

CCE/P.O. BAL 2150

Reporting Agency

LA Plata, MD 20696

Division or Unit

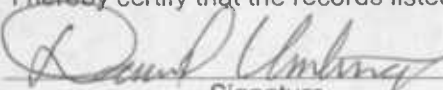
Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rte. 175)  
 P.O. Box 275  
 Jessup, Maryland 20794-0275

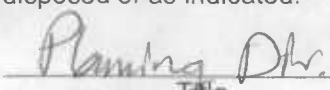
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# CERTIFICATE OF RECORDS DISPOSAL

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.					
	Zoning Certificate HO Permits	C-829		1989-2001				
	William & Betty Collier Gerald McSee + Christine De Anda Richard Adams Craig Hurdle Noetta Butler Reese & Helen Helmer Gail Carter Christina Eaton Onoriode Ekeh Paul Elbert Jerry & Judith Bush John Clipper Michael Howard John & Donna Dimichelli Phillip Day John & Darlene Damba Bill & Vicki Elin Grace Cecil Michael Connelly Alicia Hiler Ronald Friedrich Jr. Perpetua Maloy Mandie Galambosi Thomas Greenwood Hayd Cobey Charles Cognan Robert & Mary Cord David & Linda Edwards Audrey Edelen Charlie Hurd Leon Hayes Allen Hayden Janet Haskin Ed Clements Carol Cobey Tayce Cobey			HO Permits 1986 NO# HO 1986 NO# HO 1990 NO# HO 1990 NO# HO 1989 NO# HO 1989 NO# HO 2000 #40 HO 2000 #104 HO 2000 #113 HO 2000 #17 HO 1988 NO# HO 2001 #70 HO 1990 NO# HO 2000 #83 HO 2001 #43 HO 1996 #58 HO 1989 NO# HO 2000 #117 HO 1989 NO# HO 2005 #168 HO 2000 #32 HO 2000 #79 HO 2000 #108 HO 2000 #43 HO 2000 #84 HO 1999 #118 HO 1989 NO# HO 1989 NO# HO 1989 NO# HO 1990 NO# HO 1989 NO# HO 1989 NO# HO 1990 NO# HO 1989 NO# HO 1990 NO# HO 1989 NO# HO 1990 NO# HO 1990 NO#				

CC: Bill Deatley  
 I hereby certify that the records listed above were disposed of as indicated.

  
 Signature  
 mjed

  
 Title  
 Acting Dir. PLM

11/14/06  
 Date  
 11/17/06

RECEIVED

SEP 29 2016  
RECORDS MANAGEMENT

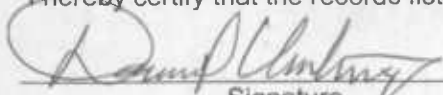
	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275	Retain one (1) copy and forward original to address at left.
Division or Unit	Jessup, Maryland 20794-0275	

## 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.				
	Zoning Certificates & HO Permits	C-829		1988-2001			
	Ronald Cooksey			HO 1990 NO#			
	Charles Cooper			HO 1989 NO#			
	Donald Darby			HO 1988 NO#			
	Delaney, Donald			HO 1989 NO#			
	Davis Creech			HO 1989 NO#			
	Angela Cross			HO 1989 NO#			
	Pat. Donaldson			HO 1987 NO#			
	Wayne Freeman			HO 1990 NO#			
	Donald Frantz			HO 1990 NO#			
	James Fimere			HO 1986 NO#			
	George Fodeley			HO 1988 NO#			
	Mary Brennan			HO 1988 NO#			
	Robert Boyce			HO 1990 NO#			
	Douglas Bonman			HO 1990 NO#			
	Ronald Boon			HO 1990 NO#			
	Albert Andrade			HO 1988 NO#			
	Kenneth Adams			HO 1989 NO#			
	John Brandts			HO 1990 NO#			
	Frank Fruh			HO 1989 NO#			
	William Evans			HO 1990 NO#			
	Ralph Garcia			HO 1989 NO#			
	Bernard Curdoff			HO 1988 NO#			
	Jeff Buido			HO 1990 NO#			
	Diana Camann			HO 1989 NO#			
	Wayne Green			HO 1990 NO#			
	James Nevak			HO 2000 #23			
	John Ingersoll			HO 1989 NO#			
	Ray Kemm			HO 1990 NO#			
	James Mathimly			HO 2000 # 07			
	Rodney Lough			HO 2001 # 10			
	Chun Sen Lanham			HO 2000 # 70			
	James King			HO 1999 # 89			
	Deborah Kersey			HO 1995 # 107			
	Nathan T. Jones			HO 2001 # 93			
	Lavern Johnson			HO 2001 # 72			
	Charles Jewell			HO 2000 # 60			
	Tina Jarbol			HO 2000 # 61			
	Christopher Irwin			HO 2001 # 97			

CC: Bill Deatley

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

  
Signature

Planning Dir.  
Title  
Acting Dir. RGM

11/14/06  
Date  
11/17/06



SEP 29 *Wb*

MANAGEMENT  
MANAGEMENT

*12-2-72*

*10-11-72*

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Zoning Certificates HO Permits	C-929		1987-2001			
	Donald Huddleson			HO 2001 # 35			
	Preston Holmes			HO 2000 #03			
	Steven Hayden			HO 2000 # 26			
	Donald Hinsel			HO 2000 # 50			
	Anthony Greene			HO 2001 # 61			
	Petty Gray			HO 2000 # 111			
	Darrell Grandstaff			HO 2001 # 46			
	Stewart Greisbeath III			HO 2000 # 15			
	Charles Galvin			HO 2000 # 56			
	David Farrell			HO 2001 # 33			
	David Farrell			HO 1996 # 60			
	Roy Dunn			HO 1990 NO#			
	Joseph Hildreth			HO 2001 # 56			
	Edward Williams			HO 2000 # 121			
	Nora Jeanette			HO 1987 NO#			
	Bret Jenkins			HO 1988 NO#			
	Ken Jenkins			HO 1990 NO#			
	Valerie Jenkins			HO 1989 NO#			
	Rory Johnson			HO 1989 NO#			
	Rob. Kendrick			HO 1989 NO#			
	Salfullah Khan			HO 1989 NO#			
	Lisa Lambert			HO 1991 NO#			
	Steve Larsen			HO 1992 NO#			
	Anna Latimer			HO 1991 NO#			
	Zoe Lewis			HO 1993 93-106			
	Frank Lewis			HO 1990 NO#			
	Gary Linders			HO 1992 NO#			
	Keith Litz			HO 1993 93-10			
	Huey Logan			HO 1991 NO#			
	Charles Long			HO 1991 NO#			
	R. Jean Lamontagne			HO 1990 NO#			
	P. LaRocca			HO 1990 NO#			
	John Lee			HO 1990 NO#			
	Paula Lee			HO 1989 NO#			
	Ram Litz			HO 1989 NO#			
	Rob. Lovelass			HO 1990 NO#			
	Michael Lynn			HO 1989 NO#			
	Rob. McChure			HO 1987 NO#			

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

  
Signature

Planning Div.  
Title  
Acting Dir P&M

cc: Bill Deaton  
11/14/06  
Date  
11/17/06

SEP 29  
JWV  
MIRRORED INFORMATION  
MIRRORED INFORMATION

OK Sw  
6-12-07

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

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Reporting Agency

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.				
	Zoning Certificates Home Occupations	6-827	10				
	Kevin Aufcue			HO 1992 #01			
	T. Bernard Champ			HO 1993 #97			
	Charles Chapman			HO 1993 #18			
	William Faunce			HO 1991 NO#			
	Amy Burnett Youngblood			HO 1990 NO#			
	William Bowman			HO 1991 NO#			
	Lawrence Estvez			HO 1992 NO#			
	Dallas Clavier			HO 1992 NO#			
	Connie Grogan			HO 1992 NO#			
	R. Fred Bowers			HO 1992 NO#			
	George Buck			HO 1993 #75			
	R. D. Looksey			HO 1992 #27			
	John Ann Higgs			HO 1991 NO#			
	Scott Ledman			HO 1992 NO#			
	Cora Major			HO 1991 NO#			
	James & Carol Scott			HO 1993 #02			
	Sheila Beth Tunnell			HO 1990 NO#			
	Raymond Ayc			HO 1991 NO#			
	Dale Long			HO 1993 #103			
	Joseph Juncate			HO 1992 NO#			
	Sandra Nicely			HO 1993 #54			
	Craig Swick			HO 1991 NO#			
	Michael Kozlowski			HO 1990 NO#			
	M. E. & A. Kirkwood			HO 1990 NO#			
	Robert Jackson			HO 1991 NO#			
	Richard Mrazynski			HO 1993 #8			
	Robert Pzza			HO 1990 NO#			
	Richard Williams			HO 1991 NO#			
	Leire Hughes			HO 1991 NO#			
	William Hutchins			HO 1990 NO#			
	Patrick Kellaher			HO 1991 NO#			
	Walter Fowler			HO 1991 NO#			
	H. Terry Isner			HO 1991 NO#			
	Sheila Roth			HO 1990 NO#			
	Charlene Salsbury			HO 1992 NO#			
	Leonard Brown			HO 1992 NO#			
	Steven Fitzgerald			HO 1992 NO#			
	Andrew Buckingham			HO 1992 NO#			

cc: Bill Deatley  
I hereby certify that the records listed above were disposed of as indicated.

  
Signature

Planning Dir.  
Acting Director

6/8/07  
Date  
6/12/07

AMERICAN EXPRESS

JUN 15

267

AMERICAN EXPRESS  
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Charles County Government

Department of General Services

Reporting Agency

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.

County 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				
	Time + Attendance	C-831	2				
	JASON LANG			09/04 - 12/04			Shred
	NINA VOEHL			01/04 - 12/04			
	Carolyn Schomauer			01/04 - 12/04			
	Stephanie Sferra			01/03 - 12/04			
	Linda Rollins			01/02 - 12/04			
	Joe Cross			01/04 - 12/04			
	Theresa Green			01/04 - 12/04			
	Eugene Lawer			01/02 - 12/03			
	Victoria Greenfield			01/03 - 12/04			
	Joa me Roland			01/04 - 12/04			
	Carolyn Mitchell			01/04 - 12/04			
	Maridel Thompson			01/04 - 12/04			
	Constance Thompson			01/02 - 12/04			
	Margaret Wilkerson			01/01 - 12/04			

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

[Signature]  
Signature

[Signature]  
Chief of Staff  
Title

1/30/08  
Date

cc: Bill Deatley

DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

FEB 2 2008

~~XXXXXXXXXXXX~~

Charles County Government
Reporting Agency
Planning & Growth Management Permit Administration
Division or Unit

Department of General Services  
 Records Management Division  
 7275 Waterloo Road (Rta. 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				
10 files	Time & Attendance Records	C-829	2	January, 2000 - December, 2004	1 storage box	1/25/08	Shredded

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

*Jackie L. Caputo*  
 Signature

Acting Chief, Permit Administration

1/28/08  
 Date

RECEIVED  
FEBRUARY 5 1968

FEB 5 *WJ*




Charles County Government	<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		
Human Resources/Benefit Admin.		
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	Time + Attendance	C-833A	2	1997-2004		9-18-08	Shred
2	Time + Attendance	C-833A	2	2000-2004		9-18-08	Shred
3	Time + Attendance	C-833A	2	2000-2004		9-18-08	Shred
4	Time + Attendance	C-833A	2	2000-2004		9-18-08	Shred

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


Dir. of HR
9/18/08  
 Signature Title Date

*[Faint, illegible handwriting]*

UNITED STATES DISTRICT COURT

Case No.	Date	Court	Judge	Plaintiff	Defendant
----------	------	-------	-------	-----------	-----------

*[Handwritten signature]*  
SEP 21 1968



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JAN 16 2007

RECORDS MANAGEMENT  
DIVISION



~~CONFIDENTIAL~~

DEC 28 2007

~~CONFIDENTIAL~~



~~SECRET~~

CONFIDENTIAL

~~SECRET~~



CENTRAL RECORDS DEPARTMENT

SEARCHED	INDEXED	SERIALIZED	FILED

DATE	DESCRIPTION	CLASSIFICATION	STATUS
1950	...	...	...
1951	...	...	...
1952	...	...	...
1953	...	...	...
1954	...	...	...
1955	...	...	...
1956	...	...	...
1957	...	...	...
1958	...	...	...
1959	...	...	...
1960	...	...	...

FEB 20 1960

RECORDS MANAGEMENT DIVISION



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FEB 22

*WAL*

RECORDS MANAGEMENT  
DISTRICT

Charles County Government

Attn: Accounting

P.O. Box 2150

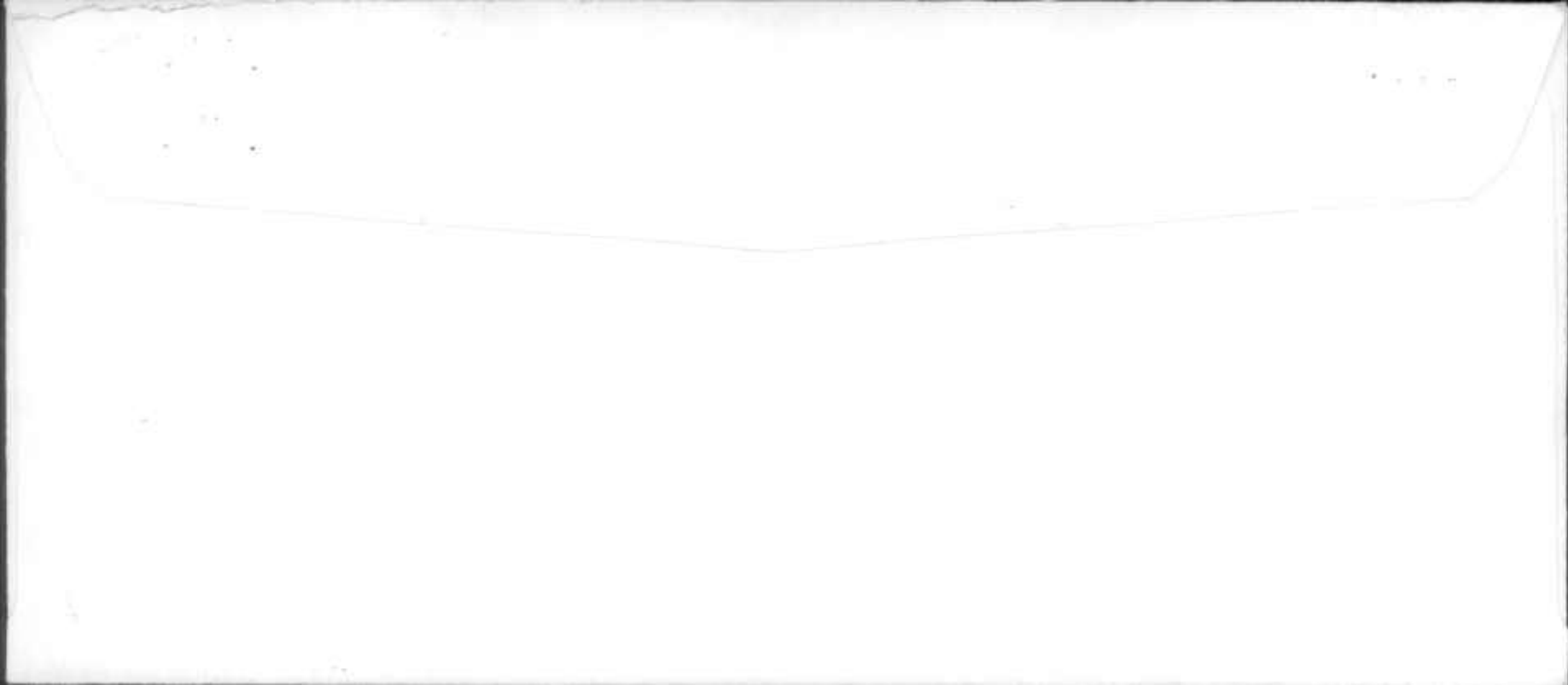
La Plata, MD 20646



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

20794X0275





Charles County Treasurer's Office

Department of General  
Services

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Reporting Agency

Records Management Division  
7275 Waterloo Road (Rte. 175)  
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Division or Unit

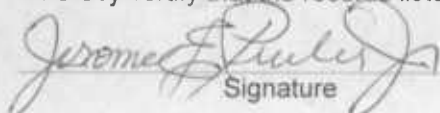
Jessup, Maryland 20794-0275

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Payment Allocation	C-826	35	1/1/99 - 6/30/99	1 Box	05/15/2006	Dumpster
2	Payment Allocation	C-826	35	7/1/98 - 8/31/98	1 Box	05/15/2006	Dumpster
3	Payment Allocation	C-826	35	9/1/98 - 9/30/98	1 Box	05/15/2006	Dumpster
4	Utility Bills & AR	C-826	18	7/13/00 - 9/26/00	1 Box	05/15/2006	Dumpster
5	Utility Bills & AR	C-826	18	2/16/01 - 4/6/01	1 Box	05/15/2006	Dumpster
6	Deposit Slips (envelope box)	C-826	5	7/1/00 - 9/30/00	1 Box	05/15/2006	Dumpster
7	Deposit Slips (envelope box)	C-826	5	7/1/00 - 9/30/00	1 Box	05/15/2006	Dumpster
8	Correspondence	C-826	1	12/02 to 7/30	1 Box	05/15/2006	Dumpster
9	Deposit Slips (envelope box)	C-826	5	7/1/01 - 8/31/01	1 Box	05/15/2006	Dumpster
10	Deposit Slips (envelope box)	C-826	5	9/4/01 - 10/31/01	1 Box	05/15/2006	Dumpster
11	Deposit Slips (envelope box)	C-826	5	11/1/01 - 1/31/02	1 Box	05/15/2006	Dumpster
12	Deposit Slips (envelope box)	C-826	5	2/1/02 - 4/30/02	1 Box	05/15/2006	Dumpster
13	Deposit Slips (envelope box)	C-826	5	9/23/02 - 12/31/02	1 Box	05/15/2006	Dumpster
14	Utility Bills & AR	C-826	18	10/23/01 - 12/01	1 Box	05/15/2006	Dumpster
15	State Tax Report	C-826	32	1998 - 1999	1 Box	05/15/2006	Dumpster
	G/L Town Reports	C-826	32	1998 - 1999			
	Ag. Pres Credit Listing	C-826	32	1998 - 1999			
	Cert./Additions/Abatements	C-826	32	1998 - 1999			
	HB Credits	C-826	32	1998 - 1999			
	La Plata Abatements	C-826	32	1998 - 1999			
	So. MD Youth Org Abate	C-826	32	1998 - 1999			
	Res Use Assmt Penalty	C-826	32	1998 - 1999			
	Liquor Licenses	C-826	32	1998 - 1999			
	Voided CBS	C-826	32	1998 - 1999			
	Ag transfer tax	C-826	32	1998 - 1999			
	State tax report	C-826	32	1998 - 1999			
	Ag transfer tax	C-826	32	1999-2000			
	Cert./Additions/Abatements	C-826	32	1999-2000			
	Res Use Assmt Penalty	C-826	32	1999-2000			
	Public Nuisances	C-826	32	1999-2000			
	HB Credits	C-826	32	1999-2000			
	Ag. Pres Credit Listing	C-826	32	1999-2000			
	So. MD Youth Org Abate	C-826	32	1999-2000			
	La Plata Town Abate	C-826	32	1999-2000			
	1999 Liquor Licenses	C-826	32	1999-2000			
	G/L Town Reports	C-826	32	1999-2000			
16	Paid Refunds, E-17 Refunds	C-826	34	Levy Yr 1999/00	1 Box	05/15/2006	Dumpster
17	Correspondence	C-826	1	FY04	1 Box	05/15/2006	Dumpster
18	Correspondence	C-826	1	FY04	1 Box	05/15/2006	Dumpster
19	Correspondence	C-826	1	FY04	1 Box	05/15/2006	Dumpster

Charles County Government  
Attn: Accounting  
P.O. Box 2150  
La Plata, MD 20646

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

  
Signature

Charles County Treasurer  
Title

05/23/2006  
Date



*[Faint, illegible text]*

MAY 24 2006

RECORDS MANAGEMENT  
PROGRAM

Charles County Treasurer's Office

Department of General Services

Prepare in duplicate

Reporting Agency

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

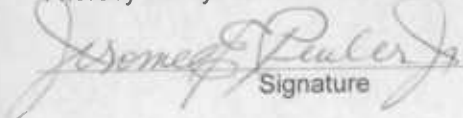
Retain one (1) copy and forward original to address at left.

