

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


 M. A. Spaulding
 Signature

Captain/Barrack Commander
 Title

2/24/04
 Date



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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE
82 - LEONARDTOWN "T"

Authorization for Disposal

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No.	Description of Records Include Title & Form Number	Retention Schedule No.	Item No.	Inclusive Dates of Records Disposal	Volume (Cubic Ft)	Date of Disposal	Method of Disposal
86.	Semi-Annual Report Juvenile Lockups	1209	OPS 53-1*	2000	12 cu. ft.	January 2004	Burned (Medical/ Auxiliary files returned to personnel)
87.	Monthly UCR Reports		OPS 55*	2002			
88.	Property Records (Closed)		OPS 56-1*	2002			
89.	Property Record Control Log		OPS 56-2	1998			
90.	MSP Installation Property Log		OPS 56-3	1998			
91.	Confidential Informant File (Inactive)		OPS 57-1	1998			
92.	Burglar & Telephone Alarm Log		OPS 66	1999			
93.	Burglar & Telephone Alarm Corres.		OPS 66-1	1999			
94.	Federal Agencies		LIA 1*	2000			
95.	State Agencies		LIA 2*	2000			
96.	State Courts		LIA 3*	2000			
97.	Municipal Courts		LIA 4*	2000			
98.	County Governments		LIA 5*	2000			
99.	Requisition Log		SUP 2-2	2001			
100.	Motor Vehicle History (per Manual)		SUP 3*	2000			
101.	Motor Vehicle Operation Reports		SUP 3-1*	2002			
102.	Tactical Supplies Inventory		SUP 5*	2000			
103.	Organizations		PR 1*	2000			
104.	Press Releases (Local/HQ)	PR 2	2002				
105.	Tactical Training	TNG 4*	2000				
106.	Ad-Hoc Recommendations	TNG 5*	2002				
107.	Med Status/Medication Report	MED 2*	2000&2002				
108.	Duty-Related Illness/Injury	MED 3*	2000				

* Non-record copy

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


M. A. Swaulding
 Signature

Captain/Barrack Commander
 Title

2/24/04
 Date



MAR 4 2004




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

CERTIFICATE OF RECORDS DISPOSAL

		Authorization For Disposal					
N o.	Description of Records (Same Title as Listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Daily Radio & Barrack Logs	1209	ADM 9	2000	.5	03/15/04	Shredded
2	MILES Message Log	1209	ADM 10-2	2000	.5	03/15/04	Shredded
3	Staff Inspections	1209	ADM 11	2001	.5	03/15/04	Shredded
4	Command Meeting Minutes	1209	ADM 12	2000	.5	03/15/04	Shredded
5	Local Meeting Minutes	1209	ADM 12-1	2000	.5	03/15/04	Shredded
6	General Agency Correspondence	1209	ADM 14	2000	.5	03/15/04	Shredded
7	Trooper Activity Reports	1209	PER 1	2002	.5	03/15/04	Shredded
8	Activity Summaries	1209	PER 1-1	2002	.5	03/15/04	Shredded
9	Employee Work & Leave Reports	1209	PER 2	2002	.5	03/15/04	Shredded
10	Employee Payroll Auth. Summary	1209	PER 2-1	2002	.5	03/15/04	Shredded
11	Leave & Duty Schedules	1209	PER 3	2002	.5	03/15/04	Shredded

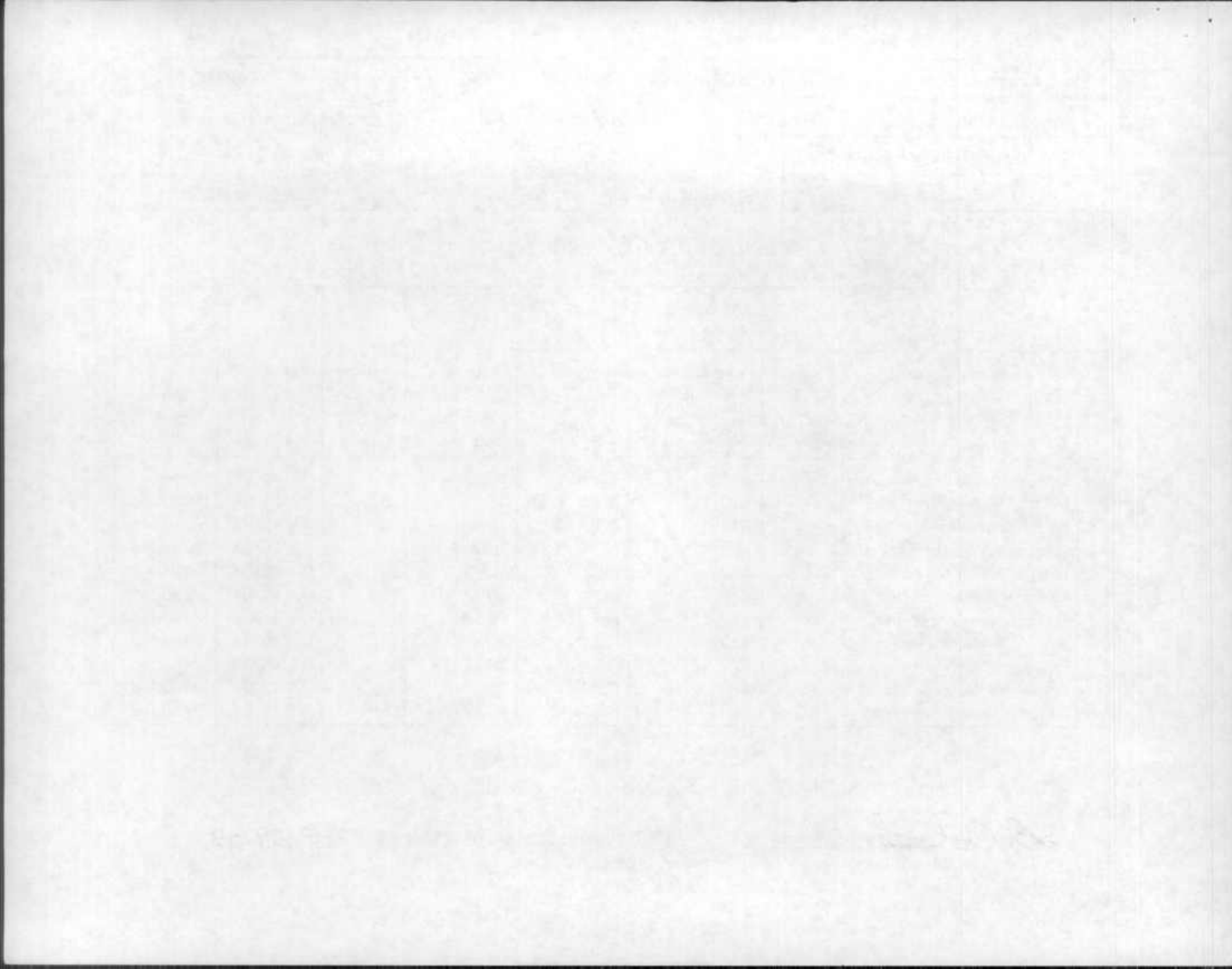
I hereby certify that the records listed above were disposed of as indicated.



Signature

Commander, Barrack "W" McHenry
Title

3/29/04
Date



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

CERTIFICATE OF RECORDS DISPOSAL

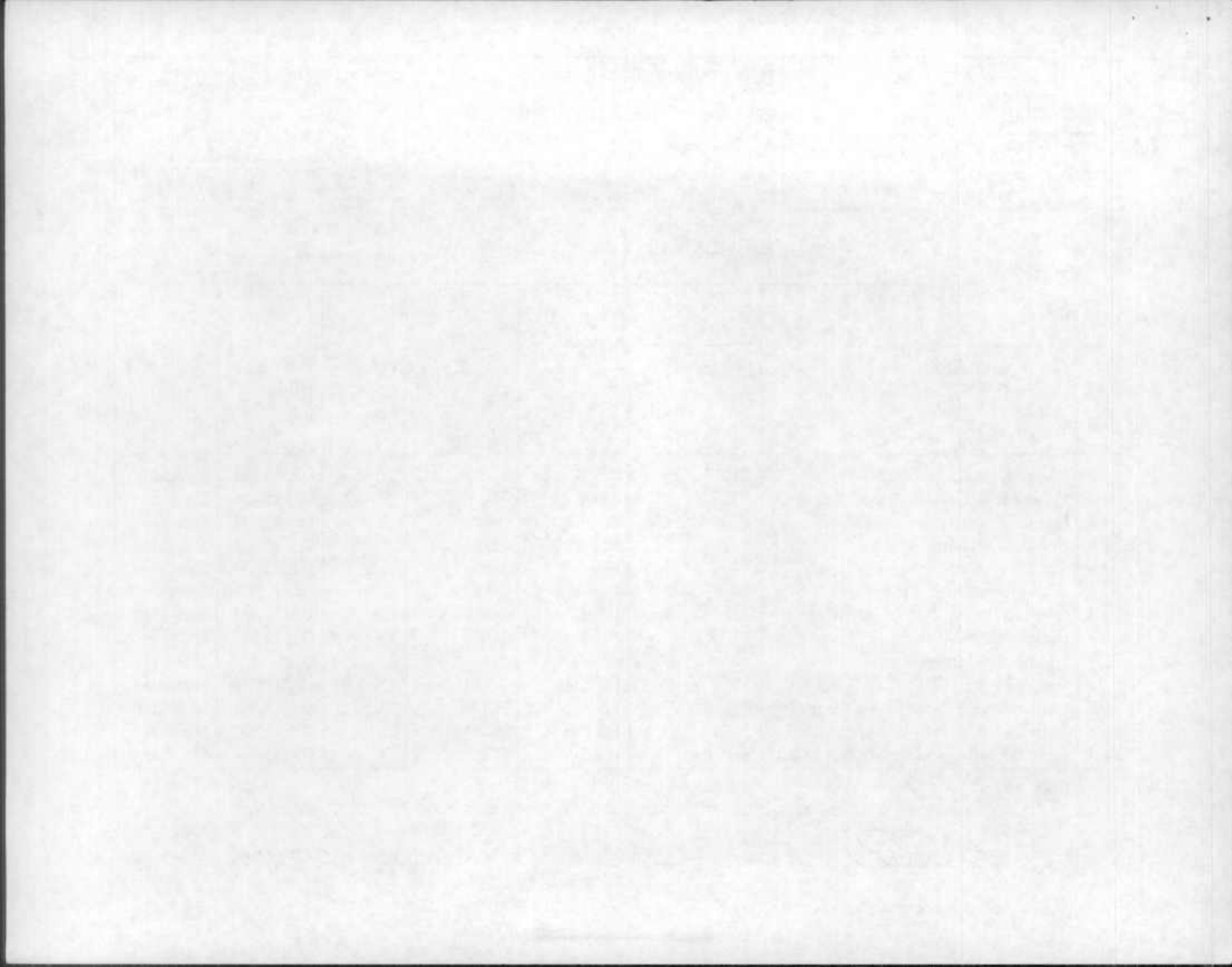
N o.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
12	Overtime & Compensatory Time	1209	PER 4	2000	.5	03/15/04	Shredded
13	Overtime & Comp. Time, Civilians	1209	PER 4-1	2000	.5	03/15/04	Shredded
14	Reimbursable Overtime Projects	1209	PER 4-4	2002	.5	03/15/04	Shredded
15	Off-Duty Use Log	1209	PER 8	2002	.5	03/15/04	Shredded
16	Off-Duty Use Summary	1209	PER 8-1	1998	.5	03/15/04	Shredded
17	Working Fund	1209	FIS 1	2002	.5	03/15/04	Shredded
18	Invoices Forwarded for Payment	1209	FIS 2	2002	.5	03/15/04	Shredded
19	Budget Requests Authorization	1209	FIS 3	1998	.5	03/15/04	Shredded
20	Capital Equipment Inventory & Improvements	1209	FIS 3-1	2000	.5	03/15/04	Shredded
21	Ordnance Equipment - Inventory	1209	FIS 3-3	2000	.5	03/15/04	Shredded
22	Tactical Equipment - Inventory	1209	FIS 3-4	2000	.5	03/15/04	Shredded
23	Cost Analysis Worksheet	1209	FIS 3-5	2002	.5	03/15/04	Shredded

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Signature

Commander, Barrack "W" McHenry
Title

3/29/04
Date




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

CERTIFICATE OF RECORDS DISPOSAL

		Authorization For Disposal					
No.	Description of Records (Same Title as Listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
24	Check Accountability Log	1209	FIS 6-0	2000	.5	03/15/04	Shredded
25	Check Accountability Form	1209	FIS 6-1	2002	.5	03/15/04	Shredded
26	Warrants	1209	OPS 3-1	2002	.5	03/15/04	Shredded
27	Warrant Case Assignment Log	1209	OPS 3-2	1998	.5	03/15/04	Shredded
28	Detention Log	1209	OPS 13	2000	.5	03/15/04	Shredded
29	Criminal and/or Other Summons	1209	OPS 15-2	2001	.5	03/15/04	Shredded
30	MSP Court Notification Log	1209	OPS 15-3	2002	.5	03/15/04	Shredded
31	Complaint Control Card	1209	OPS 21	2000	.5	03/15/04	State Rec. Center
32	Incident Reports	1209	OPS 23	2000	.5	03/15/04	Shredded
33	Consent to Search & Seize	1209	OPS 24-4	2002	.5	03/15/04	Shredded
34	Missing Person Report - Closed	1209	OPS 25-1	2000	.5	03/15/04	Shredded
35	Vehicle Report	1209	OPS 26-1	2000	.5	03/15/04	Shredded
36	Motor Vehicle Inventory Log	1209	OPS 27	2000	.5	03/15/04	Shredded
37	Tow Truck Service Applications	1209	OPS 28	2002	.5	03/15/04	Shredded
38	Accident Reports		OPS 35	2000			

