

Dept. Public Safety and Correctional  
 Reporting Agency *Services*

---

Parole and Probation - Glen Burnie  
 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	<u>Parole and Probation Case File</u>	1461	1	1993	.1	2-27-06	Shred
	<u>41991do - Chrisdm, Timothy</u>						

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

*Naugle Hayes*  
 Signature

Office Secretary II  
 Title

2-27-06  
 Date

APR 17 2006  
RECORDS MGMT  
DIVISION

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

*Property*

BALTIMORE MD 212

09 AUG 2006 PM 7 L



*Department of General Services  
& Records Management Division  
7275 Waterloo Rd (Rte 175)  
P.O. Box 275  
Cressup, Maryland 20794*

20794+0275 8003







MRC/Inmate Property Unit  
 Reporting Agency  
 DOC  
 Division or Unit

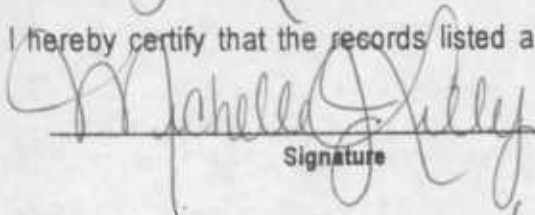
Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

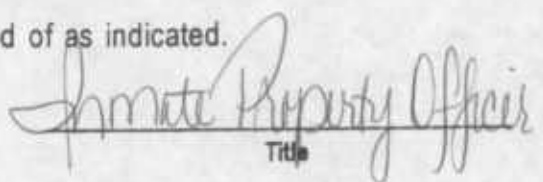
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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
1	Logbook Menagerie	1406-17	1	Oct '01 - May '03		5-31-06	Waste
2	Logbook Menagerie (Med)	1406-17	1	May '01 - Apr '03		5-31-06	Management
3	Logbook Corridor	1406-17	1	Mar '98 - Jul '02		5-31-06	Rash
4	Logbook Lease Mail	1406-17	1	Oct '00 - Oct '02		5-31-06	Compressor
5	Logbook 7-3 Roll Call	1406-17	1	Mar '01 - Apr '03		5-31-06	- "
6	Logbook 3-11 Roll Call	1406-17	1	Jan '00 - May '02		5-31-06	- "
7	Logbook Commissary	1406-17	1	Mar '87 - Oct '00		5-31-06	Waste
8	Logbook Strip Search	1406-17	1	Jan '99 - Dec '00		5-31-06	Management
9	Logbook Visiting Room	1406-17	1	Feb '99 - Dec '01		5-31-06	Rash
10	Logbook Visitors Camp Area	1406-17	1	Nov '99 - Sept '02		5-31-06	Compressor
11	Logbook Visitors Lobby	1406-17	1	Apr '99 - Jan '00		5-31-06	- "
12	Logbook Forrest St. Entrance	1406-17	1	Nov '01 - Apr '03		5-31-06	- "
13	Logbook USA	1406-17	1	Jan '01 - Mar '03		5-31-06	Waste
14	Logbook Receiving	1406-17	1	Jan '00 - Jun '01		5-31-06	Management
15	Logbook CU Vehicle	1406-17	1	Mar '90 - Aug '91		5-31-06	Rash
16	Logbook Central Band Center	1406-17	1	Jan '83 - Oct '88		5-31-06	Compressor
17	Logbook Traffic	1406-17	1	Nov '99 - Dec '03		5-31-06	- "
18	Logbook ID Section	1406-17	1	May '99 - Jan '03		5-31-06	- "
19	Logbook Inmate ID Card	1406-17	1	Dec '01 - Nov '02		5-31-06	- "

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

  
 Signature

  
 Title

5/31/06  
 Date

*Inmate*

10/3

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

*INMATE PROPERTY UNIT*

Reporting Agency

*D.O.C.*

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.				
20	Leaback Storeroom	406-17	1	Aug'91-May'02		5-31-06	Waste
21	Leaback Food Service	406-17	1	Sept'00-Jan'03		5-31-06	Management
22	Leaback Entry Level	406-17	1	Oct'01-Mar'03		5-31-06	Waste
23	Leaback Dietary	406-17	1	Dec'01-Apr'03		5-31-06	Computer
24	Leaback Medical	406-17	1	Dec'99-Jan'03		5-31-06	- "
25	Leaback Needle Count	406-17	1	Mar'99-Aug'02		5-31-06	- "
26	Leaback Control Center	406-17	1	Feb'99-Mar'03		5-31-06	Waste
27	Leaback 2nd Floor	406-17	1	Dec'99-Jan'03		5-31-06	Management
28	Leaback 5 Dorm	406-17	1	Sept'02-Dec'03		5-31-06	Waste
29	Leaback 6 Alpha	406-17	1	Nov'99-Mar'03		5-31-06	Computer
30	Leaback 6 Alpha Recreation	406-17	1	Apr'99-Feb'00		5-31-06	- "
31	Leaback 6 Bravo	406-17	1	Nov'99-Apr'03		5-31-06	- "
32	Leaback 6 Charlie	406-17	1	Dec'99-Apr'03		5-31-06	Waste
33	Leaback 7 Corridor	406-17	1	Dec'01-May'03		5-31-06	Management
34	Leaback 7 Bravo	406-17	1	Oct'99-Mar'03		5-31-06	Waste
35	Leaback 7 Bravo Recreation	406-17	1	Sept'99-Mar'02		5-31-06	Computer
36	Leaback 7 Charlie	406-17	1	Nov'99-Mar'03		5-31-06	- "
37	Leaback Control Room (New)	406-17	1	Jan'03-Nov'02		5-31-06	- "
38	Leaback Court Returns	406-17	1	Aug'99-Jan'03		5-31-06	- "

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

*Michele Kelly*  
 Signature

*Inmate Property Officer*  
 Title

*5/31/06*  
 Date

*M. France*

*21/3*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727



*MD/DC* Inmate Property Unit  
 Reporting Agency  
 DOC  
 Division or Unit

Department of General Services  
 Records Management Division  
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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.				
39	Logbook Attorney Visits	1406-17	1	November '99-	5.31-06	Waste	
-	at Baltimore City Circuit	-	-	-	1	Management	
-	Coushneton - East	-	-	May '02	-	Trash	
40	Logbook Baltimore	1406-17	1	April '30-	5.31-06	Compressor	
-	City Circuit Court-East	-	-	Feb. '02	1	-"	
41	Logbook Baltimore City	1406-17	1	July '98-	5.31-06	-"	
-	Circuit Court West	-	-	July '00	1	Waste	
42	Logbook Carroll County	1406-17	1	October '99-	5.31-06	Management	
-	Circuit and District Court	-	-	March '02	1	Trash	
43	Logbook Baltimore City	1406-17	1	July '98-	5.31-06	Compressor	
-	Court (North Ave.)	-	-	Sept. '02	1	-"	
44	Logbook Baltimore	1406-17	1	March '98-	5.31-06	-"	
-	City Court (Patterson)	-	-	April '03	1	Waste	
45	Postal Sheets for	1406-17	1	May '01-	5.31-06	Management	
-	Inmate Property	-	-	March '03	1	Trash	
-	Mailed Out	-	-	-	1	Compressor	
46	Transfer Receipts	1406-17	1	November '01	5.31-06	-"	
-	(Central Transport Unit)	-	-	April '03	1	-"	
						-"	

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

*Michelle Kelly*  
 Signature

*Inmate Property Officer*  
 Title

*5/31/06*  
 Date

*Inmate*

*3 of 3*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

JUN 2 2014

RECORDS MANAGEMENT CENTER

DPSCS

Reporting Agency

Department of General Services

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Records Management Division  
7275 Waterloo Road (Rte. 175)  
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DOC HQ / Deputy Commissioner

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	Deputy Commissioner Files	1406-3	1	CY 1999	1	7/2006	Shred
4	" "	1406-3	1	CY 2001	4	7/2006	"
5	" " "	1406-3	1	CY 2002	5	Jan 06	"
3	Deputy Commision Files	1406-3	1	CY 2003	3	Jun '07	"

3

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

[Signature]  
Signature

Exec Assistant  
Title

9/30/07  
Date

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

Figure 9

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

SEP 26 2007



MD/DC/ Inmate Property Unit

Reporting Agency

DOC

Division or Unit

Department of General Services

Records Management Division  
7275 Waterloo Road (Rte. 175)  
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		Retention Schedule No.	Item No.				
1	Personal Property Inventory Sheets	406-17	1.V	1-3-03- 5-19-03		8-4-06	Photo/Mgmt Trash/Compact
2	Logbook (Female Property "hooked up")	406-17	1.C	12-12-85- 8-3-98		8-4-06	Photo/Mgmt Trash/Compact
3	Personal Property Inventory Sheets (Federal Intake)	406-17	1.V	1-01-2002- 12-31-2002		8-4-06	Photo/Mgmt Trash/Compact
4	Personal Property Inventory Sheets (TPVs 2002)	406-17	1.V	1-01-2002- 12-31-2002		8-4-06	Photo/Mgmt Trash/Compact
5	Logbook "hook up"	406-17	1.C	12-23-1985 7-13-97		8-4-06	Photo/Mgmt Trash/Compact

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

Col Michele J. Kelly  
Signature

Inmate Property Officer 8/7/06  
Title Date

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

AUG 10

*JWP*

RECORDS MANAGEMENT CENTER

MR DOC / Inmate Property Unit  
 Reporting Agency  
 DOC  
 Division or Unit

Department of General Services  
 Records Management Division  
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		Retention Schedule No	Item No.				
1	Logbooks 6 Corridor	4N0-17	1.C	Oct 19, 1999 - Nov. 10, 2002	13	Mar. 24, 2005	Whole Mgt Trash Compactor
2	Logbooks 5 Charlie	4N0-17	1.C	Feb 11, 2000 - Jan 1, 2003	2	Mar. 24, 2005	Whole Mgt Trash Compactor
3	Logbooks 5 Dorm	4N0-17	1.C	Jun 10, 2001 - Aug 17, 2002	2	Mar. 24, 2005	Whole Mgt Trash Compactor

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

*Michelle J. Kelly*  
 Signature

*Inmate Property Officer*  
 Title

*3/24/06*  
 Date

*mgt*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

CA  
APR 11 - 2004  
RECORDS MANAGEMENT

*M/PA/Inmate Property Unit*  
 Reporting Agency  
*DOC*  
 Division or Unit

Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
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		Retention Schedule No.	Item No.				
1	Logbook 3 Corridor	1406-17	1.C	Oct. 30, 2000 - Dec. 18, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
2	Logbook 3 Alpha	1406-17	1.C	July 30, 2000 - Dec. 27, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
3	Logbook 3 Bravo	1406-17	1.C	Jun. 21, 2000 - Nov. 19, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
4	Logbook 30m Corridor	1406-17	1.C	Oct. 4, 2000 - Dec. 26, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
5	Logbook 30m Hall	1406-17	1.C	Dec. 16, 1999 - Oct. 07, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
6	Logbook 3 Dorm	1406-17	1.C	Nov. 25, 1989 - Dec. 01, 2000	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
7	Logbook 4 Corridor	1406-17	1.C	Nov. 26, 1999 - Dec. 23, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor
8	Logbook 4 Alpha	1406-17	1.C	Mar. 08, 2000 - Dec. 14, 2002	2	Jan. 6, 2005	Waste Mgmt Trash Compactor

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

*Michelle J. Kelly*  
 Signature

*Inmate Property Officer*  
 Title  
 1/6/05  
 Date  
*Wendell J. [unclear]*



## STATE RECORDS MANAGEMENT CENTER

### RECORDS MANAGEMENT

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

### MICROGRAPHIC & LABORATORY SERVICES

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

### RECORDS CENTER

Manager	799-1379
Reference Service	799-1727

*[Faint stamp and handwritten signature]*

*TRAC*

Reporting Agency

*DOC*

Division or Unit

Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
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		Retention Schedule No.	Item No.				
1	Personal Property Inventory	1406-17	1. ✓	519500-519599 3-12-01	2	1/6/06	waste management trash compactors
2	Personal Property Inventory	1406-17	1. ✓	519600-519699 3-19-01	2	1/6/06	"
3	Personal Property Inventory	1406-17	1. ✓	520001-520099 9-26-01	2	1/6/06	"
4	Personal Property Inventory	1406-17	1. ✓	520200-520299 5-25-01 9-4-01	2	1/6/06	"
5	Personal Property Inventory	1406-17	1. ✓	521000-521099 10-30-01	2	1/6/06	waste management trash compactors
6	Personal Property Inventory	1406-17	1. ✓	521200-521299 10-30-01	2	1/6/06	"
7	Personal Property Inventory	1406-17	1. ✓	521300-521399 11-6-01 11-6-01	2	1/6/06	"
8	Personal Property Inventory	1406-17	1. ✓	521400-521499 10-30-01 11-1-01	2	1/6/06	"
9	Personal Property Inventory	1406-17	1. ✓	521500-521599 11-1-01 11-21-01	2	1/6/06	waste management trash compactors
10	Personal Property Inventory	1406-17	1. ✓	521600-521699 11-1-01 11-20-01	2	1/6/06	"
11	Personal Property Inventory	1406-17	1. ✓	521700-521799 11-21-01 11-24-01	2	1/6/06	"
12	Personal Property Inventory	1406-17	1. ✓	521800-521899 11-26-01 11-30-01	2	1/6/06	"
13	Personal Property Inventory	1406-17	1. ✓	521900-521999 12-3-01 12-3-01	2	1/6/06	waste management trash compactors
14	Personal Property Inventory	1406-17	1. ✓	522000-522099 12-3-01 11-20-02	2	1/6/06	waste management trash compactors

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

*Michael J. Kelly*  
 Signature

Inmate Property Officer  
 Title

1/5/06  
 Date

*Wendell M. Brown*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

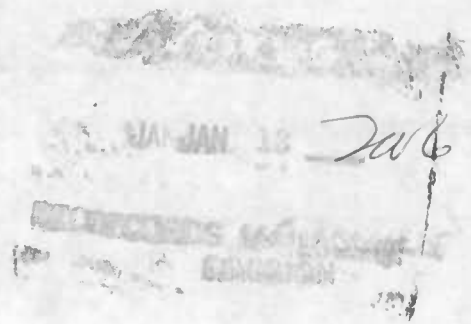
Administrator	799-1930
Forms Manager	799-1930
Records Specialist	799-1930

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727





*MKDC/Inmate Property Unit*  
 Reporting Agency  
*D.O.C.*  
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		Retention Schedule No.	Item No.				
1	Personal Property	1406-17	1.V	Jan 1, 2001	2	1/5/06	Waste Mgmt
-	Inventory sheets	-	-	Dec 31, 2002	-	-	Trash Comp.
-	(Parole Violators)	-	-	-	-	-	-

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

*Michele J. Kelly*  
 Signature

*Inmate Property Officer*  
 Title  
*1/5/06*  
 Date

*Wendell M. Brown*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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**MICROGRAPHIC & LABORATORY SERVICES**

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**RECORDS CENTER**

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Reference Service	799-1727

JAN 18 1976  
RECORDS MANAGEMENT  
C. DIVISION

*M. Kelly / Inmate Property Unit*  
 Reporting Agency  
 DIOC  
 Division or Unit

Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
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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.				
9	Logbook 4 Bravo	1406-17	1.C	Nov. 02, 1999 - Dec. 05, 2002	2	Jan 6, 2006	Waste Magnet Trash Compactor
10	Logbook 4 Charlie	1406-17	1.C	Nov. 02, 1999 - Dec. 10, 2002	2	Jan 6, 2006	Waste Magnet Trash Compactor
11	Logbook 5 Corridor	1406-17	1.C	Dec 27, 1999 - Dec 05, 2002	2	Jan 6, 2006	Waste Magnet Trash Compactor
12	Logbook 5 Alpha	1406-17	1.C	Dec 23, 1999 - Nov. 11, 2002	2	Jan 6, 2006	Waste Magnet Trash Compactor
13	Logbook 5 Bravo	1406-17	1.C	Dec 14, 1999 - Dec 24, 2002	2	Jan 6, 2006	Waste Magnet Trash Compactor

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

*Michelle Kelly*  
 Signature

*Inmate Property Officer*  
 Title  
 1/6/06  
 Date

*Alexander M. Vance*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

Administrator	799-1930
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**MICROGRAPHIC & LABORATORY SERVICES**

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RECORDS MANAGEMENT  
DIVISION  
JAN 13 1976  
RECORDS MANAGEMENT  
DIVISION



# Department of Public Safety and Correctional Services

## Division of Correction Eastern Correctional Institution

30420 REVIEWS NECK ROAD • WESTOVER, MARYLAND 21890  
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STATE OF MARYLAND

ROBERT L. EHRLICH, JR.  
GOVERNOR

MICHAEL S. STEELE  
LT. GOVERNOR

MARY ANN SAAR  
SECRETARY

MARY L. LIVERS, Ph.D.  
DEPUTY SECRETARY  
FOR OPERATIONS

DIVISION OF CORRECTION

FRANK C. SIZER, JR.  
COMMISSIONER

BOBBY SHEARIN  
DEPUTY COMMISSIONER

EASTERN  
CORRECTIONAL  
INSTITUTION

KATHLEEN GREEN  
WARDEN

VICTORIA BURKHARD  
ACTING ASSISTANT WARDEN  
OF OPERATIONS

SHIRLEY MAE DOANE  
ASSISTANT WARDEN  
OF PROGRAMS & SERVICES

RONALD B. DRYDEN  
CHIEF OF SECURITY

January 10, 2006

Richard Herring, Administrator  
Department of General Services  
Records Management Center  
7257 Waterloo Rd., Rt. 175  
P.O. Box 275  
Jessup, MD 20794-0275

Dear Mr. Herring:

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

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

If any additional information is required please advise me.