Division or Unit

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
27	Transfer, Set Up Sheets address changes Districts 1 - 6	C-826	24	FY01	1 Box	12/05/2006	Dumpster
28	Transfer, Set Up Sheets, Address Changes Districts 6 - 10 BPP & Corp	C-826	24	FY01	1 Box	12/05/2006	Dumpster
29	Mass Billing/Payment letters, queries listings and Correspondence Levy Year 2002/03	C-826	26	FY03	1 Box	12/05/2006	Dumpster
30	Return Mail 4 Envelopes Boxes A-D, E-L, M-S & S-Z	C-826	29	Levy Year 2002/03	4 Boxes	12/05/2006	Dumpster
31	Return Mail	C-826	29	FY99 to FY00	1 Box	12/05/2006	Dumpster
32	Property Redeemed, void-cert's. property sold in error	C-826	30	FY99/00 & 00-01	1 Box	12/05/2006	Dumpster
33	Paid Refunds, E-17 Refunds	C-826	34	Levy Yr 2000/01	1 Box	12/05/2006	Dumpster
34	Payment Allocation	C-826	35	7/1/00 - 8/15/00	1 Box	12/05/2006	Dumpster
35	Payment Allocation Supp. 8/7 - 8/11	C-826	35	8/7/00 - 9/26/00	1 Box	12/05/2006	Dumpster
36	Payment Allocation	C-826	35	9/27/00 - 11/30/00	1 Box	12/05/2006	Dumpster
37	Payment Allocation	C-826	35	12/1/00 - 2/28/01	1 Box	12/05/2006	Dumpster
38	Payment Allocation	C-826	35	3/1/01 - 6/30/01	1 Box	12/05/2006	Dumpster
39	Paid Tax Receipts	C-826	39	7/1/02 - 9/27/02	1 Box	12/05/2006	Dumpster
40	Paid Tax Receipts	C-826	39	9/30/02 - 6/30/03	1 Box	12/05/2006	Dumpster
41	Paid Tax Receipts BPP & Corp	C-826	39	1991 and Prior	1 Box	12/05/2006	Dumpster

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

  
Signature

Charles County Treasurer  
Title

12/21/2006  
Date

~~CONFIDENTIAL~~

DEC 28 *WLP*

RECORDS MANAGEMENT  
FBI

Charles County Treasurer's Office

Department of General  
Services

Prepare in duplicate

Reporting Agency

Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275Retain one (1) copy and forward  
original to address at left.

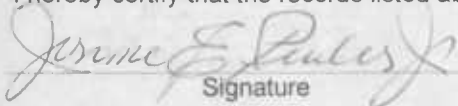
Division or Unit

Jessup, Maryland 20794-0275

**CERTIFICATE OF RECORDS DISPOSAL**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Correspondence	C-826	1	FY 05	1 Box	12/05/2006	Dumpster
2	Correspondence	C-826	1	FY 05	1 Box	12/05/2006	Dumpster
3	Deposit Slips (envelope box)	C-826	5	7/1/02 - 9/20/02	1 Box	12/05/2006	Dumpster
4	Deposit Slips (envelope box)	C-826	5	9/23/02 - 12/31/02	1 Box	12/05/2006	Dumpster
5	Deposit Slips (envelope box)	C-826	5	1/02/03 - 04/02/03	1 Box	12/05/2006	Dumpster
6	Deposit Slips (envelope box)	C-826	5	4/03 to 7/03	1 Box	12/05/2006	Dumpster
7	Deposit Slips (envelope box)	C-826	5	8/03 to 10/16/03	1 Box	12/05/2006	Dumpster
8	Deposit Slips (envelope box)	C-826	5	10/16/03 to 12/03	1 Box	12/05/2006	Dumpster
9	Payroll	C-826	4	FY01 to FY02	1 Box	12/05/2006	Dumpster
10	Stop Payments	C-826	6	FY01 to FY03	1 Box	12/05/2006	Dumpster
11	First Union Statements MLGIP Statements	C-826	11	FY99 to FY01 FY99 to FY00	1 Box	12/05/2006	Dumpster
12	Night Drop Logs Bag Drop Off Logs Recording Drop Off Logs	C-826	14	FY00 to FY05 4/9/04 to 7/8/04 FY04 to FY05	1 Box	12/05/2006	Dumpster
13	AP Check Approval AP Positive Pay Download AP Positive Pay Daily Auth. Section 8 Approval Section 8 Check Register	C-826	15	7/1/02 to 1/13/03 FY03 FY03 FY03 4/1/03 to 6/30/03 FY03	1 Box	12/05/2006	Dumpster
14	Parking Releases	C-826	16	12/4/01, 1/7/02 to 10/21/03	1 Box	12/05/2006	Dumpster
15	Parking Ticket Logs	C-826	16	8/11/96 to 6/24/98 FY01 to FY04	1 Box	12/05/2006	Dumpster
16	MVA Activity Reports	C-826	16	FY00 to FY04	2 Boxes	12/05/2006	Dumpster
17	Utility Bills & AR	C-826	18	6/10/02 to 8/12/02	1 Box	12/05/2006	Dumpster
18	Utility Bills & AR	C-826	18	8/13/02 to 10/15/02	1 Box	12/05/2006	Dumpster
19	Utility Bills & AR	C-826	18	10/17/02 to 12/17/02	1 Box	12/05/2006	Dumpster
20	Utility Bills & AR	C-826	18	12/18/02 to 2/18/03	1 Box	12/05/2006	Dumpster
21	Utility Bills & AR	C-826	18	2/18/03 to 4/11/03	1 Box	12/05/2006	Dumpster
22	Indian Head Utility Releases	C-826	18	9/29/98 to 6/30/03	1 Box	12/05/2006	Dumpster
23	Utility Bills & AR	C-826	18	9/21/98 to 6/30/03	1 Box	12/05/2006	Dumpster
24	Utility Bills & AR	C-826	18	4/28/03 to 6/19/03	1 Box	12/05/2006	Dumpster
25	Tax Rolls- SDAT Reports Full Yr., 3/4, 1/2 & 1/4 Year New Const, Supplemental Homeowner Tax Credits BPP & Corp.	C-826	21	FY03	1 Box	12/05/2006	Dumpster
26	Tax Rolls- County Reports Full Year, 3/4, 1/2, 1/4 Year New Const., BPP & Corp. Public Utility Cert.	C-826	21	FY03	1 Box	12/05/2006	Dumpster

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


  
Signature
Charles County Treasurer  
Title12/21/2006  
Date

*[Faint, illegible stamp]*

DEC 23 *WLB*

RECORDS MANAGEMENT  
DIVISION



FEB 15 *WLB*



FEB 15 2007

FEB 15 2007  
RECORDS MANAGEMENT  
SECTION



FEB 15 2007

RECEIVED MAR 12 2007

Charles County Treasurer's Office

Department of General Services

Prepare in duplicate

Reporting Agency

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

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

Division or Unit

Jessup, Maryland 20794-0275

# CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No	Item No.				
20	Payment Allocation	C-826	35	9/14/01 to 10/31/01	1 Box	09/10/2007	Landfill
21	Payment Allocation	C-826	35	11/01/01 to 1/24/02	1 Box	09/10/2007	Landfill
22	Payment Allocation	C-826	35	1/9/02 to 6/30/02	1 Box	09/10/2007	Landfill
23	Paid Tax Receipts	C-826	39	7/1/03 to 9/6/03	1 Box	09/10/2007	Landfill
24	Paid Tax Receipts	C-826	39	9/8/03 to 9/30/03	1 Box	09/10/2007	Landfill
25	Paid Tax Receipts	C-826	39	10/02/03 to 6/30/04	1 Box	09/10/2007	Landfill
26	Paid Tax Receipts	C-826	39	7/1/04 to 9/14/04	1 Box	09/10/2007	Landfill
27	Bank of America Statements	C-826	11	10/01 to 6/05	2 Boxes	09/10/2007	Landfill
28	Mass Billing/ Payment Letters, queries, Listings and correspondence	C-826	26	FY05	1 Box	09/10/2007	Landfill

ted above were disposed of as indicated

  
Signature

Charles County Treasurer  
Title

10/12/2007  
Date

~~XXXXXXXXXXXXXXXXXXXX~~

OCT 13 2007

~~XXXXXXXXXXXXXXXXXXXX~~

Charles County Treasurer's Office

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.

*Acet*

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	C-826	1	7/1/05 to 12/20/05	1 Box	09/10/2007	Landfill
2	Deposit Slips	C-826	5	1/04 to 4/04	1 envelope box	09/10/2007	Landfill
3	Deposit Slips	C-826	5	5/04 to 7/04	1 envelope box	09/10/2007	Landfill
4	Deposit Slips	C-826	5	8/04 to 11/04	1 envelope box	09/10/2007	Landfill
5	Utility Bills & AR	C-826	18	6/10/03 to 7/9/03 7/21/03 to 8/8/03 10/06/03 to 10/15/03	1 Box	09/10/2007	Landfill
6	Utility Bills & AR	C-826	18	10/16/03 to 12/12/03	1 Box	09/10/2007	Landfill
7	Utility Bills & AR	C-826	18	8/11/03 to 10/13/03	1 Box	09/10/2007	Landfill
8	Utility Bills & AR	C-826	18	1/04 to 2/9/04	1 Box	09/10/2007	Landfill
9	Utility Bills & AR	C-826	18	2/24/04 to 4/15/04	1 Box	09/10/2007	Landfill
10	Utility Bills & AR	C-826	18	4/14/04 to 6/10/04	1 Box	09/10/2007	Landfill
11	Tax Rolls- Real & Personal Property, Homeowners Tax Credit Reports part 1	C-826	21	FY04	1 Box	09/10/2007	Landfill
12	Transfer, Set-up sheets address changes, Dist. 1-6	C-826	24	FY02	1 Box	09/10/2007	Landfill
13	Transfer, set-up sheets Address changes Dist. 6-10, BPP & Corp.	C-826	24	FY02	1 Box	09/10/2007	Landfill
14	Mass Billing/Payment, letters queries, listings & corresp.	C-826	26	FY04	1 Box	09/10/2007	Landfill
15	Tax Sale Auction Info	C-826	30	Levy Yr. 99/00 to 01/02	1 Box	09/10/2007	Landfill
16	Abatements, Cert./Additions/ HB Credits, Ag Pres. Credit La Plata Town Abate. So. MD Youth Org Abate. Indian Head Old Tax (IHOT) Public Nuisances, Liquor Licenses, Ag Transfer Tax State Tax Report, G/L town reports, Certs/Additions/Abat. Abatements, Cert./Additions/ HB Credits, Ag Pres. Credit La Plata Town Abate. So. MD Youth Org Abate. State Tax Report, G/L town reports, Residential Use Pen. Ag transfer tax	C-826	32	1999-2000 2000-2001 2000-2001 2000-2001 2000-2001 2000-2001 2000-2001 2000-2001 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002 2001-2002	1 Box	09/10/2007	Landfill
17	Paid Refunds	C-826	34	Levy Yr 2001-2002	1 Box	09/10/2007	Landfill
18	Payment Allocation	C-826	35	7/1/01 to 8/14/01	1 Box	09/10/2007	Landfill
19	Payment Allocation	C-826	35	8/6/01 to 9/13/01	1 Box	09/10/2007	Landfill

ted above were disposed of as indicated

*James J. D... J*  
Signature

Charles County Treasurer  
Title

10/12/2007  
Date

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

~~CONFIDENTIAL~~  
OCT 15 : 2W7  
~~CONFIDENTIAL~~

Charles County Treasurer's Office

Department of General  
Services

Prepare in duplicate

Reporting Agency

Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275Retain one (1) copy and forward  
original to address at left.

Division or Unit

Jessup, Maryland 20794-0275

**CERTIFICATE OF RECORDS DISPOSAL**

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Correspondence	C-826	1-17	12/20/05 to 10/4/06	1 Box	08/21/2008	Landfill
2	Correspondence	C-826	1-18	8/18/06 to 6/19/07	1 Box	08/21/2008	Landfill
3	Timesheets	C-826	3-5	2004	1 Envelope Box	08/21/2008	Landfill
4	Deposit Slips	C-826	5-27	12/1/04 to 3/31/05	1 Envelope Box	08/21/2008	Landfill
5	Deposit Slips	C-826	5-28	4/1/05 to 6/30/05	1 Envelope Box	08/21/2008	Landfill
6	Deposit Slips	C-826	5-35	7/1/05 to 9/30/05	1 Envelope Box	08/21/2008	Landfill
7	Deposit Slips	C-826	5-36	10/1/05 to 12/31/05	1 Envelope Box	08/21/2008	Landfill
8	Stop Payments	C-826	6-3	FY00/01, FY04/05, FY05/06	1 Box	08/21/2008	Landfill
9	Permit Overpayments	C-826	7-2	FY02/03, FY03/04, FY04/05	1 Box	08/21/2008	Landfill
	Check Request						
10	Voided Checks, Manuel	C-826	7-4	6/14/95 to 4/29/05	1 Box	08/21/2008	Landfill
	Checks Disbursed			4/20/98 to 3/18/99			
11	Wachovia Statements	C-826	11-8	12/31/02 to 8/31/06	1 Box	08/21/2008	Landfill
	Morgan Stanley Statements			1/3/06 to 9/30/06			
	BB&T C. M. Statemetns			1/3/03 to 5/31/06			
	Bank of America Ana. Statem.			9/30/04 to 4/30/06			
12	Deed Log (Mail & Drop Off)	C-826	14-2	FY05 to FY06	1 Box	08/21/2008	Landfill
13	Utility Bills & AR	C-826	18-55	6/14/04 to 8/9/04	1 Box	08/21/2008	Landfill
14	Utility Bills & AR	C-826	18-56	8/11/04 to 10/18/04	1 Box	08/21/2008	Landfill
15	Utility Bills & AR	C-826	18-58	10/19/04 to 11/19/04	1 Box	08/21/2008	Landfill
16	Utility Bills & AR	C-826	18-59	11/22/04 to 1/14/05	1 Box	08/21/2008	Landfill
17	Utility Bills & AR	C-826	18-60	1/18/05 to 2/25/05	1 Box	08/21/2008	Landfill
18	Utility Bills & AR	C-826	18-61	2/28/05 to 4/15/05	1 Box	08/21/2008	Landfill
19	Utility Bills & AR	C-826	18-62	4/18/05 to 6/13/05	1 Box	08/21/2008	Landfill
20	Utility Releases	C-826	18-67	FY05	1 Box	08/21/2008	Landfill
21	Tax Rolls-Real & Personal	C-826	21-14	FY05	1 Box	08/21/2008	Landfill
	Property, Homeowners Tax						
	Credit Reports Part 1						
22	Tax Rolls- Real & Personal	C-826	21-15	FY04	1 Box	08/21/2008	Landfill
	Property, Homeowners Tax			FY05			
	Credit Reports Part 2						
23	Transfer, Set-up Sheets	C-826	24-18	FY03	1 Box	08/21/2008	Landfill
	Address Changes						
	Districts 1-6 (tr#390602)						
24	Transfer, Set-up Sheets	C-826	24-19	FY03	1 Box	08/21/2008	Landfill
	Address Changes						
	District 6 (tr#000103)-10						
	BPP & Corp.						
25	Tax Receivable, Assessable	C-826	28-7	FY03	1 Box	08/21/2008	Landfill
	Base, Held Refunds, Unpaid			FY04			
	Tax Rolls			FY05			

ted above were disposed of as indicated.



Signature

Charles County Treasurer

Title

08/21/2008

Date

1. Name of the person  
2. Address (if any)  
3. Date of birth


4. Occupation  
5. Educational qualification  
6. Marital status

7. Signature  
8. Date

9. Name of the person  
10. Address (if any)

No.	Name	Address	Occupation	Educational Qualification	Marital Status
1					
2					
3					
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AUG 25  *ms*

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

4233

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center

Annapolis MD 12 Sep 2006

Accession Number 01A265

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS Traffic Refunds	2219	Section IV Item 2d	2000-2001	10	OCT 26 2006	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 OCT 06  
Date

Edward C. Papadimitriou  
State Archivist

Gary E. Cranford  
Signature of Court Official

Title

OCT 26 2006  
Date

RECORDS SECTION  
NOV 3 1966  
JMB

*[Faint, illegible handwriting]*

4233

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center

Annapolis MD 12 Sep 2006

Accession Number 01A265

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS Traffic Refunds	2219	Section IV Item 2d	2000-2001	10	OCT 26 2006	Land fill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 OCT 06  
Date

Edward C. Popowich Jr  
State Archivist

Gary E. Cavanaugh  
Signature of Court Official

OCT 26 2006  
Date

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NOV 1 11 2006  
pub

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SEP 28 2006  
MARYLAND STATE ARCHIVES

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

4234

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 12 Sep 2006

Accession Number 03A082

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS Citation Error Listing	2219	Section IV Item 2d	2002	18	OCT 26 2006	Land fill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 OCTOBER  
Date

*Edward C. Papenfuss*  
State Archivist

Gary E. Cranford

*[Signature]*  
Signature of Court Official

OCT 26 2006

Title Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

RECORDS MANAGEMENT  
NOV 1 1966  
JPD

James P. Jones

4234

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Traffic Processing Center Annapolis MD 12 Sep 2006

Accession Number 03A082

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	MATS Citation Error Listing	2219	Section IV Item 2d	2002	18	OCT 26 2006	land fill

Destruction Approved by Hall of Records Commission

Destruction Certification

12 OCT 06  
Date

Edward C. Paperstein  
State Archivist

Gary E. Cranford  
Signature of Court Official

OCT 26 2006  
Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

RECORDS MAINTENANCE  
NOV 1  
pub

RECEIVED  
SEP 28 2006  
MARYLAND STATE ARCHIVES

*[Faint handwritten signature]*

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

4235

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Headquarters (Finance)  
 COURT COUNTY

SEP 14 2006  
 DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	E 013	2219	Sect V Item 1 - b, c.	FY 01	1		Shred
	D095 to D372			FY 01	31		"
	Bad Check 001001-010277			FY 01	9		"
	Bad Fort R001 to R037			FY 01	5		"
	Reissue Check R201 to R023			FY 01	1		"
	Reissue Check R2 01			FY 02	1		"
	D001 to D 258			FY 02	36		"
	D003 to D179			FY 03	35		"
					119		Shred Shredded materials taken to landfill

Destruction Approved by Hall of Records Commission

12 Oct 06  
 Date

*Edward C. [Signature]*  
 State Archivist

Destruction Certification

*[Signature]*  
 Signature of Court Official  
 GARY F. CRANFORD

Supervisor, Records  
 Title

OCT 27 2006  
 Date

RECORDS MANAGEMENT  
DIVISION

NOV 1 1976  
*ml*

NOV 14 1976

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

4235

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court Headquarters (Finance)  
 COURT COUNTY