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



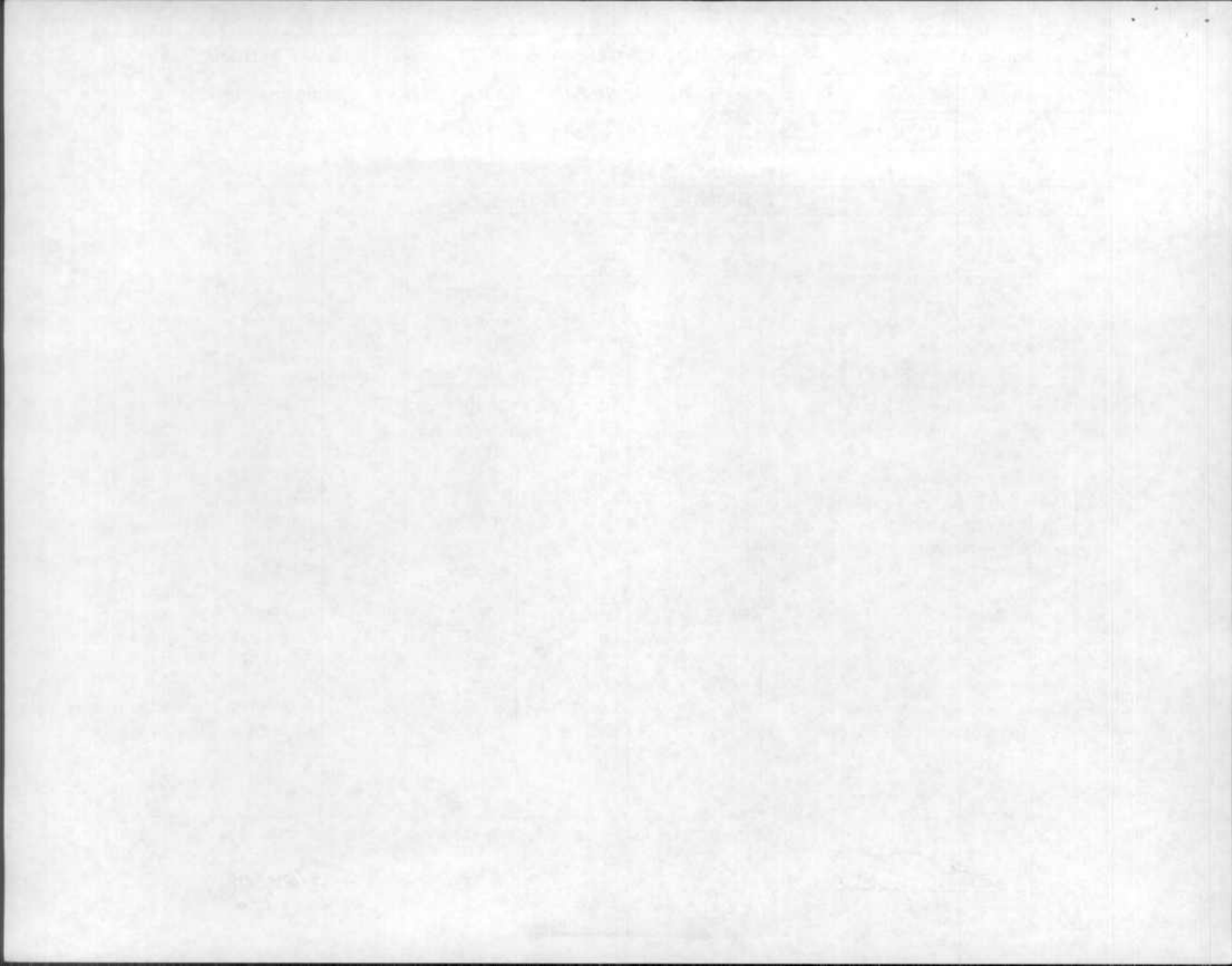
Signature

Commander, Barrack "W" McHenry

Title

3/29/04

Date



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

CERTIFICATE OF RECORDS DISPOSAL

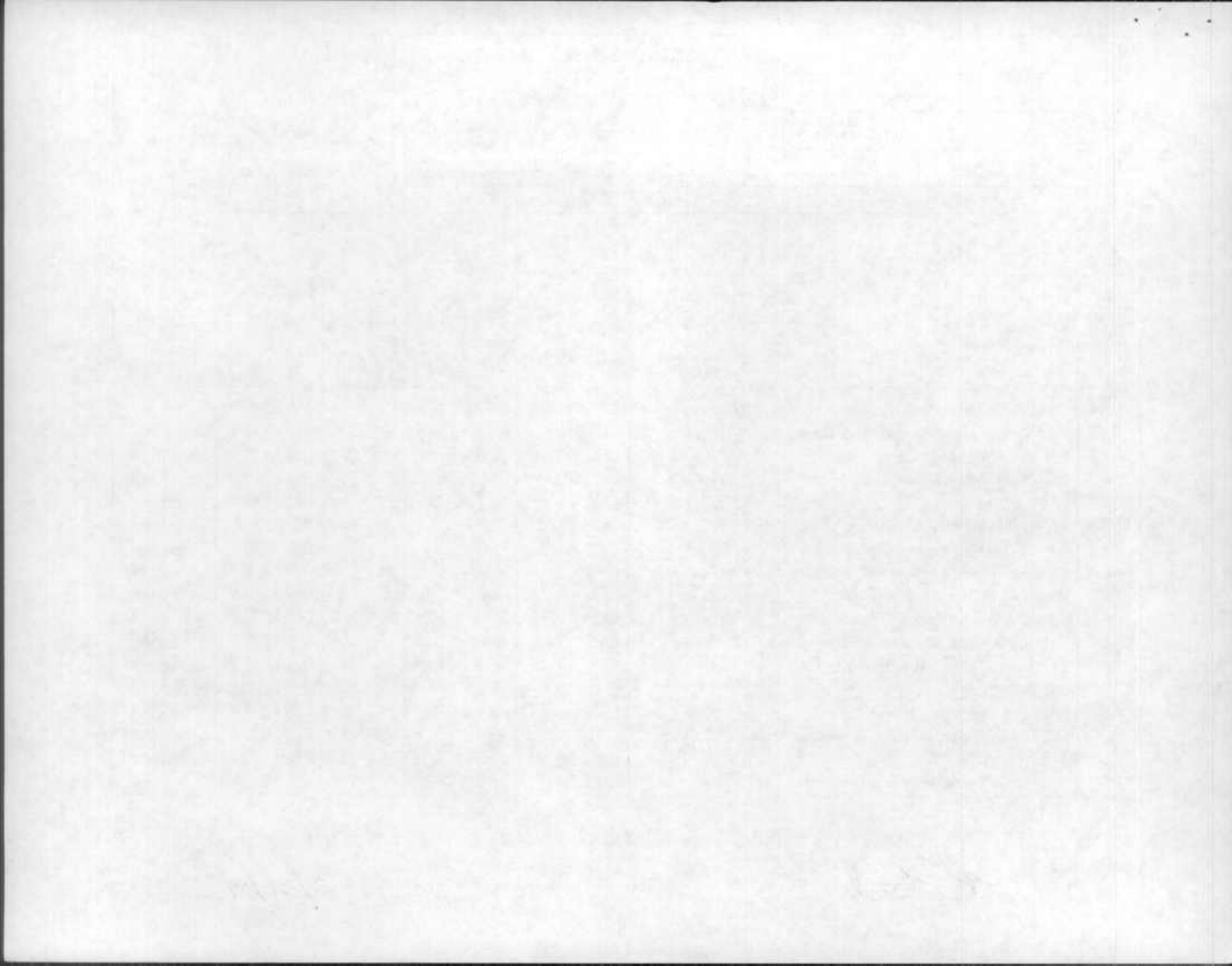
N o.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
39	Detailed Crash Investigation Reports	1209	OPS 35-1	1998	.5	03/15/04	Shredded
40	Citation Bk. Issuance Ctrl. Ledger	1209	OPS 36	2000	.5	03/15/04	Shredded
41	Vehicle Pursuit Review	1209	OPS 37-3	2000	.5	03/15/04	Shredded
42	Disabled Vehicle Daily Log Sheet	1209	OPS 38	2000	.5	03/15/04	Shredded
43	DWI (Closed)	1209	OPS 41	As Needed	.5	03/15/04	Shredded
44	Alcohol Influence Summary	1209	OPS 41-2	2002	.5	03/15/04	Shredded
45	Breath Testing Instrument Report	1209	OPS 41-3	2000	.5	03/15/04	Shredded
46	Alcohol Influence Yearly Summary	1209	OPS 41-10	2000	.5	03/15/04	Shredded
47	Preliminary Breath Test Log	1209	OPS 41-11	2000	.5	03/15/04	Shredded
48	DR-15A Bk. Issuance Ctrl. Ledger	1209	OPS 41-13	2000	.5	03/15/04	Shredded
49	Criminal Arrest - Juvenile Detention	1209	OPS 53	2000	.5	03/15/04	Shredded
40	Semi-Annual Rpt. Juv. Held in Cell	1209	OPS 53-1	2000	.5	03/15/04	Shredded
51	UCR Monthly Reports	1209	OPS 55	2002	.5	03/15/04	Shredded
52	Property Records Closed	1209	OPS 56-1	As Needed	.5	03/15/04	Shredded
53	MSP Installation Property Log		OPS 56-3	1998	.5	03/15/04	Shredded
54	Alarm Log		OPS 66-1	1999	.5	03/15/04	Shredded
55	Burglar & Telephone Alarm Corres.		OPS 66	1999	.5	03/15/04	Shredded

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


Signature

Commander, Barrack "W" McHenry
Title

3/29/04
Date



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

CERTIFICATE OF RECORDS DISPOSAL

		Authorization For Disposal					
N o.	Description of Records (Same Title as Listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
56	Federal Agencies	1209	LIA 1	2000	.5	03/15/04	Shredded
57	State Agencies	1209	LIA 2	2000	.5	03/15/04	Shredded
58	State Courts	1209	LIA 3	2000	.5	03/15/04	Shredded
59	Municipal Governments	1209	LIA 4	2000	.5	03/15/04	Shredded
60	County Governments	1209	LIA 5	2000	.5	03/15/04	Shredded
61	Requisition Log	1209	SUP 2-2	2001	.5	03/15/04	Shredded
62	Motor Vehicle Operation Reports	1209	SUP 3-1	2002	.5	03/15/04	Shredded
63	Organizations	1209	PR 1	2000	.5	03/15/04	Shredded
64	Press Releases	1209	PR 2	2002	.5	03/15/04	Shredded
65	Public Inquires	1209	PR 4	2000	.5	03/15/04	Shredded
66	Medical Records	1209	MED 1	2002	.5	03/15/04	Shredded
	a. Form 200			N/A	.5	03/15/04	Shredded
	b. Form 175A & 175B			2002	.5		
	c. Form 199			2000			

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



Signature

Commander, Barrack "W" McHenry
Title

3/29/04
Date

APR 9

-2004

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

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

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Manual Projects File: All project numbers are preceded by a "G". 991, 1019, 1020, 1021, 1022, 1025, 1030, 1031, 1032.	971-02-A-5	02-06	10-6-98 to 2-1-01	.25	5-7-03	recycling
2	Manual Projects File: All project numbers are preceded by an "M". 1397, 1465, 1517, 1527, 1572, 1576-1578, 1585, 1586, 1601, 1602, 1606, 1607, 1608, 1609-1617, 1619-1628, 1630, 1631.	971-02-A-5	02-09	11-9-99 to 2-7-00	.50	5-7-03	recycling

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

Thomas R. Anderson Jr.
Signature

Administrator
Title

May 8, 2003
Date

[REDACTED]

MAY 9 2003

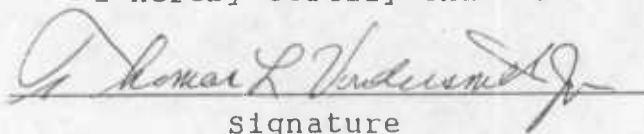
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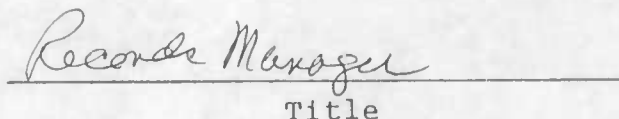
Department of State Police	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	PREPARE IN DUPLICATE Retain one copy and forward original to address at left.
Reporting Agency		
Planning & Research Division		
Division or Unit		

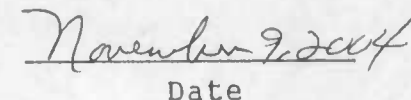
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Projects Files: G-471, 813, 977, 1034-1036, 1040-1041.	971-02-A5	02-9	3/25/90 - 1/11/01	0.1	11/9/04	Recycle
2	Manual Project Files: M-841, 1454, 1507, 1570, 1593, 1618, 1637, 1655, 1669, 1671, 1672, 1676, 1679, 1682-1688, 1690, 1692-1700, 1702, 1706, 1707, 1708, 1711.	971-02-A5	02-9	7/9/90 - 8/22/01	0.8	11/9/04	Recycle
3	Major Projects Files: P-605, 615	971-02-A5	02-9	2/3/92 - 10/31/93	0.1	11/9/04	Recycle
<i>Total</i>					1.0		

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


Signature


Title


Date

NOV 10 2004

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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

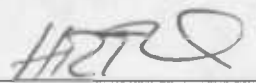
PREPARE IN DUPLICATE
 Retain one copy and forward
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Page 1 of 9

No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Records Transmittal & Receipt (DGS 550-5)	1209	ADM 1-1*	1971/1977	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
2	Certificate of Record Disposal (DGS 550-2)		ADM 1-2*	2001			
3	5-Year Report (DGS 550-6)		ADM 1-3*	1997			
4	General Orders - Inactive		ADM 2*	1999			
5	Special Orders - Inactive		ADM 3-1*	1999			
6	Memoranda - Inactive		ADM 4-1*	1999			
7	Status Reports		ADM 5	1997			
8	Energy Conservation		ADM 7	1999			
9	Statistical Surveys/Reports		ADM 8	1997			
10	Daily Barrack/Radio Logs		ADM 9	1999			
11	MILES Message Log		ADM 10-2	1999			
12	Staff Inspections		ADM 11	2000			
13	Command Meeting Minutes		ADM 12	1999			
14	Local Meeting Minuts		ADM 12-1	1999			
15	General Agency Correspondence		ADM 14	1999			