Sincerely,

Kathleen Green, Warden

KSG/jrb

Attachment

RECEIVED

JAN 17 2006

RECORDS MANAGEMENT  
DIVISION



	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 Disposal
		Retention Schedule No.	Item No.				
	Discharged 1993					11/05	Shred
		2345					
	Aknew, Hyles Melvin III			MA - 10176			
	Atkins, Ellsworth			9151			
	Baker, Thomas			8972			
	Bender, Henry			4872			
	Benjamin, Maurice			10193			
	Brown, Denise			9807			
	Brown, Tyrone			10683B			
	Bryant, Leonard			10240			
	Coates, Henrietta			8407			
	Cooper, Phillip			5558			
	Corbett, Kenneth			6489			
	Dargan, Brian			11011			
	Dredden, William			11016			
	EVANS, MARtha			10896			
	Fitch, Donald			7078			
	Fredericks, Ronald			7041			
	Gamble, Lorence						

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

Vanessa W. [Signature]  
 Signature

Director Central [Signature] 12/2005  
 Title Date

APR 17

*Zade*

BOOKS MANAGEMENT  
DIVISION



Reporting Agency  
Rose Wood Center  
 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.				
	Discharged	1993 -				11/2005	Shred
		2345	-				
	Goodhues, David			10869			
	Grandu, Lisa			10320			
	Grossman, Lawrence			8362			
	Hammond, Valerie			10905			
	Haffmans, Conrad			6059B			
	Hargrave, Raymond			06914B			
	Hakee John			6182B			
	Hunt Lemar			6941			
	Kelly Andee			10893			
	Jones, Troy			10139B			
	Johnson Edward			8443			
	Johnson Annie			9611			
	Johns, Robert			10560			
	Kirby Helen			10703			
	Little John Clarence			7474			
	MAlecki, Thomas			10980			
	Long Felicia			07982B			

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

Vanessa Ann Rabin  
 Signature

Doretha Centalben 10/6/05  
 Title Date



APR 17

*2006*

RECORDS MANAGEMENT  
DIVISION

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

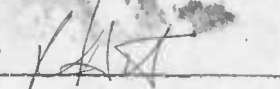
Rosewood Center

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				
	1993 Discharges					11/2005	Shred
		2345					
	Mankiewicz, John			10826			
	Moudry, Michael			10216			
	Mullins Orpha			10698			
	McDonnell Catherine			10608B			
	Motley Joseph			3938			
	Pets, Philip			9820			
	Rice, Paul			10649			
	Richardson Carolyn			7342			
	Ridgley, Patricia			7380			
	Schulz, Robert			6668B			
	Seibler, Jeffrey			9651			
	Semies, Patricia			7064			
	Shapiro, Stephen			4179			
	Sherald, Cynthia			10159			
	Sponseller Thomas			7774			
	Streicher Kenneth			8128B			
	Stucky, Eddie			7952			

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

Vanessa Wu   
Signature

 12/6/05  
Title Date



APR 17 *2006*

RECORDS MANAGEMENT  
DIVISION

Reporting Agency  
Rose Wood Ctr.  
 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.				
	1994 + 1993 Discharge	2345				11/2005	Shred
	Turner, Joseph	8292					
	Veniaschle, Richard	10591					
	Walner George	3157					
	Washington, David	7268 B					
	Weber, Joseph	7228					
	Wilkinson Charlie	11021					
	Wilson, William	10997					
	Windhorst, Deborah	06816 B					
	Wooden, Robert	7028					
	Young, Jason	09533 B					
	1994						
	Arnold, Mary Ann			10247			
	Bell Emmanuel			7333			
	Bishop Annie			10530			
	Brown, James			10962			
	Cann John			10362 B			

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

Vanessa [Signature]  
 Signature

[Signature]  
 Title

12/6/05  
 Date



APR 17 2006

RECORDS MANAGEMENT  
DIVISION



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

## 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.				
	1994 Discharges					11/2005	Shred
	<del>0</del>	2345					
	Cheezum, Mae	10640					
	Dobbs, Robert	11024					
	Doem, Alan	5613					
	Frubush, Jodi	9915					
	Drayts Shyann	10284					
	Garcia, Calena	5274					
	Glick, Kenneth N		4316				
	Goodwin, James	10819					
	Hareston, Tavalis	10049					
	Hazel Meredith	10913					
	Helms William	6351					
	Howard, Craig	10607					
	Lee, Joanne	07227C					
	<del>MISC</del>						
	MISC, Wojeski Arlene	9321					

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

Vanessa M. [Signature]  
 Signature

Director Central Records [Signature] 3/12/06  
 Title Date

APR 17

*2006*

RECORDS MANAGEMENT  
DIVISION



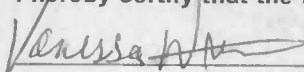
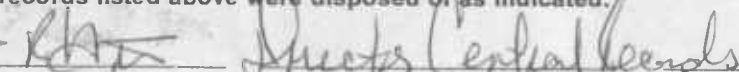
<b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b>	<b>State Records Center</b> Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	<b>DHMH Instructions:</b> Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR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

**CERTIFICATE OF RECORDS DISPOSAL**

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	1996	2345				1/2006	Shred
2.	Shilkent, Ilbert	9402					
3.	Singletary, Wilbert	9722					
4.	Slacke, Crystal	9351B					
5.	Schmitz, Benjamin	4614					
6.	Sheffield, Emma	1461					
7.	Smith, Antuan	10321					
8.	Smith, Brian	10691					
9.	TOOD, Beverly	10190B					
10.	Salman, Delilah	4933					
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



APR 17 206

RECORDS MANAGEMENT  
DIVISION

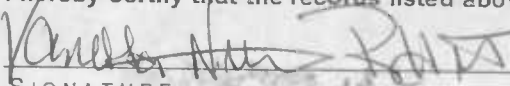
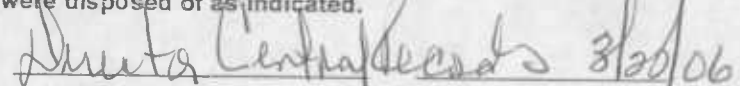
DEPT OF HEALTH & MENTAL HYGIENE		State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DMMH Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DMMH RECORDS OFFICER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

1996 Discharges  
Schedule # 2345

**CERTIFICATE OF RECORDS DISPOSAL**

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC.]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Orms, Scorelio	9703					
2.	Mower, Howard	10848					
3.	Owens Rose	1645					
4.	Reilly Darlene	7683					
5.	Parker Gregory	7950					
6.	Perry, Natalia	10773					
7.	Patrick Charles	8240					
8.	Purchwitz Charles	10552					
9.	Pyles, Charles	5566					
10.	Rife, Randolph	11026					
11.	Mesaorini, Lisa						
12.	Robertson Betty	4859					
13.	Roler, Darlene	5744					
14.	Sattler, Kamin	10858					
15.	Schuessler, Melvin	2170					
16.	Shank, Bessie	4758					

\*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



APR 17 2006

RECORDS MANAGEMENT  
DIVISION

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	DMMH Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT'S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DMMH 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 <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	1996 Discharge					1/2006	Shred
2.	Kiechmer Roger	7330					
3.	Kosakowski, Constanta	8584					
4.	Krakosky, Rose	11035					
5.	Lampkin, Toni	10627					
6.	Lee, Irene	5281					
7.	Neff, Martha	10867					
8.	Mays Shipley	8273					
9.	Goble, Glenn	10886					3
10.	Graham, Herbert	8914					
11.	Harell, Michael	10779					
12.	McGraw, Colleen	8617					
13.	MENARE Hattie						
14.	Parrot, Johnnie Mae						
15.	Mercer, May	10846					
16.	Leuschner, Richard	5217					

\*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.

Vanessa M. ...
Director Central Records
3/27/06

SIGNATURE
TITLE
DATE



APR 17 2006

RECORDS MANAGEMENT  
DIVISION

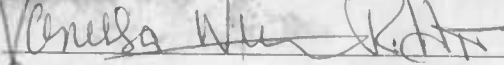


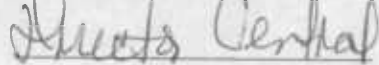
<p><b>DEPT OF HEALTH &amp; MENTAL HYGIENE</b></p> <p>EXEC - HCF - PHS - OPS SECRETARIAT</p> <p>OFFICE / ADMINISTRATION / LOCATION</p> <p>DIVISION / UNIT</p>	<p><b>State Records Center</b>          Dept of General Services          7275 Waterloo Road          P.O. Box 275          Jessup MD 20794-0275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

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft <sup>3</sup> ) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	1996 Discharges					2006	Shred
2.	Dunnock, Mike	10812					
3.	Dutcher Autumn	10908					
4.	Fisher Texie	10744					
5.	gee, Michael	8098					
6.	Hartman, Mary	7113					
7.	Hill, Milton	10926					
8.	Holland, Renee	7126					
9.	Hoffa Tommy	10829					
10.	Johnson Damkin	9045					
11.	Johnson Floyd	7563					
12.	Johnson Myron	10749					
13.	Johnson Spence	6074					
14.	Kammer Frank	10862					
15.	Kahl Jayce	10938					
16.	King Taboo	10907					

\*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





APR 17 2006

RECORDS MANAGEMENT  
DIVISION

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

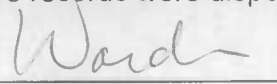
Division of Corrections  
 Division or Bureau


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

No.	Description of Records Include Title and/or Form Number			Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention sched. No.	Item No.				
1	Key Inventory	1406-17	13.5	2001-2002	13.5	1/10/2006	Recycling Program
2	Count Sheets	1406-17	6	2000-2002	6	1/10/2006	Recycling Program
3	Traffic Sheets	1406-17	91.5	2000-2002	91.5	1/10/2006	Recycling Program
4	Shift Reports	1406-17	6	2000-2002	6	1/10/2006	Recycling Program
5	Bi-weekly Overtime	1406-17	4.5	2000-2002	4.5	1/10/2006	Recycling Program
6	Duty Rosters	1406-17	1.5	2001	1.5	1/10/2006	Recycling Program
7							Recycling Program
7							Recycling Program
8							Recycling Program
9							Recycling Program
10							Recycling Program
11							Recycling Program
12							Recycling Program
13							Recycling Program
14							Recycling Program
15							Recycling Program
16							Recycling Program
17							Recycling Program
18							Recycling Program
TOTAL					123		

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

  
 Signature

  
 Title

  
 Date

RECEIVED

JAN 17 — 1960

U.S. DEPARTMENT OF THE ARMY  
HEADQUARTERS

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

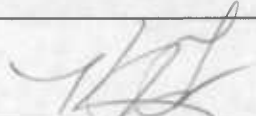
**Division of Corrections**

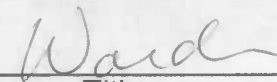
Division or Bureau

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

No.	Description of Records Include Title and/or Form Number			Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention sched. No.	Item No.				
1	Publication Sign-off Sheets	1406-03	5	1989-95,00	12	1/10/2006	Recycling Program
2	Classification Reports	1406-06	10.A	2001-2002	3	1/10/2006	Recycling Program
3	Adjustment Hearings	1406-06	10.B	200-2002	1.5	1/10/2006	Recycling Program
4	Daily Pop. Report	1406-07	7	2000-2002	7.5	1/10/2006	Recycling Program
5	Fire & Safety	1406-09	6.B	1988-1993	3	1/10/2006	Recycling Program
6	Fire & Safety	1406-09	6.C	1991,94,01	4.5	1/10/2006	Recycling Program
7	Toxic Caustic	1406-09	10.B.2	2001-2002	18	1/10/2006	Recycling Program
7	Entrance /Exit Logs	1406-17	1.AF	2000-2002	22	1/10/2006	Recycling Program
8	Maint. Logs	1406-17	1.AH	2000-2002	1.5	1/10/2006	Recycling Program
9	Tool Control	1406-17	1.AQ	1993,95-99,01,02	10.5	1/10/2006	Recycling Program
10	Uniform Inspection	1406-17	1.AR	2000-2002	1.5	1/10/2006	Recycling Program
11	Post Order Sign-Off	1406-17	1.B	2000-2002	7.5	1/10/2006	Recycling Program
12	Log Books	1406-17	1.C	2001-2002	51	1/10/2006	Recycling Program
13	Equipment Issue	1406-17	1.D	2001-2002	7.5	1/10/2006	Recycling Program
14	Sanitation Inspections	1406-17	1.E	2000-2002	3	1/10/2006	Recycling Program
15	Equipment Inventory	1406-17	1.I	2002	1.5	1/10/2006	Recycling Program
16	Security Inspections	1406-17	1.J	2001-2002	16.5	1/10/2006	Recycling Program
17	Urinalysis Results	1406-17	1.K	2001-2002	6	1/10/2006	Recycling Program
18	Search Reports	1406-17	1.M	2000-2002	12.5	1/10/2006	Recycling Program
				TOTAL	190.5		

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

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Title

1-10-06  
 \_\_\_\_\_  
 Date



JAN 17

*WU*

RECORDS MANAGEMENT  
DIVISION

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 Public Safety and Correctional Services  
 Reporting Agency

Division of Parole and Probation  
 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 Schod. No.	Item No.				
41	Price, Tabatha			12/5/00 to 12/5/01		10/20/06	shredded
40	Herr, Vicki Lee			4/19/00 to 4/19/01		10/20/06	shredded
27	Baker, Teri Jean			8/26/98 to 8/26/99		10/20/06	shredded
28	Newcomer, Cris A.			12/9/97 to 12/9/99		10/20/06	shredded
29	Baron, Lisa A.			9/26/01 to 9/26/02		10/20/06	shredded
30	Pluim, Henrich R.			5/1/02 to 5/1/03		10/20/06	shredded
26	Raynor, Adam			11/10/97 to 11/10/99		10/20/06	shredded

*Penny J. Doty, OSII* I hereby certify that the above listed records were disposed of as indicated.

*Kim Albright OSI*  
 Signature

Office Secretary II  
Office Secretary I  
 Title

10/20/06  
10/20/06  
 Date

DGS 550-2

F, UZ

FAX NO.

HTK-03-98 1HU UZ:UU FTI

04-09-98 2:57PM  
 Pg 2  
 Doc #49



OCT 23 - 2016

RECORDS MANAGEMENT  
DIVISION

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 Public Safety and Correctional Services  
 Reporting Agency

Division of Parole and Probation  
 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.				
41	Price, Tabatha			12/5/00 to 12/5/01		10/20/06	shredded
40	Herr, Vicki Lee			4/19/00 to 4/19/01		10/20/06	shredded
27	Baker, Teri Jean			8/26/98 to 8/26/99		10/20/06	shredded
28	Newcomer, Cris A.			12/9/97 to 12/9/99		10/20/06	shredded
29	Baron, Lisa A.			9/26/01 to 9/26/02		10/20/06	shredded
30	Pluim, Henrich R.			5/1/02 to 5/1/03		10/20/06	shredded
26	Raynor, Adam			11/10/97 to 11/10/99		10/20/06	shredded

*Penney J. Doty, OSI* I hereby certify that the above listed records were disposed of as indicated.

*Kim Albate OSI*  
 Signature

OFFICE SECRETARY II  
office Secretary I  
 Title

10/20/06  
10/20/06  
 Date

DGS 550-2

FAX NO. 04-09-98 2:57PM  
 Doc #49 Pg 2

P. 02  
 MKT-00-00 17U 02:00 PM

OCT 23 1966

RECORDS MANAGEMENT  
DIVISION

<u>Division of Correction</u>		<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency			
<u>Bretbridge Correctional Facility</u>			
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.				
17	Entrance/Exit log	1A06	1AF	1999-2003	7 cubic ft	3-26-07	Shredded
17	Serious Incident log	1A06	1AP	1999-2003	4 cubic ft		
17	Inmate transfer list	1A06					
11	Health inspections		2A	2000-2003	1 cubic ft		
10	Employee Timecards and Time Sheets	1A06	4D	1999-2004	20 cubic ft		Shredded
6	Base file receipt	1A06	10D	2000-2004	20 cubic ft		
	"	1A06	10 <sup>2</sup>	2000-2004	10 cubic ft		
	"	1A06	10 <sup>3</sup>		10 cubic ft		
					289		

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

*Alonzo Johnson*  
Signature

*COII*  
Title

*April 18, 2007*  
Date

APR 30 - 2007  
RECORDS MANAGEMENT  
DIVISION

<u>Division of Correction</u>	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
<u>Brockbridge Correctional Facility</u>		
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.				
17	Post Order Sign-off Sheet	1406	1B	1999 - 2003	3 cubic ft.	3-26-03	Shredder
17	Post Order Log-Book	1406	1C	1988 - 2003	30 cubic ft.		
17	equipment issue and return	1406	1D	2000 - 2003	15 cubic ft.		
17	sanitation inspections	1406	1E	2000 - 2003	2 cubic ft.		
17	incident reports	1406	1G	2000 - 2003	25 cubic ft.		
17	equipment inspection	1406	1H	1999 - 2003	15 cubic ft.		
17	equipment inventory	1406	1I	2000 - 2003	10 cubic ft.		
17	security inspection sheets	1406	1J	2000 - 2003	10 cubic ft.		
17	contraband reports	1406	1L	2000 - 2003	4 cubic ft.		
17	search reports	1406	1M	2000 - 2003	3 cubic ft.		
17	key inspections	1406	1O	2000 - 2003	3 cubic ft.		
17	key inventory	1406	1N	2000 - 2003	3 cubic ft.		
17	Count Sheets	1406	1T	2000 - 2003	20 cubic ft.		
17	Traffic Sheets	1406	1U	2000 - 2003	10 cubic ft.		
17	Shift Reports	1406	1X	2000 - 2003	10 cubic ft.		
17	Bi-Weekly Overtime	1406	1Y	2000 - 2003	20 cubic ft.		
17	Emergency Plan-Drill's	1406	1AER	2000 - 2003	4 cubic ft.		

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

Morshay Robinson  
Signature

CO II  
Title

April 18, 2007  
Date



RECEIVED  
APR 30 1907

RECORDS MANAGEMENT  
207

MARYLAND/ Lamate Property Unit  
 Reporting Agency  
 DOC  
 Division or Unit

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

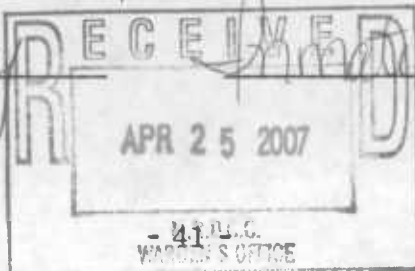
Prepare in duplicate  
 Retain one (1) copy and forward original to address at left.