SEP 14 2006

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	E 013	2219	Sect IV Item 1 b,c.	FY 01	1		Shred
	D095 to D372			FY 01	31		"
	Bad Check 001001-010277			FY 01	9		"
	Bad Fort R001 to R037			FY 01	5		"
	Reissue Check R001 to R023			FY 01	1		"
	Reissue Check R001			FY 02	1		"
	D001 to D 258			FY 02	36		"
	D003 to D179			FY 03	35		"
							Shred shredded materials taken to Landfill

Destruction Approved by Hall of Records Commission

12 Oct 06  
Date

*Edward C. Papenfuse Jr*  
State Archivist

Destruction Certification

*Gary F. Cranford*  
Signature of Court Official  
GARY F. CRANFORD

Supervisor, Records  
Title

OCT 27 2006  
Date

RECEIVED  
SEP 28 2006  
MARYLAND STATE ARCHIVES

RECORDS MANAGEMENT  
DIVISION

NOV 1 2006

DEPARTMENT OF GENERAL SERVICES

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

4433

Accessions

- 99A106
- 97A098
- 95A046
- 90A057
- 91A057
- 98A139
- 95A103
- 00A010

Un-numbered - WH2

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland HQ - Finance/Payroll 7 May 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	<p>FISCAL RECORDS</p> <p><u>C.</u></p> <p>Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholdinla Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.</p>	2219	SEC V 1c	1985 through 1998	153		Landfill

Destruction Certification

*Gary F. Crean*

JUN 14 2007

Date

State Archivist

Signature of Court Official

Title

Date

Supervisor, District Court Records

Instructions for Preparation and Submission on Reverse Side

IH

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MAY 10 2007

MARYLAND STATE ARCHIVES

JUN 26

2007

MANAGEMENT

June 26 2007

June 26 2007

DEPARTMENT OF GENERAL SERVICES

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

4433

Accessions

- 99A106
- 97A098
- 95A046
- 90A057
- 91A057
- 98A139
- 95A103
- 00A010

Un-numbered - WH2

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland HQ - Finance/Payroll 7 May 2007

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
	<p>FISCAL RECORDS</p> <p><u>C.</u>                      Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders; Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.</p>	2219	SEC V 1c	1985 through 1998	153		Landfill

Destruction Certification

Gary F. Cranford

JUN 14 2007

25 May 07

*Edward C. Piper*

Date

State Archivist

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side  
 Supervisor, District Court Records

JUN 26 2007

RECORDS MANAGEMENT  
BY 2007

DEPARTMENT OF GENERAL SERVICES

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

4434

Accession

02A094  
 02A118  
 02A119  
 02A120  
 91A095  
 86A022  
 Un-numbered WH2

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland HQ - Finance/Payroll 7 May 2007  
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
2.	<p><u>Administrative Operation Records and Files</u></p> <p>Personnel Files</p> <p>Records of office employees including books, records, forms, cards, and correspondence.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>	2219	SEC 1 2	1987 through 2001	73		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07  
 Date

*Edward C. Papenfuss*  
 State Archivist

*Gary F. Cranford*  
 Signature of Court Official

JUN 14 2007  
 Date

Signature of Court Official

Title

Date

1900

*[Faint handwritten signature]*

JUN 20 2007

RECORDS MAINTENANCE  
7/1/07

DEPARTMENT OF GENERAL SERVICES

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

4434

Accession

02A094  
 02A118  
 02A119  
 02A120  
 91A095  
 86A022  
 Un-numbered WH2

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland HQ - Finance/Payroll 7 May 2007  
 COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
2.	<p><u>Administrative Operation Records and Files</u></p> <p>Personnel Files</p> <p>Records of office employees including books, records, forms, cards, and correspondence.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>	2219	SEC I 2	1987 through 2001	73		Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

25 May 07  
 Date  
 Edward C. Papenfuss  
 State Archivist

Gary F. Cranford  
 Signature of Court Official  
 JUN 14 2007  
 Title Date

Rev. 10/83 DGS-55Q-9  
 #2 IH

Instructions for Preparation and Submission on Reverse Side  
 District Court Records

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MAY 10 2007  
MARYLAND STATE ARCHIVES

JUN 26 2007  
RECORDS MANAGEMENT  
BOSTON

DEPARTMENT OF GENERAL SERVICES

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

4436

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

- Un-numbered accessions
- 96A080
- 99A105

District Court of Maryland - Headquarters - Finance 21 May 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Include Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
1.	<p><u>C.</u>                      FISCAL RECORDS                      Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders, Withholding Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.</p>	2219	SEC V 1c	1993 - 1999	92	JUN 21 2007	Landfill

12 Jun 07  
Date

*Edward C. [Signature]*  
State Archivist

Destruction Certification  
 Gary F. Cranford JUN 22 2007

Signature of Court Official: *[Signature]* Title: Supervisor, District Court Records Date: \_\_\_\_\_  
 Instructions for Preparation and Submission on Reverse Side

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*Handwritten signature*

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 Records Management Division  
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4436

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

- Un-numbered accessions
- 96A080
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District Court of Maryland - Headquarters - Finance 21 May 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
1.	<p>FISCAL RECORDS</p> <p><u>C.</u>                      Miscellaneous: Bank Books, Statements and Deposit Receipts, Reports pertaining to Budgets and Worksheets, Cancelled Checks, Check Copies and Stubs, Receipt and Disbursement Journals, Daily and Monthly Time Sheets, Delivery Order and Receipt, Expense Accounts, Forms and Statements (Local, State and Federal), Gas withdrawal Tickets and Mileage Reports, Paid Bills and Invoices, Periodic Financial Reports to Local and State agencies, Receipt Copies and Stubs, Reconciliation and Trial Balance Sheets, Requisitions and Purchase Orders; Withholdinla Tax. Retain for three (3) years and until all audit requirements have been met, then destroy.</p>	2219	SEC V 1c	1993 - 1999	92	JUN 21 2007	Landfill

12 Jun 07

*[Signature]*

Destruction Certificate *[Signature]* Gary F. Cranford

JUN 22 2007

Date

State Archivist

Signature of Court Official *[Signature]*  
 Supervisor, District Court Records

Date

IH

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JUN 28 2007  
MARYLAND STATE ARCHIVES

JUN 28 2007

MARYLAND STATE ARCHIVES

**Reporting Agency**  
 Washington County-Agency  
 Finance/Human Resources - Div/Unit  
 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.				
39	Sr. Off. Assoc.-St Atty	C873	8	8/2004	folder	1/2006	shredded
40	Sr. Plant Operator W&S	C873	8	5/2004	folder	1/2006	shredded
41	Sr. Coll./Dist. Oper. W&S	C873	8	7/2004	folder	1/2006	shredded
42	Business Community Dev Coord.-EDC	C873	8	7/2004	folder	1/2006	shredded
43	Maint. Worker - Parks	C873	8	4/2004	folder	1/2006	shredded
44	Sea. Maint. Worker-Parks	C873	8	3/2004	folder	1/2006	shredded
45	Combination Insp. III-Permits	C873	8	2/2004	folder	1/2006	shredded
46	Office Mgr.-Permits	C873	8	2/2004	folder	1/2006	shredded
47	Zoning Insp.-Permits	C873	8	7/2004	folder	1/2006	shredded
48	Planning Director	C873	8	2/2004	folder	1/2006	shredded
49	Sr. Off. Assoc.-St Atty	C873	8	6/2004	folder	1/2006	shredded
50	MEO I-hwys	C873	8	2/2004	folder	1/2006	shredded
51	MEO I-(Southern Hwys)	C873	8	6/2004	folder	1/2006	shredded
52	MEO II-Crew Coord-Hwys	C873	8	5/2004	folder	1/2006	shredded
53	Project Coord-EDC	C873	8	6/2004	folder	1/2006	shredded
54	Project Mgr.-Engineering	C873	8	6/2004	folder	1/2006	shredded
55	Shift Supervisor F&R	C873	8	1/2004	folder	1/2006	shredded
56	Shift Supervisor F&R	C873	8	5/2004	folder	1/2006	shredded
57	PT Gaming Inspector	C873	8	6/2004	folder	1/2006	shredded

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

*Kristi L. Shipley*  
 Signature

HR Technician  
 Title

2-1-2006  
 Date

RECORDS MANAGEMENT

AUG 4 2016

RECORDS MANAGEMENT  
DIVISION

Reporting Agency
Washington County-Agency Finance/Human Resource - Div/Unit
Division or Unit

Department of General  
Services  
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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.				
20	Sr. Plant Operator W&S	C873	8	5/2004	folder	1/2006	shredded
21	Coll./Dist. Oper. Trainee	C873	8	8/2004	folder	1/2006	shredded
22	Community Development Coord.-Planning	C873	8	7/2004	folder	1/2006	shredded
23	Permits Technician	C873	8	8/2004	folder	1/2006	shredded
24	MEO II (Hwys Southern)	C873	8	8/2004	folder	1/2006	shredded
25	MEO II (Hwys Central)	C873	8	7/2004	folder	1/2006	shredded
26	Section Supervisor Western	C873	8	8/2004	folder	1/2006	shredded
27	Civil Engineer - Eng.	C873	8	2/2004	folder	1/2006	shredded
28	Business Development Specialist -EDC	C873	8	7/2004	folder	1/2006	shredded
29	PT Bus Attendant	C873	8	7/2004	folder	1/2006	shredded
30	Plant Oper. Trainee W&S	C873	8	8/2004	folder	1/2006	shredded
31	Emer. Communication Spec.	C873	8	6/2004	folder	1/2006	shredded
32	911 Dispatcher	C873	8	6/2004	folder	1/2006	shredded
33	Plant Operator W&S	C873	8	8/2004	folder	1/2006	shredded
34	PT Bus Attendant	C873	8	7/2004	folder	1/2006	shredded
35	Business Development Coord. - EDC	C873	8	7/2004	folder	1/2006	shredded
36	Civil Engineer - Eng.	C873	8	7/2004	folder	1/2006	shredded
37	MEO I- Hwys	C873	8	8/2004	folder	1/2006	shredded
38	Permits Technician	C873	8	7/2004	folder	1/2006	shredded

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

Krista L. Shipley  
Signature

HR Technician  
Title

2-1-2006  
Date

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AUG 4

2006

RECORDS MANAGEMENT  
DIVISION

Reporting Agency
Washington County-Agency Finance/Human Resources-Div./Unit
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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	Employment Advertisement Director Tourism Specialist	C873	8	1984	folder	1/2006	shredded
2	Tourism Info. Specialist	C873	8	1983 - 1995	folder	1/2006	shredded
3	Tourism Project Coord.	C873	8	1990 - 1991	folder	1/2006	shredded
4	Convention Sales Rep. (Sheriff's Dept.)	C873	8	1981 - 1994	folder	1/2006	shredded
5	Classification Counselor (Sheriff's Dept.)	C873	8	1996	folder	1/2006	shredded
6	Commissary Clerk (Sheriff's Dept.)	C873	8	1990 - 1998	folder	1/2006	shredded
7	Sheriff's Dept. Cook	C873	8	1982 - 1998	folder	1/2006	shredded
8	Sheriff's Deputy	C873	8	1983 - 1998	folder	1/2006	shredded
9	(Sheriff's Dept.) Food Service Manager	C873	8	1987 - 1993	folder	1/2006	shredded
10	Sheriff's Lt. - Patrol	C873	8	1994	folder	1/2006	shredded
11	Sheriff's Maint. Tech.	C873	8	1984 - 1998	folder	1/2006	shredded
12	Sheriff's Nurse	C873	8	1982 - 1996	folder	1/2006	shredded
13	Sheriff's Dispatcher	C873	8	1988 - 1996	folder	1/2006	shredded
14	Court House Security	C873	8	1998	folder	1/2006	shredded
15	Office Associate III	C873	8	12/03 - 1/2004	folder	1/2006	shredded
16	Permits Technician	C873	8	2/2004	folder	1/2006	shredded
17	PT Office Assoc. HWYS.	C873	8	8/2004	folder	1/2006	shredded
18	Admin. Asst. Engineering	C873	8	7/2004	folder	1/2006	shredded
19	Sr. Off. Assoc-St. Atty	C873	8	8/2004	folder	1/2006	shredded

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

*Krista Shipley*  
Signature

Hr Technician  
Title

2-1-2006  
Date

~~SECRET~~  
700 • 706  
~~SECRET~~

Reporting Agency
Washington County-Agency Finance/Human Resources - Div/Unit
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Department of General  
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Records Management Division  
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
58	Utility Worker II (W&S)	C873	8	4/2004	folder	2/2006	shredded
59	Utility Worker II (W&S)	C873	8	7/2004	folder	2/2006	shredded
60	Weed Technician	C873	8	4/2004	folder	2/2006	shredded
61	Office Assoc. - NTF	C873	8	1/2004	folder	2/2006	shredded
62	Real Property Admin.	C873	8	5/2004	folder	2/2006	shredded
63	Seasonal Parks Attend.	C873	8	7/2004	folder	2/2006	shredded
64	PT Bus Attendant	C873	8	4/2004	folder	2/2006	shredded
65	PT Bus Operator	C873	8	3/2004	folder	2/2006	shredded
66	PT Van Shuttle Operator	C873	8	5/2004	folder	2/2006	shredded
67	Sr. Office Assoc-St. Atty	C873	8	11/2004	folder	2/2006	shredded
68	(Circuit Court) Family Services Coord-	C873	8	12/2004	folder	2/2006	shredded
69	(Planning) Administrative Asst.	C873	8	1/2005	folder	2/2006	shredded
70	Sr. Office Assoc.-HR	C873	8	9/2004	folder	2/2006	shredded
71	Sr. Office Assoc.-St Atty	C873	8	1/2004	folder	2/2006	shredded
72	Plant Oper Trainee W&S	C873	8	10/2004	folder	2/2006	shredded
73	Facility Mgr-W&S	C873	8	1/2004	folder	2/2006	shredded
74	Electronics Tech-W&S	C873	8	12/2004	folder	2/2006	shredded
75	Electrician II-W&S	C873	8	2/2003	folder	2/2006	shredded
76	Electrician	C873	8	7/2004	folder	2/2006	shredded

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

Krista L. Shipley  
Signature

HR Technician  
Title

2-1-2006  
Date

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RECORDS MANAGEMENT  
UNIT

Department of General  
Services

Records Management Division  
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Reporting Agency
Washington County-Agency Finance/Human Resources-Div/Unit
Division or Unit

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
77	Collections Oper Trainee	C873	8	10/2004	folder	2/2006	shredded
78	Coll/Dist. Oper Trainee	C873	8	1/2005	folder	2/2006	shredded
79	Tax Clerk - Treasurers	C873	8	12/2004	folder	2/2006	shredded
80	Weight Clerk	C873	8	9/2004	folder	2/2006	shredded
81	PT Weight Clerk	C873	8	9/2004	folder	2/2006	shredded
82	Permits Director	C873	8	6/2004	folder	2/2006	shredded
83	Combination Insp. III	C873	8	9/2004	folder	2/2006	shredded
84	MEO III (Southern)	C873	8	11/2004	folder	2/2006	shredded
85	MEO I (Central)	C873	8	1/2005	folder	2/2006	shredded
86	MEO I (Eastern)	C873	8	12/2004	folder	2/2006	shredded
87	MEO I (Central)	C873	8	11/2004	folder	2/2006	shredded
88	MEO I (Southern)	C873	8	12/2004	folder	2/2006	shredded
89	MEO I (Western)	C873	8	10/2004	folder	2/2006	shredded
90	Auto Services Tech-Hwys	C873	8	10/2004	folder	2/2006	shredded
91	Asst. Section Super (So)	C873	8	10/2004	folder	2/2006	shredded
92	PT Gamin Inspector	C873	8	2/2004	folder	2/2006	shredded
93	Gaming Director	C873	8	12/2004	folder	2/2006	shredded
94	FT Emer. Comms Spec.	C873	8	8/2004	folder	2/2006	shredded
95	FT Emer. Comms Spec.	C873	8	10/2004	folder	2/2006	shredded

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Krista L. Shipley  
Signature

HR Technician  
Title

2-1-2006  
Date

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RECORDS MANAGEMENT  
SECTION



~~CONFIDENTIAL~~

AUG 4 2006

RECORDS MANAGEMENT  
DIVISION

Reporting Agency
Washington County-Agency Finance/Human Resources-Div./Unit
Division or Unit

Department of General  
Services  
Records Management Division  
7275 Waterloo Road (Rte. 175)  
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## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
<b>Employment Advertisements and applications</b>							
1	Fire/Rescue Mgmt. Proj Coord C873	8	8	April 2005	folder	8/2006	shredded
2	Fire/Rescue Comms. Spec. C873	8	8	January 2005	folder	8/2006	shredded
3	Dept. of Water Quality Plant Oper. Trainee C873	8	8	June 2005	folder	8/2006	shredded
4	Buyer-Purchasing C873	8	8	Sept. 2004	folder	8/2006	shredded
5	Permits Technician C873	8	8	Dec. 2004	folder	8/2006	shredded
6	Weed Technician C873	8	8	April 2005	folder	8/2006	shredded
7	Utility Worker-Water Quality C873	8	8	April 2005	folder	8/2006	shredded
8	Deputy Dir. (DPW) C873	8	8	June 2005	folder	8/2006	shredded
9	Risk Mgmt. Coord - HR C873	8	8	Feb. 2005	folder	8/2006	shredded
10	MEO I (Central Hwys.) C873	8	8	June 2005	folder	8/2006	shredded
11	MEO I (Central Hwys.) C873	8	8	Sept. 2004	folder	8/2006	shredded
12	MEO II (Western Hwys) C873	8	8	June 2005	folder	8/2006	shredded
13	MEO I (Western Hwys) C873	8	8	July 2005	folder	8/2006	shredded
14	Park Attendant C873	8	8	May 2005	folder	8/2006	shredded
15	IT Spec. (Info. Tech.) C873	8	8	March 2005	folder	8/2006	shredded
16	Sr. Off. Assoc. (St. Atty) C873	8	8	May 2005	folder	8/2006	shredded
17	Coll/Dist Trainee-Water Quality C873	8	8	April 2005	folder	8/2006	shredded
18	Plt. Oper. Trainee-Water Quality C873	8	8	May 2005	folder	8/2006	shredded

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

Kristin S. Shipley  
Signature

HR Technician  
Title

8/4/2006  
Date

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JUL 9 2007

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Services

Records Management Division  
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P.O. Box 275  
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Reporting Agency
Washington County-Agency Finance/Human Resources-Div./Unit
Division or Unit

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
19	IT Tech Spec (Info Tech)	C873	8	Feb. 2005	folder	8/2006	shredded
20	Off. Assoc-Planning	C873	8	March 2005	folder	8/2006	shredded
21	Stormwater Mgmt Coord-Eng.	C873	8	June 2005	folder	8/2006	shredded
22	Plan Reviewer (Planning)	C873	8	June 2005	folder	8/2006	shredded
23	PT Bus Attend (Trans.)	C873	8	May 2005	folder	8/2006	shredded
24	Sr. Acct. (Finance)	C873	8	July 2005	folder	8/2006	shredded
25	Accts. Rec. Tech (Finance)	C873	8	May 2005	folder	8/2006	shredded
26	Fire/Rescue Comm Shift	Super C873	8	May 2005	folder	8/2006	shredded