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

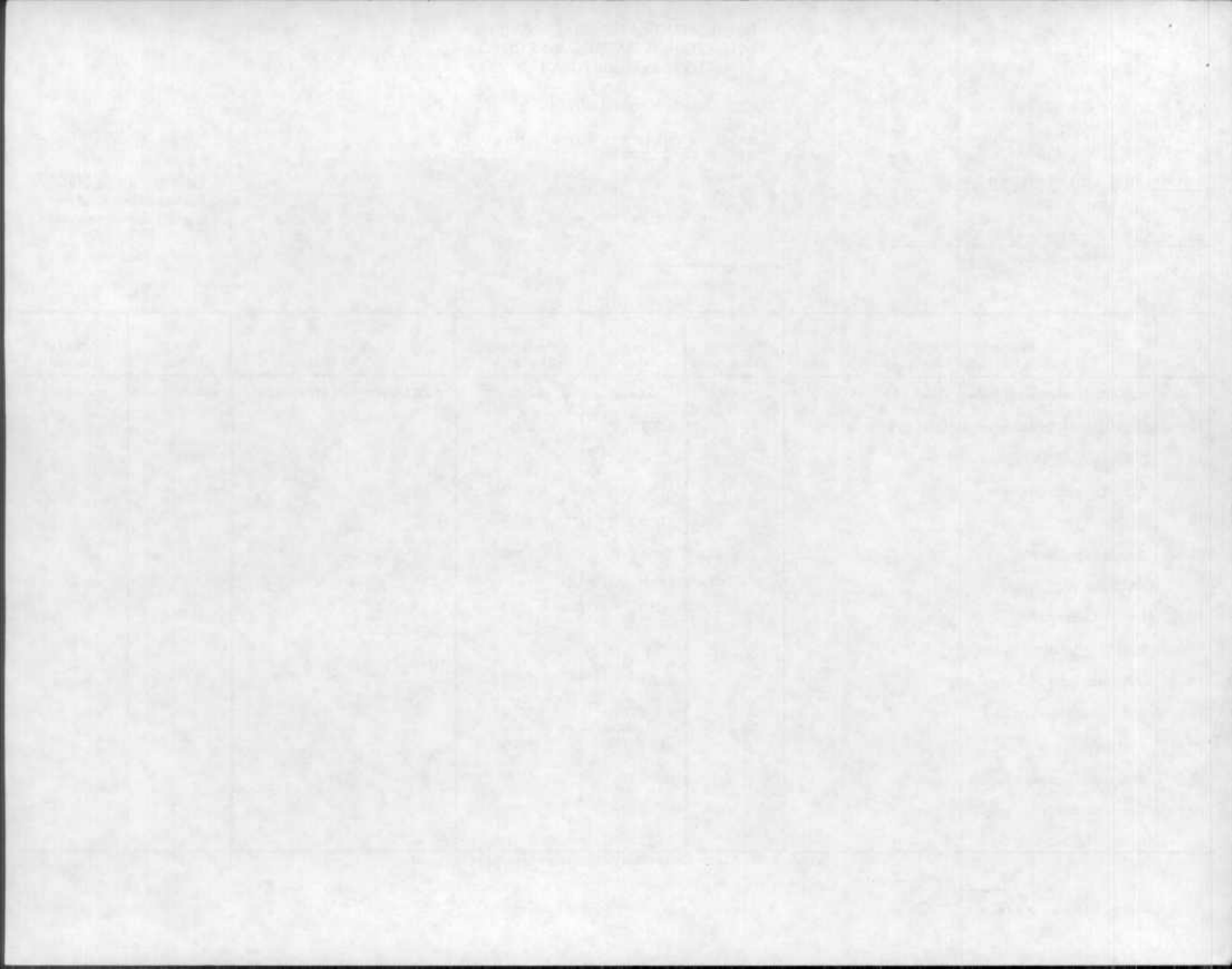
Lieutenant H. R. Rich
 Signature



Lieutenant/Barrack Commander
 Title

03/05/2003
 Date

DGS 550-2



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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

PREPARE IN DUPLICATE

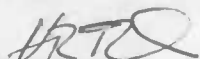
Retain one copy and forward original to above address.

Page 2 of 9

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.				
16	MILES/NCIC Audit Reports	1209	ADM 15	1998	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
17	MILES/NCIC Validations		ADM15-1	2001			
18	NCIC Training Correspondence		ADM 15-2	2000			
19	MILES/NCIC/CJIS Surveys		ADM 15-3	2000			
20	Trooper Activity Reports		PER 1	2001			
21	Activity Summaries		PER 1-1*	2000			
22	Employee Work & Leave Reports		PER 2*	2001			
23	Employee Payroll Authorization Summary		PER 2-1*	2001			
24	Leave & Duty Schedules		PER 3	2001			
25	Overtime/Compensatory Time Authorization Record		PER 4	1999			
26	Performance Evaluations (161)		PER 5-1	1997			
27	Lost/Damaged Equipment (195)		PER 5-2	1998			
28	Request for Secondary Employment		PER 5-9	1999			
29	Donation of Sick Leave (201)	PER 5-10*	2001				
30	Request for Training (9)	PER 5-12*	1999				

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

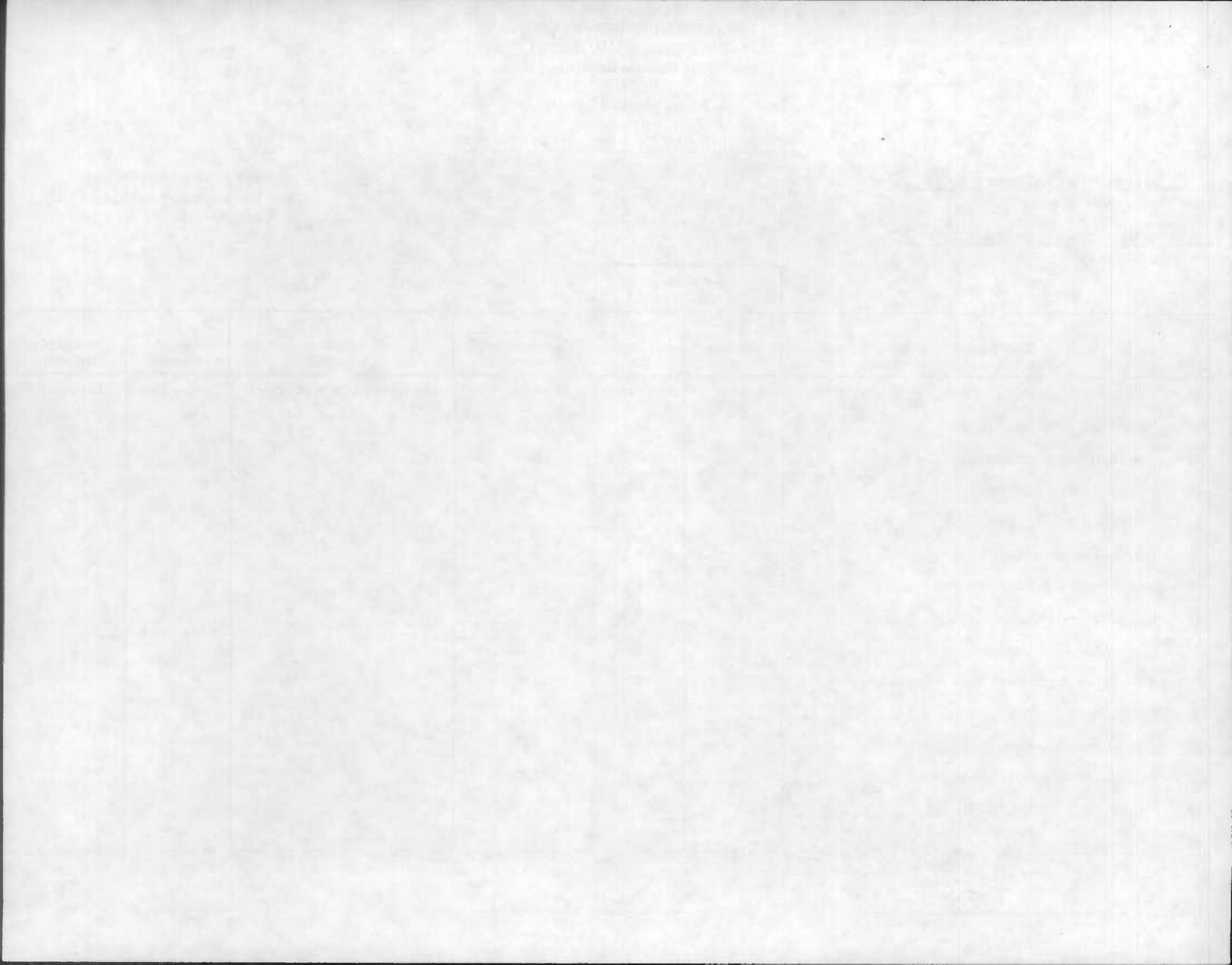
Lieutenant H. R. Rich
Signature



Lieutenant/Barrack Commander
Title

DGS 550-2

03/05/2003
Date



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

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND STATE POLICE

Reporting Agency

PREPARE IN DUPLICATE

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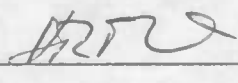
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Page 3 of 9

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.				
31	Inspection Report (152)	1209	PER 5-15	2001	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
32	Personnel Counseling (165)		PER 5-16*	1999			
33	Job Observation Records (164/164A)		PER 5-51	1999			
34	Donation of Sick Leave (201)		PER 6-3*	2001			
35	Personnel Counseling Form (165)		PER 6-6*	1999			
36	Request for Secondary Employment (168)		PER 6-9	1999			
37	Bilingual Pay Request (220)		PER 7*	1999			
38	Off-Duty Use Log (49)		PER 8	2001			
39	Off Duty Use Monthly Summary (49A)		PER 8-1*	1997			
40	Monthly Summary for To & From Assignment AIRS Data (Form 29B)		PER 8-2*	1997			
41	Request fo Fill Vacancy		PER 11-4*	1999			
42	Working Fund		FIS 1*	2001			
43	Invoices Forwarded for Payment		FIS2*	2001			
44	Budget Requests Authorized		FIS 3*	1997			
45	Capital Equipment Inventory & Improvements		FIS 3-1*	1999			

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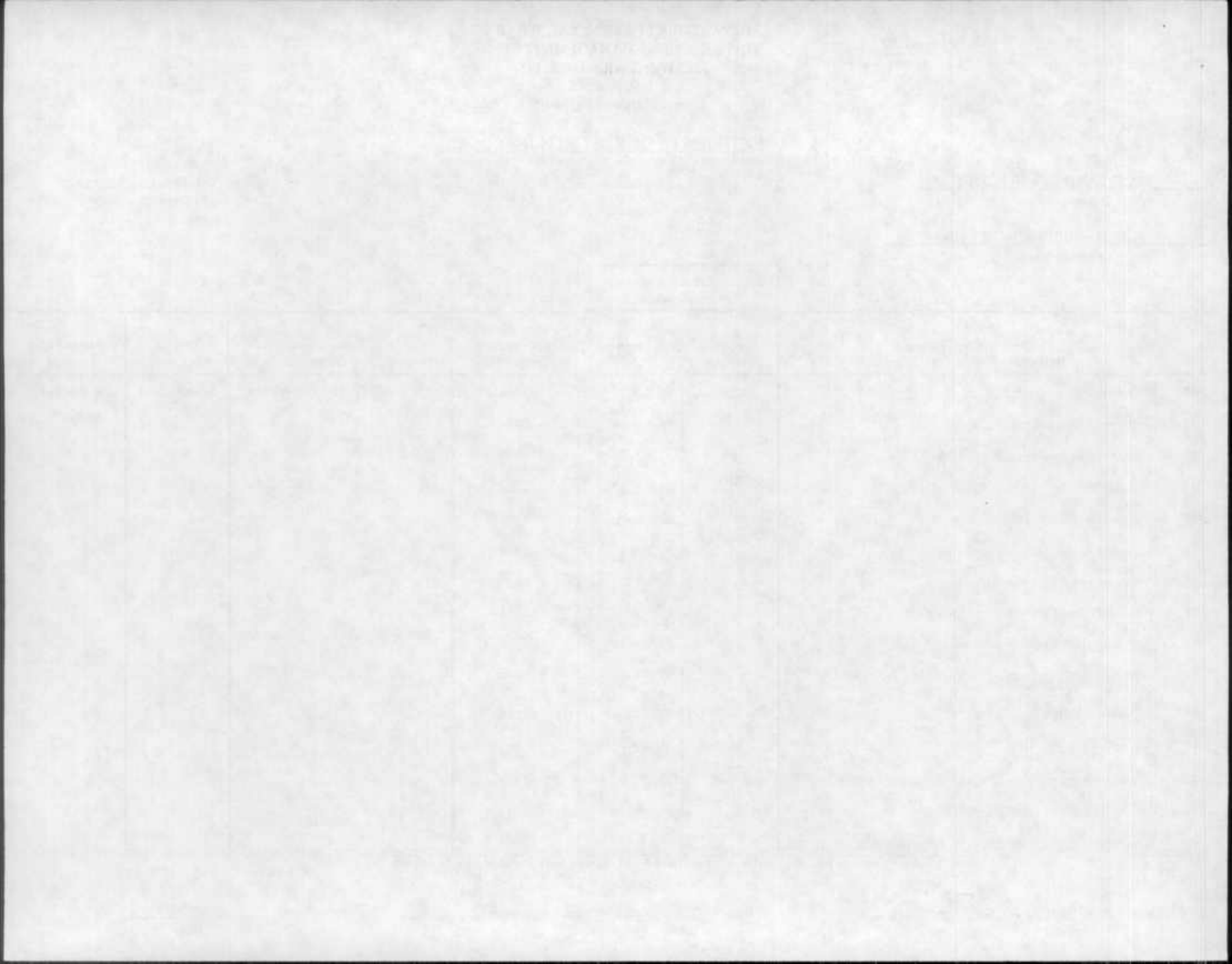
Lieutenant H. R. Rich
Signature



Lieutenant/Barrack Commander
Title

03/05/2003
Date

DGS 550-2



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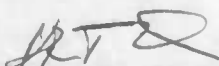
Page 4 of 9

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.				
46	Ordnance Equipment Inventory	1209	FIS 3-3*	1999	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
47	Tactical Equipment Inventory		FIS 3-4*	1999			
48	Cost Analysis Worksheet (138)		FIS 3-5	2001			
49	Audit Report		FIS 4*	1999			
50	Contracts		FIS 5-0	1999			
51	Check Accountability Log		FIS 6-0	1999			
52	Check Accountability Form		FIS 6-1*	2001			
53	Reimbursable Overtime Projects		FIS 7-0	2001			
54	Motor Vehicle Administration		OPS 1*	2001			
55	Applicant Investigations		OPS 2*	1999			
56	Warrants (closed)		OPS 3-1	2001			
57	Warrant Case Assignment Log		OPS 3-2	1997			
58	Correctional Officers Log		OPS 4	1999			
59	Special Police Commission Log		OPS 5	1999			
60	Special Police Commission Investigation File		OPS 5-1	1999			