## 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	Personal Property Inventory Sheets (2003 TPA's)	1406-17	1.V	1-1-03 - 12-31-03		4-17-07	Waste Mgmt Crash Compactor
2	Notice of Confiscation and Lamate Property Dispos. (2003 TPA)	1406-17	1.V	1-1-03 - 12-31-03		4-17-07	Waste Mgmt Crash Compactor
3	Personal Property Inventory Sheets (Short Times, 1998-2003)	1406-17	1.V	1-1-98 - 12-31-03		4-17-07	Waste Mgmt Crash Compactor
4	Notice of Confiscation and Lamate Property Dispos. (Short Times, 1998-2003)	1406-17	1.V	1-1-98 - 12-31-03		4-17-07	Waste Mgmt Crash Compactor
5	Intake Summary	1406-17	1.V	Jan 1 - Dec 31, 2006		4-17-07	Crash Compactor
6	Personal Property Inventory (Transfers)	1406-17	1.V	Jan '03 - Dec '03		4-17-07	Waste Mgmt Crash Compactor
7	Lamate Complaints	1406-17		Jan '03 - Dec '03		4-17-07	Waste Mgmt
8	Shipping forms	1406-17	1.V	Jan 1, 03 - Dec 31, 03		4-17-07	Crash Compactor

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

*Col. Michael J. Kelly*  
 Signature



*Michael Kelly*  
 Title

*4/23/07*  
 Date

*(Signature)*

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

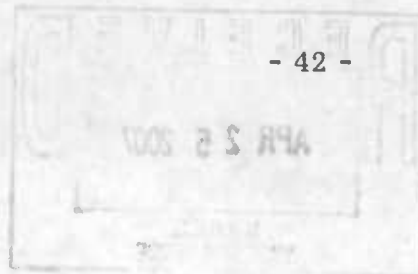
**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

Figure 10



- 42 -

MAY 20 2007

RECORDS MANAGEMENT CENTER

*Medoc Inmate Property Unit*

Reporting Agency

*DOC*

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

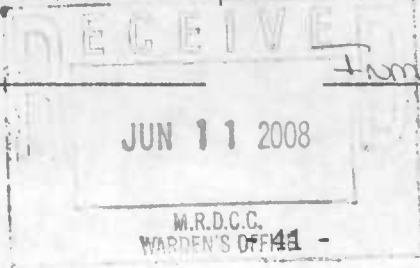
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Personal Property Inventory Sheets (Transfers 2004)	1406-17	1.V	1-1-04 - 12-31-04	2 CF	6.10.08	Waste Mgmt Trash Compactor
2	Personal Property Inventory Sheets (Transfers 2002)	1406-17	1.V	4-1-02 - 4-30-02		6.10.08	Waste Mgmt Trash Compactor
3	Personal Property Inventory Sheets (Transfers 2002)	1406-17	1.V	6-1-02 - 6-30-02		6.10.08	Waste Mgmt Trash Compactor
4	Personal Property Inventory Sheets (Transfers 2002)	1406-17	1.V	8-1-02 - 8-31-02		6.10.08	Waste Mgmt Trash Compactor
5	Personal Property Inventory Sheets (Transfers 2002)	1406-17	1.V	9-1-02 - 9-30-02		6.10.08	Waste Mgmt Trash Compactor
6	Personal Property Inventory Sheets (Transfers 2002)	1406-17	1.V	12-1-02 - 12-31-02		6.10.08	Waste Mgmt Trash Compactor
7	Property Box Mail-out List	1406-17	1.V	7-1-02 - 6-13-03		6.10.08	Waste Mgmt Trash Compactor
8	Excess Property Box Mail-out Sheets	1406-17	1.V	8-11-02 - 6-28-03		6.10.08	Waste Mgmt Trash Compactor
9	Transfer Line Schedules Sheets	1406-17	1.V	12-31-00 - 6-28-03		6.10.08	Waste Mgmt Trash Compactor

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

*[Signature]*  
 Signature

*Inmate Property Officer*  
 Title

*6.10.08*  
 Date



STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**MICROGRAPHIC & LABORATORY SERVICES**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	799-1727

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27: 208



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 PUBLIC SAFETY & CORRECTIONAL SERVICES  
 Reporting Agency

DIVISION OF PAROLE & PROBATION

PREPARE IN DUPLICATE

Division or Bureau

Retain one

copy and forward

original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Include Dates of Record Disposed	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	290091671	1461	8	10/3/2000		8/16/02	Shredding
	49516436	1461	8	2/2/2002		8/16/02	Shredding
	18234302	1461	8	10/3/2000		8/16/02	Shredding
	48736367-20	1461	8	3/22/2002		8/16/02	" "
	42CR3322	1461	8	1/12/2001		8/16/02	" "
	101109005-6	1461	8	8/2/2001		8/16/02	" "
	28833318/9,2021	1461	8	11/9/2001		" "	" "
	78407624,25	1461	8	11/1/2001		" "	" "
	4841721718	1461	8	3/4/2002		" "	" "
	4872792627	1461	8	3/22/2002		" "	" "
	896284007	1461	8	1/6/2000		" "	" "
	291079056	1461	8	11/12/1999		" "	" "



AUG 20 2007

SHIRLEY M. MORGAN

BY

48731035	1461	8	9/2/99	8/14/01 shredding
890296012	1461	8	9/7/99	8/14/01 " "
19409029	1461	8	11/6/98	" " " "
48630331-33	1461	8	7/21/98	" " " "
892087010	1461	8	6/3/98	" " " "
48819716	1461	8	6/3/98	" " " "
485106046	1461	8	6/15/98	" " " "
88925001-83	1461	8	6/15/98	" " " "
48924113,14	1461	8	6/15/98	" " " "
390304001	1461	8	9/21/99	" " " "
064686B6	1461	8	8/24/99	" " " "
48631516	1461	8	9/21/99	" " " "
194124011	1461	8	10/20/99	" " " "
48721502	1461	8	9/21/99	" " " "
88428313-14	1461	8	9/21/99	" " " "
28921306	1461	8	11/30/99	" " " "
3010929005	1461	8	10/10/06	" " " "
802043051	1461	8	8/12/03	" " " "
82CR3929	1461	8	2/12/03	" " " "
892139010	1461	8	10/31/01	" " " "
90CR5719	1461	8	2/26/98	" " " "
195032062	1461	8	3/9/00	" " " "

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

Signature

Title

Date

DGS 550-2

RECEIVED

AUG 20 2007

LIBRARY OF THE  
UNIVERSITY OF MICHIGAN

806264007	1461	8	2/17/00	8/6/07 shredding
48907350,51	1461	8	2/17/00	8/6/07 " "
95CR4628	1461	8	10/12/00	" " " "
95CR2714	1461	8	5/1/01	" " " "
95CR3255	1461	8	2/12/02	" " " "
594340027	1461	8	1/11/01	" " " "
294208034	1461	8	11/17/00	" " " "

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

Alpha Brown  
Signature

Field Supervisor II  
Title

8/16/07  
Date

1983  
AUG 20  
AUG 20 7W7  
BUSINESS MANAGEMENT  
BUSINESS MANAGEMENT  
BUSINESS

*Public Safety & Correctional Services*  
 Reporting Agency

*Division of Correction-Finance*  
 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.				
<i>2</i>	<i>Finance</i>	<i>1406-10</i>	<i>3</i>	<i>CY 1999</i>	<i>2</i>	<i>9-18-07</i>	<i>Shred</i>
<i>2</i>	<i>Budget Preparation</i>	<i>1406-10</i>	<i>3</i>	<i>CY 2000</i>	<i>2</i>	<i>"</i>	<i>"</i>
<i>2</i>	<i>Journal Entries</i>	<i>1406-10</i>	<i>3</i>	<i>CY 2001-2002</i>	<i>2</i>	<i>"</i>	<i>"</i>
<i>1</i>	<i>Credit Card Receipts</i>	<i>1406-10</i>	<i>8</i>	<i>CY 2003</i>		<i>"</i>	<i>"</i>

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

*Dulcie Dyla-Grooms*  
Signature
*Budget Director*  
Title
*9/20/07*  
Date

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

Figure 9



STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

STATE RECORDS MANAGEMENT CENTER  
SEP 26  
LM

<i>Division of Correction</i>	<b>Department of General Services</b>	Prepare in duplicate
Reporting Agency	Records Management Division	Retain one (1) copy and forward original to address at left.
<i>Victim Serv. Unit</i>	7275 Waterloo Road (Rte. 175) P.O. Box 275 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	<i>Victim Notification Release file</i>	1406-6	1C 16	1/1995 - 12/1995	1	9-18-07	Shred
2	<i>Victim Notification Counsel file</i>	1406-6	1C 16	1996 - 5/1997	1	9-18-07	"
3	<i>Victim Notification files</i>	1406-6	1C 16	6/1997 - 12/1997	1	9-18-07	"
4	" "	1406-6	1C 16	6/1997 - 12/1997	1	9-18-07	"
5	" "	1406-6	1C 16	5/1998 - 10/1998	1	9-18-07	"
6	" "	1406-6	1C 16	9/1998 - 2/1999	1	9-18-07	"
7	" "	1406-6	1C 16	11/1998 - 3/1999	1	9-18-07	"
8	" "	1406-6	1C 16	2/1999 - 6/1999	1	9-18-07	"
9	" "	1406-6	1C 16	7/1999 - 11/1999	1	9-18-07	"
10	" "	1406-6	1C 16	12/1999 - 6/2000	1	9-18-07	"
11	" "	1406-6	1C 16	7/2000 - 10/2000	1	9-18-07	"
12	" "	1406-6	1C 16	11/2000 - 2/2001	1	9-18-07	"
13	" "	1406-6	1C 16	3/2001 - 1/2002	1	9-18-07	"

15415 Total  
1406-6  
Items 1C 16  
2<sup>nd</sup> 13 here

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

*[Signature]*  
Signature

*[Signature]*  
Title

9/12/07  
Date


SEP 26 1964 *rwj*

Public Safety & Correctional Services

Reporting Agency

Corrections HQ

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	Operation '99: Confiscated	1406-5	1	@ 1980-1999	1 cu.ft	9-20-07	Shred
1	Papers - Confiscated	1406-5	1	" "	1.5 cuFT	9-20-07	Shred
1	Papers	1406-5	1	" "	1.5 cuFT	9-20-07	Shred

3

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

Nonay Williams  
Signature

Director, Religious Services  
Title

9/20/07  
Date

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

Figure 9

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

SEP 26

*rw7*

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
28- 83	Case management files only	1406-6	1	1994-2003	83	9/20/07	Shred

56

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

	Case Mgmt Director	9/20/07
Signature	Title	Date

337  
8732

Figure 9



STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

SEP 28 1967  
207

DPSCS - Division of Correction

Reporting Agency

Personnel HQ

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

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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	Timesheets Contractual	1406-15	9	7/2000-6/2001 <del>200</del>	1	9-20-07	Shred
2	Timesheets Dept HQ	1406-15	9	9/1997-12/1997	1	9-20-07	Shred
3	Timesheets Dept HQ	1406-15	9	12/1997-10/1998	1	9-20-07	Shred
4	Timesheets + change reports	1406-15	9	9/1996-12/1996	1	9-20-07	Shred
5	Timesheets	1406-15	9	1/1997-5/1997	1	9-20-07	↓
6	ETR Contractual	1406-15	9	12/1999-10/2000	1	9-20-07	
7	Timesheets	1406-15	9	8/1995-12/1995	1	9-20-07	
8	Timesheets	1406-15	9	7/1998-6/1999	1	9-20-07	

45

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

Deborah Monroe  
Signature

BA  
Title

9/20/07  
Date

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

SEP 26 1977  
207

410-799-8532

<p style="font-size: 1.2em; font-family: cursive;">Division of Construction Mgt.</p> <p style="text-align: center;">Reporting Agency</p> <hr/> <p style="font-size: 1.5em; font-family: cursive;">Food Services</p> <p style="text-align: center;">Division or Unit</p>	<p><b>Department of General Services</b></p> <p>Records Management Division          7275 Waterloo Road (Rte. 175)          P.O. Box 275          Jessup, Maryland 20794-0275</p>	<p style="text-align: center;">Prepare in duplicate</p> <p>Retain one (1) copy and forward original to address at left.</p>
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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	<i>Restoration Contracting Drawings</i>	1406-11	2J	2000	1.59 cf	9/20/07	Shred
2	<i>Food Service Study</i>	1406-11	2J	2002	1.15 cf	9/20/07	"
3	<i>Kitchen Renovation Drawings</i>	1406-11	2J	2001	1.15 cf	9/20/07	"
4	" " "	1406-11	2J	2001	1.15 cf	9/20/07	"
5	<i>Kitchen Renovation Drawings</i>	1406-11	2J	2003	3.66 cf	9/20/07	"
6	" " "			2003	3.66 cf	9/20/07	"
<p><i>All Items Above are copies NOT originals All are courtesy copies Capital Construction has originals</i></p>							

6

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

<p style="font-size: 1.5em; font-family: cursive;">Richard G. Test</p> <p style="text-align: center;">Signature</p>	<p style="font-size: 1.5em; font-family: cursive;">Director Food Service</p> <p style="text-align: center;">Title</p>	<p style="font-size: 1.5em; font-family: cursive;">9/20/07</p> <p style="text-align: center;">Date</p>
---	---	--

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

DPSCS

Reporting Agency

DOC-HQ-Data Processing

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	1999 - Error forms	1406-6	1	1999-2003	1	9-20-07	Shred
2	2000 - Error forms	1406-6	1				
3	2001 - Error forms						
4	2002 - Errors						
5	2002 Errors						
6	2002 Errors						
7	1989 Errors						
8	2003 Errors						
9	2003 Errors						
10	2003 Errors						

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

Carole Wood

Signature

Adm. Specialist

Title

9-19-07

Date



1901 - 1902  
1902 - 1903  
1903 - 1904  
1904 - 1905  
1905 - 1906  
1906 - 1907  
1907 - 1908  
1908 - 1909  
1909 - 1910  
1910 - 1911

207

DOE

Reporting Agency

Commissioner's Office

Division or Unit

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

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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Letters	1406-3	#1	2002	1	9-20-07	Shred
2	Letters			2002	1		
3	Letters			1999-1999	1		
6	Letters			1999-1999	1		
7	Letters			2002	1		
1				1998-1998	1		
3				2002	1		
8				199-1999	1		
1				2002	1		
3				2002	1		
1				1999-1999	1		
2				1998-1998	1		
3				2001-2001	1		
4				1998-1998	1		
3				1998-1998	1		
2				1999-1999	1		
5				2002	1		
5				1998-1998	1		
2				2004-2004	1		

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

*Geubler J...*  
 Signature

Management Assoc.  
 Title

9-20-07  
 Date

11/11/07

U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

SEP 26 2007

U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

DGC	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
Administration  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	Correspondence	1406-3	1	2000-2001	1	9-20-07	shred

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

Kristie Jones                      Admin. Aide                      9/20/07  
 Signature    Title    Date

STATE RECORDS MANAGEMENT CENTER

**RECORDS MANAGEMENT**

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

**RECORDS CENTER**

Manager	799-1379
Reference Service	

SEP 20 1967 207

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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
00-447	Young, Keith Demar	C-979	I	6/18/02		Buried
00-445	Young, Keith Demar			1/9/01		
00-486	Young, Joseph Jerome Jr			1/9/01		
00-456	Young, Keith Demar			6/18/02		to
00-502	Wood, Travis Eugene			3/5/01		Landfill
00-517	Johnson, Antwand Levare			5/16/01		
00-555	Young, Keith Demar			6/18/02		
00-529	Johnson, Antwand Levare			2/4/02		
00-225	Mitchell, Jayson Robt			4/30/04		
00-339	Thurman, Timothy Wade			5/16/02		
00-404	Thompson, Toni Renee			4/18/03		
00-405	Toye, Kushi Latoya			12/11/00		
00-184	Abdullah, Jamelliah Alease			12/18/02		
00-185	Lyles, Trisha Shnicie Lashawn			11/4/03		
00-300	Wedding, Shannon Nicole			9/25/02		
00-313	Neal, Kaiser Dorshia			3/25/04		
00-255	Dillon, Scott Jason			3/6/01		
00-236	Lee, Andre Charad			9/29/00		
00-132	Young, Keith Demar			8/18/00		
00-133	Young, " "			6/18/02		
00-68	Savoy, Stacy Marie			9/24/02		
04-53	Kelley, Jennifer Shipley			9/10/04		
04-157	Brown, Mark Darnell Jr			9/24/04		
04-100	Gregory, Thomas Edward III			7/9/04		
05-69	Istvan, Francis Bernard Jr			5/25/05		
05-55	Dement, Joseph			5/11/05		
04-205	Barnes, Vincent Darnell Jr			9/28/04		

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

 Signature	<hr/> Title	<hr/> Date
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JUL 30 1968 *ms*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed (Offense Date)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
5826	Emert, Victor	C979	1			
6395	Hebb, Mabel	C979	1			
7534	Robinson, Norman	C979	1			
7725	Gardner, Charles	C979	1			
7728	Smith, Michael	C979	1			
7879	Gatling, Freddy	C979	1			
8110	Barber, Wayne	C979	1			
82-17	Brown, Alexander	C979	1			
82-36	Payne, Daniel	C979	1			
82-238	Tuttle, John	C979	1			
83-9	Memollen, Kim	C979	1			
83-140	Burce, Wilbur	C979	1			
84-71	Galentine, Douglas	C979	1			
84-179	Bassett, James	C979	1			
84-271	Ford, Roy	C979	1			
84-272	Mason, Rodney	C979	1			
84-273	Mason, Christopher	C979	1			
85-39	Bennett, Samuel	C979	1			
85-111	Long, Lillian	C979	1			
85-287	Zieske, Randall	C979	1			
85-334	Zieske, Randall	C979	1			
86-33	Gant, Alonzo	C979	1			
86-34	Gant, Alonzo	C979	1			
86-154	Weatherbee, Scott	C979	1			
93-252	Carter, Bruce	C979	1			
93-771	Winkler, J.C.	C979	1			
93-774	Croft, Shawn	C979	1			
93-823	Beal, Scott	C979	1			
93-873	Brown, Nathaniel	C979	1			
93-877	Gales, Carlton	C979	1			
93-900	Simms, John	C979	1			
92-919	Frazier, Clifton	C979	1	10-3-92		
92-921	Davis, Shannon	C979	1			
92-937	Williams, Thomas	C979	1	9-25-92		
92-945	Gass, Claudia	C979	1	9-15-92		
92-995	Dickerson, Elmer	C979	1	11-20-90		
92-996	Williams, Andre	C979	1	9-4-92		
92-1088	Barnes, Kevin	C979	1	8-20-92		
93-14	Jay, Jas.	C979	1	9-2-92		
93-15	Gaskins, James	C979	1	12-22-92		

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

Donna Taylor  
Signature

Legal Secretary  
Title

7-10-08  
Date

JUL 30 1958 *ms*

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

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed (Offense Date)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
93-71	Pelt, Ronald	C979	1	1-14-93		
		C979	1			
		C979	1			
		C979	1			
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		C979	1			
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		C979	1			