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

Krista S. Shipley  
Signature

HR Technician  
Title

8/4/2006  
Date

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JUL 9 2017

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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.				
19	PT Sr. Offic Associate	C873	8	July 2005	folder	3/2007	shredded
20	Purchasing-Buyer	C873	8	August 2005	folder	3/2007	shredded
21	Chief Planner	C873	8	July 2005	folder	3/2007	shredded
22	Accts. Payable Tech.	C873	8	August 2005	folder	3/2007	shredded
23	Assist. County Attorney	C873	8	July 2005	folder	3/2007	shredded
24	FT Bus Operator	C873	8	July 2005	folder	3/2007	shredded
25	Transportation Mechanic	C873	8	November 2005	folder	3/2007	shredded
26	PT Paratransit Driver	C873	8	June 2005	folder	3/2007	shredded
27	Motor Equip. Operator II	C873	8	July 2005	folder	3/2007	shredded
28	Sea. Maintenance Worker	C873	8	April 2005	folder	3/2007	shredded
29	Bldg. Maintenance Worker	C873	8	Sept. 2004	folder	3/2007	shredded
30	Bldg/Zoning Inspector	C873	8	August 2005	folder	3/2007	shredded
31	Chief Planner	C873	8	July 2005	folder	3/2007	shredded
32	Permits Technician	C873	8	August 2005	folder	3/2007	shredded
33	Plumbing Inspector	C873	8	August 2005	folder	3/2007	shredded
34	Buyer	C873	8	August 2005	folder	3/2007	shredded
35	PT Sr. Office Associate	C873	8	July 2005	folder	3/2007	shredded

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

Krista S. Shipley  
 Signature

HR Technician  
 Title

3/12/2007  
 Date

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JUL 9 1957

MISSOURI BOTANICAL GARDEN  
GEORGE ENGELMANN PAPERS

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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.				
Employment Advertisement and Applications							
1	PT Landfill Attendant	C873	8	November 2004	folder	3/2007	shredded
2	Office Associate (Water Quality)	C873	8	November 2005	folder	3/2007	shredded
3	Planner	C873	8	July 2005	folder	3/2007	shredded
4	Permits Technician	C873	8	Sept. 2005	folder	3/2007	shredded
5	Building Inspector I	C873	8	October 2005	folder	3/2007	shredded
6	Planner	C873	8	November 2005	folder	3/2007	shredded
7	Chief Plans Examiner	C873	8	October 2005	folder	3/2007	shredded
8	Info. Tech. Spec. I	C873	8	October 2005	folder	3/2007	shredded
9	Motor Equip. Oper. I (C)	C873	8	October 2005	folder	3/2007	shredded
10	Engineering Tech. III	C873	8	November 2005	folder	3/2007	shredded
11	Project Manager (Eng.)	C873	8	Sept. 2005	folder	3/2007	shredded
12	FT Bus Operator	C873	8	Dec. 2005	folder	3/2007	shredded
13	PT Bus Attendant	C873	8	Dec. 2005	folder	3/2007	shredded
14	Plant Operator Trainee	C873	8	July 2005	folder	3/2007	shredded
15	Transportation Planner	C873	8	October 2005	folder	3/2007	shredded
16	Utility Worker II	C873	8	November 2005	folder	3/2007	shredded
17	Office Assoc. (W. Quality)	C873	8	Nov. 2005	folder	3/2007	shredded
18	Dir. Emergency Services	C873	8	Sept. 2005	folder	3/2007	shredded

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

Krista L. Shipley  
Signature

HR Technician

Title

3/12/2007

Date

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JUL 9 2007

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**Reporting Agency**

Washington County-Agency  
Finance/Human Resources-Div/Unit

**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.				
	<b>Employment Advertisement and Applications</b>						
1	Weed Technician	C873	8	April 2006	folder	8/2007	shredded
2	Engineering Technician	C873	8	August 2006	folder	8/2007	shredded
3	Systems Mechanic II (Water Quality)	C873	8	August 2006	folder	8/2007	shredded
4	Buyer	C873	8	May 2006	folder	8/2007	shredded
5	Plans Examiner	C873	8	August 2006	folder	8/2007	shredded
6	Building Inspector	C873	8	July 2006	folder	8/2007	shredded
7	PT Park Attendant	C873	8	April 2006	folder	8/2007	shredded
8	Recreation Program Coord.	C873	8	August 2006	folder	8/2007	shredded
9	Motor Equip. Oper. II (SO.)	C873	8	June 2006	folder	8/2007	shredded
10	Motor Equip. Oper. I (W)	C873	8	July 2006	folder	8/2007	shredded
11	Motor Equip. Oper. I (So.)	C873	8	August 2006	folder	8/2007	shredded
12	Auto/Truck Service Tech.	C873	8	March 2006	folder	8/2007	shredded
13	Section Supervisor	C873	8	May 2006	folder	8/2007	shredded
14	Highways Director	C873	8	April 2006	folder	8/2007	shredded
15	Emer. Med. Service Coord.	C873	8	June 2006	folder	8/2007	shredded
16	Deputy Dir. Emer Services	C873	8	July 2006	folder	8/2007	shredded
17	PT Bus Attendant	C873	8	June 2006	folder	8/2007	shredded
18	Proj. Coord. (LMB)	C873	8	June 2006	folder	8/2007	shredded

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

Krista S. Shipley  
Signature

HR Technician  
Title

Aug. 22, 2007  
Date



Reporting Agency
Washington County-Agency Finance/Human Resources-Div/Unit
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.				
19	Court Reporter	C873	8	August 2006	folder	8/2007	shredded
20	Accounting Supervisor	C873	8	August 2006	folder	8/2007	shredded
21	Utility Const. Inspector	C873	8	August 2006	folder	8/2007	shredded
22	Plant Oper. Trainee	C873	8	August 2006	folder	8/2007	shredded
23	Plant Oper. Trainee	C873	8	April 2006	folder	8/2007	shredded
24	Collection/Dist Trainee	C873	8	June 2006	folder	8/2007	shredded
25	Sr. Office Associate	C873	8	July 2006	folder	8/2007	shredded
26	Investigator (St. Atty)	C873	8	March 2006	folder	8/2007	shredded
27	Dir. Alternative Sanctions	C873	8	August 2006	folder	8/2007	shredded
28	Motor Equip. Oper. II (W)	C873	8	July 2006	folder	8/2007	shredded
29	Motor Equip. Oper. II (So.)	C873	8	April 2006	folder	8/2007	shredded
30	Equip. Oper. III (Landfill)	C873	8	November 2006	folder	8/2007	shredded
31	Eng. Tech. II (Eng.)	C873	8	November 2004	fodler	8/2007	shredded

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

Krista L. Simpson  
Signature

HR Technician  
Title

Aug. 22, 2007  
Date

~~SECRET~~

NOV 6 2017

~~SECRET~~

<b>Reporting Agency</b>
Washington County-Agency Finance/Human Resources-Div/Unit
<b>Division or Unit</b>

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.				
	<b>Employment advertisement and Applications</b>						
1	Caseworker I (St. Atty.)	C873	8	Sept. 2006	folder	1/2008	shredded
2	Intelligence Analyst (NTF)	C873	8	Nov. 2006	folder	1/2008	shredded
3	County Administrator	C873	8	Nov. 2006	folder	1/2008	shredded
4	Office Assoc (Gaming Off)	C873	8	Oct. 2006	folder	1/2008	shredded
5	Office Assoc (Permits)	C873	8	Oct. 2006	folder	1/2008	shredded
6	Sr. Office Assoc (St Atty)	C873	8	Dec. 2006	folder	1/2008	shredded
7	Sr. Office Assoc (Gaming)	C873	8	Sept. 2006	folder	1/2008	shredded
8	Sr. Office Assoc (HR)	C873	8	Sept. 2006	folder	1/2008	shredded
9	Sr. Office Assoc (LMB)	C873	8	Nov. 2006	folder	1/2008	shredded
10	Motor Equip Oper III (LF)	C873	8	Nov. 2006	folder	1/2008	shredded
11	Planner (Planning)	C873	8	Septe. 2006	folder	1/2008	shredded
12	Operations Super. (LF)	C873	8	Septe. 2006	folder	1/2008	shredded
13	Weigh Clerk (LF)	C873	8	Nov. 2006	folder	1/2008	shredded
14	Coll. Operator Trainee (WQ)	C873	8	Nov. 2006	folder	1/2008	shredded
15	Operator Trainee (WQ)	C873	8	Oct. 2006	folder	1/2008	shredded
16	Project Manager (Eng)	C873	8	Sept. 2006	folder	1/2008	shredded
17	Motor Equip. Oper I (C)	C873	8	Sept. 2006	folder	1/2008	shredded
18	Motor Equip. Oper II (S)	C873	8	July 2006	folder	1/2008	shredded

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

Krista S. Shipley  
Signature

HR Technician  
Title

1-10-08  
Date

████████████████████

JUN 3

████████████████████  
████████████████████

Reporting Agency
Washington County-Agency Finance/Human Resources-Div/Unit
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.				
19	Motor Equip Oper II (C)	C873	8	Aug. 2006	folder	1/2008	shredded
20	Motor Equip Oper I (C)	C873	8	Oct. 2006	folder	1/2008	shredded
21	Motor Equip Oper II (S)	C873	8	Oct. 2006	folder	1/2008	shredded
22	GIS Specialist I (IT)	C873	8	Nov. 2006	folder	1/2008	shredded
23	Zoning Inspector (Permits)	C873	8	Oct. 2006	folder	1/2008	shredded
24	Risk Mgmt Admin. (HR)	C873	8	March 2005	folder	1/2008	shredded
25	Airport Maint/FF (Arpt)	C873	8	Sept. 2006	folder	1/2008	shredded
26	Project Coord (LMB)	C873	8	Nov. 2006	folder	1/2008	shredded
27	PT. Bus Operator (Trans)	C873	8	May 2006	folder	1/2008	shredded
28	PT Bus Attend (Trans)	C873	8	Sept 2006	folder	1/2008	shredded
29	PT Bus Attend (Trans)	C873	8	Dec. 2006	folder	1/2008	shredded
30	Eng. Inspector (Eng.)	C873	8	Nov. 2006	folder	1/2008	shredded

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

Krista L. Simpson  
Signature

HR Technician  
Title

1-10-08  
Date



JUN 3

POST OFFICE  
MONTREAL  
QUEBEC

4519

DEPARTMENT OF GENERAL SERVICES

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland: - Headquarters - Engineering and Central Services (Dist Ct Warehouse) 12 Sep 2007

COURT

COUNTY

DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
2.	<p>FISCAL RECORDS</p> <p>Budget and Fiscal Planning</p> <p>Reports pertaining to Budget Estimates, Budget Schedule, Amendments, Physical Inventories, Reports of Fixed Assets, Reports of Materials and Supplies, Requests for Position Action</p> <p><b>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy</b></p> <p>Also, Property Disposals</p>	2219	SEC V 2	1974 through 2002	10	NOV 14 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

6 NOV 07

*Edward C. Gump*

Gary F. Cranford

NOV 14 2007

Date

State Archivist

Signature of Court Official

Title

Date

ev. 10/83 DGS-55Q-9

Supervisor, District Court Records  
Instructions for Preparation and Submission on Reverse Side

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

NOV 20 1957

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

DEC 18 1957

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

DEPARTMENT OF GENERAL SERVICES

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

4519

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Headquarters - Engineering and Central Services (Dist Ct Warehouse) 12 Sep 2007

COURT COUNTY DATE

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
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Destruction Approved by Hall of Records Commission

*Edward C. Gump*  
 State Archivist

Destruction Certification

Gary F. Cranford

NOV 14 2007

Signature of Court Official

Title

Date

Instructions for Preparation and Submission on Reverse Side

6/10/07  
 Date  
 ev. 10/83 DGS-55Q-9

RECEIVED  
GENERAL INVESTIGATIVE DIVISION

NOV 20 1967

U.S. DEPARTMENT OF JUSTICE

RECEIVED  
GENERAL INVESTIGATIVE DIVISION

DEC 18 1967

U.S. DEPARTMENT OF JUSTICE

4519

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

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Headquarters - Engineering and Central Services (Dist Ct Warehouse) 12 Sep 2007

COURT COUNTY DATE

Series No.	Description of Records Includes Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
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Destruction Approved by Hall of Records Commission

Destruction Certification

6 nov 07

*Edward A. Groppe*  
 \_\_\_\_\_  
 State Archivist

Gary F. Cranford  
 \_\_\_\_\_

NOV 14 2007

Date

Signature of Court Official

Title

Date

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

NOV 20

DEC 18 *WJ*

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

DEPARTMENT OF GENERAL SERVICES

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

4520

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Headquarters - Engineering and Central Services  
 COURT COUNTY DATE

(Dist Ct Warehouse) 12 Sep 2007

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No				
3.	<p>FISCAL RECORDS</p> <p>Purchasing</p> <p>Actual Emergency and Repair Reports, Copies of Contract Award, Credit Memoranda, Notices of Award of Contract, Out of Schedule Requisitions for Supplies, Purchase Orders, Reports of Special Delivery, Requisitions for Supplies, Agency Interoffice Requisitions, Stores Requisition.</p> <p><del>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</del></p> <p>Also, Receiving Reports, Print Shop Requests</p>	2219	SEC V 3	1996 through 2002	24	NOV 14 2007	Landfill

Destruction Approved by Hall of Records Commission

Destruction Certification

November

*[Signature]*

Gary F. Cranford

NOV 14 2007

Date

State Archivist

Signature of Court Official

Title

Date

NOV 20 1951

NOV 20 1951

NOV 20 1951

DEC 18 1951

*Handwritten signature*

NOV 20 1951

DEPARTMENT OF GENERAL SERVICES

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

4520

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Headquarters - Engineering and Central Services  
 COURT COUNTY DATE

(Dist Ct Warehouse) 12 Sep 2007

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Destruction Approved by Hall of Records Commission

Destruction Certification

6 nov 07

*[Signature]*  
 State Archivist

Gary F. Cranford

NOV 14 2007

Date

Signature of Court Official

Title

Date

RECEIVED  
ADMINISTRATIVE SERVICES

NOV 20 1967

RECEIVED

RECEIVED  
ADMINISTRATIVE SERVICES

DEC 18 1967

RECEIVED

*Handwritten signature*

DEPARTMENT OF GENERAL SERVICES

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

4520

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland - Headquarters - Engineering and Central Services (Dist Ct Warehouse) 12 Sep 2007  
 COURT COUNTY DATE

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Destruction Approved by Hall of Records Commission  
 Date 12 Nov 07  
 State Archivist [Signature]

Destruction Certification  
 Signature of Court Official [Signature] Title \_\_\_\_\_ Date NOV 14 2007

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION

NOV 30 1954

U.S. DEPARTMENT OF JUSTICE

RECEIVED  
FEDERAL BUREAU OF INVESTIGATION

DEC 18

W7

U.S. DEPARTMENT OF JUSTICE

Reporting Agency  
 Permits + Inspections  
 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.				
	Elec Standalone (Aban)			99-2002	@	9/15/06	recycle
	Elec Standalone (closed/Aban)			2002		9/15/06	recycle
	Elec Standalone (aban)			2002		9/18/06	recycle
	Mech/plum Standalone			2002-2003		9/19/06	recycle
	plum Standalone (closed)			2002		9/19/06	recycle
	plum Standalone (aban)			2002		9/25/06	recycle
	plum/mech Stand. (aban)			98-2002		10/13/06	recycle
	bldg permits residential up to 1996			up to 1996		1/25/07 to 1/26/07	recycle

I hereby certify that the records listed above were disposed of as indicated.  
 \_\_\_\_\_ Signature: Angela A. Smith Title: Deputy Director Date: 3-6-07

~~CONFIDENTIAL~~

JUL 9 2007

~~CONFIDENTIAL~~

Reporting Agency  
 Washington County Permits  
 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				
	2003 plumb standaknes					4-19-07	recycle
	2003 elec standaknes					4-20-07	recycle
	b: Jani Bitner					4-23-07	recycle
	2003 mech standaknes					4-23-07	recycle

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

Kim Muller  
 Signature

Permit Specialist  
 Title

4/23/07  
 Date





~~RECORDED~~

AUG 4 2006

RECORDS MANAGEMENT  
DIVISION





AUG 4

*206*

RECORDS MANAGEMENT  
DIVISION

WASHINGTON COUNTY MD

Reporting Agency

TREASURER

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	PAYMENT PROC SUMMARY	C-869	10	7/1/03-6/30/04	10	7/6/07	RECYCLE
2	DEPOSIT SUMMARY	C-869	11	7/1/03-6/30/04	10	7/6/07	RECYCLE
3	TAX CREDIT / SALE	C-869	14	7/1/03-6/30/04	3	6/7/07	RECYCLE
4	PERSONAL PROPERTY	C-869	7	7/1/03-6/30/04	4	6/7/07	RECYCLE
5	REAL ESTATE ADJUSTMENTS	C-869	4	7/1/02-6/30/04	2	6/7/07	RECYCLE
6	CASH RECEIPTS	C-869	11	7/1/03-6/30/04	3	6/7/07	RECYCLE
7	PERSONAL PROPERTY	C-869	7	7/1/98-6/30/01	7	6/7/07	RECYCLE

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

  
 \_\_\_\_\_  
 Signature

TREASURER  
 \_\_\_\_\_  
 Title

6/7/07  
 \_\_\_\_\_  
 Date

1944  
[REDACTED]

NOV 8 2WT

[REDACTED]



~~SECRET~~

NOV 8 1947

~~SECRET~~



JUL 9 2007


WORLD'S MANAGEMENT  
RESEARCH

WASHINGTON CO. MD	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		
TREASURER'S OFFICE		
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Trailer Taxes	C869	18	May -2004 → prior	1/2 cu. ft.	5/18/07	recycled
2	Hotel/Motel	C869	17	May 2004 → prior	1 cu. ft.	5/18/07	recycled

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


TREASURER
5/22/07  
 \_\_\_\_\_  
 Signature Title Date

RECEIVED

JUL 9 2007

PROJECT MANAGEMENT  
GROUP



[REDACTED]

JUN 3 1908

[REDACTED]



AMERICAN UNIVERSITY

JUL 9 2017

AMERICAN UNIVERSITY  
LIBRARY



RECEIVED

JUL 19 2007

RECORDS MANAGEMENT  
FBI

Washington County

Reporting Agency

County Clerk

Division or Unit

Department of General Services

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

Prepare in Duplicate

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

CERTIFICATE OF RECORDS DISPOSAL

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

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

Handwritten signature of J. L. Bithan over a line, with 'Signature' printed below.

Handwritten title 'County Clerk' over a line, with 'Title' printed below.

Handwritten date '1/5/07' over a line, with 'Date' printed below. A second date '3/7/07' is written below the first.

RECEIVED

APR 9 2007

RECEIVED

Washington County	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		
Board of County Commissioners		
Division or Unit		

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	General Correspondence 2003	C863	4	January - December 2003	1/2 file	12/26/07	Shredded/ recycled

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

Jair B. Bittner  
Signature

County Clerk  
Title

5/30/08  
Date

1

2

JUN 3 1958  
MANAGEMENT  
CORPORATION

Washington County Clerk/Commissioners	<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		

## 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 sent by Commissioners Petition - 1987	C863	4	Jan - Dec. 2001	.25	1/13/06	Recycled
2	Correspondence and Grant Application (copy) from Hancock Health Care	C863	4	1987-88	1 box	2/10/06	Shredded/recycled

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

Jari L. Bittner                      County Clerk                      7/28/06  
*Signature*                                      *Title*                                      *Date*



AUG 4

*Zab*

RECORDS MANAGEMENT  
DIVISION



**BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND**  
Washington County Administration Building  
100 West Washington Street, Room 226  
Hagerstown, Maryland 21740-4735  
Telephone: 240-313-2200  
FAX: 240-313-2201  
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

Gregory I. Snook, *President*  
William J. Wivell, *Vice-President*  
James F. Kercheval  
John C. Munson  
Doris J. Nipps

July 31, 2006

Mr. Gabe Lopez, Director  
Records Management Division  
Department of General Services  
7575 Waterloo Road  
P.O. Box 275  
Jessup, MD 20794-0275

Re: Certificates of Records Disposal

Dear Mr. Lopez:

Attached are Certificates of Records Disposal from several departments in Washington County.