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03/05/2003
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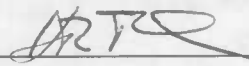
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63	Guard Clearance Log		OPS 6-2	1999			
64	All Other Applicant Investigations Log		OPS 7	1999			
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66	Firearms Dealers Log		OPS 9	1999			
67	Application to Purchase or Transfer Pistol/Revolvers		OPS 10	2001			
68	Application to Purchase or Transfer Pistol/Revolvers Log		OPS 10-1	1997			
69	Handgun Permit Log		OPS 11	1999			
70	Handgun Permit Application Investigation form		OPS 11-4	2001			
71	Firearms Report		OPS 12	2001			
72	Detention Log		OPS 13	1999			
73	Criminal and/or Other Summons		OPS 15	1997			
74	Criminal and/or Other Summons Log		OPS 15-1	1997			
75	Criminal and/or other Summons - Closed	OPS 15-2	2001				

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Lieutenant/Barrack Commander
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03/05/2003
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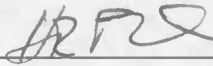
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No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
76	MSP Court Notification Log	1209	OPS 15-3	2001	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
77	Secondhand Precious Metals & Gems Dealers Licenses		OPS 19	2001			
78	Criminal Investigator Caseload Ledger		OPS 21-1	1999			
79	Complaint Control Card		OPS 22	2001			
80	Incident Reports - Closed		OPS 23	1999			
81	Crime Prevention Reports		OPS 23-1	1999			
82	Vehicle Inspection Program Reports		OPS 23-3	1999			
83	Consent to Search & Seize (no contraband seized)		OPS 24-4	2001			
84	Missing Person Report (closed)		OPS 25-1	1999			
85	Vehicle Reports (Closed)		OPS 26-1	1999			
86	Abandoned Motor Vehicle (Closed)		OPS 26-3	1999			
87	Motor Vehicle Inventory Log		OPS 27	1999			
88	Tow Truck Service Application (Closed)		OPS 28-1	1999			
89	Towing Request Distribution Forms (Form 189)		OPS 28-2	2001			
90	Accident Reports		OPS 35	1999			

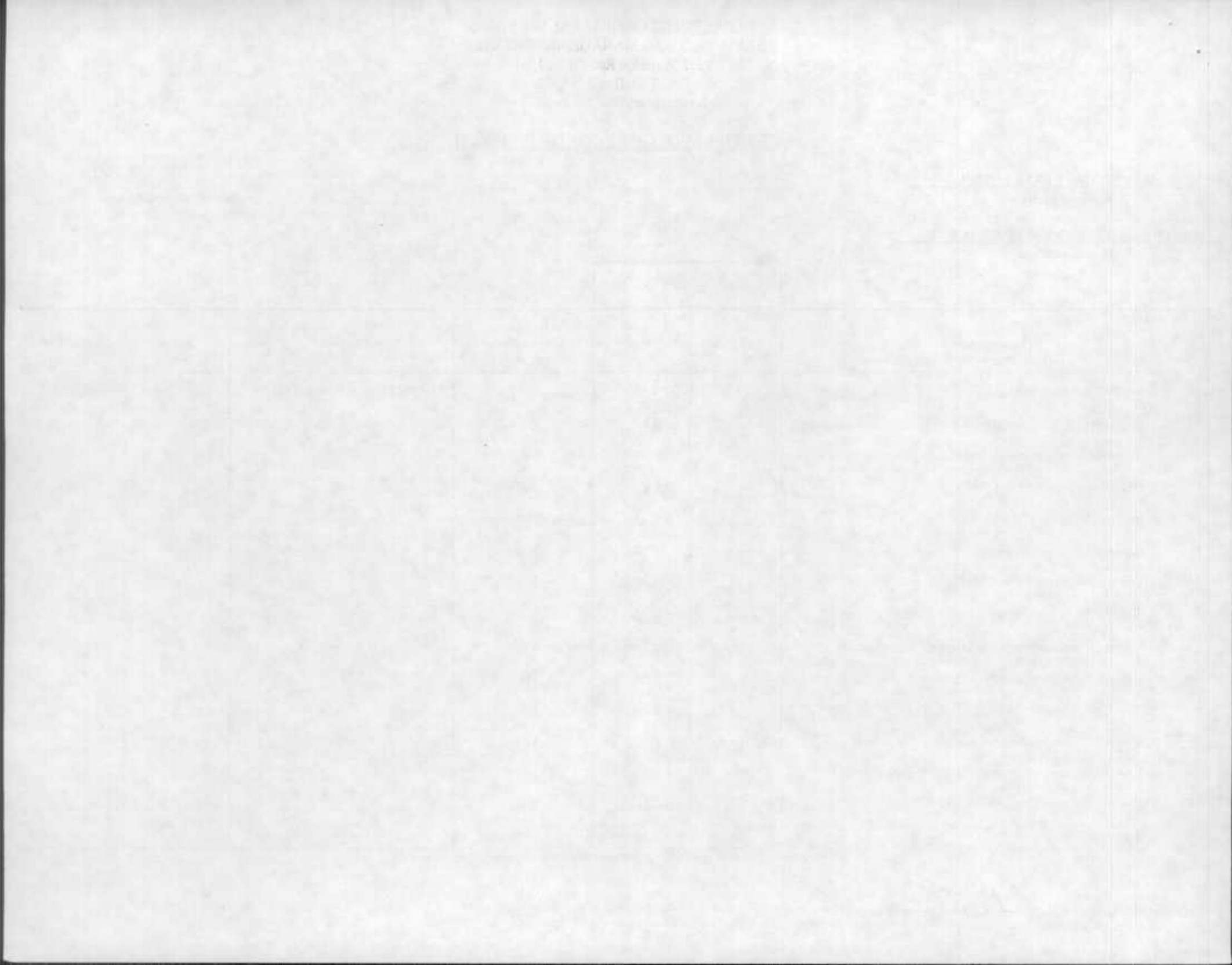
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		Retention Sched. No.	Item No.				
91	Detailed Crash Investigation Reports	1209	OPS 35-1	1997	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
92	Citation Book Issuance Control Ledger		OPS 36	1999			
93	Vehicle pursuit Review (114)		OPS 37-3	1999			
94	Disabled Vehicle Daily Log Sheet		OPS 38	1999			
95	MSP Speed Computer Calibration/Inspection & Certification Report		OPS 39	2001			
96	Driving While Intoxicated Cases - Closed		OPS 41-1	2001			
97	Alcohol Influence Summary		OPS 41-2	2001			
98	Breath Testing Instrument Report		OPS 41-3	1999			
99	Alcohol Testing Program Log		OPS 41-7	1999			
100	Alcohol Influence Yearly Summary		OPS 41-10	1999			
101	Preliminary Breath Test Log		OPS 41-11	1999			
102	DR-15A Book Issuance Control Ledger		OPS 41-13	1999			
103	DR-15A - Applied Law Enforcement Agencies		OPS 41-14	2001			
104	Criminal Arrest Juvenile Detention Log		OPS 53	1999			
105	Semi-Annual Report on Juveniles		OPS 53-1	1999			

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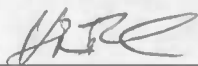
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No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
106	Monthly UCR Reports	1209	OPS 55	2001	SEE LAST PAGE FOR TOTAL	January, 2003	Incinerated
107	Property Records (Closed)		OPS 56-1*	2001			
108	Property Record Control Log		OPS 56-2	1997			
109	MSP Installation Property Log		OPS 56-3	1997			
110	Alarm Log		OPS 66	1998			
111	Burglar & Telephone Alarm Correspondence		OPS 66-1	1998			
112	Alarm Record		OPS 66-2	2001			
113	K-9 Activities		OPS 68	2001			
114	K-9 Activity Summary (Form 40)		OPS 68-1	2001			
115	K-9 Handlers Daily Activity Report (form 41)		OPS 68-2	2001			
116	Audio/Visual Recording (83)		OPS 69	1997			
117	Federal Agencies		LIA 1*	1999			
118	State Courts		LIA 2*	1999			
119	Municipal Courts		LIA 3*	1999			
120	County Governments		LIA 4*	1999			

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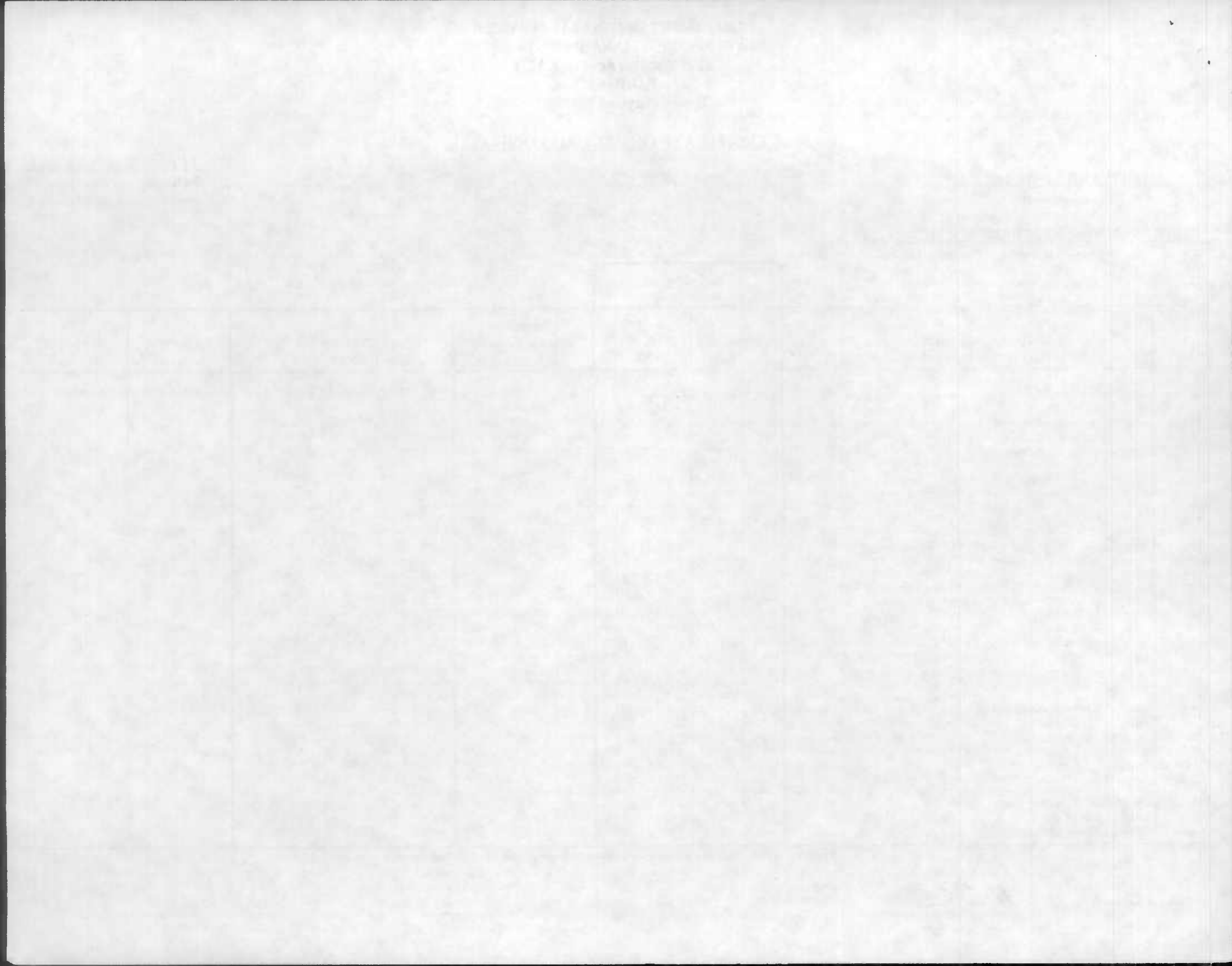
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		Retention Sched. No.	Item No.				
121	Requisition Log	1209	LIA 5*	1999	Total: 27.c.f.	January, 2003	Incinerated
122	Motor Vehicle Operation Reports		SUP 2-2	2000			
123	Tactical Supplies Inventory - Non-Capital Equipment		SUP 5*	1999			
124	Organizations		PR 1*	1999			
125	Press Releases (local/HQ)		PR 2	2001			
126	Public Inquiries & Requests		PR 4*	1999			
127	Academies & Special Courses		TNG 1	2001			
128	College Programs (on campus)		TNG 2	2001			
129	Tactical Training		TNG 4*	1999			
130	Ad-Hoc Recommendations		TNG 5*	2001			
131	Medical Status/Medication Report		MED 2*	1999			
132	Duty-Related Illness/Injury		MED 3*	1999			
	*Non-record copy						

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		Retention Sched. No.	Item No.				
1	Records Transmittal & Receipt (DGS 550-5)	1209	ADM 1-1*	1979	SEE LAST PAGE FOR TOTAL	January, 2004	Incinerated
2	Certificate of Record Disposal (DGS 550-2)		ADM 1-2*	2001			
3	5-Year Report (DGS 550-6)		ADM 1-3*	1998			
4	General Orders - Inactive		ADM 2*	2001			
5	Special Orders - Inactive		ADM 3-1*	2001			
6	Memoranda - Inactive		ADM 4-1*	2001			
7	Status Reports		ADM 5	1998			
8	Energy Conservation		ADM 7	2001			
9	Statistical Surveys/Reports		ADM 8	1998			
10	Daily Barrack/Radio Logs		ADM 9	2001			
11	MILES Message Log		ADM 10-2	2001			
12	Staff Inspections		ADM 11	2001			
13	Command Meeting Minutes		ADM 12	2000			
14	Local Meeting Minutes		ADM 12-1	2000			
15	General Agency Correspondence		ADM 14	2000			