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

Ronald Pelt  
Signature

Legal Secretary  
Title

7-10-08  
Date

JUL 30

*zaf*



	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
CV91-257	Pederson, Mark A.	C-979	III	5-19-04		
CV91-1554	Payne, Gregory V.	C-979	III	9-9-91		
P 85-8	Woody, Veronica N.	C-979	III	6-19-91		
PA91-46	Murphy, John	C-979	III	5-16-91		
K07-432	Bennett, Andre	C-979	III	6-28-87		
PA85-38	Muschette, Henry	C-979	III	4-25-85		
PA82-18	Parran, Ambrose	C-979	III	3-21-95		
CV93-1411	Parker, Kevin	C-979	III	9-13-93		
CV07-241	Adesina, Adedayo	C-979	III	3-25-08		
CV07-3086	Patterson, Lamont	C-979	III	1-17-08		
PA01-180	Washington, Ernest	C-979	III	9-6-01		
PA 92-238	Thomas, Stephanie	C-979	III	11-5-92		
CV08-1156	Petkey, Maria	C-979	III	6-12-08		
CV07-1063	Mason, Sarah	C-979	III	10-23-07		
CV02-140	Bailey, Ronald Lee	C-979	III	7-19-02		
PA08-42	Louviere, Paul	C-979	III	6-4-08		
CV86-1145	Davis, Robert	C-979	III	9-25-86		
		C-979	III			
		C-979	III			
		C-979	III			
		C-979	III			
		C-979	III			
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		C-979	III			
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		C-979	III			
		C-979	III			

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

Cheryl Jellouco                      Intestate Child Supp                      5/09/08  
 Signature                                      Title                                      Date



JUL 30 1941

*ms*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
PA1212	Beale, Purnell A.	C-979	III	8-18-81		
PA84-29	Beale, Purnell A.	C-979	III	5-24-84		
PA1064	Beale, Purnell A.	C-979	III	8-30-79		
EQ6262	Monroe, Maurice	C-979	III	11-7-79		
EQ6764	Park, Kevin T.	C-979	III	11-6-79		
PA90-103	Parker, Paul A.	C-979	III	7-10-90		
CV97-204	Paradise, Michael	C-979	III	4-20-97		
PA96-1	Page, James A.	C-979	III	2-9-96		
CV95-194	Otte, David	C-979	III	3-31-95		
PA91-233	Neal, James A.	C-979	III	10-7-93		
CV91-1315	Noel, Phillip R.	C-979	III	5-6-91		
PA1200	Pinkney, John R.	C-979	III	2-17-81		
PA89-14	Poole, Allen P.	C-979	III	12-9-88		
PA95-213	Poole, Sean	C-979	III	2-9-96		
PA97-11	Poole, Sean	C-979	III	1-13-97		
PA02-89	Piseno, Eddie	C-979	III	7-18-02		
CV03-1869	Pitner, Patrick	C-979	III	8-27-03		
CV92-110	Pitts, Derrick R.	C-979	III	7-10-91		
CV96-1860	Plumer, Shelton H.	C-979	III	9-9-96		
PA90-112	Pointer, Charles	C-979	III	7-24-90		
PA91-156	Pollard, Benny L.	C-979	III	10-2-99		
CV96-260	Pollard, Phillip W.	C-979	III	2-14-96		
CV00-1065	Briscoe, Beverly A.	C-979	III	6-15-00		
CV92-2385	Posay, James N.	C-979	III	1-30-92		
PA96-35	Powell, Catherine	C-979	III	5-30-02		
PA92-138	Posay, Avery D.	C-979	III	10-13-92		
CV92-2385	Posay, James N.	C-979	III	1-30-92		
PA93-214	Peoples, Alec	C-979	III	11-29-00		
PA97-326	Peoples, Alec	C-979	III	12-16-99		

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

Cheryl Jelloramo  
Signature

Interstate Child Support  
Title

5/29/08  
Date

JUL 30 1948 WJG

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
CV92-573	Mann, Sharon E.	C-979	III	4-19-93		
CV90-1180	Oliver, Thomas	C-979	III	8-1-94		
CV92-2016	Poole, Charles	C-979	III	12-12-95		
CV85-196	Porter, Richard	C-979	III	8-90		
PA85-54	Pirner, Roger	C-979	III	12-4-91		
CV95-1637	Polun, Mitchell	C-979	III	6-22-95		
CV91-217	Ponton, Russell	C-979	III	4-29-92		
PA86-18	Neal, Roderick	C-979	III	3-6-86		
PA07-71	Jones, Brandon	C-979	III	9-6-07		
PA99-200	Porter, Stewart	C-979	III	6-18-99		
CV95-191	Oliver, Judith	C-979	III	6-26-95		
PA07-35	Holsinger, David	C-979	III	5-21-07		
CV98-2279	Welch, Daisy	C-979	III	4-22-02		
CV88-1709	Hooker, Frank	C-979	III	11-29-88		
PA90-48	Pickeral, Robert G.	C-979	III	4-17-90		
EQ 7780	Persinger, William A.	C-979	III	11-19-91		
CV85-25	Parrella, Donald E.	C-979	III	3-14-85		
PA 559	Holton, Russell	C-979	III	8-11-77		
CV96-2341	Beach, Kenneth F.	C-979	III	1-27-98		
ES4-342	Price, Larry Franklin	C-979	III	10-18-84		
CV86-1061	Hiser, JAnn	C-979	III	8-18-86		
CV97-498	Bicknell, David	C-979	III	5-2-97		
CV97-486	Bicknell, Susan	C-979	III	9-17-97		
CV96-178	Barrett, Lourdes	C-979	III	9-17-98		
PA95-193	Sandidge, Don	C-979	III	11-27-95		
SA91-921	McPherson, Cecil	C-979	III	10-16-91		
PA1269	Meadows, Michael W.	C-979	III	3-24-94		
EQ83-689	McCoy, Dave L.	C-979	III	11-16-83		
EQ9221	McCarthy, Michael	C-979	III	4-22-94		

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

Cheryl Filloramo  
Signature

Interstate Child Support  
Title

5-29-08  
Date

Jul 30 2008



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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
CV90-1383	Keith, William H.	C-979	III	4-27-98		
CV93-2018	Katsouros, Nicholas	C-979	III	1-7-93		
CV91-48	Jennings, Matthew	C-979	III	2-4-98		
CV93-2018	Jenkins, Rodney	C-979	III	2-1-94		
SAPD-207	Ker, Robert L.	C-979	III	12-4-91		
CV91-473	Cherrico, Audrey M.	C-979	III	2-24-97		
CV90-477	McKay, James A.	C-979	III	4-30-92		
PA91-174	Herbert, Brian K.	C-979	III	9-27-91		
PA83-98	Goldring, James R.	C-979	III	12-21-83		
PA91-88	Goldring, Joseph S.	C-979	III	5-20-91		
PA84-94	Whalen, James A.	C-979	III	10-18-84		
PA87-179	Goldsmith, Gary F.	C-979	III	10-21-91		
CV88-1526	McPherson, Alvin	C-979	III	10-26-88		
CV87-395	McPherson, Alvin R.	C-979	III	10-16-91		
CV89-586	McCoole, Glidden	C-979	III	5-17-89		
PA93-86	Thompson, Barry	C-979	III	4-8-93		
CV92-2109	Thomas, Jeffrey L.	C-979	III	10-7-91		
PA86-131	Thomas, Jeffrey	C-979	III	5-20-86		
PA89-63	Meekins, Vincent	C-979	III	5-17-89		
PA01-200	McCarty, Parker	C-979	III	11-16-01		
PA91-78	Thomas, James L.	C-979	III	5-20-91		
PA92-212	Thomas, Mark J.	C-979	III	9-2-92		
CV99-1900	Thomas, Michael	C-979	III	11-23-99		
CV92-689	Thompson, Constance	C-979	III	11-26-93		
PA91-163	Livingston, Earl S.	C-979	III	9-13-91		
CV92-1205	Lindsay, Robert	C-979	III	7-23-92		
PA89-33	Lindsay, Ricardo	C-979	III	4-1-83		
PA89-33	Lerdson, Ricardo L.	C-979	III	1-6-89		
CV86-1492	McGuigan, James L.	C-979	III	5-21-87		

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

Cheryl Filbramo  
Signature

Interstate Child Support  
Title

5-29-88  
Date



JUL 30 1958 JWS

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
CV 87-497	Sherwood, Ted N.	C-979	III	4-24-87		
CV 91-2353	Sherbert, Robert S.	C-979	III	8-30-91		
CV 88-381	Shepherd, Harold	C-979	III	1-28-91		
CV 91-597	Sexton, Robert	C-979	III	5-2-91		
CV 86-178	Sewell, James E.	C-979	III	11-86		
CV 95-813	Serpico, Michael C.	C-979	III	4-19-99		
CV 93-1889	Sensibaugh, Herbert	C-979	III	7-19-94		
CV 87-934	Semiklose, Michael	C-979	III	7-23-87		
CV 89-1731	Semiklose, Michael	C-979	III	6-8-94		
PA 91-220	Self, Raymond R.	C-979	III	8-21-91		
PA 95-72	Seipp, Paul	C-979	III	4-12-95		
CV 96-2406	Sechrist, Donald	C-979	III	1-10-97		
P 84-58	Seaton, Wilford	C-979	III	8-13-84		
CV 88-548	Sears, Vernon D.	C-979	III	4-25-88		
PA 88-237	Scriber, William P.	C-979	III	12-19-88		
CV 97-900	Scott, Vernon	C-979	III	7-11-97		
CV 99-1822	Schulz, Kenneth	C-979	III	4-11-06		
CV 88-305	Schroeder, Stewart	C-979	III	6-18-91		
CV 87-891	Schreiner, Derrick	C-979	III	2-27-91		
CV 91-1851	Schlenker, Bradley	C-979	III	10-24-91		
CV 93-565	Schleif, Richard W.	C-979	III	2-12-93		
CV 90-270	Scott, Ada M.	C-979	III	7-31-92		
CV 88-1574	Sciranko, Dale	C-979	III	11-13-91		
CV 92-459	Schweitzer, Lorraine	C-979	III	6-28-93		
CV 05-484	Wordmeyer, Kyle P.	C-979	III	4-15-05		
CV 92-1024	Jenkins, Matthew A.	C-979	III	11-6-91		
CV 97-2149	Jenkins, James F.	C-979	III	12-22-97		
CV 92-477	Jenkins, II, Franklin	C-979	III	1-5-94		
PA 88-192	Whalen, Ronald J.	C-979	III	9-16-88		

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

Cheryl Filoramo  
Signature

Interstate Child Support  
Title

5-29-08  
Date

JUL 30 1958 *208*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
PA97-209	Stricker, Joseph	C-979	III	10-24-97		
PA91-226	Stonestreet, George A.	C-979	III	5-5-95		
CV89-1386	Stone, Leon F.	C-979	III	7-10-89		
PA88-134	Stone, Jeffrey L.	C-979	III	6-16-88		
CV90-1293	Stoffl, Andrew	C-979	III	6-7-90		
CV91-460	Stockman, Lisa L.	C-979	III	4-8-93		
PA83-75	Stickel, Richard	C-979	III	8-31-83		
CV86-212	Stewart, William R.	C-979	III	4-17-86		
CV93-1493	Stewart, Leonard	C-979	III	3-23-94		
PA-881	Stewart, Joseph	C-979	III	2-21-78		
PA85-156	Stewart, George H.	C-979	III	3-23-83		
PA85-158	Stewart, George	C-979	III	12-22-92		
PA93-02	Shorter, Wayne H.	C-979	III	8-18-92		
PA84-102	Shorter, Harry T.	C-979	III	11-15-84		
CV90-1120	Strine, Wayne F.	C-979	III	10-16-98		
CV85-143	Stonestreet, Francis	C-979	III	9-10-91		
PA80-1126	Stewart, William P.	C-979	III	8-31-95		
PA86-917	Middlton, William J.	C-979	III	5-2-86		
CV85-299	Miskell, Charles	C-979	III	8-1-95		
CV96-2251	Keeler, William	C-979	III	1-8-92		
CV91-692	Townsend, Ronald	C-979	III	3-12-91		
CV91-1000	Midgett, Michael T.	C-979	III	12-22-94		
CV84-16	Middleton, William	C-979	III	8-9-91		
CV91-1738	Middleton, William J.	C-979	III	10-7-91		
PA99-352	Shorter, Calvin	C-979	III	12-17-99		
P91-44	Short, William	C-979	III	4-29-91		
PA1233	Short, Spencer	C-979	III	8-7-91		
P83-23	Shorter, Rodney L.	C-979	III	3-17-83		
CV91-1337	Shifflett, Troy	C-979	III	5-31-91		

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

Cheryl Fillorano  
Signature

Interstate Child Supp.  
Title

5-29-88  
Date

JUL 30 1958 248



	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
PA85-155	Proctor, John Robert	C-979	III	5-13-85		
PA84-45	Small, Robert Pernel	C-979	III	7-19-84		
PA89-83	Smith, Jerome A.	C-979	III	8-9-89		
PA84-21	Slater, Thomas	C-979	III	5-24-84		
CV90-574	Proctor, Albert	C-979	III	1-3-90		
CV90-108	Proctor, Dieral R.	C-979	III	6-11-92		
P85-23	Proctor, Eugene C.	C-979	III	2-17-87		
PA85-203	Proctor, Francis C.	C-979	III	1-17-86		
CV91-1425	Proctor, Frederick J.	C-979	III	6-13-91		
PA88-173	Spence, Steven	C-979	III	8-7-91		
P84-11	Speight, Seth	C-979	III	3-15-84		
PA86-143	Sitkowski, Stanley	C-979	III	8-14-86		
PA89-71	Spadaro, Christopher	C-979	III	4-5-89		
CV87-953 CV97-1016	Spadaro, Donald	C-979	III	4-8-92		
CV97-1379	Spears, William	C-979	III	9-23-97		
PA94-133	Snead, Daniel	C-979	III	9-27-94		
CV94-1087	Snyder, John	C-979	III	7-21-94		
CV06-163	Thomas, Deborah	C-979	III	1-23-08		
CV07-2739	Campe, Joseph	C-979	III	5-7-98		
PA98-78	Johnson, Cornell Charles	C-979	III	5-26-92		
PA92-177	Thompson, David Allen	C-979	III	5-21-93		
PA92-158	Thompson, Curtis D.	C-979	III	3-28-86		
PA86-80	Thomas, William H.	C-979	III	10-9-91		
PA95-156	Kiker, Tiffany C.	C-979	III	5-15-92		
CV92-712	Thomas, Joseph A.	C-979	III	8-31-88		
PA88-196	Thomas, Richard S.	C-979	III	7-1-87		
PA87-85	Wells, William T.	C-979	III	1-31-90		
PA90-139	Welsh, Matthew V.	C-979	III	1-3-91		
CV00-804	Wells, Robert	C-979	III	5-11-00		

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

Cheryl Alloramo  
Signature

Interstate Child Supp.  
Title

5-29-08  
Date



JUL 30 1948 *Luf*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
CV06-745	Rhodes, Roland	C-979	III	6-8-86		
PA93-45	Parsons, Michael	C-979	III	1-13-93		
PA95-197	King, Tracie Ann	C-979	III	7-16-97		
PA92-26	Ramkhalawan, Richard	C-979	III	11-6-91		
CV95-2133	Ramble, Frank	C-979	III	12-22-95		
CV99-2234	Petticolas, Charles	C-979	III	12-14-99		
CV96-1875	Petway, Tyrann M.	C-979	III	10-15-96		
CV96-1991	Peters, William	C-979	III	10-11-96		
PA98-405	Perry, Jason W.	C-979	III	4-24-98		
PA95-162	Perrin, Rufus	C-979	III	9-29-95		
CV02-674	Perkins, Rubin	C-979	III	6-21-02		
PA91-251	Rawls, Ricky	C-979	III	9-18-91		
CV93-559	Reagan, Robert	C-979	III	6-1-93		
PA97-17	Pickeral, Richard	C-979	III	2-12-97		
CV87-1504	Rice, Kenneth	C-979	III	1-19-88		
CV02-1160	Perigo, Michael	C-979	III	6-21-02		
PA93-141	Perdomo, Ernesto	C-979	III	8-17-93		
PA98-65	Percosky, Stephen	C-979	III	5-8-98		
CV00-850	Penrod, John	C-979	III	7-5-00		
PA99-346	Penrod, John	C-979	III	12-17-99		
PA95-83	Parson, Darryl	C-979	III	6-9-95		
CV99-1945	Richards, Judy	C-979	III	12-1-99		
PA92-97	Richmond, Robert	C-979	III	5-10-92		
CV90-691	Parrish, Robert	C-979	III	10-17-96		
CV91-894	Quispelhuaman, Daniel	C-979	III	1-30-91		
CV96-1644	Parker, Milton	C-979	III	9-23-96		
PA91-73	Queen, Terrence	C-979	III	5-28-91		
CV00-157	Nimmerrichter, Sheldon	C-979	III	12-7-00		
CV97-1005	Riggs, Sr., Robert	C-979	III	7-6-98		

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

Cheryl Jilorano  
Signature

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Title

5-29-08  
Date



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		Retention Schedule	Item No.			
CV 93-818	Wayne, Anthony	C-979	III	3-29-93		
	Webb, Michael	C-979	III	6-6-00		
CV 95-973	Webber, Michael D.	C-979	III	5-25-95		
CV 84-513	Graham, Wayne & Joyce	C-979	III	10-84		
CV 84-262	Graney, Frank T.	C-979	III	7-16-93		
CV 95-432	Grandsaff, Daniel	C-979	III	8-19-94		
EQ 83-66	Graham, Robert E. Jr.	C-979	III	11-12-92		
PA 93-46	Washington, James C.	C-979	III	2-9-98		
PA 91-46	Murphy, John	C-979	III	3-27-91		
PA 85-38	Muschette, Henry	C-979	III	4-25-85		
PA 92-190	Muschette, Henry	C-979	III	8-31-92		
CV 95-1337	Mussetman, Kenneth	C-979	III	4-23-96		
CV 00794	Wood, Bonnie	C-979	III	4-19-2000		
PA 94-4	Neal, Michael	C-979	III	11-22-93		
PA 01-158	Pearson, Ervan	C-979	III	3-26-03		
PA 94-97	Reddington, Thomas	C-979	III	7-5-94		
CV 02-1276	Pearce-Young, Angela	C-979	III	7-10-03		
CV 02-1505	Pearce-Young, Angela	C-979	III	7-10-03		
CV 98-1037	Ransome, Betty Jane	C-979	III	6-3-98		
CV 88-1145	Patterson, Rosita	C-979	III	7-28-88		
PA 92-209	Reetz III, John	C-979	III	8-18-95		
PA 89-10	Ramsay, Timothy	C-979	III	11-24-88		
PA 95-28	Patterson, Jr., James	C-979	III	4-3-95		
PA 88-190	Peele II, Marvin	C-979	III	12-15-88		
CV 94-1735	Periger, Dana	C-979	III	10-25-94		
PA 89-8	Raphovich, Robert	C-979	III	2-23-98		
CV 91-1681	Reynolds, Stacey L.	C-979	III	4-17-95		
PA 99-205	Remmey, James	C-979	III	7-14-99		
CV 98-549	Riccard, Patricia	C-979	III	4-6-98		

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Cheryl Fillorano                      Interstate Child Supp.                      5-29-88  
 Signature                                      Title                                      Date