If you have any questions or need additional information, please contact me at (240) 240-2204.  
Thank you.

Sincerely,

Joni L. Bittner, County Clerk

Board of County Commissioners  
Of Washington County, Maryland

:jb

attachments



~~CONFIDENTIAL~~

AUG 4 2006

RECORDS MANAGEMENT  
DIVISION



**BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND**

Washington County Administration Building  
100 West Washington Street, Room 226  
Hagerstown, Maryland 21740-4735  
Telephone: 240-313-2200  
FAX: 240-313-2201  
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

John F. Barr, *President*  
Terry L. Baker, *Vice-President*  
Kristin B. Aleshire  
James F. Kercheval  
William J. Wivell

July 06, 2007

Mr. Gabe Lopez, Director  
Records Management Division  
Department of General Services  
7575 Waterloo Road  
P.O. Box 275  
Jessup, MD 20794-0275

Re: Certificates of Records Disposal

Dear Mr. Lopez:

Attached are Certificates of Records Disposal from several departments in Washington County.

If you have any questions or need additional information, please contact me at (240) 240-2204.  
Thank you.

Sincerely,

Joni L. Bittner, County Clerk

Board of County Commissioners  
Of Washington County, Maryland

:jb

attachments





CAPITOL BOND

2888 COTTON

RECEIVED

NOV 9 1907

RECEIVED



CAPITOL BOND



**BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND**

Washington County Administration Building  
100 West Washington Street, Room 226  
Hagerstown, Maryland 21740-4735  
Telephone: 240-313-2200  
FAX: 240-313-2201  
Deaf and Hard of Hearing call 7-1-1 for Maryland Relay

John F. Barr, *President*  
Terry L. Baker, *Vice-President*  
Kristin B. Aleshire  
James F. Kercheval  
William J. Wivell

May 30, 2008

Mr. Richard Herring, Director  
Records Management Division  
Department of General Services  
7575 Waterloo Road  
P.O. Box 275  
Jessup, MD 20794-0275

Re: Certificates of Records Disposal

Dear Mr. Herring:

Attached are Certificates of Records Disposal from several departments in Washington County government.

If you have any questions or need additional information, please contact me at (240) 240-2204 or e-mail me at [jbittner@washco-md.net](mailto:jbittner@washco-md.net). Thank you.

Sincerely,

Joni L. Bittner, County Clerk

Board of County Commissioners  
Of Washington County, Maryland

:jb

attachments





CAPITOL BOND

ONE CENT

U.S. DEPARTMENT OF THE TREASURY

JUN 3

RECEIVED  
U.S. DEPARTMENT OF THE TREASURY

Washington County

Reporting Agency

Economic Development

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.				
3	Utilities- C&P Telephone info.	C 865	1	1978-1991	1 folder	8-24-06	Shred
3	Utilities- info, brochures Columbia Gas - news clipping	C 865	2	1974-1998	1 folder	8-24-06	shred
3	utilities Conococheague Pretreatment	C 865	3	1991	1 folder	8-24-06	shred
3	Hagerstown Water Pollution Control	C 865	4	1971-1994	1 file	8-24-06	shred
3	Hagerstown Water Dept. Rates	C 865	5	1999-2000	1 folder	8-24-06	shred
3	MD Rail System Rail Freight Services	C 865	6	2000	1 folder	8-24-06	shred
5	MD Employment and Payroll Reports	C 865	7	1994-2004	10 folders	8-24-06	to recycled waste
5	MD Monthly Labor reports	C 865	8	1998-2004	7 folders	8-24-06	to recycled waste
5	Quadco Labor Study	C 865	9	1997	3 books	8-24-06	to recycled waste
5	Quadtec Correspondence	C 865	10	1997-1998	2 folders	8-24-06	to recycled waste
5	Wage & Benefit Study	C 865	11	1996-2004	8 folders	8-24-06	to recycled waste
1	Reading Files (monthly)	C 865	12	2000-2003	1 box	8-24-06	Shred
7	Business & Industry Dir.	C 865	13	"2003"-books	8 books	8-24-06	to recycled waste
10	Expense Reports	C 865	14	2002-2004	4 folders	8-24-06	shred
6	Supporting research and Newsletters (EDC)	C 865	15	2000-2002	12 folders	8-24-06	to recycled waste
6	Supporting research and Annual Reports (EDC)	C 865	16	2000-2002	2 folders	8-24-06	to recycled waste
10a	Strategic Planning Event	C 865	17	2002	spiral 2 notebooks	8-24-06	shred
10a	Strategic Planning Event	C 865	18	2003	folder/ 1 file	8-24-06	shred
10a	Event Planning documents Celebration of Business	C 865	19	2003	1 folder	8-24-06	shred

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

Linda Spence  
Signature

Administrative Asst.  
Title

8-24-06  
Date

JUL 9 2007

SCOTT'S MANAGEMENT  
CHICAGO



# Economic Development Commission

HAGERSTOWN-WASHINGTON COUNTY, MD

August 20, 2007

This is to acknowledge that the Hagerstown-Washington County Economic Development Commission delivered and relinquished possession of audio recordings of meetings for the Hagerstown/Washington County Industrial Foundation, Inc. The dates of those audio recordings include:

April 29, Year Unknown  
September 20, 1990  
October 18, 1990  
November 29, 1990

January 17, 1991  
February 14, 1991  
March 14, 1991  
April 11, 1991  
May 9, 1991  
June 13, 1991  
July 11, 1991  
September 12, 1991  
October 10, 1991  
December 12, 1991

January 9, 1992, two tapes same date  
February 13, 1992  
March 12, 1992  
April 9, 1992  
May 14, 1992  
June 11, 1992  
July 16, 1992, two tapes same date  
October 8, 1992  
November 12, 1992

January 14, 1993  
February 11, 1993  
March 11, 1993  
April 15, 1993  
May 13, 1993  
July 8, 1993, two tapes same date  
August 26, 1993  
September 23, 1993  
October 28, 1993  
December 23, 1993

January 27, 1994  
February 24, 1994  
March 24, 1994  
July 21, 1994, two tapes same date  
December 22, 1994

January 26, 1995  
February 23, 1995  
March 23, 1995  
April 27, 1995  
June 22, 1995

The undersigned acknowledges receipt of the aforementioned audio recordings:

  
Signature

PAT KAUFFMAN 8-20-07  
Printed Name and Date



100 West Washington St., Room 103

Hagerstown, MD 21740-4710

Phone: 240-313-2280

Fax: 240-313-2281

www.hagerstowndc.org



PHOTOGRAPHIC COURTESY OF LIBRARY OF CONGRESS, PRINTS AND PHOTOGRAPHY DIVISION, DETROIT PUBLISHING COMPANY COLLECTION

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NOV 6 2007

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<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
123	LL Bear Factory Store - email	C865	10b	Mar-01	1 File	22-Aug-07	Destroyed
124	Loyalton Bank - article	C865	10b	Aug-99	1 File	22-Aug-07	Destroyed
125	L.S. Grimm - articles	C865	10b	Aug-91	1 File	22-Aug-07	Destroyed
126	Lufasco - prospect file	C865	10b	Nov-97	1 File	22-Aug-07	Destroyed
127	Lumber Yard - article	C865	10b	Aug-96	1 File	22-Aug-07	Destroyed
128	M & T Bank - brochure	C865	10b	Jan-02	1 File	22-Aug-07	Destroyed
129	Magic Tunnel Car - article, memo	C865	10b	Aug-01	1 File	22-Aug-07	Destroyed
130	Martin's Elevator - memo, ltrs., not.	C865	10b	Jun-95	1 File	22-Aug-07	Destroyed
131	Martin Marietta Aggr. - article	C865	10b	Jan-95	1 File	22-Aug-07	Destroyed
132	MD Air Industries - press rel., ltrs.	C865	10b	Feb-88	1 File	22-Aug-07	Destroyed
133	MD Cracker Barrell - article	C865	10b	Feb-91	1 File	22-Aug-07	Destroyed
134	MD Metals - article, ltr.	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
135	Massey Mercury - article, ltr.	C865	10b	Apr-89	1 File	22-Aug-07	Destroyed
136	Master Roofers - fax	C865	10b	Jan-00	1 File	22-Aug-07	Destroyed
137	Master Supply - Fax, notes	C865	10b	Jan-95	1 File	22-Aug-07	Destroyed
138	Masterlift-Yale - list of services	C865	10b	N/A	1 File	22-Aug-07	Destroyed
139	Mental Health Center - ltrs., notes	C865	10b	Feb-93	1 File	22-Aug-07	Destroyed
140	Merry Maids - press release	C865	10b	N/A	1 File	22-Aug-07	Destroyed
141	Messer MG - article, ltrs, fax, note	C865	10b	Feb-91	1 File	22-Aug-07	Destroyed
142	MicroSafe - notes, brochure	C865	10b	Jan-99	1 File	22-Aug-07	Destroyed
143	MidAtlantic Systems - articles	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
144	MillSource - article, faxes, ltrs.	C865	10b	Feb-99	1 File	22-Aug-07	Destroyed
145	Morin-Rocco - articles	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
146	Motel 6 - article, brochures	C865	10b	Feb-86	1 File	22-Aug-07	Destroyed
147	NBC 25 - article	C865	10b	Feb-80	1 File	22-Aug-07	Destroyed

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

Jail B. Billman  
Signature

County Clerk

Title

10/25/07

Date

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~

NOV 6 . 2017

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
149	New Frontiers - article	C865	10b	Oct-00	1 File	22-Aug-07	Destroyed
149	New Horizon - article, visit, ltrs.	C865	10b	Aug-00	1 File	22-Aug-07	Destroyed
159	Nik's Gallery - article	C865	10b	Oct-00	1 File	22-Aug-07	Destroyed
151	Noah Artist - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
152	Noland Company - article	C865	10b	Mar-97	1 File	22-Aug-07	Destroyed
153	Nursery Supply - faxes, notes	C865	10b	Aug-00	1 File	22-Aug-07	Destroyed
154	Off the Deep End - article, fax, ltrs.	C865	10b	Sep-95	1 File	22-Aug-07	Destroyed
155	Old S. Mtn. Inn - article, fax, ltrs.	C865	10b	Feb-00	1 File	22-Aug-07	Destroyed
156	Overnite Transp. - memo, tax map	C865	10b	Dec-77	1 File	22-Aug-07	Destroyed
157	Paramount Feed - visit	C865	10b	Aug-90	1 File	22-Aug-07	Destroyed
158	Perini Constr. - article, brochures	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
159	Picket News - emails	C865	10b	Dec-98	1 File	22-Aug-07	Destroyed
160	Pilot Corp. - article, notes	C865	10b	Feb-00	1 File	22-Aug-07	Destroyed
161	Plaza Hotel - letter	C865	10b	Sep-99	1 File	22-Aug-07	Destroyed
162	Powell Constr. - visit, notes	C865	10b	Feb-92	1 File	22-Aug-07	Destroyed
163	Printing Place - article, ltrs., broc.	C865	10b	Mar-04	1 File	22-Aug-07	Destroyed
164	Ramada Inn - article, broc., ltrs.	C865	10b	May-88	1 File	22-Aug-07	Destroyed
165	R.E. Michel - ltrs, memos, notes	C865	10b	Aug-90	1 File	22-Aug-07	Destroyed
166	Reed Precision - ltrs., notes, faxes	C865	10b	Jan-95	1 File	22-Aug-07	Destroyed
167	Regional Cable - brochure	C865	10b	Oct-97	1 File	22-Aug-07	Destroyed
168	Relizon - article, ltr.	C865	10b	Aug-01	1 File	22-Aug-07	Destroyed
168	Resources for Child. - article, rpt.	C865	10b	Sep-95	1 File	22-Aug-07	Destroyed
170	Review & Herald - ltrs.	C865	10b	Nov-00	1 File	22-Aug-07	Destroyed
171	Roberts Oxygen - brochure	C865	10b	Aug-01	1 File	22-Aug-07	Destroyed
172	Rocky Top Wood - visit, ltr.	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed

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

*Tai L. Baker*  
Signature

County Clerk  
Title

10/25/07  
Date

RECEIVED  
INVESTIGATION SERVICES

NOV 6 2007

NOV 6 2007

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
173	Shawley's LP Gas - article	C865	10b	N/A	1 File	22-Aug-07	Destroyed
174	Sky Knob Technology - article	C865	10b	Nov-96	1 File	22-Aug-07	Destroyed
175	Softrac America - ltr.	C865	10b	Oct-03	1 File	22-Aug-07	Destroyed
176	Specialized Comm. - release, broc.	C865	10b	Aug-04	1 File	22-Aug-07	Destroyed
177	Standard Accoustical - ltrs., drwg.	C865	10b	Sep-87	1 File	22-Aug-07	Destroyed
179	Stargate.net - article, notes, ltrs.	C865	10b	Apr-01	1 File	22-Aug-07	Destroyed
179	Stationery House - release, ltrs.	C865	10b	Apr-04	1 File	22-Aug-07	Destroyed
180	Steffey & Findlay - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
181	Super 8 Motel - release, event	C865	10b	Aug-91	1 File	22-Aug-07	Destroyed
182	Sun Chemical - visit, ltrs., notes	C865	10b	Jun-97	1 File	22-Aug-07	Destroyed
183	Susquehanna Bank - article, ltrs.	C865	10b	Jan-05	1 File	22-Aug-07	Destroyed
184	Sutton Enterprises - article	C865	10b	May-97	1 File	22-Aug-07	Destroyed
185	Ted's Rent It - article	C865	10b	Mar-97	1 File	22-Aug-07	Destroyed
186	Texas Road House - emails, event	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
187	Theatre Effects - article, notes, bro.	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
188	Thomas Bennett Hunter - article	C865	10b	Jan-04	1 File	22-Aug-07	Destroyed
189	Todd Amusement - ltrs., bus. Plan	C865	10b	Nov-92	1 File	22-Aug-07	Destroyed
190	Tony's Pizza - ltrs, emails, plans	C865	10b	Nov-96	1 File	22-Aug-07	Destroyed
191	Town Center Subs - bus. Plan	C865	10b	Jun-95	1 File	22-Aug-07	Destroyed
192	Tristate Electronic - article, notes	C865	10b	Oct-03	1 File	22-Aug-07	Destroyed
193	Tri-State Energy - ltrs., visit	C865	10b	Aug-96	1 File	22-Aug-07	Destroyed
194	Trivo - site visit	C865	10b	Aug-91	1 File	22-Aug-07	Destroyed
195	Turner Transportation - ltrs., faxes	C865	10b	Jan-00	1 File	22-Aug-07	Destroyed
196	USA Cartage - article, notes	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
197	VA Clinic - articles, notes	C865	10b	Oct-01	1 File	22-Aug-07	Destroyed

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

Tai L. Batten  
Signature

County Clerk  
Title

10/25/07  
Date

~~XXXXXXXXXX~~

NOV 6 2007

~~XXXXXXXXXX~~

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
198	Vacuum Store - advertisement	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
198	Valentine Electric - ltrs., drawings	C865	10b	Nov-89	1 File	22-Aug-07	Destroyed
206	Valley Mall - articles, ltrs., plans	C865	10b	Nov-98	1 File	22-Aug-07	Destroyed
201	Value City Furniture - article	C865	10b	Jul-97	1 File	22-Aug-07	Destroyed
202	Vasco - notes	C865	10b	Jul-86	1 File	22-Aug-07	Destroyed
203	Verizon - notes	C865	10b	Jul-01	1 File	22-Aug-07	Destroyed
204	Vishay Angstrom - article, ltrs.	C865	10b	Mar-98	1 File	22-Aug-07	Destroyed
205	Waffle House - articles, ltrs., faxes	C865	10b	Nov-98	1 File	22-Aug-07	Destroyed
206	Washington Spy - article, ltrs.	C865	10b	Apr-97	1 File	22-Aug-07	Destroyed
207	West Mfg. - articles, visit, emails	C865	10b	Jul-97	1 File	22-Aug-07	Destroyed
206	Wheelabrator - article	C865	10b	Mar-97	1 File	22-Aug-07	Destroyed
209	W.J. Strickler - article	C865	10b	Feb-91	1 File	22-Aug-07	Destroyed
219	YMCA - article, events, reports	C865	10b	Feb-02	1 File	22-Aug-07	Destroyed
211	Younger Toyota - ltrs., notes	C865	10b	Feb-01	1 File	22-Aug-07	Destroyed
212	Danzer Industries - business file	C865	10b	1966-1993	1 File	27-Aug-07	Destroyed
213	DOT Foods, Inc. - correspondence	C865	10b	1983-1998	1 File	27-Aug-07	Destroyed
214	J.C. Ehrlich - business file	C865	10b	1988-1990	1 File	27-Aug-07	Destroyed
215	Fil-Tec, Inc. - business file	C865	10b	1988-1998	1 File	27-Aug-07	Destroyed
216	First Data - business file	C865	10b	1992-1994	1 File	27-Aug-07	Destroyed
217	Fleetwood - business files	C865	10b	1971-1994	4 Files	27-Aug-07	Destroyed
219	FujiColor Processing - ltrs., memo	C865	10b	1993-1994	1 File	27-Aug-07	Destroyed
219	GBC Films Group - bus. File	C865	10b	1992-1995	1 File	27-Aug-07	Destroyed
220	Garden State Tanning - bus. File	C865	10b	1966-1993	1 File	27-Aug-07	Destroyed
221	General Electric - business file	C865	10b	1985-1991	1 File	27-Aug-07	Destroyed
222	Good Humor - business file	C865	10b	1983-1993	1 File	27-Aug-07	Destroyed

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

Jar L. Bithun  
Signature

County Clerk

Title

10/25/07

Date

~~XXXXXXXXXXXXXXXXXXXX~~

NOV 6 2007

~~XXXXXXXXXXXXXXXXXXXX~~

Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
223	Zeltex - business file	C865	10b	1987-1990	1 File	27-Aug-07	Destroyed
224	Happy Trails - business file	C865	10b	1992	1 File	27-Aug-07	Destroyed
225	Harry Kahn Assoc. - business file	C865	10b	1985-1987	1 File	27-Aug-07	Destroyed
226	Hub Labels - business file	C865	10b	1984-1996	1 File	27-Aug-07	Destroyed
227	Hydra-Pak - business file	C865	10b	1980-1991	1 File	27-Aug-07	Destroyed
228	ICC Cement - business file	C865	10b	1973-1993	1 File	27-Aug-07	Destroyed
229	Phoenix Color - business file	C865	10b	2000-2001	1 File	27-Aug-07	Destroyed
230	Staples Distrib. - business file	C865	10b	1996	1 File	27-Aug-07	Destroyed
231	Statton Furn. - business file	C865	10b	1973-1993	1 File	27-Aug-07	Destroyed
232	Sun Chemical - business file	C865	10b	1986-1994	1 File	27-Aug-07	Destroyed
233	Tandy Distr. - business file	C865	10b	1998-1999	1 File	27-Aug-07	Destroyed
234	TruServ Corp. - business file	C865	10b	1997-1998	1 File	27-Aug-07	Destroyed
235	Valentine Electric - ltrs., article	C865	10b	1987-1988	1 File	27-Aug-07	Destroyed
236	Vishay Angstrom - business file	C865	10b	1983-1996	1 File	27-Aug-07	Destroyed
237	Verizon - business file	C865	10b	1988-1990	1 File	27-Aug-07	Destroyed
238	Weiss Bros. - business file	C865	10b	1988-1990	1 File	27-Aug-07	Destroyed
239	West Mfg. - business file	C865	10b	1978-1992	1 File	27-Aug-07	Destroyed
240	Western MD Consort. - bus. File	C865	10b	1989-1993	1 File	27-Aug-07	Destroyed
241	Xerxes - business file	C865	10b	1987-1990	1 File	27-Aug-07	Destroyed
242	EDC Newsletters	C865	2	1998-1999	3 Folders	27-Aug-07	Destroyed
243	EDC Budget Information	C865	8	1995-2000	2 Folders	27-Aug-07	Destroyed
244	Long Term Vision TF - information	C865	10b	N/A	1 File	27-Aug-07	Destroyed
245	Misc. EDC Committees/TFs	C865	10b	1998-2000	1 Box	27-Aug-07	Destroyed
246	Annual updates to County Commissioners	C865	1	1964-1986	16 Folders	27-Aug-07	Transferred to elec- tronic format, shred