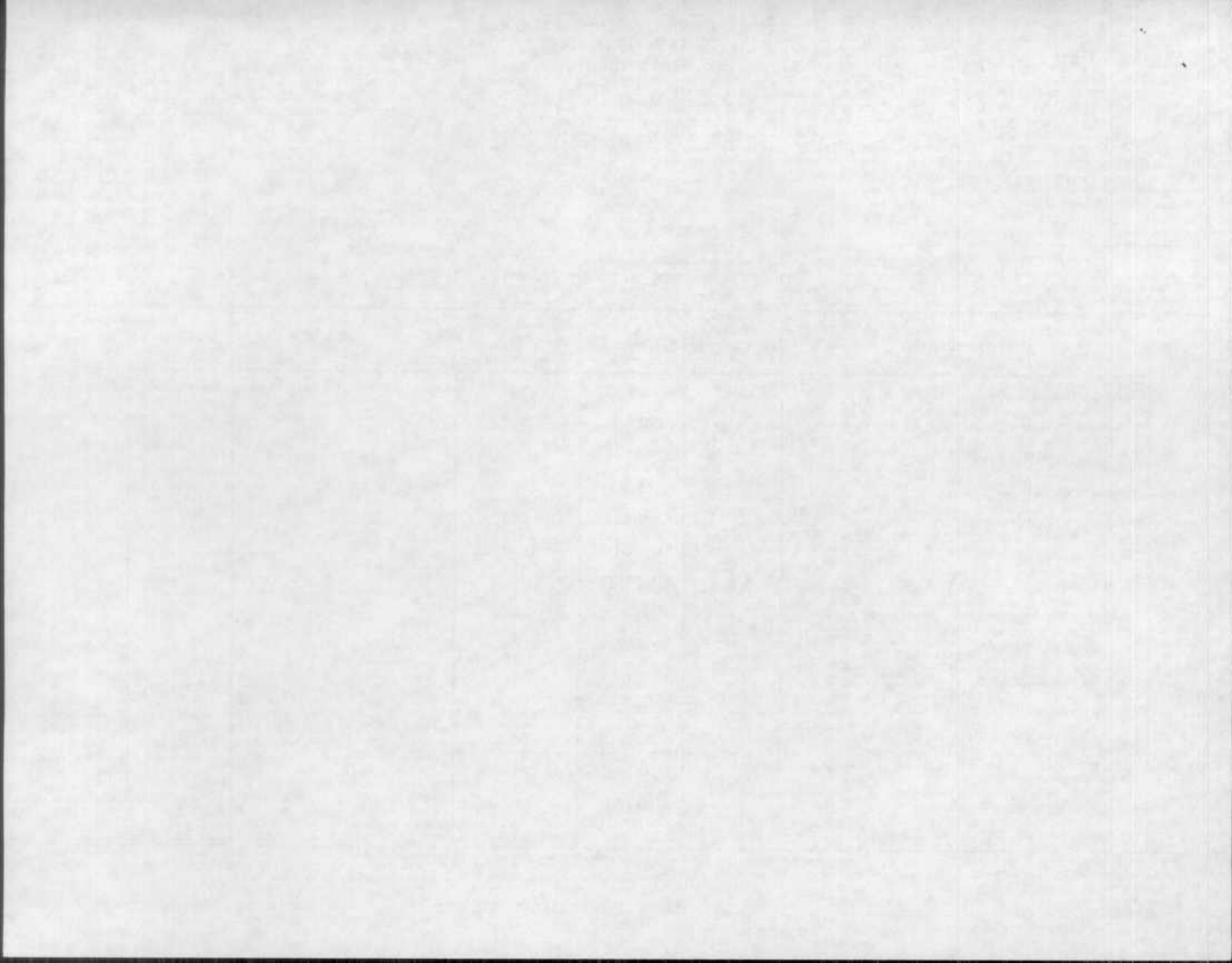
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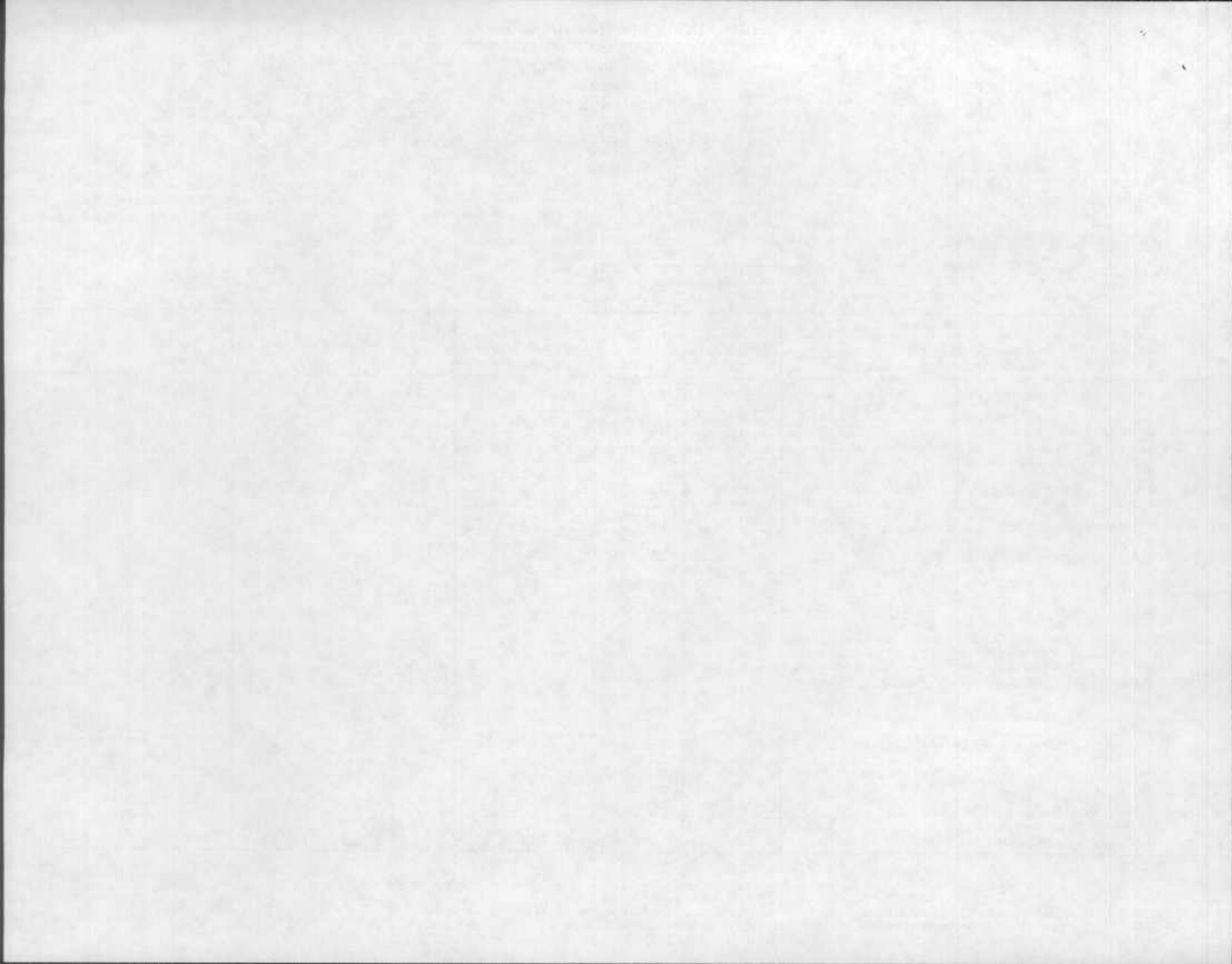
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16	MILES/NCIC Audit Reports	1209	ADM 15	1999	SEE LAST PAGE FOR TOTAL	January, 2004	Incinerated
17	MILES/NCIC Validations		ADM15-1	2002			
18	NCIC Training Correspondence		ADM 15-2	2001			
19	MILES/NCIC/CJIS Surveys		ADM 15-3	2001			
20	Trooper Activity Reports		PER 1	2002			
21	Activity Summaries		PER 1-1*	2001			
22	Employee Work & Leave Reports		PER 2*	2002			
23	Employee Payroll Authorization Summary		PER 2-1*	2002			
24	Leave & Duty Schedules		PER 3	2002			
25	Overtime/Compensatory Time Authorization Record		PER 4	2000			
26	Performance Evaluations (161)		PER 5-1	1998			
27	Lost/Damaged Equipment (195)		PER 5-2	1999			
28	Request for Secondary Employment		PER 5-9	2000			
29	Donation of Sick Leave (201)		PER 5-10*	2002			
30	Request for Training (9)		PER 5-12*	2000			

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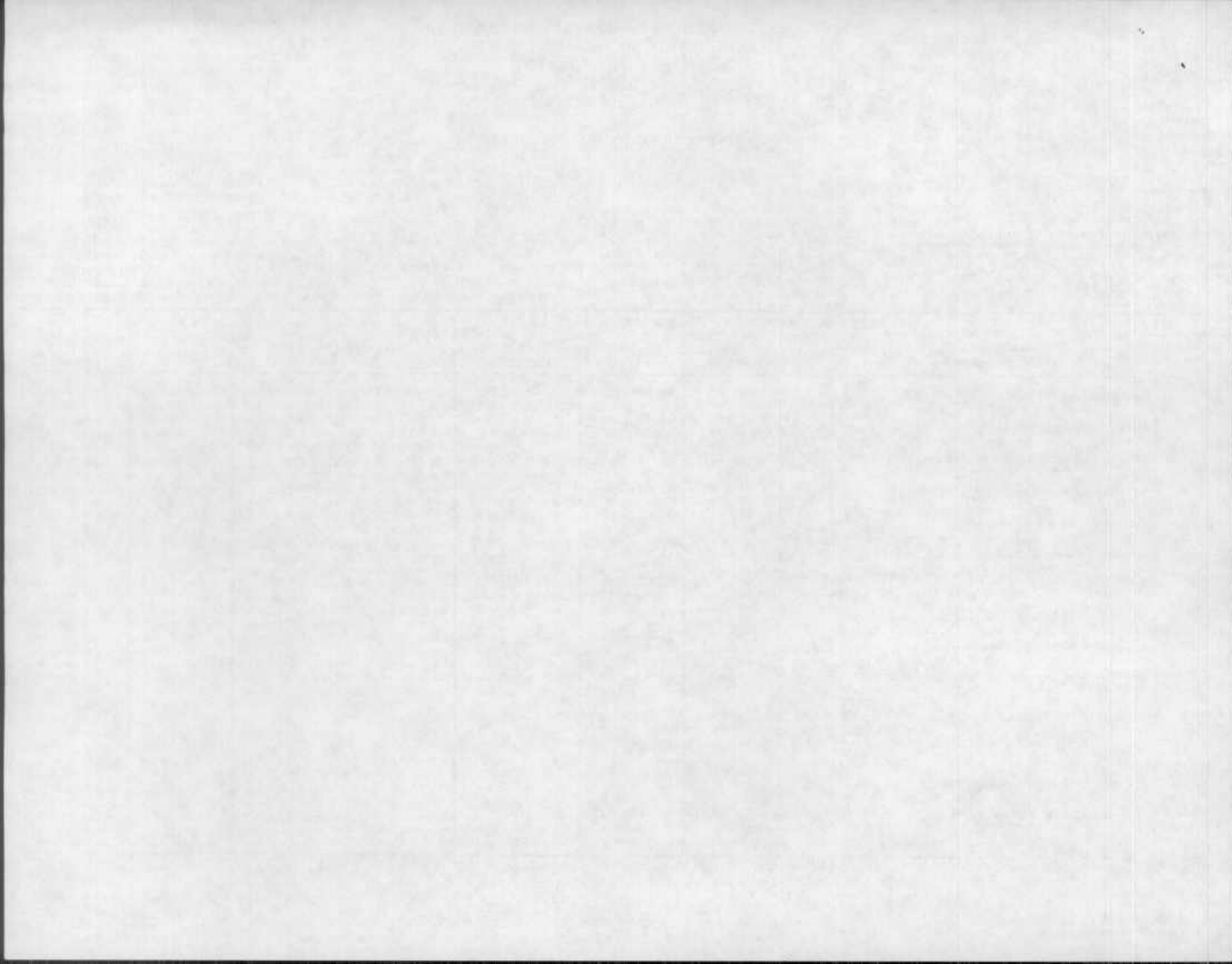
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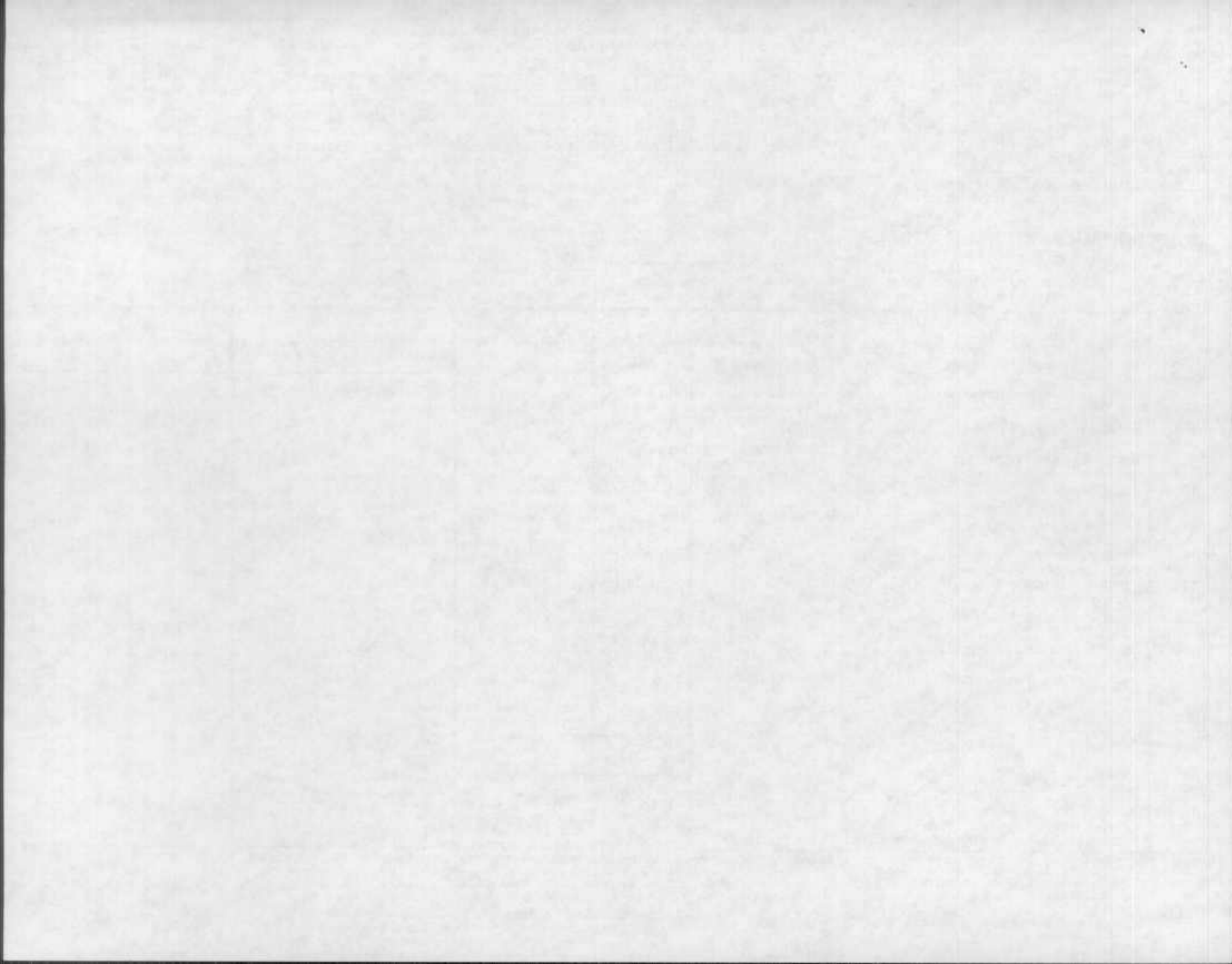
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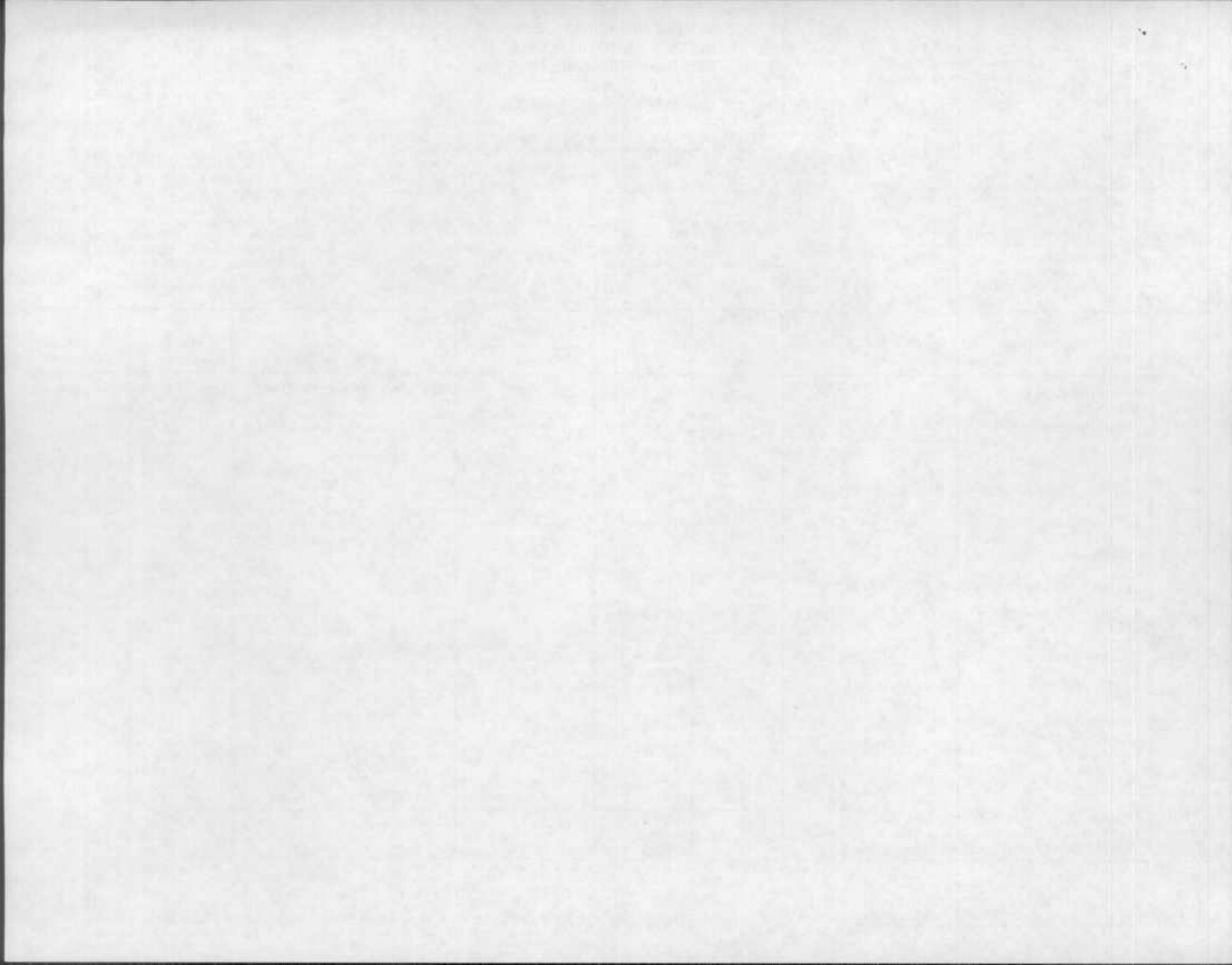
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72	Detention Log		OPS 13	2000			
73	Criminal and/or Other Summons		OPS 15	1998			
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83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