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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
PA04-716	Counts, Daniel	C-979	III	5-27-04		
PA96-34	Smith, Rachel	C-979	III	4-10-96		
PA86-118	Santora, Frank	C-979	III	5-30-91		
CV91-1437	Sanders, Rogers	C-979	III	12-23-91		
PA96-185	Sandrovich, Brian	C-979	III	9-6-96		
CV00-1207	Sandy, Amber	C-979	III	4-1-99		
CV91-2008	Sanford, Charles	C-979	III	12-8-92		
PA95-18	Sanders, Clint	C-979	III	4-11-95		
PA90-94	Sanchez, Juan	C-979	III	6-19-90		
PA00-66	Sanchez, John Steven	C-979	III	5-19-00		
CV85-670	Stultz, Jerry A.	C-979	III	7-18-85		
CV96-938	Stuart, Samuel	C-979	III	12-18-89		
CV91-1679	Summerfield, David	C-979	III	7-11-91		
CV85-670	Stultz, Jerry	C-979	III	8-10-90		
CV86-671	Stultz, Jerry	C-979	III	8-10-90		
CV93-108	Ross, Emmanuel	C-979	III	3-29-93		
PA85-135	Ross, Calvin	C-979	III	9-18-91		
PA82-80	Simms, William D.	C-979	III	9-6-95		
CV95-954	Singletary, William	C-979	III	2-6-97		
CV84-457	Smalling, Patrick	C-979	III	6-28-93		
CV88-202	Smith, Allen	C-979	III	5-4-89		
CV89-202	Smith, Allen	C-979	III	7-21-93		
P89-13	Smith, Bruce	C-979	III	4-13-89		
CV86-1278	Smith, Bruce	C-979	III	11-20-86		
PA88-66	Smith, Darryl	C-979	III	3-30-88		
CV88-98	Smith, Donald	C-979	III	1-27-88		
CV88-1301	Smith, Eugene	C-979	III	12-15-88		
PA85-157	Smith, Kenneth	C-979	III	5-3-85		
PA87-177	Smoot, Ronald W.	C-979	III	12-21-87		
PA96-215	Proctor, Larry	C-979	III	11-14-85		

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

Cheryl Silloramo  
Signature

Interstate Child Supp.  
Title

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		Retention Schedule	Item No.			
PA 1287	Rockhill, Michael	C-979	III	2-17-98		
CV01-1624	Rodriguez, Jose	C-979	III	9-27-01		
PA99-52	Rogers, Abraham	C-979	III	2-25-99		
PA87-71	Rogers, Roland	C-979	III	5-21-87		
PA87-176	Rohls, David	C-979	III	2-16-88		
CV88-1045	Savoy, Patricia	C-979	III	2-11-92		
CV99-1553	Savoy, Andre	C-979	III	9-10-99		
PA92-134	Savoy, Charles	C-979	III	4-23-92		
PA99-393	Savoy, Delanne	C-979	III	12-14-99		
PA93-112	Sassen, Thomas	C-979	III	1-28-93		
CV99-1899	Satterwhite, Willie	C-979	III	11-1-99		
PA94-49	Saunders, Donald	C-979	III	3-14-94		
PA82-33	Savoy, Russell	C-979	III	6-17-82		
PA944	Savoy, Russell	C-979	III	4-25-88		
PA91-215 PA87-162	Savoy, Tracy	C-979	III	7-29-87		
PA88-143	Savoy, Wallace	C-979	III	7-28-88		
CV91-689	Schaub, Ronald	C-979	III	3-1-91		
CV92-618	White, Robert	C-979	III	10-24-91		
P90-63	Wheeler, Joseph	C-979	III	2-16-90		
CV90-347	Wheeler, William	C-979	III	5-30-91		
CV931810	Rosinski, Paul	C-979	III	11-18-92		
PA88-45	Bonifacio, Rogelio	C-979	III	3-7-88		
CV90-940	Morgan, Ralph	C-979	III	12-29-89		
PA88-26	Morgan, Joseph	C-979	III	2-9-88		
CV87-506	Morris, Randy	C-979	III	9-19-91		
CV90-445	Morse, Michael	C-979	III	3-2-90		
CV91-2305 PA86-118	Santora, Frank	C-979	III	12-27-91		
CV90-1435	Sanford, Stephen	C-979	III	7-3-90		
CV98-867	Saniel, Carl	C-979	III	5-17-99		

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

Cheyl Filloramo  
Signature

Interstate Child Supp.  
Title

5-29-08  
Date

JUL 30 1914 *Jus*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
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		Retention Schedule No.	Item No.			
PA91-0838	DYSON, Jeffrey	C-979	III	6-5-80		
PA94-07	HICKS, Jeffrey	C-979	III	12-22-93		
PA89-110	Greenhow, Myron	C-979	III	9-15-89		
PA85-35	Greenhow, Myron	C-979	III	1-22-85		
EQ83-87	SLAUGHTER, CURTIS	C-979	III	2-14-89		
PA94-37	McCARNEY, MARK	C-979	III	10-13-93		
EQ83-148	MAY, Russell	C-979	III	2-16-83		
CV84-238	HOLTON, JOHN	C-979	III	8-21-84		
CV03-666	Smith, PAUL	C-979	III	3-06-03		
PA99-238	Smith, LARRY	C-979	III	5-17-99		
PA00-91	Smith, Joseph	C-979	III	4-19-01		
PA85-100	Smith, JOHN	C-979	III	5-24-85		
	<del>Samuels, Joshua</del>	C-979	III	<del>5-22-01</del>		
CV02-2665	Smith, Jere	C-979	III	6-20-03		
CV90-8	Smith, George	C-979	III	11-3-89		
PA97-272	Smith, Gene	C-979	III	10-29-97		
CV96-1918	Smith, BARRY	C-979	III	10-30-96		
CV88-1321	Smith, Eugene	C-979	III	1-17-89		
CV85-1222	Smith, Eugene	C-979	III	1-18-85		
PA07-146	Smith, ERIC	C-979	III	6-27-07		
CV07-2137	Perkins, Gary	C-979	III	9-25-07		
CV07-1733	Mayo, Thomas	C-979	III	9-27-07		
CV02-197	Falke, Carlton	C-979	III	2-22-02		
PA03-132	Deneal, Edward Thomas	C-979	III	12-9-03		
CV01-1146	Ford, June	C-979	III	8-3-01		
PA00-20	Savoy, Kevin	C-979	III	3-2-01		
PA86-6	Savoy, Joseph	C-979	III	3-31-86		
PA87-6	Savoy, Joseph	C-979	III	1-30-87		
PA90-58	Savoy, Mario	C-979	III	5-6-90		

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

Cheryl Filloramo  
Signature

Interstate Child Support  
Title

5-29-88  
Date

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JUL 30 1958

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PA98-415	ROBINSON, LANCE	C-979	III	10-19-98		
CV95-2179	ROBINSON, Levi	C-979	III	10-5-95		
CV90-657	Smith, Bruce	C-979	III	12-29-89		
CV93-149	PARHAM, Thomas	C-979	III	5-29-92		
CV02-28	PAPANTONAKIS, JOHN	C-979	III	12-06-01		
CV93-293	Queen, Nathaniel	C-979	III	12-30-92		
PA89-2	Queen, John	C-979	III	3-29-78		
PA999	Queen, Cecil	C-979	III	5-1-97		
PA89-29	ROBINSON, Troy	C-979	III	7-1-70		
CV90-758	HOWARD, ROBERT	C-979	III	7-5-90		
PA86-29	JOHNSON, DAVID	C-979	III	10-9-85		
CV89-939	Preston, John	C-979	III	7-9-91		
PA88-19	Price, Boysie	C-979	III	1-12-88		
PA93-205	Price, CALVERT	C-979	III	9-9-93		
CV90-1674	Price, RYAN	C-979	III	8-15-90		
PA92-03	Powell, James	C-979	III	10-7-91		
PA95-99	Powell, MARVIN	C-979	III	5-24-95		
PA86-123	Southern, George	C-979	III	3-19-86		
PA88-131	South, Dwight	C-979	III	7-7-88		
PA91-188	Sommerville, WAYNE	C-979	III	4-25-91		
CV91-521	Solomon, NORMAN	C-979	III	1-27-95		
PA96-194	SNOWDEN, Floyd	C-979	III	5-16-96		
CV04-2017	Smoot, RICHARD	C-979	III	6-29-04		
CV93-1929	Mosca, Michael	C-979	III	8-21-93		
CV93-2150	PAOMORE, WAYNE	C-979	III	11-1-83		
CV96-976	QUARTLEY, LAMBERT	C-979	III	3-27-96		
CV96-249	Owens, MARY	C-979	III	9-9-96		
CV97-1833	PACE, FAYLEEN	C-979	III	8-27-07		
CV94-925	OGDEN, NORMAN	C-979	III	5-29-97		

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Cheryl Filloramo  
Signature

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		Retention Schedule No.	Item No.			
PA05-15	OSBURN, JAMIE	C-979	III	2-14-05		
PA03-78	OSBURN, JAMIE	C-979	III	6-25-03		
PA01-88	ODDM, KENNETH	C-979	III	5-16-01		
PA92-111	Nimmerichter, Elbert	C-979	III	9-10-91		
PA93-222	Nicholson, Michael	C-979	III	4-15-93		
CV97-843	Norcott, Joseph	C-979	III	9-16-96		
PA88-38	Queen, Terrence	C-979	III	2-5-88		
PA-926	Queen, Nathan	C-979	III	3-13-78		
EQ83-389	Jones, Rita	C-979	III	6-2-83		
CV94-158	Naller, Gregory	C-979	III	8-30-94		
EQ82-78	Peterson, Gloria	C-979	III	2-22-96		
CV93-1206	SAULNER, PERRY	C-979	III	5-7-90		
CV91-1131	KYLE, DENNIS	C-979	III	12-20-91		
CV91-664	KYLE, DENNIS	C-979	III	1-31-91		
CV96-646	HUDSON, DANNY	C-979	III	1-17-96		
PA-559	HOLTON, Russell	C-979	III	9-15-76		
PA581	HOLTON, Russell	C-979	III	12-30-75		
CV03-1254	DONALDSON, MARLIN	C-979	III	4-2-03		
PA82-30	Midgett, Steven	C-979	III	8-20-81		
PA1307	Minor, Wardell	C-979	III	12-2-81		
PA915	MONA, Dominic	C-979	III	5-29-78		
EQ6289	Peterman, Claude	C-979	III	11-79		
EQ82-127	Presley, Janice	C-979	III	2-18-84		
PA86-42	BRANSON, Robert	C-979	III	11-13-85		
CV87-7	Mourke, John	C-979	III	4-15-93		
EQ7129	Midgett, Steven	C-979	III	2-27-81		
PA1238	PACKETT, PAUL	C-979	III	5-19-81		
PA84-37	HOLT, David	C-979	III	4-26-84		
PA1211	MARKLE, Andre	C-979	III	9-9-80		

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

Cheyl Fullorano  
Signature

Intersstate Child Supp  
Title

5-29-88  
Date

JUL 30 1948


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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.			
PA96-35	Powell, Catherine	C-979	III	8-19-02		
CV92-2385	POSEY, JAMES	C-979	III	1-28-92		
CV00-1065	Briscoe, Beverly	C-979	III	3-22-00		
CV92-2385	POSEY, JAMES	C-979	III	12-3-92		
PA92-138	POSEY, AVERY	C-979	III	4-23-92		
PA99-11	POOLE, SEAN	C-979	III	1-13-99		
PA95-213	POOLE, SEAN	C-979	III	1-28-95		
PA89-14	POOLE, ALLEN	C-979	III	12-9-88		
PA-1200	Pinkney, John	C-979	III	1-13-81		
CV91-1245	Noel, Phillip	C-979	III	5-1-91		
PA91-233	NEAL, JAMES A.	C-979	III	12-31-01		
CV95-194	Otte, David	C-979	III	1-26-95		
PA96-1	PAGE, JAMES	C-979	III	12-5-96		
CV97-224	PARADISE, Michael	C-979	III	4-23-97		
PA90-103	PARKER, PAUL	C-979	III	5-1-89		
CV93-1411	PARKER, Kevin	C-979	III	8-13-93		
PA82-18	PARRAN, Ambrose	C-979	III	12-9-81		
PA85-8	RANSDELL, VERONICA	C-979	III	11-2-90		
CV91-1584	PAYNE, Gregory	C-979	III	3-18-92		
CV00-1757	Phelps, RONALD	C-979	III	9-21-2000		
CV94-2517	Pedersen, MARK	C-979	III	4-2-03		
PA99-326	Peoples, Alec	C-979	III	10-5-99		
PA93-214	Peoples, Alex	C-979	III	4-5-93		
CV96-260	POLLARD, Phillip	C-979	III	1-10-96		
PA99-156	POLLARD, PENNY	C-979	III	5-12-99		
PA90-112	POINTER, CHARLES	C-979	III	6-25-90		
CV96-1862	Plumer, Shelton	C-979	III	9-6-96		
CV92-110	Pitts, DERRICK	C-979	III	1-25-91		
CV03-1869	PITNER, PATRICK	C-979	III	8-26-03		

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

Cheyl Jilloano                      Intestate Child Supp                      5-29-08  
 Signature                                      Title                                      Date

131 30  *ms*

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
PA02-89	Piseno, Eddie	C-979	III	7-3-02		
PA07-35	Holsinger, David	C-979	III	4-9-07		
PA07-115	Connelly, Sean	C-979	III	10-10-07		
	<del>WATE, Montreal</del>	C-979	III	<del>3-7-87</del>		
EQ6764	PARK, Kevin	C-979	III	3-7-81		
EQ6262	Monroe, Maurice	C-979	III	11-21-79		
PA1064	Beale, Purnell	C-979	III	8-30-79		
PA84-29	Beale, Purnell	C-979	III	4-24-84		
PA-1212	Beale, Purnell	C-979	III	8-18-81		
EQ 7221	McCarthy, Michael	C-979	III	9-26-86		
EQ83-68	McCoy, Diane	C-979	III	11-16-83		
PA-1269	Meadows, Michael Sr.	C-979	III	7-24-81		
PA91-092	McPherson, Cecil	C-979	III	10-23-79		
PA95-193	Sandidge, Don	C-979	III	10-13-95		
CV96-178	Barnett, Lourdes	C-979	III	9-17-98		
CV97-486	Bicknell, Susan	C-979	III	5-2-97		
CV97-498	Bicknell, David	C-979	III	5-2-97		
PA-827	Wolton, Russell	C-979	III	8-19-77		
CV85-25	Parrella, Donald	C-979	III	12-26-84		
EQ 7780	Persinger, William	C-979	III	7-9-80		
PA90-48	Pickeral, Robert	C-979	III	12-15-89		
CV88-1709	Hooker, Frank	C-979	III	10-6-88		
CV86-1051	Hiser, JoAnn	C-979	III	6-13-86		
EQ84-342	Price, Larry	C-979	III	1-19-89		
CV96-2341	Beach, Kenneth	C-979	III	12-8-97		
CV97-1231	Johnson, Dennis	C-979	III	7-2-97		
EQ-7817	McLean, Stephen	C-979	III	10-13-81		
PA504	Smoot, William	C-979	III	1-18-75		
PA84-8	Buckler, Myron	C-979	III	1-24-84		


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

Cheryl Fillorano  
Signature

Chesapeake Child Support  
Title

5-29-88  
Date



JUL 30  *ms*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
Reporting Agency		
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Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
CV91-1808	Ross, Robert S.	C-979	III	8-11-92		
CV92-782	Lansberry, John	C-979	III	7-12-96		
CV95-613	Rozier, Melissa	C-979	III	4-7-95		
CV94-1316	Rudolph, Rodney	C-979	III	10-26-94		
CV98-612	Rufus, Rahn	C-979	III	7-10-98		
CV91-1636	Rufus, Rahn	C-979	III	6-21-91		
PA99-36	Ruiz, Adrian	C-979	III	6-29-07		
PA1263	Slaughter, Roger	C-979	III	12-4-95		
CV93-462	SKelley, Phillip	C-979	III	5-17-93		
CV04-921	Sinclair, Shejuane	C-979	III	5-28-01		
CV93-1385	Simpkins, Tony	C-979	III	7-27-93		
CV90-1807	Rosier, Rose	C-979	III	2-5-88		
PA89-88	Rosier, Jasper	C-979	III	4-18-97		
PA97-02	Rosier, James	C-979	III	6-6-01		
CV01-105	Proctor, Shayne	C-979	III	7-17-02		
CV01-1147	Sain, Spencer	C-979	III	5-17-99		
CV90-601	Rye, Kenneth	C-979	III	3-31-92		
SA92-356	Proctor, Jamal	C-979	III	12-28-00		
CV00-254	Proctor, marcus	C-979	III	9-11-98		
PA98-297	Proctor, Terry	C-979	III	1-5-04		
CV00-1106	Proctor, Rebecca	C-979	III	3-30-93		
PA93-140	Proctor, Ordell	C-979	III	1-16-98		
PA97-283	Proctor, Leroy	C-979	III	9-29-80		
PA1067	Proctor, John E.	C-979	III	5-19-88		
CV88-813	Proctor, Joan	C-979	III	3-25-97		
CV97-216	Proctor, Janice	C-979	III	3-7-02		
CV02-983	Rose, Keith	C-979	III	12-7-94		
CV90-2358	Rolle, Richard	C-979	III	4-11-00		
CV00-329	Rock, Christopher	C-979	III			

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

Cheryl Fillorano                      Interstate Child Supp.                      5-29-08  
 Signature                                      Title                                      Date

JUL 30

*ms*

	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate
Reporting Agency		
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Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.			
PA718	Robinson, James P.	C-979	III	5-26-93		
CV63-1208	Robinson, Dominic	C-979	III	6-13-03		
CV91-1140	Roberts, Robert	C-979	III	5-4-92		
CV91-1905	Robey, James	C-979	III	10-21-94		
CV98-1189	Roberts, James	C-979	III	8-25-98		
CV90-968	Roberts, John	C-979	III	11-8-93		
PA83-15	Ritter, Jerry W.	C-979	III	2-17-83		
PA00-82	Rinaldi, Adam	C-979	III	5-12-00		
CV91-285	Rivers, Albert	C-979	III	9-4-91		
PA88-129	Riley, William	C-979	III	7-5-88		
PA88-17	Riley, William J.	C-979	III	2-2-88		
PA87-87	Riley, Moses	C-979	III	7-23-87		
PA84-95	Riley, Moses C.	C-979	III	10-18-84		
PA87-56	Riley, Kenneth	C-979	III	4-23-93		
PA88-81	Riley, Joseph	C-979	III	11-9-94		
PA89-91	Riley, Joseph	C-979	III	11-9-94		
PA85-137	Riley, Charles	C-979	III	10-14-94		
CV87-478	Neal, Gregory	C-979	III	5-17-89		
CV91-889	Nemoseck, Joseph	C-979	III	8-29-97		
PA98-04	Newman, Charles	C-979	III	2-3-98		
PA93-246	Neal, Erik	C-979	III	11-16-93		
PA92-44	Newhart, Kevin	C-979	III	12-12-91		
CV99-234	Neale, Charles	C-979	III	3-24-99		
PA95-13	Nelson, Brent	C-979	III	8-7-95		
PA99-89	Nelms, Joseph	C-979	III	4-16-99		
PA97-85	Jenkins, Joseph	C-979	III	7-14-97		
PA90-4	Ruslander, Aaron	C-979	III	11-13-91		
CV99-2054	Ryce, Melda	C-979	III	12-3-99		
PA96-104	Rutledge, George	C-979	III	6-20-96		