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

Jai L. B. [Signature]  
Signature

County Clerk  
Title

10/25/07  
Date



Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
48	Brook Lane Health - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
49	Budget Printing Center - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
50	Callas Contr. - letter	C865	10b	Mar-05	1 File	22-Aug-07	Destroyed
51	Carbaugh's Tree Service - letter	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
52	Cassidy Trucking - memo	C865	10b	Jan-92	1 File	22-Aug-07	Destroyed
53	CBS Electric - letters	C865	10b	Jun-05	1 File	22-Aug-07	Destroyed
54	CRCHS - Site visit	C865	10b	Nov-99	1 File	22-Aug-07	Destroyed
55	Center at Antietam - articles	C865	10b	Nov-99	1 File	22-Aug-07	Destroyed
58	Central Precision - site visit	C865	10b	Jul-96	1 File	22-Aug-07	Destroyed
57	Charles E. Brake Co. - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
58	Chas. A. Gibney - article	C865	10b	Oct-97	1 File	22-Aug-07	Destroyed
59	Chautauqua Airlines - articles	C865	10b	Aug-88	1 File	22-Aug-07	Destroyed
60	Classic Food Svc. - letter	C865	10b	Dec-94	1 File	22-Aug-07	Destroyed
61	Copy ARC - notes, brochure	C865	10b	N/A	1 File	22-Aug-07	Destroyed
62	County Market - articles, letter	C865	10b	Jun-05	1 File	22-Aug-07	Destroyed
63	Crosspoint Shopping Ctr - article	C865	10b	Nov-98	1 File	22-Aug-07	Destroyed
64	Cumberland Valley Analytical - ltr.	C865	10b	Jun-05	1 File	22-Aug-07	Destroyed
65	Custom Machine - letters, articles	C865	10b	Dec-98	1 File	22-Aug-07	Destroyed
66	Customizers/Creative Accent - ltr.	C865	10b	Aug-88	1 File	22-Aug-07	Destroyed
67	Dacor Lighting - sign proposal	C865	10b	Apr-97	1 File	22-Aug-07	Destroyed
68	Data Image Group - brochure	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
69	D.E. Jones - article	C865	10b	Sep-97	1 File	22-Aug-07	Destroyed
70	Design/Build Architects - notes	C865	10b	N/A	1 File	22-Aug-07	Destroyed
71	Dressel Welding - articles, ltrs.	C865	10b	Jun-97	1 File	22-Aug-07	Destroyed
72	Driggs Corp. - articles	C865	10b	Apr-95	1 File	22-Aug-07	Destroyed

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

Jan L. Bittner  
Signature

County Clerk  
Title

10/25/07  
Date

[REDACTED]

NOV 6 201

[REDACTED]

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
73	DSL Sound - notes	C865	10b	N/A	1 File	22-Aug-07	Destroyed
74	d'Vinci Interactive - letter	C865	10b	Feb-99	1 File	22-Aug-07	Destroyed
75	Fire-X Sales - articles, ltrs., faxes	C865	10b	Apr-99	1 File	22-Aug-07	Destroyed
76	Foltz Mfg. - article and site visit	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
77	Four Points - articles, ltrs., faxes	C865	10b	Mar-88	1 File	22-Aug-07	Destroyed
78	Fox & Assoc. - article, site visit	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
79	Frederick Seibert - broch., visit	C865	10b	Jun-04	1 File	22-Aug-07	Destroyed
80	Funk Electrical - visit, ltr., notes	C865	10b	Sep-00	1 File	22-Aug-07	Destroyed
81	GameFace - ltrs, faxes, notes	C865	10b	Jul-00	1 File	22-Aug-07	Destroyed
82	Gerald Cump - articles	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
83	Green Spring - invitation	C865	10b	N/A	1 File	22-Aug-07	Destroyed
84	GS Images - brochure, articles	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
85	Hadley Farms - article and notes	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
86	Hagerstown Aircraft - emails, ltr.	C865	10b	Apr-97	1 File	22-Aug-07	Destroyed
87	Hagerstown Block - article, visit	C865	10b	May-03	1 File	22-Aug-07	Destroyed
88	Hagerstown Canteen - visit, notes	C865	10b	Jul-91	1 File	22-Aug-07	Destroyed
89	Hagerstown Organ - article, ltr.	C865	10b	Feb-93	1 File	22-Aug-07	Destroyed
90	Hagerstown Paint - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
91	Hagerstown Recycling - article, ltr.	C865	10b	Aug-03	1 File	22-Aug-07	Destroyed
92	Hagerstown Trust - article, ltr., bro.	C865	10b	Jun-03	1 File	22-Aug-07	Destroyed
93	Hammker Memorials - article	C865	10b	Sep-00	1 File	22-Aug-07	Destroyed
94	Hancock Comm. Bank - fax	C865	10b	May-97	1 File	22-Aug-07	Destroyed
95	Happy Hills - faxes, notes, broc.	C865	10b	Feb-96	1 File	22-Aug-07	Destroyed
96	Hatch & Kirk - article, ltr., notes	C865	10b	Feb-99	1 File	22-Aug-07	Destroyed
97	Healthway Foods - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed

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

Jail B. Baker  
Signature

County Clerk  
Title

10/25/07  
Date

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~~SECRET~~

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
99	Henry Bonebrake - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
99	HeralMail Company - article, ltrs.	C865	10b	Dec-97	1 File	22-Aug-07	Destroyed
100	Hepburn Orchards - article	C865	10b	Apr-95	1 File	22-Aug-07	Destroyed
101	Hesco - site visit	C865	10b	Mar-87	1 File	22-Aug-07	Destroyed
102	Holsinger's Meat - article, visit	C865	10b	Aug-90	1 File	22-Aug-07	Destroyed
103	Hopewell Sheet Metal - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
104	House of Kobe - article, visit, notes	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
105	HT Tennis - article, visit, ltr.	C865	10b	Apr-95	1 File	22-Aug-07	Destroyed
106	Hub City Sprinklers - article, notes	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
107	Humane Society - letter, agenda	C865	10b	Nov-00	1 File	22-Aug-07	Destroyed
108	HydroGlass - ltr., broc., notes	C865	10b	Mar-98	1 File	22-Aug-07	Destroyed
109	Imperial - ltr., fax, broc., notes	C865	10b	Jan-91	1 File	22-Aug-07	Destroyed
110	Ingram's Men Shop - article	C865	10b	Oct-97	1 File	22-Aug-07	Destroyed
111	Interstate Truck Equip. - article	C865	10b	Feb-92	1 File	22-Aug-07	Destroyed
112	Intrepid Technologies - article	C865	10b	Jul-99	1 File	22-Aug-07	Destroyed
113	Jager - articles, fax, ltrs., notes	C865	10b	Aug-01	1 File	22-Aug-07	Destroyed
114	Kane Logistics - article, notes	C865	10b	Jun-06	1 File	22-Aug-07	Destroyed
115	Kenney Signs - fax	C865	10b	Dec-99	1 File	22-Aug-07	Destroyed
116	Kline Roofing - letters	C865	10b	Mar-88	1 File	22-Aug-07	Destroyed
117	L&L Hydraulics - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
118	Lawson Brass - article, visit, ltr.	C865	10b	Apr-97	1 File	22-Aug-07	Destroyed
118	L.E. Barnhart - brochure	C865	10b	N/A	1 File	22-Aug-07	Destroyed
120	Leaf Engineering - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
121	Lee Builders - article	C865	10b	Feb-92	1 File	22-Aug-07	Destroyed
122	Leiter's Catering - email	C865	10b	Dec-99	1 File	22-Aug-07	Destroyed

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

Jai L. Bittner  
Signature

County Clerk  
Title

10/25/07  
Date

RECEIVED  
LIBRARY OF CONGRESS

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NOV 6 1957

Washington County	<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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Economic Development Commission		
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
		Schedule No.	Item No.				
1	Miscellaneous Press Releases	C865	1	1991-1994	3 Folders	27-Dec-06	Shred
2	Project Worm Burner Event File	C865	2	2005	1 Folder	27-Dec-06	Shred
3	Misc. financing documents, news articles and correspondence	C865	3	1989-2001	3 Boxes	29-Dec-06	Recycled
4	EDC Meeting Minutes	C865	11	1984-1989 1993-1998 2000-2002	15 Folders	24-Aug-07	Paper copy destroyed after transfer to an electronic file.
5	EDC Meeting Minutes	C865	11	FY' 1982-FY' 1983	1 Folder	24-Aug-07	Paper copy destroyed after transfer to an electronic file.
6	Reading Files	C865	1	1998-2001	45 Folders	24-Aug-07	Recycled
7	Economic Data Summary	C865	7	2001	1 Box	24-Aug-07	Recycled
8	Norfolk Southern and Conrail Merger Information	C865	3	Aug-94	3 Folders	24-Aug-07	Recycled
9	Amtrak Brochures	C865	3	1991	1 Folder	24-Aug-07	Recycled
10	Norfolk Southern-Roney Site Information and Misc. Information	C865	3	1986	2 Folders	24-Aug-07	Recycled
11	Norfolk Southern - Southern Triple Crown Facility	C865	3	1984	1 Folder	24-Aug-07	Recycled
12	Winchester & Western	C865	3	1984	2 Folders	24-Aug-07	Recycled
13	CSX Railway - Roundhouse	C865	3	1987-1993	4 Folders	24-Aug-07	Recycled
14	MD Midland Railway	C865	3	1984	1 Folder	24-Aug-07	Recycled
15	PennCentral Railway	C865	3	1974	1 Folder	24-Aug-07	Recycled
16	Chessie Abandonment of the B & O Rail Line	C865	3	1978	6 Folders	24-Aug-07	Recycled

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

Jail B. Bithun  
Signature

County Clerk  
Title

10/25/07  
Date

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2007

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

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		Schedule No.	Item No.				
29	MD Land Act Application	C865	9	1989	1 Folder	24-Aug-07	Recycled
30	Newspaper clippings	C865	7	1997-2000	1 Box	24-Aug-07	Recycled
31	Target Marketing Plan	C865	10b	1991-1992	4 Folders	24-Aug-07	Recycled
32	Employee Time Cards	C865	10	1992	2 Folders	24-Aug-07	Shred
33	EDC Newsletters and Annual Reports	C865	2	1997-2000	24 Folders	24-Aug-07	Paper copies recycled after scanned and transferred to electronic file.
34	EDC Meeting Minutes	C865	11a	1984-1989, 1995-2002, and Annual 1983 mtg.	2 Boxes	24-Aug-07	Paper copies recycled after scanned and transferred to electronic file.
35	Adecco - Advertisement	C865	10b	N/A	1 File	22-Aug-07	Destroyed
36	Advanced Telcom Group, Inc.	C865	10b	Sept. 1990	1 File	22-Aug-07	Destroyed
37	Alice's Country Cottage - article	C865	10b	May-97	1 File	22-Aug-07	Destroyed
38	Alphin Aircraft, Inc. - articles	C865	10b	Apr-97	1 File	22-Aug-07	Destroyed
39	American Colonoscopy - article	C865	10b	May-97	1 File	22-Aug-07	Destroyed
40	AmeriGas - site visit information	C865	10b	Oct-90	1 File	22-Aug-07	Destroyed
41	Antietam Desig/Build Assoc. - art.	C865	10b	Feb-87	1 File	22-Aug-07	Destroyed
42	Ark Systems, Inc. - literature	C865	10b	N/A	1 File	22-Aug-07	Destroyed
43	Beaver Mech. Contr. - articles	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
44	Blaine Window - article, letter	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
45	Boyd Road Supply - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
46	Bragunier Masonry - article	C865	10b	Feb-97	1 File	22-Aug-07	Destroyed
47	Brethren Mutual Ins. - brochure	C865	10b	Jun-05	1 File	22-Aug-07	Destroyed

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

*Jai L. Bittner*

Signature

County Clerk

Title

10/25/07

Date

~~CONFIDENTIAL~~  
~~SECURITY INFORMATION~~

NOV 6 201

~~CONFIDENTIAL~~

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
17	Chessie Terminal Profile	C865	3	1983	1 Folder	24-Aug-07	Recycled
19	B & O Railway Discontinuance	C865	8	1986	2 Folders	24-Aug-07	Recycled
19	Advertisements and Marketing	C865	8	1984-1993	4 Folders	24-Aug-07	Recycled
20	Industry Appreciation Event	C865	2	1981, 1984, 1985, and 1986	4 Folders	24-Aug-07	Recycled
21	Business Financial Seminars, Background Information	C865	8	1986-1987	2 Folders	24-Aug-07	Recycled
22	Budget information; including purchase orders, copies of receipts, approved budgets, etc.	C865	8	FY 1969-1988	2 Boxes	24-Aug-07	Recycled or Shredded
23	Prospect or Company Files	C865	9a	1962, 1965, 1966, 1971, 1976, 1978, 1984-1986, and 1991-1993	2 Boxes	24-Aug-07	Recycled
24	Misc. Correspondence	C865	10b	1986-1992	1 Box	24-Aug-07	Recycled
25	Office supply requisitions, purchase orders, budget preparation documents, etc.	C865	8	FY 1988-1995	1 Box	24-Aug-07	Shredded and Recycled
26	Inactive Prospect and Project files and correspondence	C865	9a	1984-1993	1 Box	24-Aug-07	Shredded
27	Tourism information including correspondence, calendars, events, marketing plan, brochures, and news articles	C865	2	1986-1987	2 Folders	24-Aug-07	Recycled
28	Prospect inquires from articles	C865	9a	1990-1991	3 Folders	24-Aug-07	Recycled

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

Jai L. Bittner  
Signature

County Clerk  
Title

10/25/07  
Date



Washington County Reporting Agency	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Economic Development Commission 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
		Schedule No.	Item No.				
1	Business File - Danze Industries	C385	10b	1996-2003	1 folder	17-Sep-07	Recycled
2	Business File - Crown America	C385	10b	1998-2000	1 folder	17-Sep-07	Recycled
3	Business File - Columbia Gas	C385	10b	1998	1 folder	17-Sep-07	Recycled
4	Business File - Charity Airlift	C385	10b	1998-2001	1 folder	17-Sep-07	Recycled
5	Business File - Ctr @ Hagerstown	C385	10b	1996-2002	1 folder	17-Sep-07	Recycled
6	Business File - C&O Canal HQ	C385	10b	2000-2002	1 folder	17-Sep-07	Recycled
7	Business File - Aero-Smith Inc.	C385	10b	1998-2001	1 folder	17-Sep-07	Recycled
8	Business File - American Advanced Computers Inc.	C385	10b	1996-1998	1 folder	17-Sep-07	Recycled
9	Business File Andersen Windows	C385	10b	2000	1 folder	17-Sep-07	Recycled
10	Business File - ARH Diversified	C385	10b	1995	1 folder	17-Sep-07	Recycled
11	Business File - Prime Retail	C385	10b	2000-2002	1 folder	17-Sep-07	Recycled
12	Business File - Wal-Mart	C385	10b	1989-2003	1 folder	17-Sep-07	Recycled
13	Business File - Fair Points Communications	C385	10b	2000	1 folder	17-Sep-07	Recycled
14	Business File - Farmer's Market	C385	10b	1990-1991	1 folder	17-Sep-07	Recycled
15	Business File - Fazoli's	C385	10b	2000	1 folder	17-Sep-07	Recycled
16	Business File - First National Bank of Greencastle	C385	10b	2002	1 folder	17-Sep-07	Recycled
17	Business File - General Electric	C385	10b	1992	1 folder	17-Sep-07	Recycled
18	Business File - Gods & Generals	C385	10b	1997-2003	1 folder	17-Sep-07	Recycled
19	Business File - Hagerstown Business College	C385	10b	1997	1 folder	17-Sep-07	Recycled
20	Business File - Hagerstown Ice & Sports Complex	C385	10b	1996	1 folder	17-Sep-07	Recycled

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

Jai L. Bittner  
Signature

County Clerk  
Title

10/25/07  
Date

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NOV 6 2007

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~~CONFIDENTIAL~~  
~~SECURITY INFORMATION~~

NOV 6 2001

~~CONFIDENTIAL~~

Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
1	Phoenix Color Corporation	C865	10b	1991-1999	2 folders	15-May-08	Recyled or Shredded
2	Ponderosa Steak House	C865	10b	1987	1 folder	15-May-08	Recyled or Shredded
3	Prime Retail Outlets	C865	10b	1996-1999	3 folders	15-May-08	Recyled or Shredded
4	Purina Mills	C865	10b	1988-1990	2 folders	15-May-08	Recyled or Shredded
5	Rampf Molds	C865	10b	1988-1990	1 folder	15-May-08	Recyled or Shredded
6	Redland Brick	C865	10b	1962-1996	4 folders	15-May-08	Recyled or Shredded
7	Review & Herald Publishing	C865	10b	1980-1990	2 folders	15-May-08	Recyled or Shredded
8	Rust-Oleum Corporation	C865	10b	1974-1985	3 folders	15-May-08	Recyled or Shredded
9	Sealy Mattress	C865	10b	1988-1990	1 folder	15-May-08	Recyled or Shredded
10	S.A.M.P./USA, Inc.	C865	10b	1978-1985	2 folders	15-May-08	Recyled or Shredded
11	Standard Acoustical	C865	10b	1986-1989	2 folders	15-May-08	Recyled or Shredded
12	Telephone Message Pads	C865	1	1994-1995	12 books	15-May-08	Recyled or Shredded
13	Promotional Items	C865	2	1989	1 box	15-May-08	Recyled or Shredded
14	Reorganization Study	C865	2	1989	4 folders	15-May-08	Recyled or Shredded
15	Seminars and Training Classes	C865	6	1974-1985	3 folders	15-May-08	Recyled or Shredded
16	Municipality Information/Meetings	C865	1	1992-1994	2 boxes	15-May-08	Recyled or Shredded
17	EDC Board Membership List(s)	C865	1	1962-1996	1 box	15-May-08	Recyled or Shredded
18	Event Planning	C865	1	1992-1994	3 folders	15-May-08	Recyled or Shredded
19	Marketing Materials	C865	2	1985-1999	4 folders	15-May-08	Recyled or Shredded
20	JLG Industries, Inc.	C865	10b	1985-1999	1 folder	15-May-08	Recyled or Shredded
21	Lenox, Inc.	C865	10b	1989	1 folder	15-May-08	Recyled or Shredded
22	Maccaferri Gabions, Inc.	C865	10b	1972-1987	2 folders	15-May-08	Recyled or Shredded
23	Mack Trucks, Inc.	C865	10b	1971-1999	3 folders	15-May-08	Recyled or Shredded
24	Manpower	C865	10b	1985-1994	1 folder	15-May-08	Recyled or Shredded
25	American Cedarworks	C865	10b	1987-1994	2 folders	15-May-08	Recyled or Shredded