Page 6 of 9

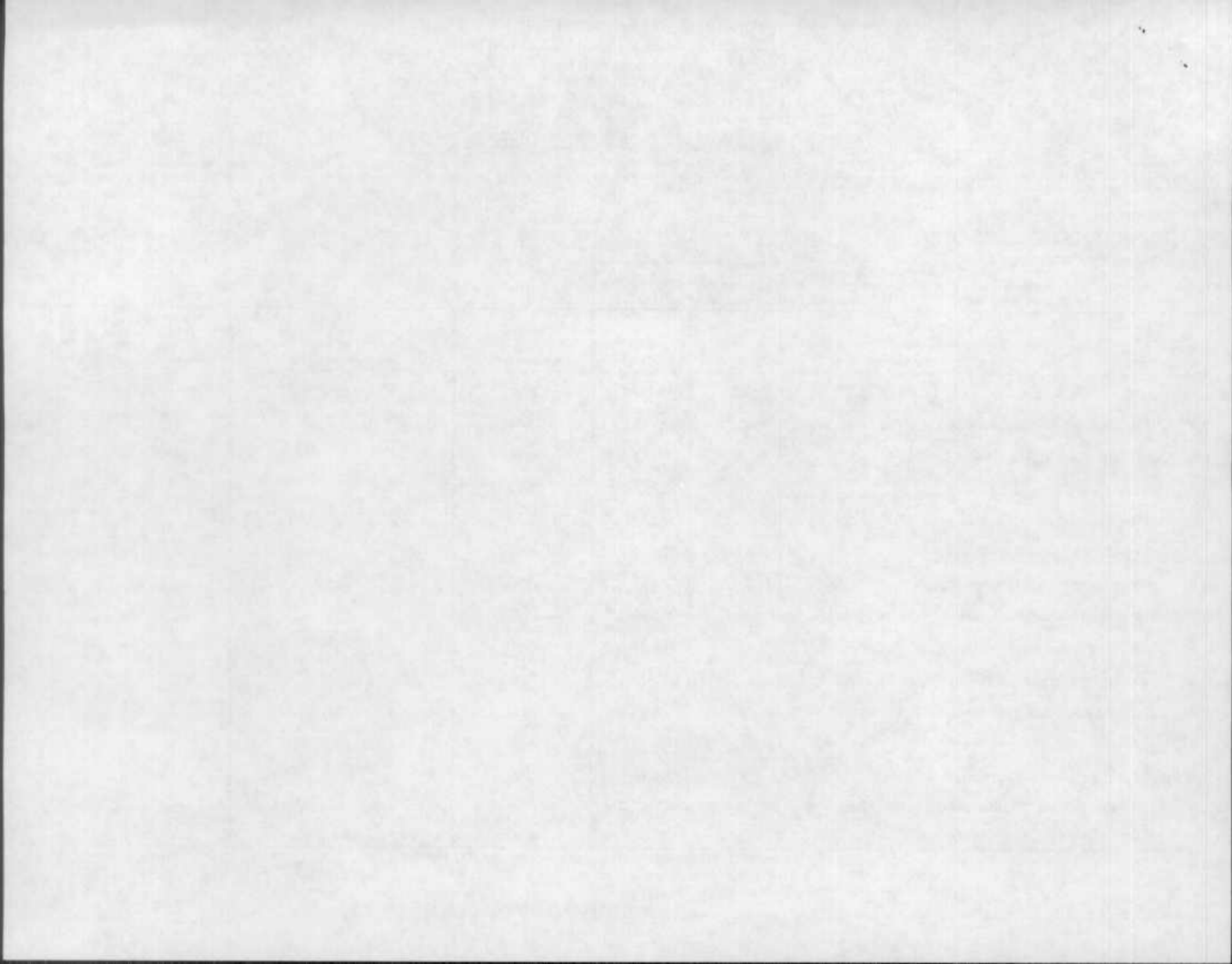
No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
76	MSP Court Notification Log	1209	OPS 15-3	2002	SEE LAST PAGE FOR TOTAL	January, 2004	Incinerated
77	Secondhand Precious Metals & Gems Dealers Licenses		OPS 19	2002			
78	Criminal Investigator Caseload Ledger		OPS 21-1	2000			
79	Complaint Control Card		OPS 22	2002			
80	Incident Reports - Closed		OPS 23	2000			
81	Crime Prevention Reports		OPS 23-1	2000			
82	Vehicle Inspection Program Reports		OPS 23-3	2000			
83	Consent to Search & Seize (no contraband seized)		OPS 24-4	2002			
84	Missing Person Report (closed)		OPS 25-1	2000			
85	Vehicle Reports (Closed)		OPS 26-1	2000			
86	Abandoned Motor Vehicle (Closed)	OPS 26-3	2000				
87	Motor Vehicle Inventory Log	OPS 27	2000				
88	Tow Truck Service Application (Closed)	OPS 28-1	2000				
89	Towing Request Distribution Forms (Form 189)	OPS 28-2	2002				
90	Accident Reports	OPS 35	2000				

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

Lieutenant H. R. Rich
 Signature

Lieutenant/Barrack Commander
 Title

01/21/2004
 Date



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

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MARYLAND STATE POLICE

Reporting Agency

83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

Page 7 of 9

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.				
91	Detailed Crash Investigation Reports	1209	OPS 35-1	1998	SEE LAST PAGE FOR TOTAL	January, 2004	Incinerated
92	Citation Book Issuance Control Ledger		OPS 36	2000			
93	Vehicle pursuit Review (114)		OPS 37-3	2000			
94	Disabled Vehicle Daily Log Sheet		OPS 38	2000			
95	MSP Speed Computer Calibration/Inspection & Certification Report		OPS 39	2002			
96	Driving While Intoxicated Cases - Closed		OPS 41-1	2002			
97	Alcohol Influence Summary		OPS 41-2	2002			
98	Breath Testing Instrument Report		OPS 41-3	2000			
99	Alcohol Testing Program Log		OPS 41-7	2000			
100	Alcohol Influence Yearly Summary		OPS 41-10	2000			
101	Preliminary Breath Test Log		OPS 41-11	2000			
102	DR-15A Book Issuance Control Ledger		OPS 41-13	2000			
103	DR-15A - Applied Law Enforcement Agencies		OPS 41-14	2002			
104	Criminal Arrest Juvenile Detention Log		OPS 53	2000			
105	Semi-Annual Report on Juveniles		OPS 53-1	2000			

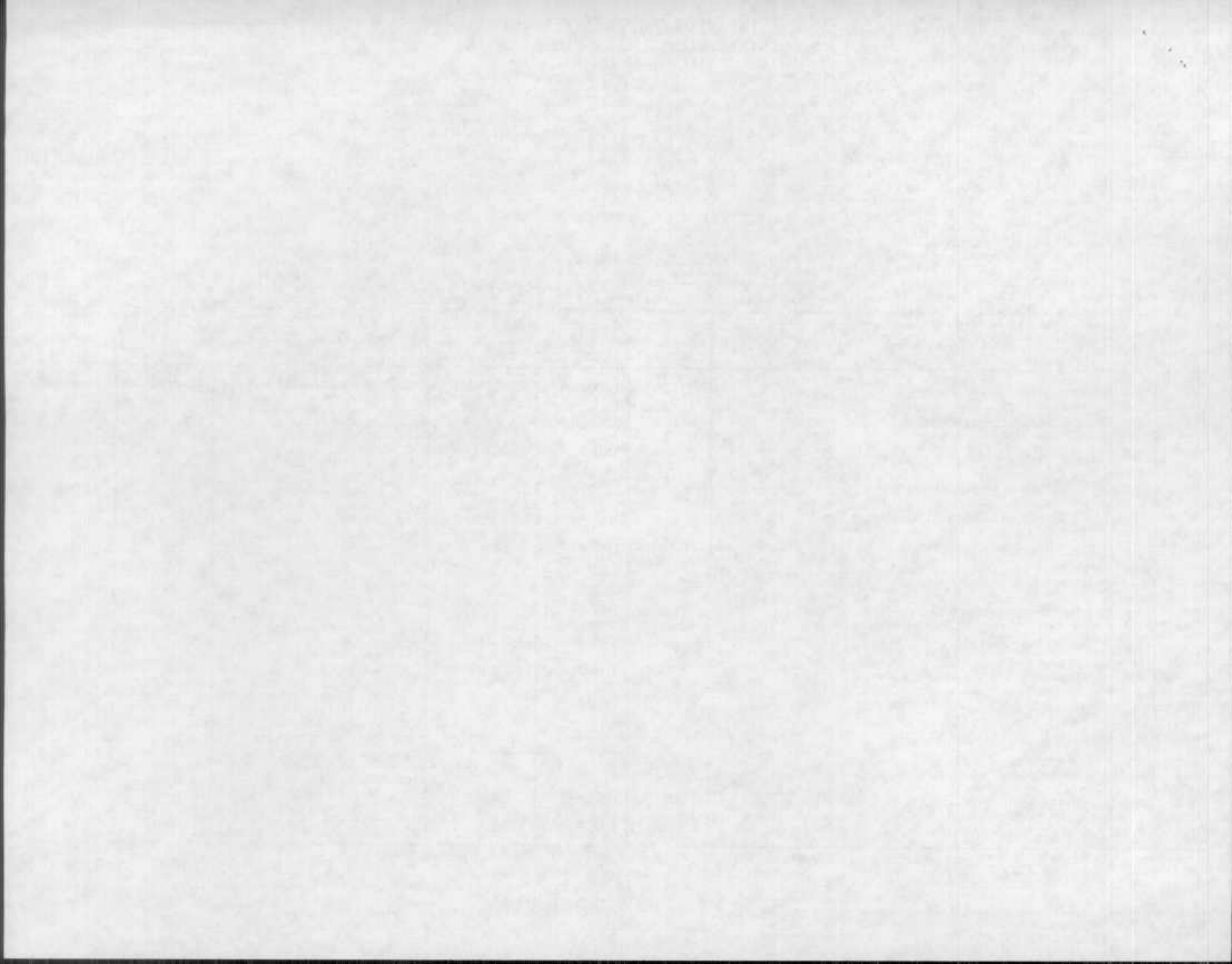
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Lieutenant H. R. Rich
 Signature