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

Cheyl Fillorame                      Intestate Child Supp.                      5-29-88  
Signature                                      Title    Date

501 30 5 *ms*

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

CERTIFICATE OF RECORDS DISPOSAL

DPSCS

Reporting Agency

Division of Parole and Probation

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward  
 original to above address

No.	Description of Records Include Title and/or Form No.	Authorization For Disposal		Inclusive Dates Of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Sched. No.	Item No.				
33	Burhman, Kevin			5/24/04 to 5/24/05		5/1/08	Shredded
32	Smith, Ronald L. Jr.			12/12/03 to 12/12/04		5/1/08	Shredded
31	Hoffmaster, Karl			3/9/04 to 3/9/05		5/1/08	Shredded
35	Plunkard, Richard			12/20/04 to 12/20/05		5/1/08	Shredded
42	Caton, Christopher			3/15/05 to 3/15/06		5/1/08	Shredded
47	Rodgers, James			1/24/04 to 1/24/05		5/1/08	Shredded
34	Blocker, Anthony			8/3/04 to 8/3/05		5/1/08	Shredded

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

*Ben Alibak*  
 Signature

Office Secretary II

Title

OST

5/1/08

Date

5/1/08

DGS 550-2



~~SECRET~~

MAY 6-2008

~~SECRET~~



## Department of Public Safety and Correctional Services

### Division of Correction Eastern Correctional Institution

30420 REVELLS NECK ROAD • WESTOVER, MARYLAND 21890  
(410) 845-4000 • FAX (410) 651-9585 • TTY USERS 1-800-735-2258 • www.dpscs.state.md.us

January 23, 2008

STATE OF MARYLAND

MARTIN O'MALLEY  
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ANTHONY G. BROWN  
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GARY D. MAYNARD  
SECRETARY

G. LAWRENCE FRANKLIN  
DEPUTY SECRETARY

VACANT  
DEPUTY SECRETARY

DIVISION OF CORRECTION

J. MICHAEL STOUFFER  
INERIM  
COMMISSIONER

VACANT  
DEPUTY COMMISSIONER

EASTERN  
CORRECTIONAL  
INSTITUTION

KATHLEEN GREEN  
WARDEN

VICTORIA BURKHARD  
ASSISTANT WARDEN  
OF OPERATIONS

RONALD B. DRYDEN  
ASSISTANT WARDEN  
OF PROGRAMS & SERVICES

MICHAEL A. KING  
CHIEF OF SECURITY

ROBERT B. HANKE  
FACILITY ADMINISTRATOR ANNEX

DARRYL K. WEBSTER  
FACILITY ADMINISTRATOR PHPRU

Richard Herring, Administrator  
Department of General Services  
Records Management Center  
7257 Waterloo Rd., Rt. 175  
P.O. Box 275  
Jessup, MD 20794-0275

Dear Mr. Herring:

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

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

If any additional information is required please advise me.

Sincerely,

Kathleen Green, Warden

KSG/jrb

Attachment

2/08

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FEB 4 2008

RECEIVED

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

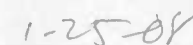
**PREPARE IN DUPLICATE** Retain one copy and forward original to above address.

No.	Description of Records Include Title and/or Form Number			Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention sched. No.	Item No.				
1	Perimeter Security Check	1406-17	1.J	2003-2004	3	1/23/2008	Recycling Program
2	Consent to Search	1406-17	1.M	2003-2004	4.5	1/23/2008	Recycling Program
3	Strip Search	1406-17	1.M	2003-2004	6	1/23/2008	Recycling Program
4	Key Logs	1406-17	1.N	2003-2004	12	1/23/2008	Recycling Program
5	Count Sheets	1406-17	1.T	2003-2004	3	1/23/2008	Recycling Program
6	Movement Sheets	1406-17	1.U	2003-2004	3	1/23/2008	Recycling Program
7	Traffic Sheets	1406-17	1.U	2003-2004	94	1/23/2008	Recycling Program
7	Sheet Exchange Counts	1406-17	1.X	2003-2004	1.5	1/23/2008	Recycling Program
8	Status Reports	1406-17	1.X	2003-2004	4.5	1/23/2008	Recycling Program
9	Duty Rosters	1406-17	1.Z	2003-2004	4.5	1/23/2008	Recycling Program
10							
11							
12							
13							
14							
15							
16							
17							
18							
				TOTAL	136		

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

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Title

  
 \_\_\_\_\_  
 Date

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

Eastern Correctional Institution  
 Reporting Agency

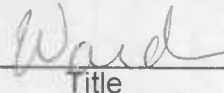
Division of Corrections  
 Division or Bureau

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

No.	Description of Records Include Title and/or Form Number			Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention sched. No.	Item No.				
1	Reclass Docket	1406-06	10.A	2003-2004	1.5	1/23/2008	Recycling Program
2	Daily Population Report	1406-07	7	2003-2004	4.5	1/23/2008	Recycling Program
3	Toxic, Caustics	1406-09	10.B.2	2003-2004	27	1/23/2008	Recycling Program
4	Denied Entries/Visits	1406-17	1.AF	2003-2004	1.5	1/23/2008	Recycling Program
5	Employee Accountability	1406-17	1.AF	2003-2004	3	1/23/2008	Recycling Program
6	Inmate Visitor Logs	1406-17	1.AF	2003-2004	3	1/23/2008	Recycling Program
7	Medical Sign-In/Sign-Out	1406-17	1.AF	2003-2004	3	1/23/2008	Recycling Program
7	Miscellaneous	1406-17	1.AF	2003-2004	4.5	1/23/2008	Recycling Program
8	Vehicle Logs	1406-17	1.AF	2003-2004	1.5	1/23/2008	Recycling Program
9	Tool Control Accountability	1406-17	1.AQ	2003-2004	30	1/23/2008	Recycling Program
10	Uniform Inspections	1406-17	1.AR	2003-2004	1.5	1/23/2008	Recycling Program
11	Roll Call Sign In	1406-17	1.B	2003-2004	3	1/23/2008	Recycling Program
12	Log Books E/W/A	1406-17	1.C	2003-2004	52.5	1/23/2008	Recycling Program
13	Equipment Inspection Logs	1406-17	1.D	2003-2004	9	1/23/2008	Recycling Program
14	Sanitation - Weekly	1406-17	1.E	2003-2004	6	1/23/2008	Recycling Program
15	Equipment Inventory	1406-17	1.I	2003-2004	1.5	1/23/2008	Recycling Program
16	Bar Checks	1406-17	1.J	2003-2004	9	1/23/2008	Recycling Program
17	Perimeter Post Inspection	1406-17	1.J	2003-2004	1.5	1/23/2008	Recycling Program
18	Security Inspections	1406-17	1.J	2003-2004	4.5	1/23/2008	Recycling Program
				TOTAL	168		

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

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Title

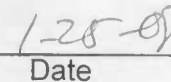
  
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 Date



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COMMISSIONER OF HEALTH

FEB 4 1908

DEPARTMENT OF HEALTH  
BOSTON



**Department of Public Safety  
and Correctional Services**

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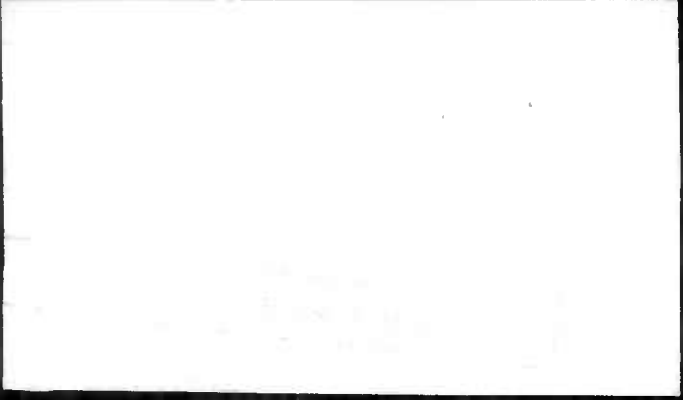
**Criminal Injuries Compensation Board**

**Robin Woolford, Jr.**

Executive Director

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BALTIMORE, MARYLAND 21215-2340  
[www.dpscs.state.md.us](http://www.dpscs.state.md.us)

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FAX: 410-764-3815  
V/TTY: 800-735-2258  
TOLL FREE: 888-679-9347  
[rwoolford@dpscs.state.md.us](mailto:rwoolford@dpscs.state.md.us)

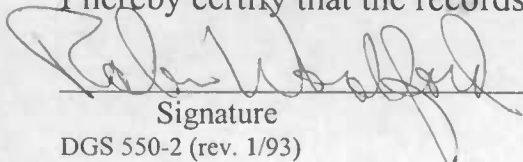


<b>DPSCS</b>	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
<b>CICB</b>		
Division or Unit		

### 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.				
	Claimant's Record File	1272 – item 1		1970- 4/1/1988	300	4/14/08	SHRED

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

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Title

  
 \_\_\_\_\_  
 Date



APR 21 *WJ*

RECORDS MANAGEMENT  
SECTION

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Public Safety & Correctional Services

Reporting Agency

Division of Parole & Probation, 101 N. Court Street, Westminster, Md. 21157

Division or Bureau

410-871-3650

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.				
	Expunged Case Files			January, 2001 to December, 2004	3 cubic ft.	July 16, 2008	Shredded

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

Kevin Hogan  
 Kevin Hogan Signature

Field Supervisor II  
 Title

July 16, 2008  
 Date

DGS 550-2



30

2008

SERVICE TICKET 41355

DOCUMENT DATE	DUE DATE	PURCHASE ORDER NUMBER			
10-25-07		080P8200264			
NEXT SERVICE	ROUTE	STOP	REP	DRIVER	TYPE
002841	MI/06/04	0		<i>[Signature]</i>	
GUEST CODE	Public Defenders Office 2 South Bond St. District Court Bldg Belair MD 21014 (410) 836-1001				



4831 Winchester Blvd. • Frederick, MD 21703  
301-874-1480 • 1-877-274-7333  
www.allshredmd.com

SERVICE CODE	QUANTITY	POUNDS	DESCRIPTION	UNIT PRICE	AMOUNT
	4 Totes	1145.00	RT SVC 1b on site Fuel Surcharge Minimum Charge	.19 .10 190.00	\$217.55 21.76 <u>190.00</u> \$239.31
TIME IN	TIME OUT			*TAXABLE	# DISCOUNTED
2:45		1145.00		TOTAL MISC. CHARGES	
				CURRENT CHARGES	
				TAX	
				TOTAL	\$239.31

Purge-1200 lbs. park in loading zone on Pennsylvania Ave. Data location is on 4th floor. See Robin on 2nd floor. Call in AM with approx time. 410-836-4881

*[Signature]*

Customer Signature

10/24/07

Date

CERTIFICATE OF DESTRUCTION



ALL-SHRED, Inc. cares about the environment and because of that, ALL-SHRED has started our unique "**Plant a Tree**" program. When you reach a certain amount of paper that has been Destroyed and Recycled we will Plant you a Tree or if that is not feasible we will **donate the Funds to a Local Non-Profit of your choosing**. This is All-Shred's way of saying **Thank You** to our Valuable Client Partners.

#### Certificate of Destruction

The material listed on the reverse side of this certificate was shredded as per customer instructions by ALL-SHRED, Inc. shredded material were packaged and prepared for recycling in a commercial bailer. All baled and shredded material are converted to pulp for remanufacturing when accliable.

#### Destruction Declaration

I have first hand knowledge of this destruction process and declare under penalty of perjury that the foregoing is true and correct.

Date

10/24/07

ALL-SHRED, Inc. Bonded Representative

Certificate not valid if not signed by an ALL-SHRED, Inc. Representative.



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

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender - Harford County

Reporting Agency

2 S. Bond Street, Bel Air MD 21014

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records 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.				
	District Court files FY04	812	2A	July 1, 2003- December 30, 2004		10/26/06	Buried @ Scarborough Landfill 10/26/06

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

  
 \_\_\_\_\_  
 Signature

District Public Defender  
 Title

10/26/06  
 Date

OCT 31 1966

*2mb*

RECORDS MANAGEMENT  
FBI BOSTON

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

CERTIFICATE OF RECORDS DISPOSAL

Office of the Public Defender - Harford County  
Reporting Agency

2 S. Bond Street, Bel Air MD 21014  
Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records 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.				
	District Court Files F103	812	ZA	July 1, 2002 - June 30, 2003		10/26/06	Buried @ Scarborough Landfill 10/26/06

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

[Signature]  
Signature

District Public Defender  
Title

10/27/06  
Date

Fig. 5



RECEIVED  
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2006

St. Mary's County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
St. Mary's County Detention Center		
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	Inmate Records	C-911	1	1997-1998	50	4/23/07	Shredded
2	Post Log Books	C-911	2	1997-1998	04	4/23/07	Shredded
3	Computer Gen. Reports	C-911	3	1997-1998	50	4/23/07	Shredded
4	Commissary Records	C-911	4	1997-1998	01	4/23/07	Shredded
5	Monetary Banking	C-911	5	1997-1998	01	4/23/07	Shredded
6	Medical Records	C-911	6	1997-1998	50	4/23/07	Shredded
7	Miscellaneous Records	C-911	7	1997-1998	04	4/23/07	Shredded
** Note: Inmate Records, Computer Generated Records and Medical Records are combined in boxes.							

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

Signature Title Date

[REDACTED]

OCT 29

*W7*

[REDACTED]

St. Mary's County Sheriff's Office

Reporting Agency

Records Section

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				
	Offense Reports - suspended / closed	C-855	15 B-Z	1994	31	4-25-07	Shredded
	Offense Reports - suspended / closed	C-855	15 C-Z	1995	33	4-25-07	Shredded
	Offense Reports suspended / closed	C-855	15 C-Z	1996	34	4-25-07	Shredded
	Traffic Citations	C-855	20 A, C	1994-1996	6	4-25-07	Shredded
	Adult Arrest Reports	C-855	25	1976-1982	10	4-25-07	Shredded

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

Deborah M. Zylak  
Signature

Records Supervisor  
Title

6-25-07  
Date

STAMPED AREA

1 JUN 28 2007

LIBRARY OF CONGRESS  
PHOTODUPLICATION SERVICE  
955 LOCUST STREET  
WASHINGTON, DC 20540



# Office of the Sheriff St. Mary's County



**Headquarters**  
23150 Leonard Hall Drive  
Leonardtown, MD 20650  
301-475-4200 Ext. 1900  
301-475-4047 Fax

**Detention Center**  
41880 Baldrige St.  
P.O. Box 960  
Leonardtown, MD 20650  
301-475-4200 Ext. 3200  
301-475-4095 Fax

TIMOTHY K. CAMERON  
SHERIFF

June 25, 2007

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

To Whom It May Concern:

Please find enclosed a "Certificate of Records Disposal" for the St. Mary's County Sheriff's Office Records Section.

Should you have any questions please feel free to contact me at 301-475-4200, x1990.

Sincerely,

Deborah M. Zylak  
Deborah M. Zylak  
Records Supervisor



OFFICE OF THE  
DIRECTOR OF THE  
BUREAU OF THE  
CENSUS



GILBERT

52% COTTON



# Office of the Sheriff St. Mary's County



**Headquarters**  
23150 Leonard Hall Drive  
Leonardtown, MD 20650  
301-475-4200 Ext. 1900  
301-475-4047 Fax

**Detention Center**  
41880 Baldrige St.  
P.O. Box 960  
Leonardtown, MD 20650  
301-475-4200 Ext. 3200  
301-475-4095 Fax

**TIMOTHY K. CAMERON**  
*SHERIFF*

October 25, 2007

Mr. Gabriel Lopez  
Maryland Department of General Services  
Records Management Division  
Post Office Box 275  
7275 Waterloo Road  
Jessup, MD 20794

RE: Records Retention and Disposal  
Schedule, C-911

Dear Mr. Lopez:

Pursuant to the Department of General Services Records Management Division Records Retention and Disposal Schedule, Schedule C-911, authorized January 27, 2000, attached is a Certificate of Records Disposal for the St. Mary's County Sheriff's Office – Corrections Division doing business as the St. Mary's County Detention Center for the years 1997 through 1998.

If any additional information is required, please do not hesitate to contact Ms. Mary Ann Thompson, Support Services Coordinator, at (301) 475-4200 ext. 2276.

Sincerely,

Michael R. Meriean  
Lieutenant  
Commander  
Corrections Division

**ATTACHMENTS**

CC: Captain John D. Horne, Assistant Sheriff  
Detention Center Records Retention Policy File  
Maryland Commission on Correctional Standards File - .08E Case Records

GILBERT  
& COTTON

RECEIVED  
OCT 29 1957

OCT 29 *W7*

RECEIVED

<i>Office of the State Prosecutor</i>	<b>Department of General Services</b>	
Reporting Agency	Records Management Division	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
	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.				
16	<i>Numbered boxes CASE FILES</i>	1038	2	1992-1994	1 CF	2/15/07	burn

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

*Dennis P. [Signature]* \_\_\_\_\_ *Director of Office Administration* \_\_\_\_\_ *2/9/07* \_\_\_\_\_  
 Signature Title Date

~~CONFIDENTIAL~~

MAR 13 2007

SCOTT W. HARRINGTON  
LAW OFFICES



# Office of the Sheriff St. Mary's County



**Headquarters**  
23150 Leonard Hall Drive  
Leonardtown, MD 20650  
301-475-4200 Ext. 1900  
301-475-4047 Fax

**Detention Center**  
41880 Baldrige St.  
P.O. Box 960  
Leonardtown, MD 20650  
301-475-4200 Ext. 3200  
301-475-4095 Fax

TIMOTHY K. CAMERON  
SHERIFF

April 18, 2008

Mr. Gabriel Lopez  
Maryland Department of General Services  
Records Management Division  
Post Office Box 275  
7275 Waterloo Road  
Jessup, MD 20794

RE: Records Retention and Disposal  
Schedule, C-911

Dear Mr. Lopez:

Pursuant to the Department of General Services Records Management Division Records Retention and Disposal Schedule, Schedule C-911, authorized January 27, 2000, attached is a Certificate of Records Disposal for the St. Mary's County Sheriff's Office - Corrections Division doing business as the St. Mary's County Detention Center for the years 1999 through 2000.