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

  
 \_\_\_\_\_  
 Signature

Administrative Assistant  
 \_\_\_\_\_  
 Title

5/27/2008  
 \_\_\_\_\_  
 Date

[REDACTED]  
JUN 3 2008  
[REDACTED]  
[REDACTED]

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

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
26	McDonald's Restaurant	C865	10b	1982-1988	1 folder	16-May-08	Recyled or Shredded
27	PSI, Inc.	C865	10b	1975-1996	1 folder	16-May-08	Recyled or Shredded
28	Pangborn Corporation	C865	10b	1971-1998	2 folders	16-May-08	Recyled or Shredded
29	Misc. Membership List(s)	C865	1	1985-1998	4 folders	16-May-08	Recyled or Shredded
30	Agency Newsletters, Brochures	C865	6	1976-1994	4 folders	16-May-08	Recyled or Shredded
31	Celebration of Business Event	C865	1	1999-2001	6 folders	16-May-08	Recyled or Shredded
32	Comptroller Schaefer's Visit	C865	1	2001	1 folder	16-May-08	Recyled or Shredded
33	Economic Data Summary - data	C865	2	2000-2001	4 folders	16-May-08	Recyled or Shredded
34	Misc. Committee Correspondence	C865	1	1999-2001	22 folders	16-May-08	Recyled or Shredded
35	Brooklane Expansion Plans	C865	10b	1990	2 folders	16-May-08	Recyled or Shredded
36	BWI Airport, press releases	C865	1	1999	1 folder	16-May-08	Recyled or Shredded
37	Civil War Museum	C865	1	1999	1 folder	16-May-08	Recyled or Shredded
39	Community Grant Writing Group	C865	1	1999	1 folder	16-May-08	Recyled or Shredded
39	Council for Urban Econ. Dev.	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
40	CVB Annual Meeting Notes	C865	1	2001	1 folder	16-May-08	Recyled or Shredded
41	Dulles Airport	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
42	Forum for Rural Maryland	C865	1	1999	1 folder	16-May-08	Recyled or Shredded
43	FSU Center - Misc. Info.	C865	2	1990	1 folder	16-May-08	Recyled or Shredded
44	Greater Baltimore Tech. Council	C865	1	1999	1 folder	16-May-08	Recyled or Shredded
45	Greater Hagerstown Comm.	C865	1	1996-2001	2 folders	16-May-08	Recyled or Shredded
46	Hagerstown Business College	C865	2	1992-2000	2 folders	16-May-08	Recyled or Shredded
47	Hagerstown Community College	C865	2	1998-2002	1 folder	16-May-08	Recyled or Shredded
48	Hagerstown Regional Airport	C865	2	1999-2001	2 folders	16-May-08	Recyled or Shredded
49	Hagerstown Telework Center	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
50	Int'l Development Research Ctr.	C865	1	1997-1998	1 folder	16-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant  
Title

5/27/2008  
Date

JUN 3 2003

Washington County	<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		
Economic Development Commission		
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
		Schedule No.	Item No.				
51	Misc. Maps and Traffic Flow	C865	2	1997-1998	1 folder	16-May-08	Recyled or Shredded
52	Maryland B2B	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
53	Maryland Communications Ctr.	C865	1	1997-1999	2 folders	16-May-08	Recyled or Shredded
54	DBED Operation Rpt. & End Rpt.	C865	1	2002-2003	1 folder	16-May-08	Recyled or Shredded
55	MD State Delegation	C865	1	2002	1 folder	16-May-08	Recyled or Shredded
56	Maryland Theatre	C865	1	1998-2000	2 folders	16-May-08	Recyled or Shredded
57	MIDAS	C865	1	1998-2000	3 folders	16-May-08	Recyled or Shredded
59	Nat'l Community Dev. Svcs., Inc.	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
59	NEDA	C865	1	1998-2000	2 folders	16-May-08	Recyled or Shredded
60	PenMar Development Corp.	C865	2	2000-2003	3 folders	16-May-08	Recyled or Shredded
61	Port of Baltimore	C865	2	1991-1999	2 folders	16-May-08	Recyled or Shredded
62	Port of Virginia	C865	2	1998	1 folder	16-May-08	Recyled or Shredded
63	Regional Printing Institute	C865	2	1995-2000	3 folders	16-May-08	Recyled or Shredded
64	Shepherd College	C865	1	1997-1999	1 folder	16-May-08	Recyled or Shredded
65	Tradeshaw Information	C865	1	1998-2000	2 folders	16-May-08	Recyled or Shredded
66	TCC for Western MD	C865	1	1998-1999	2 folders	16-May-08	Recyled or Shredded
67	2012 Olympic Bid Information	C865	1	2000-2001	1 folder	16-May-08	Recyled or Shredded
69	United Way	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
69	Wash. County Public Schools	C865	1	1998-2000	2 folders	16-May-08	Recyled or Shredded
70	Commission on Aging	C865	1	1993-1996	2 folders	16-May-08	Recyled or Shredded
71	Western MD Consortium	C865	1	1997-1999	3 folders	16-May-08	Recyled or Shredded
72	Private Industry Council	C865	1	1998	1 folder	16-May-08	Recyled or Shredded
73	TCC for Western MD - Mtg. Notes	C865	1	1986-1993	3 folders	19-May-08	Recyled or Shredded
74	Inactive Prospect files	C865	9a	1997-1999	1 box	19-May-08	Recyled or Shredded
75	Water & Sewer Infrastructure	C865	6	1978-1997	4 folders	19-May-08	Recyled or Shredded

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

*Sandra Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3 2008

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
74	Inactive Prospect files	C865	9a	1988-1998	1 box	19-May-08	Recyled or Shredded
75	Washington County Comp Plan	C865	2	1985	1 folder	19-May-08	Recyled or Shredded
78	Board of County Commissioners	C865	2	1985-1995	4 folders	19-May-08	Recyled or Shredded
77	Wal Mart CDBG Application	C865	4	1985	2 folders	19-May-08	Recyled or Shredded
78	Closed Business Files	C865	10b	1961-1985	19 folders	19-May-08	Recyled or Shredded
79	Site Files	C865	4	1978-1996	11 folders	19-May-08	Recyled or Shredded
80	County Cost Development Study	C865	1	1985	2 folders	19-May-08	Recyled or Shredded
81	EDC Strategic Planning Retreat	C865	1	1998-2001	3 folders	19-May-08	Recyled or Shredded
82	Tech Fast Event Notes	C865	1	1998-2001	3 folders	19-May-08	Recyled or Shredded
83	32 Summit Bistro & Grille	C865	10b	1995	1 folder	19-May-08	Recyled or Shredded
84	Agronomica	C865	10b	1992	1 folder	19-May-08	Recyled or Shredded
85	Ametek	C865	10b	1989-1993	1 folder	19-May-08	Recyled or Shredded
86	Antietam Development	C865	10b	1990	1 folder	19-May-08	Recyled or Shredded
87	Arbitron	C865	10b	1990	1 folder	19-May-08	Recyled or Shredded
88	Boonsboro Printing	C865	10b	1989-1990	1 folder	19-May-08	Recyled or Shredded
88	Bricker Proj. - Storage Bldgs.	C865	10b	1992	1 folder	19-May-08	Recyled or Shredded
90	Paul Burger - Smithsburg Project	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
91	Colombo	C865	10b	1987-1994	2 folders	19-May-08	Recyled or Shredded
92	Clayco	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
93	Consolidated Freightways	C865	10b	1988-1989	2 folders	19-May-08	Recyled or Shredded
94	County Medical Transport, Inc.	C865	10b	1988-1989	1 folder	19-May-08	Recyled or Shredded
95	Dagliano Woodwork	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
96	Data Design Corporation	C865	10b	1992	1 folder	19-May-08	Recyled or Shredded
97	District Cycle Supply	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
98	Diversified Construction Services	C865	10b	1991	1 folder	19-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
99	Doubleday & Company	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
100	Dream Fields America	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
101	Dutcher Motors	C865	10b	1984-1987	4 folders	19-May-08	Recyled or Shredded
102	Dynamic Classics	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
103	Econo Lodge	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
104	Executone	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
105	Executone of Western MD	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
106	Freewing Aircraft	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
107	GAF Chemicals Corp.	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
108	GM - Saturn	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
109	Greencastle Metal Works	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
110	Greensulate	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
111	The Interstate Group, Inc.	C865	10b	1987-1990	1 folder	19-May-08	Recyled or Shredded
112	Greenwald Enterprises, Inc.	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
113	Mel Greenwald	C865	10b	1991	1 folder	19-May-08	Recyled or Shredded
114	Hagerstown Produce	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
115	Hancock Shop 'N' Go	C865	10b	1988	1 folder	19-May-08	Recyled or Shredded
116	Hartz & Company, Inc.	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
117	Hayward Industrial Products	C865	10b	1993	1 folder	19-May-08	Recyled or Shredded
118	Homewood Retirement Center	C865	10b	1991	1 folder	19-May-08	Recyled or Shredded
119	Hub Commercial Center	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
120	Jarnel Crane	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
121	Air Flow Company	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
122	Associated Engineering Sciences	C865	10b	1998-1990	1 folder	19-May-08	Recyled or Shredded
123	AMEC	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded

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



Signature

Administrative Assistant  
Title

5/27/2008  
Date



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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
124	Airport Inn - Expansion Project	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
125	Allegheny Electronics	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
126	American Moulding	C865	10b	1980-1992	2 folders	19-May-08	Recyled or Shredded
127	American Trading	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
128	Amy's Los Amigos	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
129	The Appalachian Computer Svcs.	C865	10b	1986	1 folder	19-May-08	Recyled or Shredded
130	Antietam Paper Company	C865	10b	1980-1989	1 folder	19-May-08	Recyled or Shredded
131	Arnold Graphics	C865	10b	1978-1984	1 folder	19-May-08	Recyled or Shredded
132	I-70 Auto Mall	C865	10b	1988-1989	1 folder	19-May-08	Recyled or Shredded
133	Avalon Home Expansion Project	C865	10b	1983	1 folder	19-May-08	Recyled or Shredded
134	Bags by Mimi	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
135	Beaver Creek Restaurant	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
136	Bicknell Photo Service	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
137	Biederlack Company	C865	10b	1978-1985	1 folder	19-May-08	Recyled or Shredded
138	Bowman Trucking Company	C865	10b	1987-1989	1 folder	19-May-08	Recyled or Shredded
139	Bromley Apple Products	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
140	Jack Brown Wholesale Supply	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
141	J.M. Bucheimer	C865	10b	1987	1 folder	19-May-08	Recyled or Shredded
142	W.D. Byron & Sons - Expansion	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
143	Canon Shoe	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
144	Canteen Services, Inc.	C865	10b	1978-1983	1 folder	19-May-08	Recyled or Shredded
145	Cardon Oil Company	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
146	Chamberlain MRC	C865	10b	1991	1 folder	19-May-08	Recyled or Shredded
147	Chesapeake Display Packaging	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
148	Colonial Insurance of CA	C865	10b	1990-1991	1 folder	19-May-08	Recyled or Shredded

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

*[Handwritten Signature]*

Signature

Administrative Assistant

Title

5/27/2008

Date

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JUN 3 2008

2008

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
149	Comfort Inn - Hancock	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
150	Commercial Shearing, Inc.	C865	10b	1978-1983	1 folder	19-May-08	Recyled or Shredded
151	Craig Sealing	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
152	Creasey Company	C865	10b	1981-1991	1 folder	19-May-08	Recyled or Shredded
153	H.S. Cracker	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
154	Customizers, Inc.	C865	10b	1985	1 folder	19-May-08	Recyled or Shredded
155	Dental Corporation of MD	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
156	Ennis Paint Company	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
157	Dravo Corporation	C865	10b	1977-1987	1 folder	19-May-08	Recyled or Shredded
158	Family Entertainment Center	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
159	Free State Masonry	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
160	High Investors, Inc.	C865	10b	1992	1 folder	19-May-08	Recyled or Shredded
161	Hopewell Sheet Metal Mfg. Co.	C865	10b	1980	1 folder	19-May-08	Recyled or Shredded
162	Eagle Forge Resources	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
163	La Quinta Motor Inns	C865	10b	1980	1 folder	19-May-08	Recyled or Shredded
164	The Mediplex Group, Inc.	C865	10b	1980	1 folder	19-May-08	Recyled or Shredded
165	Metfab	C865	10b	1989	1 folder	19-May-08	Recyled or Shredded
166	Pkg. Corporation of America	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
167	Partek	C865	10b	1980-1982	1 folder	19-May-08	Recyled or Shredded
168	Poly-Processing Company	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
169	Red Lobster Inns of America	C865	10b	1983	1 folder	19-May-08	Recyled or Shredded
170	Red Roof Inns	C865	10b	1982-1985	1 folder	19-May-08	Recyled or Shredded
171	Schoenman	C865	10b	1984	1 folder	19-May-08	Recyled or Shredded
172	U.S. Steel Corporation	C865	10b	1984	1 folder	20-May-08	Recyled or Shredded
173	U.T.L. Corporation	C865	10b	1984	1 folder	20-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant  
Title

5/27/2008  
Date

~~CONFIDENTIAL~~

JUN 3

208

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Washington County	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
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		Schedule No.	Item No.				
174	Wheels of Western MD	C865	10b	1984	1 folder	20-May-08	Recyled or Shredded
175	Wheeling Steel Company	C865	10b	1984	1 folder	20-May-08	Recyled or Shredded
176	Misc. Prospect Files	C865	9a	1988	1 folder	20-May-08	Recyled or Shredded
177	Frostburg State University	C865	9a	1987-1989	1 folder	20-May-08	Recyled or Shredded
179	Advisory Council for Voc. Tech.	C865	1	1985-1988	1 folder	20-May-08	Recyled or Shredded
179	Chamber of Commerce	C865	1	1987-1988	1 folder	20-May-08	Recyled or Shredded
180	Center City - Fall Tour	C865	1	1986-1989	1 folder	20-May-08	Recyled or Shredded
181	City Election Information	C865	1	1988	1 folder	20-May-08	Recyled or Shredded
182	City Planning Commission	C865	1	1987-1989	1 folder	20-May-08	Recyled or Shredded
183	Hancock News Articles	C865	1	1968-1989	3 folders	20-May-08	Recyled or Shredded
184	City/County EDC - Merger Info.	C865	1	1981-1987	1 folder	20-May-08	Recyled or Shredded
185	Hagerstown Goodwill Industries	C865	1	1987-1989	1 folder	20-May-08	Recyled or Shredded
186	Private Industrial Council	C865	1	1988-1989	1 folder	20-May-08	Recyled or Shredded
197	Investment in Jobs Opportunity	C865	1	1986-1989	1 folder	20-May-08	Recyled or Shredded
188	Airport Commission	C865	1	1991	1 folder	20-May-08	Recyled or Shredded
189	HGR Ad Proposals, Extension	C865	1	1985	1 folder	20-May-08	Recyled or Shredded
190	Alexander Grant Study - MD	C865	2	1988	1 folder	20-May-08	Recyled or Shredded
191	Chamber Econ. Dev. Committee	C865	1	1991	1 folder	20-May-08	Recyled or Shredded
192	Chamber Newsletters	C865	7	1988-1989	1 folder	20-May-08	Recyled or Shredded
193	Wash. County Citizens for Peace	C865	7	1993-1994	1 folder	20-May-08	Recyled or Shredded
194	City Housing Department	C865	7	1989-1992	1 folder	20-May-08	Recyled or Shredded
195	Data Processing Committee	C865	7	1988	1 folder	20-May-08	Recyled or Shredded
196	Delta Nu Alpha - Trans. Show	C865	7	1986	1 folder	20-May-08	Recyled or Shredded
197	DemoMetrics	C865	7	1984	1 folder	20-May-08	Recyled or Shredded
198	Devel. Project - Pgms. & Event	C865	7	1991	1 folder	20-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant  
Title

5/27/2008  
Date

JUN 3 208

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		Schedule No.	Item No.				
199	Dog Track Site Proposals	C865	3	1985-1988	1 folder	20-May-08	Recycled or Shredded
200	Gov.'s Golf Tournament	C865	1	1990	1 folder	20-May-08	Recycled or Shredded
201	Gov.'s Crab Feast	C865	7	1990	1 folder	20-May-08	Recycled or Shredded
202	Hagerstown Goodwill Committee	C865	7	1993-1994	1 folder	20-May-08	Recycled or Shredded
203	Hub City Express	C865	7	1992	1 folder	20-May-08	Recycled or Shredded
204	International Mgmt. Council	C865	7	1992-1995	1 folder	20-May-08	Recycled or Shredded
205	Land Use Digest Newsletter	C865	7	1986-1990	1 folder	20-May-08	Recycled or Shredded
206	Western MD Resource Conser.	C865	7	1991	1 folder	20-May-08	Recycled or Shredded
207	Western MD Business Leaders	C865	7	1988-1992	1 folder	20-May-08	Recycled or Shredded
208	Industrial Revenue Bonds	C865	8	1983-1991	3 folders	20-May-08	Recycled or Shredded
209	Prospect Applications for Funding	C865	8	1991	1 folder	20-May-08	Recycled or Shredded
210	AT Polymers	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
211	Allegheny Headquarters	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
212	American Processing	C865	9a	1994	1 folder	20-May-08	Recycled or Shredded
213	Allair Airlines	C865	9a	1994	1 folder	20-May-08	Recycled or Shredded
214	American Municipal Leasing	C865	9a	1992	1 folder	20-May-08	Recycled or Shredded
215	Amero Food Mfg.	C865	9a	1991	1 folder	20-May-08	Recycled or Shredded
216	Atlantic Coast Airlines	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
217	Blue Ridge Beginnings	C865	9a	1996	1 folder	20-May-08	Recycled or Shredded
218	Bowman's Travel Plaza	C865	9a	1996	1 folder	20-May-08	Recycled or Shredded
219	Cessna Aircraft Company	C865	9a	1994	1 folder	20-May-08	Recycled or Shredded
220	Comfort Suites Motel	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
221	Conduit Technologies Corp.	C865	9a	1996	1 folder	20-May-08	Recycled or Shredded
222	Conrail - Lumber Reload	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
223	DJ's Bakery	C865	9a	1992	1 folder	20-May-08	Recycled or Shredded

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

*Sinda [Signature]*

Signature

Administrative Assistant

Title

5/27/2008

Date

~~CONFIDENTIAL~~  
JUN 3 1964  
~~CONFIDENTIAL~~ *Zus*

Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
224	District Court	C865	9a	1996	1 folder	20-May-08	Recyled or Shredded
225	R.R. Donnelly & Sons	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
226	Robert Dorfman Wax Museum	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
227	EZ Dumper	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
228	Eastern Boulevard	C865	9a	1993	1 folder	20-May-08	Recyled or Shredded
229	Engine Components	C865	9a	1995	1 folder	20-May-08	Recyled or Shredded
230	Ernst & Young	C865	9a	1995	1 folder	20-May-08	Recyled or Shredded
231	F&M Bank Expansion	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
232	Field Container Company, LP	C865	9a	1993	1 folder	20-May-08	Recyled or Shredded
234	Fluor Daniel Consulting	C865	9a	1996	1 folder	20-May-08	Recyled or Shredded
235	Freedom Aircraft Company	C865	9a	1995	1 folder	20-May-08	Recyled or Shredded
236	Frito Lay	C865	9a	1996	1 folder	20-May-08	Recyled or Shredded
237	Helicopter Applicators, Inc.	C865	9a	1992	1 folder	20-May-08	Recyled or Shredded
238	Honeywell Environmental Air	C865	9a	1992-1995	2 folders	20-May-08	Recyled or Shredded
239	Ingram Merchandising, Inc.	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
240	Interstates Cold Storage, Inc.	C865	9a	1987	1 folder	20-May-08	Recyled or Shredded
241	Kelly, Legan & Gerard, Inc.	C865	9a	1995	1 folder	20-May-08	Recyled or Shredded
242	Lane Enterprises	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
243	Larson, Ball & Gould	C865	9a	1996	1 folder	20-May-08	Recyled or Shredded
244	Lehigh Press	C865	9a	1995	1 folder	20-May-08	Recyled or Shredded
245	Kenneth O. Lester Company	C865	9a	1996	1 folder	20-May-08	Recyled or Shredded
246	R.D. McKee	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded
247	Magazine Responses	C865	2	1993-1996	2 folders	20-May-08	Recyled or Shredded
248	MD Paperboard Company	C865	9a	1989	1 folder	20-May-08	Recyled or Shredded
249	Moxie Machine & Tool	C865	9a	1994	1 folder	20-May-08	Recyled or Shredded