Lieutenant/Barrack Commander
 Title

01/21/2004
 Date

DGS 550-2



DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
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83 - PRINCE FREDERICK BARRACK "U"

Division or Bureau

Page 8 of 9

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.				
106	Monthly UCR Reports	1209	OPS 55	2002	SEE LAST PAGE FOR TOTAL	January, 2004	Incinerated
107	Property Records (Closed)		OPS 56-1*	2002			
108	Property Record Control Log		OPS 56-2	1998			
109	MSP Installation Property Log		OPS 56-3	1998			
110	Alarm Log		OPS 66	1999			
111	Burglar & Telephone Alarm Correspondence		OPS 66-1	1999			
112	Alarm Record		OPS 66-2	2002			
113	K-9 Activities		OPS 68	2002			
114	K-9 Activity Summary (Form 40)		OPS 68-1	2002			
115	K-9 Handlers Daily Activity Report (Form 41)		OPS 68-2	2002			
116	Audio/Visual Recording (83)		OPS 69	1998			
117	Federal Agencies		LIA 1*	2000			
118	State Courts		LIA 2*	2000			
119	Municipal Courts		LIA 3*	2000			
120	County Governments		LIA 4*	2000			

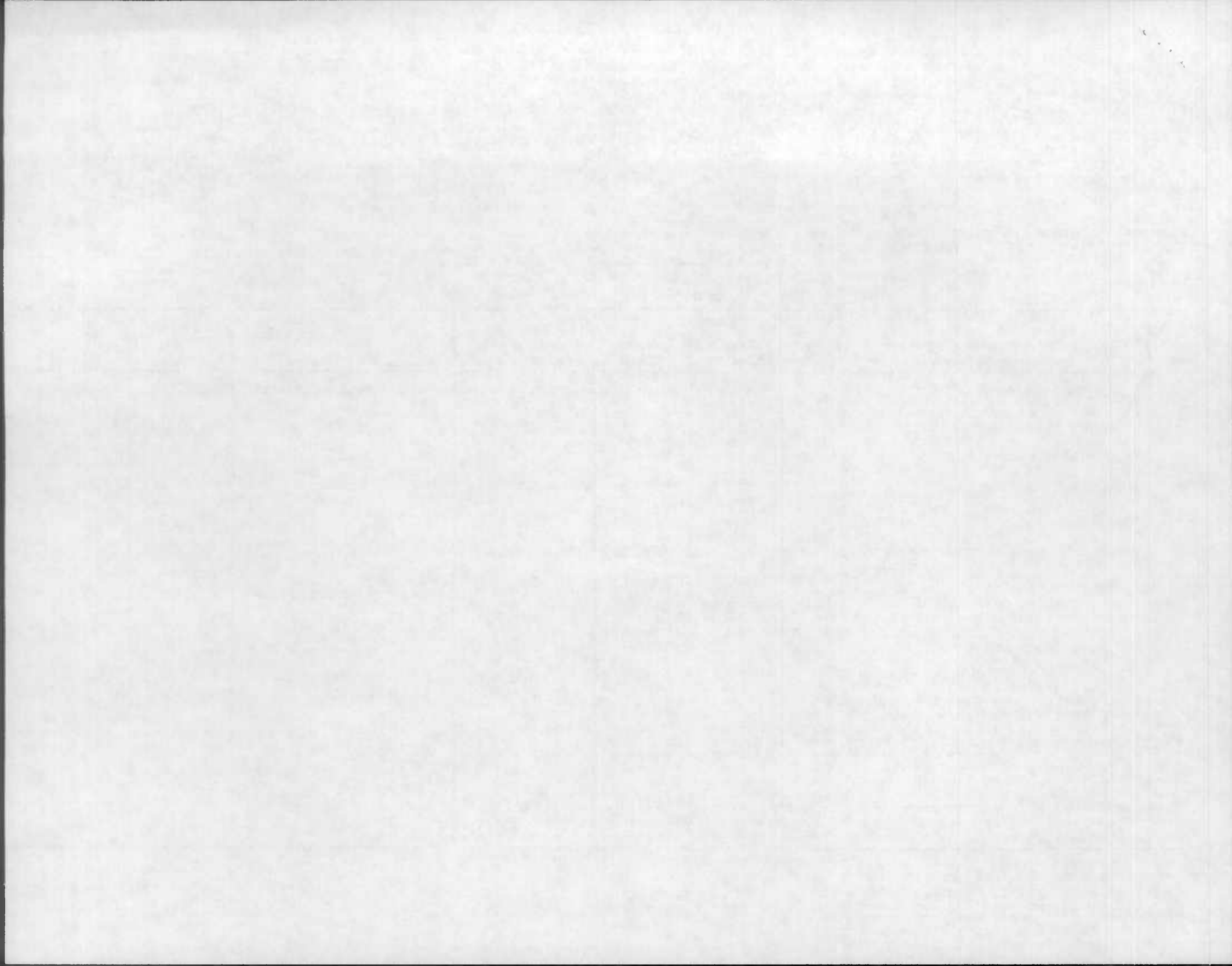
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No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
121	Requisition Log	1209	LIA 5*	2000	Total: 27.c.f.	January, 2004	Incinerated
122	Motor Vehicle Operation Reports		SUP 2-2	2001			
123	Tactical Supplies Inventory - Non-Capital Equipment		SUP 5*	2000			
124	Organizations		PR 1*	2000			
125	Press Releases (local/HQ)		PR 2	2002			
126	Public Inquiries & Requests		PR 4*	2000			
127	Academies & Special Courses		TNG 1	2002			
128	College Programs (on campus)		TNG 2	2002			
129	Tactical Training		TNG 4*	2000			
130	Ad-Hoc Recommendations		TNG 5*	2002			
131	Medical Status/Medication Report		MED 2*	2000			
132	Duty-Related Illness/Injury		MED 3*	2000			
	*Non-record copy						

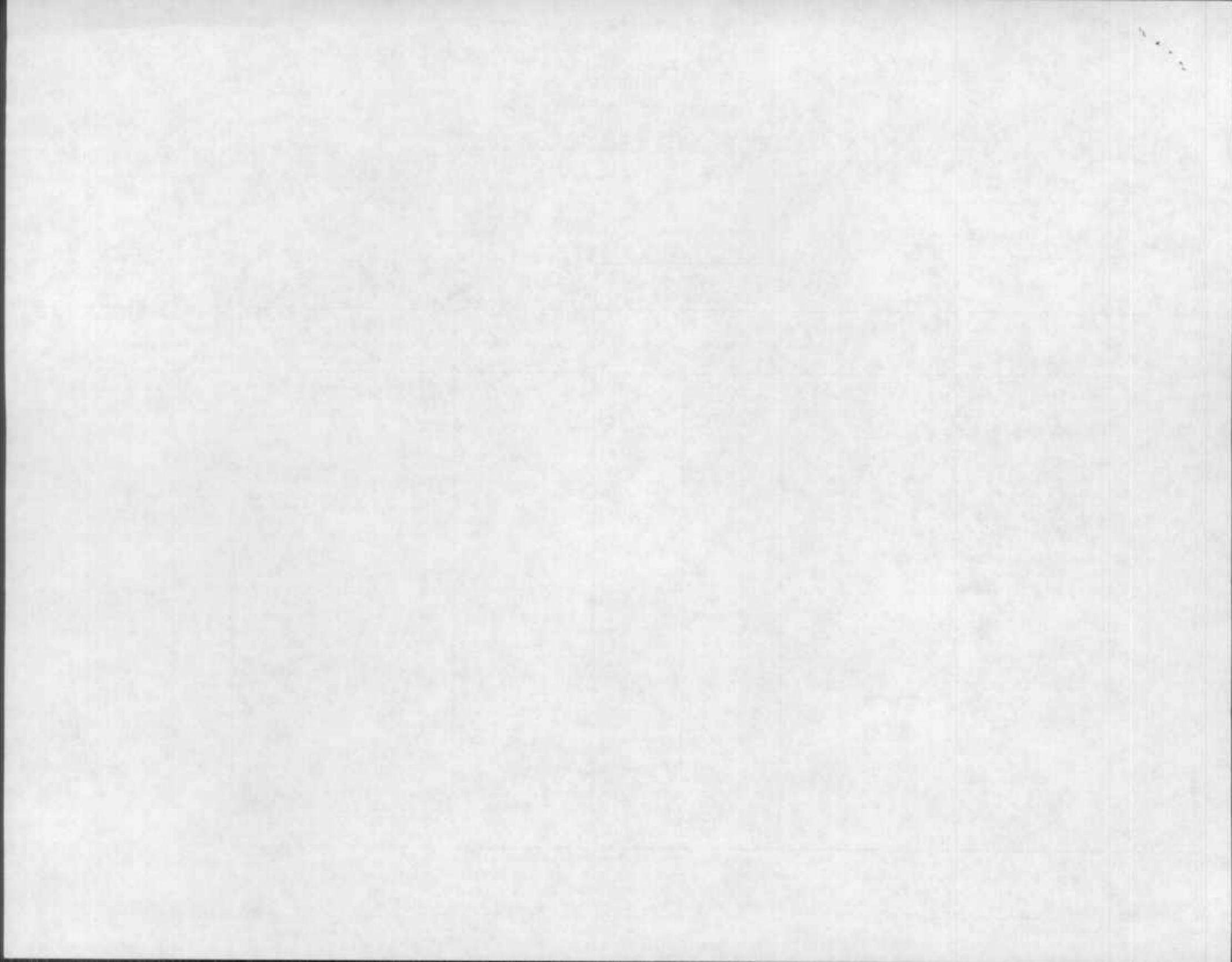
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Department of Maryland State Police

Reporting Agency

Barrack "E", Salisbury

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No.	Description of Records Includes Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	Miles Messages & Logs	1209	ADM 10-2	Year 1999	2	2/5/03	Shredding
2	Daily Barrack Logs Daily Radio Logs	1209	ADM 9	Year 1999	2	2/5/03	Shredding
3	Status Reports	1209	ADM 5	Year 1997	1	2/5/03	Shredding
	Statistical Surveys	1209	ADM 8	Year 2000			
	Staff Inspections	1209	ADM 11	Year 2000			
	General Agency Correspondence	1209	ADM 14	Year 1999			
	Validations	1209	ADM 15	Year 2000			
4	Trooper Activity Reports	1209	PER 1	Year 2001	1	2/5/03	Shredding
	Trooper Activity Summaries	1209	PER 1-1	Year 2001			
	Employee Leave/Work Reports	1209	PER 2	Year 2001			
	Payroll Summary	1209	PER 2-1	Year 2001			
	Bi-Weekly Balances	1209	PER 2-2	Year 2001			
	Leave Schedules	1209	PER 3	Year 2001			
	Overtime/Compensatory Records	1209	PER 4-1	Year 1999			
	Off-Duty Vehicle Use	1209	PER 8	Year 2001			
	Off-Duty Vehicle Use Summary	1209	PER 8-1	Year 1997			

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

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

Signature

Lieutenant

Title

2/5/03

Date

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CHICAGO, ILL. 60637

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Reporting Agency

Barrack "E", Salisbury

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No.	Description of Records Includes Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	Working Fund	1209	FIS 1	Year 2001	1	2/5/03	Shredding
	Invoices Forwarded for Payment	1209	FIS 2	Year 2001			
	Budget Requests/Authorizations	1209	FIS 3	Year 1997			
	Purchase Orders	1209	FIS 3-1	Year 1999			
	Improvements	1209	FIS 3-1	Year 1999			
	Capital Inventory	1209	FIS 3-1	Year 1999			
	Tactical Inventory	1209	FIS 3-4	Year 1999			
	Cost Analysis Worksheet	1209	FIS 3-5	Year 1999			
	Check Accountability Log	1209	FIS 6-0	Year 1999			
Check Accountability Form	1209	FIS 6-1	Year 2001				
6	Motor Vehicle Administration	1209	OPS 1	Year 2001	2	2/5/03	Shredding
	Special Police Comm. File	1209	OPS 5-1	Year 1999			
	Handgun Permit Investigations	1209	OPS 11-4	Year 2001			
	Detention Log	1209	OPS 13	Year 1999			
	Criminal Summons	1209	OPS 15	Year 2001			
	Incident Reports-Closed	1209	OPS 23	Year 1999			
	Vehicle Insp. Program Report	1209	OPS 23-3	Year 1999			
	Missing Persons-Closed	1209	OPS 25-1	Year 1999			
	Court Summons	1209	OPS 15-3	Year 2001			
Pawn Sheets	1209	OPS 19	Year 2001				

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

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

Lieutenant

2/5/03

Signature

Title

Date

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ANN ARBOR MI 48106-1500

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Reporting Agency

Barrack "E", Salisbury

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.				
7	Vehicle Reports-Closed	1209	OPS 26-1	Year 1999	1	2/5/03	Shredding
	Abandoned Vehicles-Closed	1209	OPS 26-3	Year 1999			
	Motor Vehicle Inventory Log	1209	OPS 27	Year 1999			
	Citation Book Issuance Ledger	1209	OPS 36	Year 1999			
	Vehicle Pursuit Review	1209	OPS 37-3	Year 1999			
	Disabled Vehicle Daily Log	1209	OPS 38	Year 1999			
	Semi-Annual Report-Juveniles	1209	OPS 53-1	Year 1999			
	Tow Truck Service Application	1209	OPS 28-1	Year 1999-2000			
Monthly UCR Reports	1209	OPS 55	Year 2001				
8	Property Records-Closed	1209	OPS 56-1	Year 2001	1	2/5/03	Shredding
	Warrants-Closed	1209	OPS 3-1	Year 2001			
9	CCC Cards	1209	OPS 22	Year 2001	2	2/5/03	Shredding
10	Closed Breathalyzer Cases	1209	OPS 41-1	Year 2000	2	2/5/03	Shredding
11	Accident Reports/Cards/Pictures	1209	OPS 35	Year 1999	1	2/5/03	Shredding
	Accident Recon.Ledger/Reports	1209	OPS 35-1				

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

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

Signature

Lieutenant

Title

2/5/03

Date

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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.				
12	Patrol Checks	1209	OPS 29-2	Year 2001	1	2/5/03	Shredding
	School Bus Violation Warning	1209	OPS 37-2	Year 2001			
	Alcohol Influence Summary	1209	OPS 41-2	Year 2001			
	Breath Testing Instru. Reports	1209	OPS 41-3	Year 1999			
	Preliminary Breath Test Log	1209	OPS 41-11	Year 1999			
	DR 15A Control log	1209	OPS 41-13	Year 1999			
	Criminal Arrests-Juvenile	1209	OPS 53	Year 1999			
	Motor Veh. Operations Reports	1209	SUP 1	Year 2001			
	Press Releases	1209	PR 2	Year 2001			
	Organizations	1209	PR 1	Year 1999			
Court Notification Log	1209	OPS 15-3	Year 2001				