If any additional information is required, please do not hesitate to contact Ms. Mary Ann Thompson, Support Services Coordinator, at (301) 475-4200 ext. 2276.

Sincerely,

Michael R. Meriean  
Lieutenant  
Commander  
Corrections Division

### ATTACHMENTS

CC: Captain John D. Horne, Assistant Sheriff  
Detention Center Records Retention Policy File  
Maryland Commission on Correctional Standards File - .08E Case Records



5108

GILBERT  
SAX COTTON

MAY 1 2008  
RECORDS MANAGEMENT  
UNIVERSITY OF CALIFORNIA

St. Mary's County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency		
St. Mary's County Detention Center		
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	Inmate Records	C-911	1	1999-2000	25	4/16/08	Shredded
2	Post Log Books	C-911	2	1999-2000	02	4/16/08	Shredded
3	Computer Gen. Reports	C-911	3	1999-2000	25	4/16/08	Shredded
4	Commissary Records	C-911	4	1999-2000	01	4/16/08	Shredded
5	Monetary Banking	C-911	5	1999-2000	01	4/16/08	Shredded
6	Medical Records	C-911	6	1999-2000	25	4/16/08	Shredded
7	Miscellaneous Records	C-911	7	1999-2000	02	4/16/08	Shredded
Note: Inmate Records, Computer Generated Records and Medical Records are combined in boxes.							

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

*[Handwritten Signature]*  
Signature

Support Services Coordinator  
Title

4/18/08  
Date

~~RECORDS~~

MAY 1 1978

RECORDS MANAGEMENT  
SECTION

Charles Co. Sheriff's Off.

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

Spec. Serv / Dom. Vio.

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.				
3	Boxes Peace Orders <sup>(Expired)</sup>	C-1001	7M	06/01/01- 08/01/03	6	09/18/07	shred
9	Boxes Protective Orders <sup>(Expired)</sup>	C-1001	7L	04/01/02- 08/19/03	18	09/18/07	shred
	Ex parte						

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

Sgt. A. Duckworth # 7011 <sup>Domestic Violence Unit</sup> SUPERVISOR n 09/12/07

Signature

Title

Date

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SEP 4 2008



*Rex W. Coffey*  
Sheriff

# Office of the Sheriff

Charles County, Maryland

Headquarters  
6915 Crain Hwy - P.O. Box 189  
La Plata, Maryland 20646-0189  
301-609-6400



An Internationally  
Accredited Agency

January 31, 2008

Mr. Gabriel Lopez  
Maryland Department of  
General Services  
7275 Waterloo Road  
Jessup, Maryland 20794

RE: Certificate of Records Disposal.

Mr. Lopez:

Attached are the Certificates of Records Disposal from the Charles County Sheriff's Office. The documents listed were destroyed on the date indicated. The retention schedule C-2001 was used for this disposal. Please feel free to contact me with any questions or concerns. I can be reached at (301) 609-6411. Thank you in advance for your assistance.

Sincerely;

A handwritten signature in black ink, appearing to read "Lt. Stan Gregan #221".

Lieutenant Stan Gregan # 221  
Commander, Records Management



2008

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	9805616 - 9806018 Incident Reports	C-1001	7A	7-8-98 / 7-20-98	2	3-24-08	Shredded
2	9806019 - 9806443 Incident Reports	C-1001	7A	7-20-98 / 8-1-98	2	2-28-08	Shredded
3	9807239 - 9807635 Incident Reports	C-1001	7A	8-21-98 / 9-1-98	2	3-24-08	Shredded
4	9808000 - 9808416 Incident Reports	C-1001	7A	9-12-98 / 9-16-98	2	3-24-08	Shredded
5	9809241 - 9809616 Incident Reports	C-1001	7A	10-19-98 / 10-30-98	2	2-13-08	Shredded
6	9809617 - 9809999 Incident Reports	C-1001	7A	10-30-98 / 11-11-98	2	3-24-08	Shredded
7	9810862 - 9811236 Incident Reports	C-1001	7A	12-10-98 / 12-21-98	2	1-18-08	Shredded
8	9811237 - 9900133 Incident Reports	C-1001	7A	12-21-98 / 1-5-99	2	2-15-08	Shredded
9	9902900 - 9903308 Incident Reports	C-1001	7A	4-18-99 / 4-23-99	2	3-24-08	Shredded
10	9907400 - 9907798 Incident Reports	C-1001	7A	9-11-99 / 9-25-99	2	3-24-08	Shredded
11	0500000 - 0500399 Incident Reports	C-1001	7A	1-1-05 / 1-12-05	2	3-24-08	Shredded
12	0500400 - 0500899 Incident Reports	C-1001	7A	1-12-05 / 1-27-05	2	3-24-08	Shredded
13	0500900 - 0501341 Incident Reports	C-1001	7A	1-27-05 / 2-12-05	2	3-24-08	Shredded
14	0501342 - 0501699 Incident Reports	C-1001	7A	2-10-05 / 2-21-05	2	3-24-08	Shredded
15	0501700 - 0502075 Incident Reports	C-1001	7A	2-21-05 / 3-4-05	2	3-24-08	Shredded
16							
17							

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

LT J. J. [Signature]  
 Signature

Commander  
 Title

7-10-8  
 Date

100 14  201

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	13-60801 / 62825 Accident Requests	C-1001	7B	1-15-00 / 2-26-01	2	3-24-08	Shredded
2	2-6, 2-26, 5- Incident Reports	C-1001	7A	1991	2	2-7-08	Shredded
3	2-26-26626 / 27201 Incident Reports	C-1001	7A	7-10-91 / 9-23-91	2	3-14-08	Shredded
4	Transmittals – Traffic Citation	C-1001	1J	2003 – 2004	2	3-24-08	Shredded
5	Accident, Photo Requests, Event Listings	C-1001	1I	2004	2	3-24-08	Shredded
6	9403469 – 9405689 Incident Reports	C-1001	7A	5-24-95 / 8-13-94	2	3-24-08	Shredded
7	9406420 – 9407309 Incident Reports	C-1001	7A	9-8-94 / 10-7-94	2	3-24-08	Shredded
8	9800091 – 9800499 Incident Reports	C-1001	7A	1-3-98 / 1-17-98	2	3-24-08	Shredded
9	9800500 – 9800899 Incident Reports	C-1001	7A	1-17-98 / 2-1-08	2	3-05-08	Shredded
10	9800900 – 9801299 Incident Reports	C-1001	7A	2-1-98 / 2-15-98	2	3-24-08	Shredded
11	9801300 – 9801699 Incident Reports	C-1001	7A	2-15-98 / 3-1-98	2	3-24-08	Shredded
12	9803000 – 9803483 Incident Reports	C-1001	7A	4-13-98 / 4-29-98	2	3-24-08	Shredded
13	9803484 – 9803912 Incident Reports	C-1001	7A	4-30-98 / 5-14-98	2	3-24-08	Shredded
14	9804161 – 9804560 Incident Reports	C-1001	7A	5-22-98 / 6-4-98	2	3-24-08	Shredded
15	9804300 – 9804723 Incident Reports	C-1001	7A	5-26-98 / 6-9-98	2	2-11-08	Shredded
16	9804724 – 9805185 Incident Reports	C-1001	7A	6-9-98 / 6-24-98	2	3-24-08	Shredded
17	9805186 – 9805614 Incident Reports	C-1001	7A	6-24-98 / 7-8-98	2	3-24-08	Shredded

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

  
Signature

Commander  
Title

7-10-8  
Date

100 14  218

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	13-62826 - 13-65000 (acc rpt)	C-1001	7A	2001 - 2002	3456	08-07-07	Shredded
2	2-26-31506 / 2-26-32149	C-1001	7A	1993	3456	08-07-07	Shredded
3	9601834 - 9602284	C-1001	7A	1996	3456	08-07-07	Shredded
4	9808843 - 9809240	C-1001	7A	1998	3456	8-07-07	Shredded
5	9900900 - 9901330	C-1001	7A	1999	3456	8-07-07	Shredded
6	0313812 - 0400165	C-1001	7A	2003 - 2004	3456	8-07-07	Shredded
7	0400166 - 0400600	C-1001	7A	2004	3456	8-07-07	Shredded
8	0400601 - 0401050	C-1001	7A	2004	3456	8-07-07	Shredded
9	0401051 - 0401900	C-1007	7A	2004	3456	8-07-07	Shredded
10	0401901 - 0403098	C-1007	7A	2004	3456	8-07-07	Shredded
11	0403099 - 0404340	C-1007	7A	2004	3456	8-07-07	Shredded
12	0404341 - 0413605	C-1007	7A	2004	3456	8-07-07	Shredded
13	0311717 - 0312133	C-1007	7A	2003	3456	8-07-07	Shredded
14	0312136 - 0312566	C-1007	7A	2003	3456	8-07-07	Shredded
15	0312567 - 0312959	C-1007	7A	2003	3456	8-07-07	Shredded
16	0312960 - 0313384	C-1007	7A	2003	3456	8-07-07	Shredded
17	9903309 - 9903715	C-1007	7A	1999	3456	8-07-07	Shredded

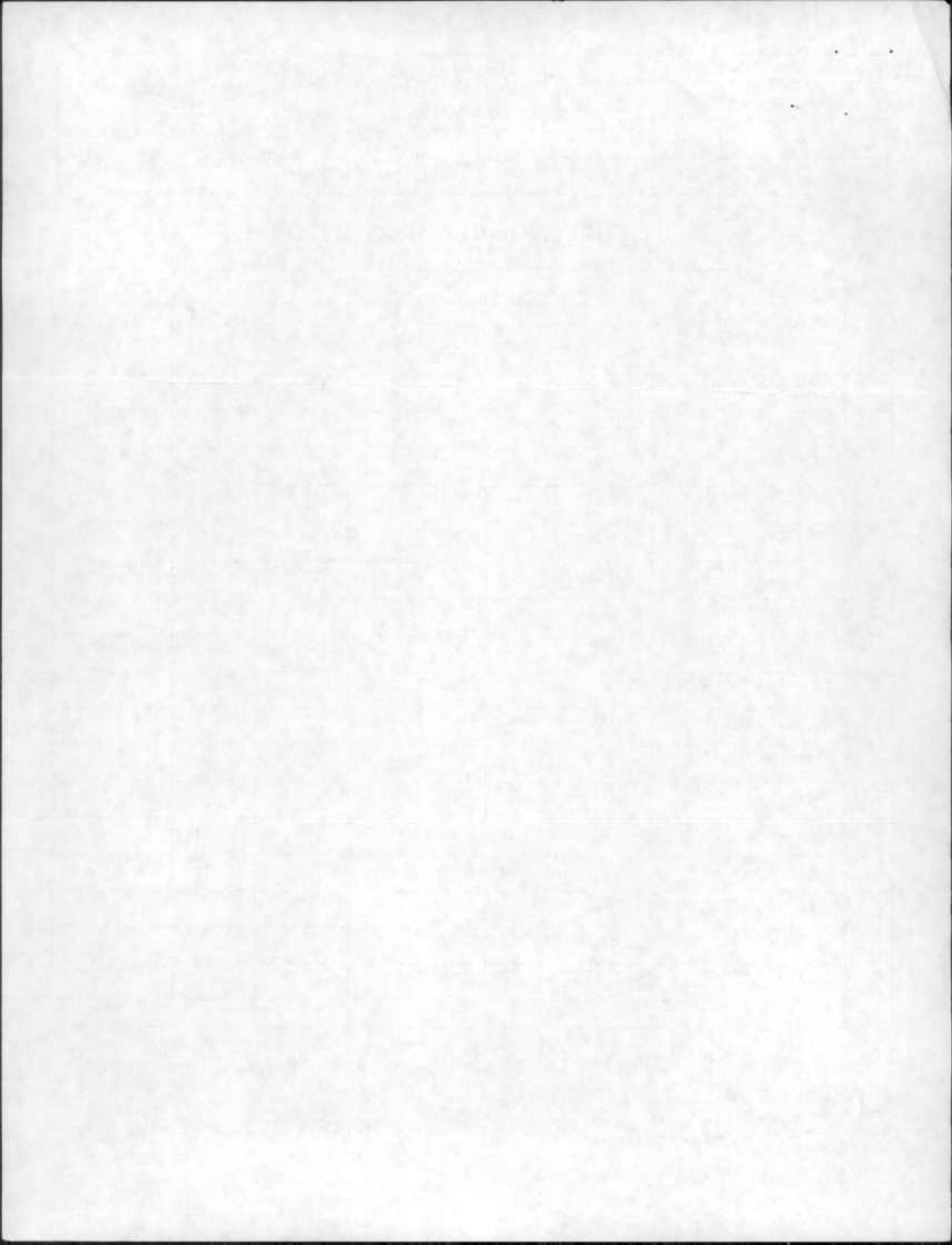
I hereby certify that the records listed above were disposed of as indicated.

LT [Signature]  
Signature

Commander Records Manager  
Title (CRM)

1-24-08  
Date





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

## CERTIFICATE OF RECORDS DISPOSAL

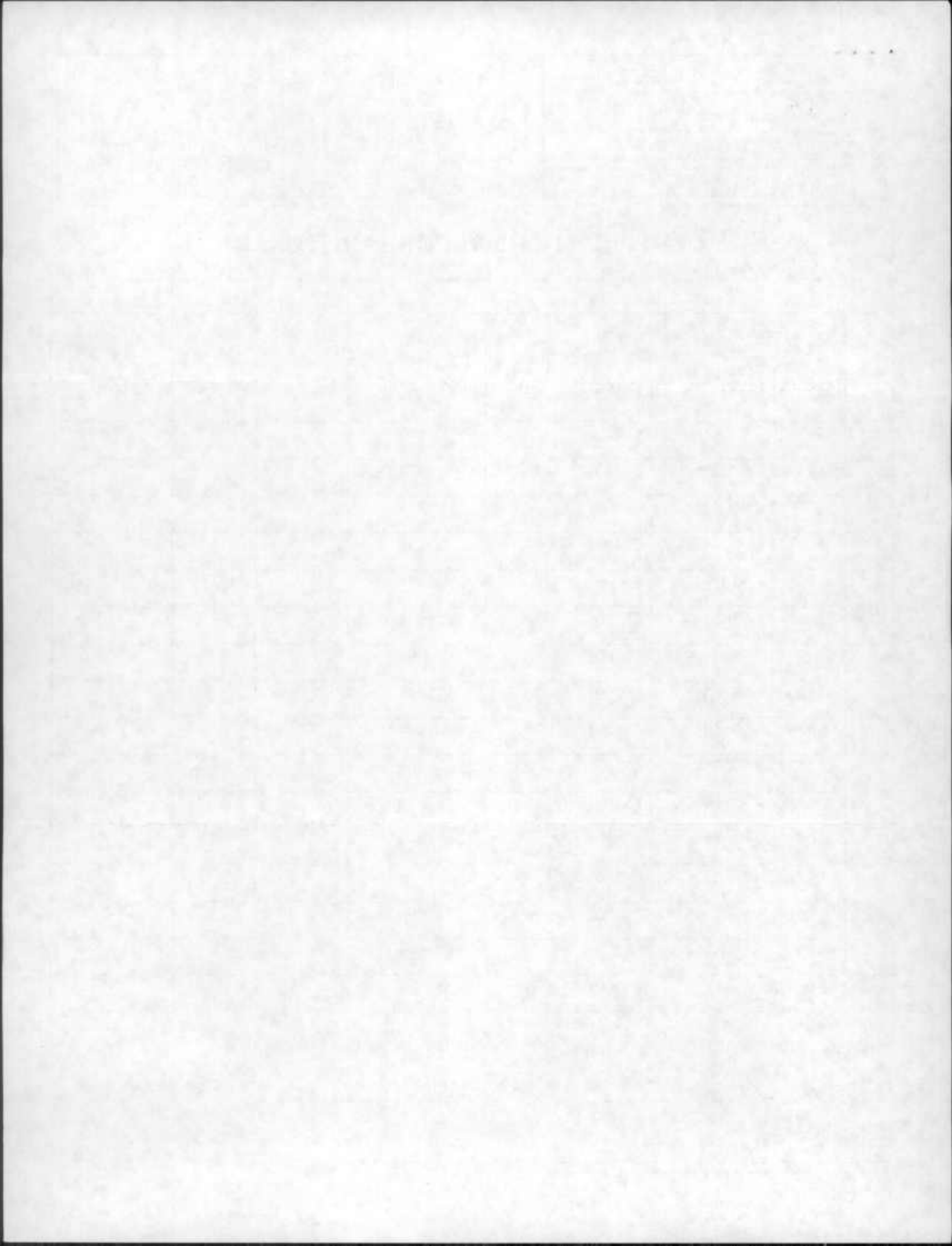
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	9906975 – 9907399	C-1001	7A	1999	3456	11-28-07	Shredded
2	9905760 – 9906160	C-1001	7A	1999	3456	11-28-07	Shredded
3	9803913 – 9804299	C-1001	7A	1998	3456	11-28-07	Shredded
4	9803913 – 9807238	C-1001	7A	1998	3456	12-21-07	Shredded
5	9602723 – 9603179	C-1001	7A	1996	3456	12-21-07	Shredded
6	9808417 – 9808842	C-1001	7A	1998	3456	12-21-07	Shredded
7	9806444 – 9806817	C-1001	7A	1998	3456	12-3-07	Shredded
8	9807636 – 9807999	C-1001	7A	1998	3456	12-21-07	Shredded
9	9810000 – 9810397	C-1001	7A	1998	3456	12-21-07	Shredded
10	9902508 – 9902897	C-1001	7A	1999	3456	12-21-07	Shredded
11	9901331 – 9901699	C-1001	7A	1999	3456	12-18-07	Shredded
12	9908180 - 9908576	C-1001	7A	1999	3456	12-21-07	Shredded
13	9905376 – 9905758	C-1001	7A	1999	3456	12-21-07	Shredded
14	9801700 -9802123	C-1001	7A	1998	3456	12-21-07	Shredded
15	9906161 – 9906566	C-1001	7A	1999	3456	12-12-07	Shredded
16	9906567 – 9906974	C-1001	7A	1999	3456	1-10-08	Shredded
17	DR 49 Citations	C-1001	7A	1996 – 2004	3456	12-21-07	Shredded

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

LT A Ar 221  
Signature

CRM  
Title

1-24-08  
Date



Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	Record Checks	C-1001	7A	2005 – 2006	3456	12-21-07	Shredded
2	Fingerprint Requests	C-1001	7A	11/03 – 12/04	3456	12-21-07	Shredded
3	False Alarm Notifications	C-1001	7A	2004	3456	12-21-07	Shredded
4	Event Listings	C-1001	7A	2003	3456	12-21-07	Shredded
5	Photo Requests	C-1001	7A	2003	3456	12-21-07	Shredded
6	Accident Requests	C-1001	7A	2003	3456	12-21-07	Shredded
7	Fax Cover Sheets	C-1001	7A	10-2-06 / 4-30-07	3456	12-21-07	Shredded
8	Check Deposit Transmittals	C-1001	7A	2002 – 2004	3456	12-21-07	Shredded
9	False Alarms	C-1001	7A	01/2006 – 07/2007	3456	12-21-07	Shredded
10	DWI Reports	C-1001	7A	2000 – 2002	3456	12-21-07	Shredded
11	Property Records (300)	C-1001	7A	1999	3456	2-28-07	Shredded
12	Property Records (300)	C-1001	7A	1999	3456	9-06-07	Shredded
13	Property Records (200)	C-1001	7A	1999	3456	9-11-07	Shredded
14	Property Records (200)	C-1001	7A	1999	3456	9-17-07	Shredded
15	Property Records (300)	C-1001	7A	1999	3456	9-21-07	Shredded
16	Property Records (200)	C-1001	7A	1999	3456	9-27-07	Shredded
17	Property Records (200)	C-1001	7A	1999	3456	10-3-07	Shredded

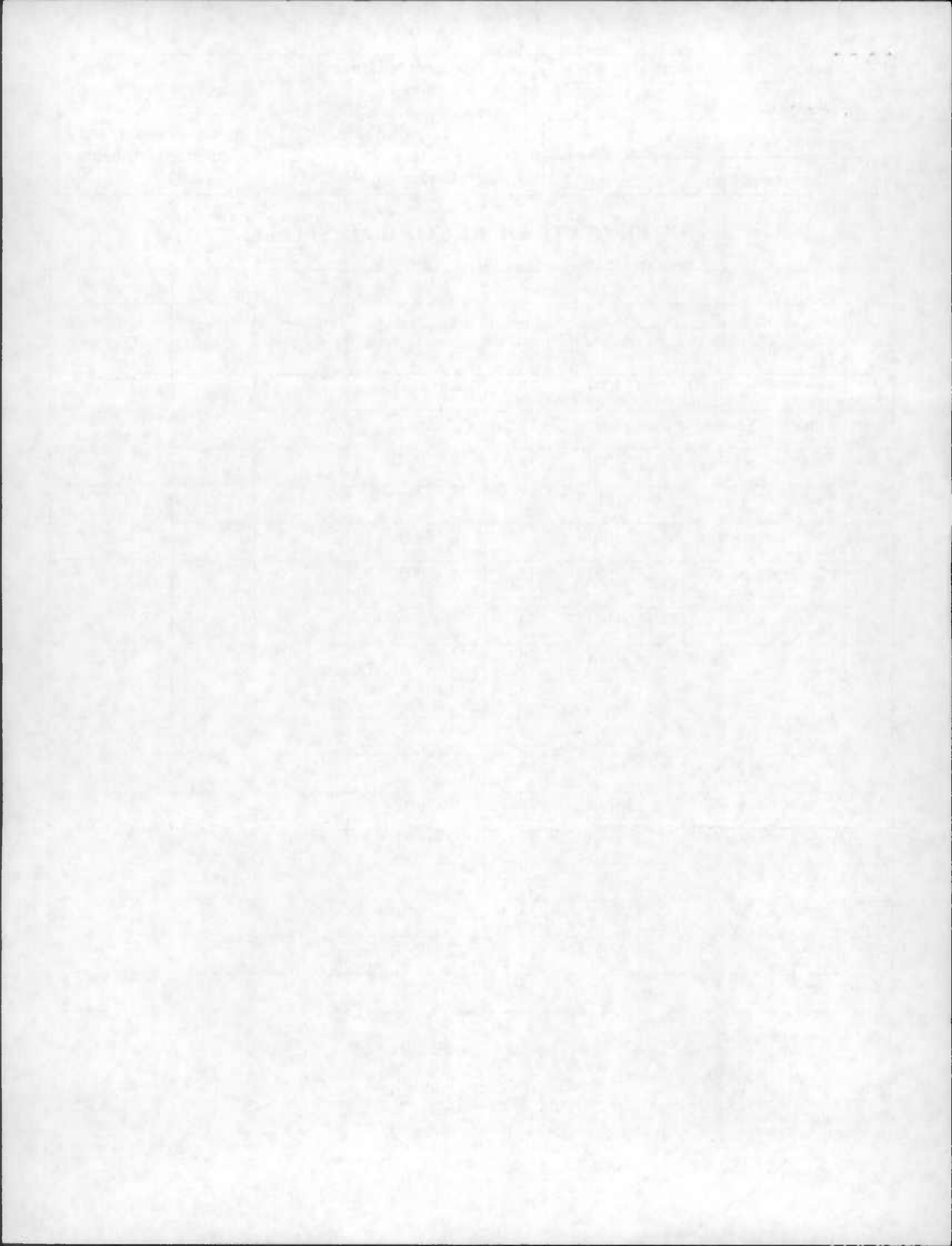
I hereby certify that the records listed above were disposed of as indicated.

LT [Signature]  
Signature

CRM.  
Title

1-24-08  
Date





Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	Property Records (200)	C-1001	7A	1999 – 2000	3456	10-8-07	Shredded
2	Property Records (200)	C-1001	7A	2000	3456	10-12-07	Shredded
3	Property Records (200)	C-1001	7A	2000	3456	10-17-07	Shredded
4	Property Records (200)	C-1001	7A	2000	3456	10-26-07	Shredded
5	Property Records (200)	C-1001	7A	2000	3456	11-7-07	Shredded
6	Property Records (200)	C-1001	7A	2000	3456	11-16-07	Shredded
7	Property Records (200)	C-1001	7A	2000	3456	11-20-07	Shredded
8	Property Records (200)	C-1001	7A	2000	3456	11-27-07	Shredded
9	Property Records (200)	C-1001	7A	2000	3456	11-29-07	Shredded
10	Property Records (200)	C-1001	7A	2000	3456	12-3-07	Shredded
11	Property Records (200)	C-1001	7A	2000	3456	12-5-07	Shredded
12	Property Records (200)	C-1001	7A	2000	3456	12-11-07	Shredded
13	Property Records (200)	C-1001	7A	2000	3456	12-14-07	Shredded
14	Property Records (200)	C-1001	7A	2000	3456	12-17-07	Shredded
15	Property Records (200)	C-1001	7A	2000	3456	12-24-07	Shredded
16							
17							

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

LT [Signature]  
Signature

C.R.M.  
Title

1-24-08  
Date







Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	5A-6051 - 5A-6154 Incident Reports	C-1001	7A	7-16-94 / 9-22-94	2	4-22-08	Shredded
2	2-6-30756 - 2-6-31327 Incident Reports	C-1001	7A	12-9-92 / 2-11-93	2	4-22-08	Shredded
3	2-6-34673 - 2-26-35165 Incident Reports	C-1001	7A	5-18-94 / 7-13-94	2	4-22-08	Shredded
4	2-26-29015 - 2-26-39601 Incident Reports	C-1001	7A	5-28-92 / 8-23-92	2	3-20-08	Shredded
5	2-26-29602 - 2-26-30220 Incident Reports	C-1001	7A	8-23-92 / 12-1-92	2	4-3-08	Shredded
6	2-26-32150 - 2-26-32662 Incident Reports	C-1001	7A	9-13-93 / 12-1-93	2	4-17-08	Shredded
7	2-26-33243 - 2-26-33733 Incident Reports	C-1001	7A	3-5-94 / 5-25-94	2	4-22-08	Shredded
8	9403246 - 9406498 Incident Reports	C-1001	7A	5-16-94 / 9-10-94	2	4-11-08	Shredded
9	9407720 - 9408160 Incident Reports	C-1001	7A	10-20-94 / 11-3-94	2	4-10-08	Shredded
10	9802124 - 9802551 Incident Reports	C-1001	7A	3-14-98 / 3-29-98	2	4-22-08	Shredded
11	0502076 - 0502499 Incident Reports	C-1001	7A	3-4-05 / 3-17-05	2	4-22-08	Shredded
12	0502500 - 0502899 Incident Reports	C-1001	7A	3-17-05 / 3-28-05	2	4-22-08	Shredded
13	0502900 - 0503299 Incident Reports	C-1001	7A	3-28-08 / 4-8-05	2	4-22-08	Shredded
14							
15							
16							
17							

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

Lt. [Signature]  
 Signature

Commander  
 Title

7-10-8  
 Date

JUL 14 1954 *msf*

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	2-4-9207 / 2-4-9703 Incident Reports	C-1001	7A	5/24/92 - 10/7/92	2	6-25-08	Shredded
2	2-4-10258 / 2-4-10758 Incident Reports	C-1001	7A	3/25/93 - 8/17/93	2	6-25-08	Shredded
3	2-4-10759 / 2-4-11263 Incident Reports	C-1001	7A	8/18/93 - 1/13/94	2	6-25-08	Shredded
4	2-4-11264 / 2-4-11685 Incident Reports	C-1001	7A	1/13/94 5/16/94	2	6-25-08	Shredded
5	2-5-10411 / 2-5-18050 Incident Reports	C-1001	7A	6/25/92 - 1/27/93	2	6-25-08	Shredded
6	2-5-10851 / 2-5-11219 Incident Reports	C-1001	7A	1/28/93 - 8/22/93	2	6-25-08	Shredded
7	2-5-11220 / 2-5-11580 Incident Reports	C-1001	7A	8/23/93 - 4/3/94	2	6-25-08	Shredded
8	2-5-11581 / 2-5-11800 Incident Reports	C-1001	7A	4/3/94 - 7/20/94	2	6-25-08	Shredded
9	2-6-30151 / 2-6-30753 Incident Reports	C-1001	7A	9/21/92 - 12/9/92	2	6-25-08	Shredded
10	2-6-31886 / 2-6-32492 Incident Reports	C-1001	7A	5/1/93 - 7/21/93	2	6-25-08	Shredded
11	2-6-35166 / 2-6-35661 Incident Reports	C-1001	7A	7/14/94 - 9/2/94	2	6-25-08	Shredded
12	2-8-0252 / 2-8-0492 Incident Reports	C-1001	7A	1/18/87 - 9/11/94	1	6-25-08	Shredded
13	2-26-25466 / 2-26-26005 Incident Reports	C-1001	7A	1/24/91 - 4/7/91	2	6-25-08	Shredded
14	2-26-34252 / 2-26-34447 Incident Reports	C-1001	7A	8/13/94 - 9/12/94	1	6-25-08	Shredded
15	2-26-27896 / 2-26-28466 Incident Reports	C-1001	7A	12/21/91 - 3/10/92	2	6-25-08	Shredded
16	9802552 / 9802999 Incident Reports	C-1001	7A	3/29/93 - 8/17/93	2	6-25-08	Shredded
17	0503300 / 0503899 Incident Reports	C-1001	7A	4/8/05 - 4/24/05	2	6-25-08	Shredded

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

 221

Signature

Commander

Title

7-10-8

Date

JUL 14 1944 *ms*

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	0503900 / 0504467 Incident Reports	C-1001	7A	4/24/05 - 5/9/05	2	6-25-08	Shredded
2	0504468 / 0505099 Incident Reports	C-1001	7A	5/9/05 - 5/25/05	2	6-25-08	Shredded
3	0505102 / 0505799 Incident Reports	C-1001	7A	5/25/05 - 6/10/05	2	6-25-08	Shredded
4	Personnel Records - Files	C-1001	6A	1/1/99 - 12/31/00	2	4-12-07	Shredded
5	Protective Order Files	C-1001	7M	12/21/03 - 2/28/04	2	3-18-08	Shredded
6	Peace Order Files	C-1001	7N	8/4/03 - 2/28/04	2	3-18-08	Shredded
7	Fiscal Records	C-1001	5	1/1/98 - 12/31/04	28	3-18-08	Shredded
8	Fiscal Records	C-1001	5	1/1/02 - 12/31/02	5	3-18-08	Shredded
9	Fiscal Records	C-1001	5	1/1/03 - 12/31/03	5	3-18-08	Shredded
10							
11							
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I hereby certify that the records listed above were disposed of as indicated.

Lt [Signature]  
Signature

Commander  
Title

7-10-8  
Date



JUL 14 2001



*Rae W. Coffey*  
Sheriff

# Office of the Sheriff

Charles County, Maryland

Headquarters  
6915 Crain Hwy - P.O. Box 189  
La Plata, Maryland 20646-0189  
301-609-6400



An Internationally  
Accredited Agency

**August 26, 2008**

Mr. Gabriel Lopez  
Maryland Department of  
General Services  
7275 Waterloo Road  
Jessup, Maryland 20794

RE: Certificate of Records Disposal.

Mr. Lopez:

Attached are the Certificates of Records Disposal from the Charles County Sheriff's Office. The documents listed were destroyed on the date indicated. The retention schedule C-1001 was used for this disposal. Please feel free to contact me with any questions or concerns. I can be reached at (301) 609-6411. Thank you in advance for your assistance.

Sincerely;

*Lt Stan Gregan #221*

Lieutenant Stan Gregan # 221  
Commander, Records Management

9/08

SEP 4 2008  
SEP 4 2008 *ms*

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	0203288 / 0306819 (13-65001 / 13-67600) Accident Reports	C-1001	7B	04-09-02 / 07-02-03	2	8-19-08	Shredded
2	VICE / CID Transmittals	C-1001	1J	01-01-03 / 13-31-06	2	8-19-08	Shredded
3	Accident Requests	C-1001	1I	01-01-06 / 12-31-06	2	8-19-08	Shredded
4	False Alarm Notifications	C-1001	1M	06-01-02 / 12-31-03	2	8-19-08	Shredded
5	2-6-33070 / 2-6-33682 Incident Reports	C-1001	7A	10-02-93 / 12-15-93	2	8-19-08	Shredded
6	5A-4602 / 5A-4978 Incident Reports	C-1001	7A	08-07-91 / 6-26-92	2	8-19-08	Shredded
7	5A-4226 / 5A-4600 Incident Reports	C-1001	7A	11-30-90 / 08-06-91	2	8-19-08	Shredded
8	9900135 / 9900511 Incident Reports	C-1001	7A	01-05-99 / 01-18-99	2	8-19-08	Shredded
9	0505800 / 0506499 Incident Reports	C-1001	7A	06-11-05 / 06-28-05	2	8-19-08	Shredded
10	0506500 / 0507099 Incident Reports	C-1001	7A	06-28-05 / 07-12-05	2	8-19-08	Shredded
11	0507100 / 0507699 Incident Reports	C-1001	7A	07-12-05 / 07-26-05	2	8-19-08	Shredded
12	0507700 / 0508499 Incident Reports	C-1001	7A	07-27-05 / 08-16-05	2	8-19-08	Shredded
13	0508500 / 0509299 Incident Reports	C-1001	7A	08-16-05 / 09-05-05	2	8-19-08	Shredded
14	0509300 / 0509899 Incident Reports	C-1001	7A	09-05-05 / 09-20-05	2	8-19-08	Shredded
15	0509900 / 0510499 Incident Reports	C-1001	7A	09-20-05 / 10-03-05	2	8-19-08	Shredded
16	0510500 / 0511099 Incident Reports	C-1001	7A	10-03-05 / 10-18-05	2	8-19-08	Shredded
17	0511100 / 0511699 Incident Reports	C-1001	7A	10-18-05 / 10-27-05	2	8-19-08	Shredded

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

LT A [Signature]

Commander Records

8-26-08

Signature  
DGS 550-2 (rev. 1/93)

Title

Date

SEP 2 1958 ms

Charles County Sheriff's Office	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Information Services/Records		
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	0511700 / 0512399 Incident Reports	C-1001	7A	10-27-05 / 11-17-05	2	8-19-08	Shredded
2	0512400 / 0513099 Incident Reports	C-1001	7A	11-17-05 / 12-06-05	2	8-19-08	Shredded
3	0513100 / 0513699 Incident Reports	C-1001	7A	12-06-05 / 12-20-05	2	8-19-08	Shredded
4	0513700 / 0600299 Incident Reports	C-1001	7A	12-20-05 / 01-08-06	2	8-19-08	Shredded
5	0600300 / 0601099 Incident Reports	C-1001	7A	01-08-06 / 01-28-06	2	8-19-08	Shredded
6	0601100 / 0601799 Incident Reports	C-1001	7A	01-28-06 / 02-15-06	2	8-19-08	Shredded
7	0601800 / 0602599 Incident Reports	C-1001	7A	02-15-06 / 03-10-06	2	8-19-08	Shredded
8	0602600 / 0603399 Incident Reports	C-1001	7A	03-10-06 / 04-03-06	2	8-19-08	Shredded
9	0603400 / 0604299 Incident Reports	C-1001	7A	04-03-06 / 04-27-06	2	8-19-08	Shredded
10	0604300 / 0605299 Incident Reports	C-1001	7A	04-27-06 / 05-22-06	2	8-19-08	Shredded
11	0605300 / 0606199 Incident Reports	C-1001	7A	05-22-06 / 06-13-06	2	8-19-08	Shredded
12	0606200 / 0607099 Incident Reports	C-1001	7A	06-13-06 / 07-04-06	2	8-19-08	Shredded
13	0607100 / 0607999 Incident Reports	C-1001	7A	07-04-06 / 07-26-06	2	8-19-08	Shredded
14	0608000 / 0608899 Incident Reports	C-1001	7A	07-26-06 / 08-16-06	2	8-19-08	Shredded
15	2-26-26007 / 2-26-26625 Incident Reports	C-1001	7A	04-08-91 / 07-09-91	2	8-19-08	Shredded
16							
17							

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

LT [Signature]

Commander, Records

8-26-08

SEP 4 2008 *ms*





*Rex W. Coffey*  
Sheriff

# Office of the Sheriff

Charles County, Maryland

Headquarters  
6915 Crain Hwy - P.O. Box 189  
La Plata, Maryland 20646-0189  
301-609-6400



An Internationally  
Accredited Agency

July 10, 2008

Mr. Gabriel Lopez  
Maryland Department of  
General Services  
7275 Waterloo Road  
Jessup, Maryland 20794

RE: Certificate of Records Disposal.

Mr. Lopez:

Attached are the Certificates of Records Disposal from the Charles County Sheriff's Office. The documents listed were destroyed on the date indicated. The retention schedule C-1001 was used for this disposal. Please feel free to contact me with any questions or concerns. I can be reached at (301) 609-6411. Thank you in advance for your assistance.

Sincerely;

*Lt Stan Gregan # 221*

Lieutenant Stan Gregan # 221  
Commander, Records Management

10 14 2008

2008