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

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

Lieutenant
 Title

2/5/03
 Date

FEB 11 2002

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

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Department of Maryland State Police

Reporting Agency

Barrack "E", Salisbury

Division or Bureau

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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	Miles Messages & Logs	1209	ADM 10-2	Year 2000/2001	4	1/29/04	Shredding
2	Daily Barrack Logs Daily Radio Logs	1209	ADM 9	Year 2000	2	1/29/04	Shredding
3	Status Reports	1209	ADM 5	Year 1998	1	1/29/04	Shredding
	Statistical Surveys	1209	ADM 8	Year 2001			
	Staff Inspections	1209	ADM 11	Year 2001			
	General Agency Correspondence	1209	ADM 14	Year 2000			
	Validations	1209	ADM 15	Year 2001			
4	Trooper Activity Reports	1209	PER 1	Year 2002	1	1/29/04	Shredding
	Trooper Activity Summaries	1209	PER 1-1	Year 2002			
	Employee Leave/Work Reports	1209	PER 2	Year 2002			
	Payroll Summary	1209	PER 2-1	Year 2002			
	Bi-Weekly Balances	1209	PER 2-2	Year 2002			
	Leave Schedules	1209	PER 3	Year 2002			
	Overtime/Compensatory Records	1209	PER 4-1	Year 2000			
	Off-Duty Vehicle Use	1209	PER 4	Year 2002			
Off-Duty Vehicle Use Summary	1209	PER 4-1	Year 1998				

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

Martin E. Koerner

Signature

Captain

Title

1/29/04

Date

[REDACTED]

FEB 3 2004

[REDACTED]

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

Barrack "E", Salisbury

Division or Bureau

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No.	Description of Records Incl. Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
5	Working Fund	1209	FIS 1	Year 2002	1	1/29/04	Shredding
	Invoices Forwarded for Payment	1209	FIS 2	Year 2002			
	Budget Requests/Authorizations	1209	FIS 3	Year 1998			
	Purchase Orders	1209	FIS 3-1	Year 2000			
	Improvements	1209	FIS 3-1	Year 2000			
	Capital Inventory	1209	FIS 3-1	Year 2000			
	Tactical Inventory	1209	FIS 3-4	Year 2000			
	Cost Analysis Worksheet	1209	FIS 3-5	Year 2000			
	Check Accountability Log	1209	FIS 6-0	Year 2000			
	Check Accountability Form	1209	FIS 6-1	Year 2002			
6	Motor Vehicle Administration	1209	OPS 1	Year 2002	2	1/29/04	Shredding
	Special Police Comm. File	1209	OPS 5-1	Year 2000			
	Handgun Permit Investigations	1209	OPS 11-4	Year 2002			
	Detention Log	1209	OPS 13	Year 2000			
	Criminal Summons	1209	OPS 15	Year 2002			
	Incident Reports-Closed	1209	OPS 23	Year 2000			
	Vehicle Insp. Program Report	1209	OPS 23-3	Year 2000			
	Missing Person-Closed	1209	OPS 25-1	Year 2000			
	Court Summons	1209	OPS 15-3	Year 2002			
	Pawn Sheets	1209	OPS 19	Year 2002			

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

Martin E. Koerner

Signature

Captain

Title

1/29/04

Date

FEB 3 2004

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
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Reporting Agency
Barrack "E", Salisbury
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		Retention Sched. No.	Item No.				
7	Vehicle Reports-Closed	1209	OPS 26-1	Year 2000	1	1/29/04	Shredding
	Abandoned Vehicles-Closed	1209	OPS 26-3	Year 2000			
	Motor Vehicle Inventory Log	1209	OPS 27	Year 2000			
	Citation Book Issuance Ledger	1209	OPS 36	Year 2000			
	Vehicle Pursuit Review	1209	OPS 37-3	Year 2000			
	Semi-Annual Report-Juveniles	1209	OPS 53-1	Year 2000			
	Tow Truck Service Application	1209	OPS 28-1	Year 2000-2001			
	Monthly UCR Reports	1209	OPS 55	Year 2002			
8	Property Records-Closed	1209	Ops 561	Year 2002	1	1/29/04	Shredding
	Warrants-Closed	1209	OPS 3-1	Year 2002			
9	Closed Breathalyzer Cases	1209	Ops 41-1	Year 2001	2	1/29/04	Shredding
10	Accident Reports/Cards/Pictures	1209	OPS 35	Year 2000	2	1/29/04	Shredding
	Accident Recon.Ledger/Reports	1209	OPS 35-1	Year 2000			
	Alarm Logs	1209	OPS 66	Year 1998			
	D.C.I.R. Reports	1209	31-1	Year 1998			


 Martin E. Koerner
Signature

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

Captain

1/29/04

Title

Date

~~XXXXXXXXXXXXXXXXXXXX~~

FEB 3 2004

~~XXXXXXXXXXXXXXXXXXXX~~

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Rte. 175)
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		Retention Sched. No.	Item No.				
11	Patrol Checks	1209	OPS 29-2	Year 2002	1	1/29/04	Shredding
	School Bus Violation Warning	1209	OPS 37-2	Year 2002			
	Alcohol Influence Summary	1209	OPS 41-2	Year 2002			
	Breath Testing Instru. Reports	1209	OPS 41-3	Year 2000			
	DR 15A Control Log	1209	OPS 41-13	Year 2000			
	Criminal Arrests-Juvenile	1209	OPS 53	Year 2000			
	Motor Vehicle Operations Reports	1209	SUP 1	Year 2002			
	Press Releases	1209	PR 2	Year 2002			
	Organizations	1209	PR 1	Year 2000			
	Court Notification Log	1209	OPS 15-3	Year 2002			
	Public Inquiries & Requests	1209	PR 4	Year 1997, 1998, 1999, 2000			
Criminal Arrests-Adult	1209	OPS 52	Year 1998				

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

Martin E. Koerner

Signature

Captain

Title

1/29/04

Date

FEB 3 2004

WESTMINSTER POLICE DEPARTMENT

Reporting Agency

Division or Unit

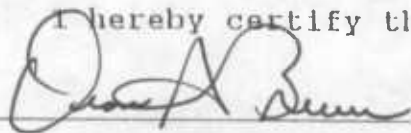
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RECORDS MANAGEMENT DIVISION
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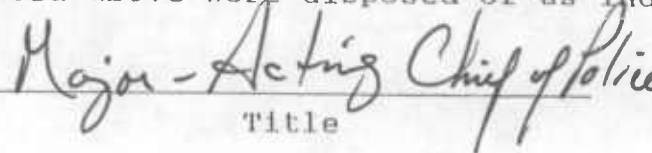
CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
19	Offense Victim cards	M-42	11	1987	.50		Burned
20	Incident Reports	M-42	12	2001	3		Burned
21	Accident Reports	M-42	13	1997	.50		Burned
22	Accident Cards	M-42	13	1989-92, 1997	.75		Burned
23	Impound Records	M-42	14	1997	.25		Burned
24	Property Records	M-42	16	1997	1		Burned
25	Dissemination Log	M-42	17	1999	.25		Burned
26	City Tickets (paid/ Receipts	M-42	18	2001	1.70		Burned
27	City Tickets (unpaid)	M-42	19	1998	.25		Burned
28	Flagged Ticket Receipt Books	M-42	18	1998-2000	.25		Burned
29	State Citations	M-42	21	2001	.25		Burned
30	State Citations Log book	M-42	21	2001	.25		Burned
31	State Citation Transmittals	M-42	21	2000-2001	.25		Burned
32	State Civil Citation	M-42	22	2001	.25		Burned
33	Warnings	M-42	23	2002	.50		Burned
34	City Ticket Log	M-42	19	1998	.10		Burned
35	Internal Investigations	M-42	6	various thru 1998	3	1430	Burned
36	Closed Lawsuits	M-42	6	various thru 1998	1.25		Burned

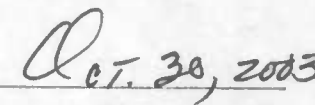
I hereby certify that the records listed above were disposed of as indicated.



Signature



Title



Date

Administrative File - Document

Administrative File - Document

NOV 2 1983

WESTMINSTER POLICE DEPARTMENT

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 copy and
forward original to
address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization For Disposal		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1	General Correspondence	M-42	1	up to 2002	4.50		Burned
2	Press Releases	M-42	1	2001	.10		Burned
3	Memos	M-42	2	2001	3.60		Burned
4	MILES Messages	M-42	1	2001	.10		Burned
5	Outgoing MILES Message log book	M-42	1	2001	.10		Burned
6	Repossession log	M-42	1	2001	.10		Burned
7	Lost Property log	M-42	1	2001	.10		Burned
8	Tow list	M-42	1	2001	.10		Burned
9	Court Requests	M-42	1	2002	.10		Burned
10	Investigative Assignment Records	M-42	1	2001-2002	1.25		Burned
11	Personnel	M-42	3	various thru 1998	16.25		Burned
12	Monthly Statistics	M-42	5	1999-2000	.25		Burned
13	Budget	M-42	4	various thru 2001	2		Burned
14	SCORE Time Sheets	M-42	24	2001	.50		Burned
15	Criminal Arrests Records	M-42	9	1987	3		Burned
16	Arrest Photos and Log Book	M-42	9	1987	.50		Burned
17	Juvenile Arrests	M-42	10	1987	.25		Burned
18	Offense Records	M-42	11	1987	6.25	3905	Burned

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

[Signature]

Signature

[Signature]
Major Acting Chief of Police

Title

[Signature]
Oct. 30, 2003

Date

Westminster Police Department

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IF NOT DELIVERED IN THREE DAYS RETURN TO

STATE OF MARYLAND

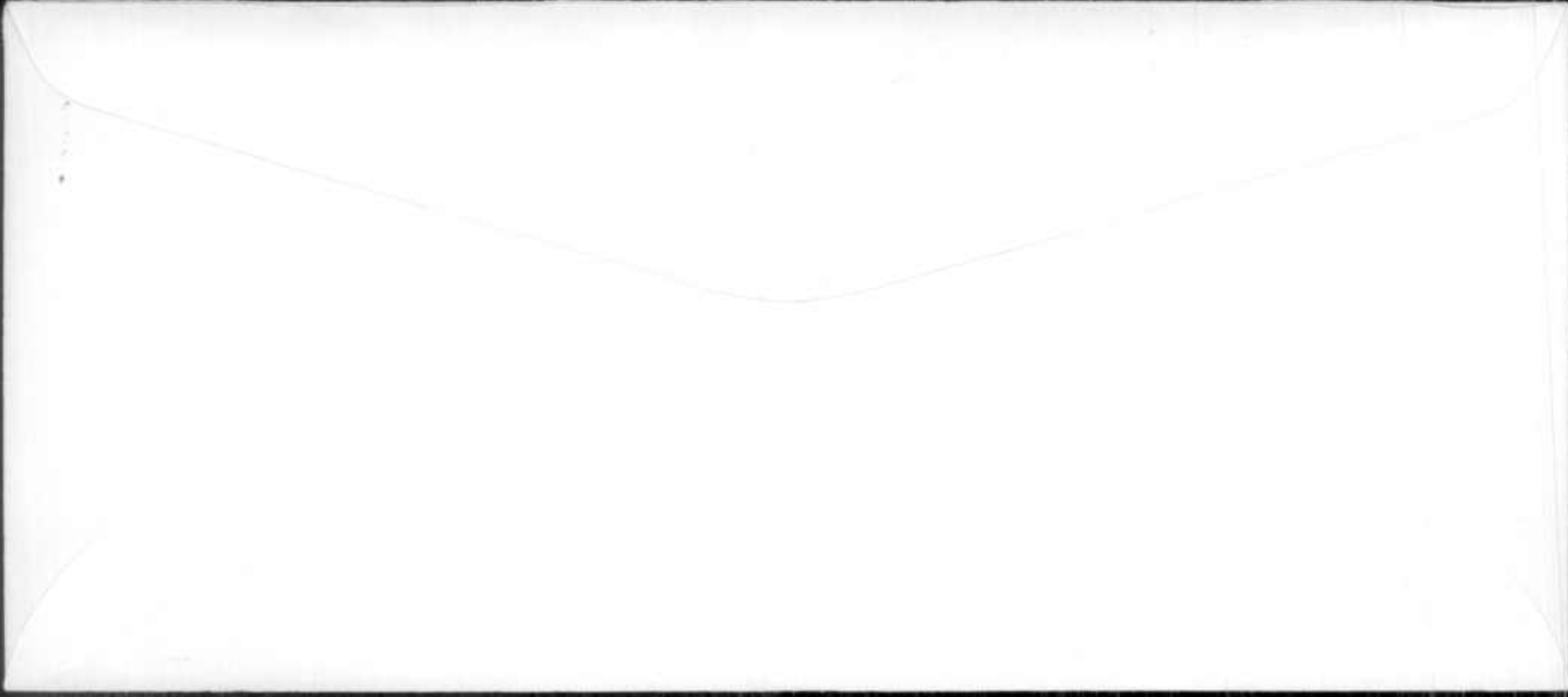
DEPARTMENT OF MARYLAND STATE POLICE

1201 REISTERSTOWN ROAD
PIKESVILLE, MARYLAND 21208-3899



Mr. Gabriel P. Lopez
Department of General Services
Records Management Center
7275 Waterloo Road
P.O. Box 275
Jessup MD 20794







PARRIS N. GLENDENING
GOVERNOR

KATHLEEN KENNEDY TOWNSEND
LT. GOVERNOR

STATE OF MARYLAND
MARYLAND STATE POLICE
1201 REISTERSTOWN ROAD
PIKESVILLE, MARYLAND 21208-3899
410-486-3101
TOLL FREE: 1-800-525-5555
TDD: 410-486-0677



COLONEL DAVID B. MITCHELL
SUPERINTENDENT

CRIME LABORATORY DIVISION

January 13, 2003

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



JAN 15 2003

Re: Certificate of Records Disposal



To Whom It May Concern:

In accordance with MSP Administrative Manual, Chapter 8 (Records Management), we have recently destroyed the following forms.

Please see attached DGS Form # 550-2 Certificate of Records Disposal.

If I can be of any further assistance, please do not hesitate to contact me at 410-653-4500.

Sincerely,

Nakia Hicks
Office Secretary II

/nh

"Maryland's Finest"

STATE OF NEW YORK
IN SENATE
January 10, 1907.