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

*Sinda Spence*

Signature

Administrative Assistant  
Title

5/27/2008  
Date

JUN 3 2018

Washington County	<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		
Economic Development Commission		
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
		Schedule No.	Item No.				
250	J.M. Mullis, Inc.	C865	9a	1995-1996	1 folder	20-May-08	Recycled or Shredded
251	LeRoy Myers - Hag. Bus. Park	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
252	NVR Building Products Company	C865	9a	1993	1 folder	20-May-08	Recycled or Shredded
253	NeighborCare Pharmacy	C865	9a	1994-1995	1 folder	22-May-08	Recycled or Shredded
254	Nutech Molding	C865	9a	1993	1 folder	22-May-08	Recycled or Shredded
255	Pennfield Farms	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
256	Pen-Tab	C865	9a	1987	1 folder	20-May-08	Recycled or Shredded
257	Pepsi Cola	C865	9a	1995	1 folder	20-May-08	Recycled or Shredded
258	Newspaper Articles	C865	10	2001-2002	5 folders	20-May-08	Recycled or Shredded
259	Annual Report research info.	C865	2	1988-1989	2 folders	22-May-08	Recycled or Shredded
260	EDC Budget	C865	8	FY 1994	1 folder	22-May-08	Recycled or Shredded
261	Business Appreciation Reception	C865	2	1990-1992	3 folders	22-May-08	Recycled or Shredded
262	EDI Course Information	C865	10	1981-1990	5 folders	22-May-08	Recycled or Shredded
263	Changing Labor Climate Study	C865	6	1989-1990	4 folders	20-May-08	Recycled or Shredded
264	Dinner Socials	C865	2	1989-1990	2 folders	22-May-08	Recycled or Shredded
265	Summer Intern Information	C865	1	1985-1994	6 folders	22-May-08	Recycled or Shredded
266	Staff Mileage Reports	C865	1	1985-1993	2 folders	22-May-08	Recycled or Shredded
267	EDC Board Orientation Information	C865	1	1990	1 folder	22-May-08	Recycled or Shredded
268	Personnel Policy Changes	C865	1	1988-1989	2 folders	22-May-08	Recycled or Shredded
269	Old Resumes for EDC Positions	C865	1	1987-1994	4 folders	22-May-08	Recycled or Shredded
270	Inland Freight Terminal	C865	2	1987	1 folder	22-May-08	Recycled or Shredded
271	Merbaugh Projects	C865	2	1985	3 folders	22-May-08	Recycled or Shredded
272	M.P. Moller	C865	2	1978-1992	4 folders	22-May-08	Recycled or Shredded
273	Moran, Stahl & Boyer	C865	2	1992	1 folder	22-May-08	Recycled or Shredded
274	J.M. Mullis Project	C865	2	1993	1 folder	22-May-08	Recycled or Shredded

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

*[Handwritten Signature]*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Administrative Assistant  
Title

\_\_\_\_\_  
5/27/2008  
Date

~~XXXXXXXXXXXX~~  
JUN 3 2008  
~~XXXXXXXXXXXX~~

Washington County	<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		
Economic Development Commission		
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
		Schedule No.	Item No.				
275	Musicland	C865	2	1992	1 folder	22-May-08	Recyled or Shredded
276	National Building Leasing	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
277	Natural Products	C865	2	1992	1 folder	22-May-08	Recyled or Shredded
278	National Geographic	C865	2	1991	1 folder	22-May-08	Recyled or Shredded
279	National Wildlife Federation	C865	2	1989-1993	1 folder	22-May-08	Recyled or Shredded
280	Nitec	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
281	Oak Hill Professional Center	C865	2	1984	1 folder	22-May-08	Recyled or Shredded
282	Olympia Candy Kitchens	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
283	Leland Corp. - Grovermann Pjt.	C865	2	1984	1 folder	22-May-08	Recyled or Shredded
284	MACO Corporation	C865	2	1984	1 folder	22-May-08	Recyled or Shredded
285	Massey Service Center	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
286	Maxima Corporation	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
287	Ken McDowell - Pest Control	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
288	Mid-Atlantic Laboratory Equipment	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
289	National Institute of Corrections	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
290	National Partitions	C865	2	1984	2 folders	22-May-08	Recyled or Shredded
291	Omega Plastics	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
292	P.A.M. Engineering	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
293	PA Stair Company	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
294	Pollux Corporation	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
295	The Printing Place	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
296	Quality Inn	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
297	Rosenberry Office Building	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
298	Rotofin Export	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
299	Rotondo/Penn-Cast	C865	2	1986	1 folder	22-May-08	Recyled or Shredded

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

*Sinda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3 2nd  
RECORDS MANAGEMENT  
SECTION

Washington County	<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		
Economic Development Commission		
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
		Schedule No.	Item No.				
300	Roza Medical Building	C865	2	1987	1 folder	22-May-08	Recyled or Shredded
301	Daco Slavov	C865	2	1987	1 folder	22-May-08	Recyled or Shredded
302	Western MD Shopping Center	C865	2	1967-1983	2 folders	22-May-08	Recyled or Shredded
303	Word Processing Systems, Inc.	C865	2	1985	1 folder	22-May-08	Recyled or Shredded
304	Worcester Foods	C865	2	1985	1 folder	22-May-08	Recyled or Shredded
305	Western Reserve Industrial Park	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
306	Snow Maching Tool, Inc.	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
307	Spectra	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
308	The Stanley Works	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
309	Sterling Engine Company	C865	2	1985	1 folder	22-May-08	Recyled or Shredded
310	TraTech	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
311	U.S.A. Direct	C865	2	1987	1 folder	22-May-08	Recyled or Shredded
312	Valley Business Center	C865	2	1985	1 folder	22-May-08	Recyled or Shredded
313	Bill Stevenson	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
314	Sutherland, U.S.A.	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
315	Bud Swiston - Auto Race Track	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
316	Vale National Training Center	C865	2	1987-1988	1 folder	22-May-08	Recyled or Shredded
317	Vie de France	C865	2	1987	1 folder	22-May-08	Recyled or Shredded
318	Weslo	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
319	Snook Storage Bins - Williamsport	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
320	Solar Solutions	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
321	Spring Ram	C865	2	1987	1 folder	22-May-08	Recyled or Shredded
322	Pats, Inc.	C865	2	1988-1997	1 folder	22-May-08	Recyled or Shredded
323	Phoenix Color Corporation	C865	2	1993-1997	1 folder	22-May-08	Recyled or Shredded
324	Plant Site Locators	C865	2	1996	1 folder	22-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

**RECEIVED**

JUN 3 1968 *245*


**RECORDS MANAGEMENT**  
**UNIT**

Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
325	Pro Fabricators	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
326	Pro Source Distribution	C865	2	1996	1 folder	22-May-08	Recycled or Shredded
327	Purina - CDBG	C865	8	1995	1 folder	22-May-08	Recycled or Shredded
328	Purina - IRB	C865	8	1995-1996	3 folders	22-May-08	Recycled or Shredded
329	Reid's Elevator Service & Sales	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
330	David Rider	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
331	Reynolds & Reynolds	C865	2	1988	1 folder	22-May-08	Recycled or Shredded
332	Review & Herald Publishing	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
333	Salvation Army	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
334	Santarosa Group	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
335	Sherri Cup	C865	2	1995	1 folder	22-May-08	Recycled or Shredded
336	Silver Stone Consulting	C865	2	1996	1 folder	22-May-08	Recycled or Shredded
337	Sky One Express	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
338	Spring Ram Corporation	C865	2	1995	1 folder	22-May-08	Recycled or Shredded
339	Staples - Appraisals	C865	2	1996	1 folder	22-May-08	Recycled or Shredded
340	Staples - CDBG	C865	8	1996	1 folder	22-May-08	Recycled or Shredded
341	Starbuck Coffee	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
342	Stationary House - Expan. Project	C865	2	1995	1 folder	22-May-08	Recycled or Shredded
343	Stationary House - Water Line Prj.	C865	2	1988	1 folder	22-May-08	Recycled or Shredded
344	Structural Systems, Inc.	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
345	Sullivan Graphics, Inc.	C865	2	1995	1 folder	22-May-08	Recycled or Shredded
346	Sun Chemical Expansion	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
347	Super Valu	C865	2	1994	1 folder	22-May-08	Recycled or Shredded
348	Supreme Insulation	C865	2	1997	1 folder	22-May-08	Recycled or Shredded
349	Jim Swanson	C865	2	1996	1 folder	22-May-08	Recycled or Shredded

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

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Administrative Assistant  
Title

\_\_\_\_\_  
5/27/2008  
Date

~~SECRET~~  
JUN 3 1954 - JAS  
~~SECRET~~

Washington County	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		
Economic Development Commission		
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
		Schedule No.	Item No.				
350	Sylvan Learning Systems, Inc.	C865	2	1990	1 folder	22-May-08	Recyled or Shredded
351	John C. Wintermoyer Property	C865	2	1990	1 folder	22-May-08	Recyled or Shredded
352	Balt./Wash. Common Market	C865	2	1986-1988	1 folder	22-May-08	Recyled or Shredded
353	Wesel Blvd. Tour - Hagerstown	C865	9a	1989	1 folder	22-May-08	Recyled or Shredded
354	Bank Information	C865	2	1988-1989	1 folder	22-May-08	Recyled or Shredded
355	Misc. Correspondence	C865	1	1988-1989	1 folder	22-May-08	Recyled or Shredded
356	City Golf Course Proposal/Closing	C865	2	1988	2 folders	22-May-08	Recyled or Shredded
357	Greater Hagerstown Committee	C865	2	1986-1992	1 folder	22-May-08	Recyled or Shredded
358	Greyhound Racing	C865	2	1988-1989	1 folder	22-May-08	Recyled or Shredded
359	Wash. County ARC	C865	2	1986-1989	1 folder	22-May-08	Recyled or Shredded
360	Henson Aviation	C865	2	1982-1985	1 folder	22-May-08	Recyled or Shredded
361	MD High Technology	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
362	Legislation Information	C865	2	1990	1 folder	22-May-08	Recyled or Shredded
363	Gov. Schaefer's Administration	C865	2	1986-1991	1 folder	22-May-08	Recyled or Shredded
364	House Bill 88	C865	2	1988	1 folder	22-May-08	Recyled or Shredded
365	City Parking Deck	C865	2	1983-1987	1 folder	22-May-08	Recyled or Shredded
366	Battelle Institute	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
367	Mobile Home Park	C865	2	1986	1 folder	22-May-08	Recyled or Shredded
368	Needs Assessment Project	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
369	Private Industry Council (P.I.C.)	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
370	P.I.C. - Labor Market Study	C865	2	1984	1 folder	22-May-08	Recyled or Shredded
371	Local Businesses - News articles	C865	9a	1981-1990	2 folders	22-May-08	Recyled or Shredded
372	HJC - Educ. Tech. Center Project	C865	2	1987-1990	1 folder	22-May-08	Recyled or Shredded
373	MD School for Scient & Math	C865	2	1987-1988	2 folders	22-May-08	Recyled or Shredded
374	Magazine Ad Responses	C865	2	1989	1 folder	22-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3 208

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
375	Howard Johnson's Hotel	C865	2	1984	2 folders	22-May-08	Recyled or Shredded
376	Adequate Public Facilities	C865	4	1984-1990	2 folders	22-May-08	Recyled or Shredded
377	Airport Commission	C865	2	1984-1990	4 folders	22-May-08	Recyled or Shredded
378	Tri-County Council for West. MD	C865	2	1989	3 folders	22-May-08	Recyled or Shredded
379	Center City	C865	2	1989	4 folders	22-May-08	Recyled or Shredded
380	Town of Boonsboro	C865	2	1989	2 folders	22-May-08	Recyled or Shredded
381	Town of Williamsport	C865	2	1989	3 folders	22-May-08	Recyled or Shredded
382	WC Education Coalition	C865	2	1989	2 folders	22-May-08	Recyled or Shredded
383	Christmas Card Lists	C865	2	1990-1991	1 folder	22-May-08	Recyled or Shredded
384	Prospect Report - Forms	C865	2	1991	1 folder	22-May-08	Recyled or Shredded
385	Project Committee	C865	2	1983-1991	2 folders	22-May-08	Recyled or Shredded
386	Business Appreciation Reception	C865	2	1989	1 folder	22-May-08	Recyled or Shredded
387	Magazine, Flyers, Pamphlets, Etc.	C865	2	1988-1996	1 box	22-May-08	Recyled or Shredded
388	KMS Group - Wingert Tract	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
389	Edward Jones - Investment Co.	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
390	Journey's End International, Inc.	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
391	International Milling Systems	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
392	Inter-American Research Assoc.	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
393	Hoffman Transport, Inc.	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
394	Peter V. Gureckis & Associates	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
395	Gibson Aviation, Inc.	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
396	The Gap - Paul Stacey	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
397	George Eyler - Proposed Restaur.	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
398	Alliance Moving & Storage	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
399	Buck Lam	C865	2	1989	1 folder	27-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3

2008

<b>Washington County</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 at left.
Reporting Agency		
<b>Economic Development Commission</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
		Schedule No.	Item No.				
400	Marriott - Bob Smith Project	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
401	Mt. Airy Cold Storage	C865	2	1986	1 folder	27-May-08	Recyled or Shredded
402	Polinger Company	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
403	Risks, Ltd.	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
404	Ross Stores, Inc.	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
405	Rowe, Inc.	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
406	Sathers, Inc.	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
407	Sloan Mfg./V. Vasisth	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
408	R.T. Color	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
409	Brad Rozansky - Downtown Hag.	C865	2	1990	1 folder	27-May-08	Recyled or Shredded
410	Craig M. Sloan	C865	2	1986	1 folder	27-May-08	Recyled or Shredded
411	Smith Building - Steve Swain	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
412	World Trade Center - Baltimore	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
413	Hagerstown/Wesel Association	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
414	Port of Baltimore Information	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
415	Potomac Rvr. Basin & Chesap.	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
416	Hag. Board of Realtors - Members	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
417	General Prospect reports	C865	9a	1988	1 folder	27-May-08	Recyled or Shredded
418	Misc. news articles	C865	2	1995-1997	1 folder	27-May-08	Recyled or Shredded
419	Industrial Devel. Activities, etc.	C865	10	1980-1985	3 folders	27-May-08	Recyled or Shredded
420	MD Counties - Brief Econ. Facts	C865	2	1995-1996	1 folder	27-May-08	Recyled or Shredded
421	Interstate Industrial Park - Report	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
422	Citi Group's Minority Pop. Study	C865	2	1988	1 folder	27-May-08	Recyled or Shredded
423	Prowler Industries of MD, Inc.	C865	2	1980	1 folder	27-May-08	Recyled or Shredded
424	Quality Inns.	C865	2	1990	1 folder	27-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3 1968  
RESERVE'S

Washington County	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		
Economic Development Commission		
Division or Unit		

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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
		Schedule No.	Item No.				
425	Rally's	C865	2	1990	1 folder	27-May-08	Recyled or Shredded
426	Ross Mayflower - Expansion	C865	2	1985	1 folder	27-May-08	Recyled or Shredded
427	Shak Consultation, Inc.	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
428	Ben Shaool	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
429	Solarex	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
430	Sonia Quinonez	C865	2	1991	1 folder	27-May-08	Recyled or Shredded
431	South Atlantic Controls	C865	2	1987	1 folder	27-May-08	Recyled or Shredded
432	Steelmaster Industries, Inc.	C865	2	1995	1 folder	27-May-08	Recyled or Shredded
433	Steel Suppliers, Inc.	C865	2	1995	1 folder	27-May-08	Recyled or Shredded
434	Stewart Warehousing, Inc.	C865	2	1986	1 folder	27-May-08	Recyled or Shredded
435	Teleflex, Inc. - Leasing	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
436	USPS - Bar Coding Information	C865	2	1992-1994	1 folder	27-May-08	Recyled or Shredded
437	Valley Manufacturing, Inc.	C865	2	1990	1 folder	27-May-08	Recyled or Shredded
438	Vitro Corporation	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
439	Weider	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
440	H.A. Weiss & Sons, Inc.	C865	2	1995	1 folder	27-May-08	Recyled or Shredded
441	Western Auto/Auto America	C865	2	1992	1 folder	27-May-08	Recyled or Shredded
442	Whimsey Woods - The Puppet Co.	C865	2	1995	1 folder	27-May-08	Recyled or Shredded
443	Business Climate Meetings	C865	2	1994-1995	1 folder	27-May-08	Recyled or Shredded
444	Manufacturing Survey	C865	9a	1993	2 folders	27-May-08	Recyled or Shredded
445	Management Retreat	C865	2	1989	1 folder	27-May-08	Recyled or Shredded
446	Orientation Meetings	C865	2	1989-1992	1 folder	27-May-08	Recyled or Shredded
447	Work Programs	C865	9a	1991-1995	6 folders	27-May-08	Recyled or Shredded
448	Financing Seminars	C865	8	1993	1 folder	27-May-08	Recyled or Shredded
449	DECD - Strategy for Wash. Co.	C865	6	1983	1 folder	27-May-08	Recyled or Shredded

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

*Sandra Spence*

Signature

Administrative Assistant

Title

5/27/2008

Date

JUN 3 1958  
ms

Washington County	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		
Economic Development Commission		
Division or Unit		

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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
		Schedule No.	Item No.				
450	County Policy Changes - Smoke	C865	1	1987	1 folder	27-May-08	Recycled or Shredded
451	Misc. Office supplies, proposals	C865	1	1994-1995	10 folders	27-May-08	Recycled or Shredded
452	Ambassador Magazine	C865	1	1988	1 folder	27-May-08	Recycled or Shredded
453	Aerial Photography	C865	4	1988	1 folder	27-May-08	Recycled or Shredded
454	Job Analysis - Questionnaire	C865	1	1988	1 folder	27-May-08	Recycled or Shredded
455	Training Course Material	C865	1	1988-1992	2 folders	27-May-08	Recycled or Shredded
456	Prospect Profiles	C865	9a	1995-1996	1 folder	27-May-08	Recycled or Shredded
457	Press Releases	C865	1	1988-1990	1 folder	27-May-08	Recycled or Shredded
458	Misc. Newspaper Articles	C865	1	1969-1986	2 folders	27-May-08	Recycled or Shredded
459	Private Industry Council Info.	C865	1	1993-1994	1 folder	27-May-08	Recycled or Shredded
460	Route 11 North	C865	1	1983	1 folder	27-May-08	Recycled or Shredded
461	Bank & Consultant Information	C865	2	1986-1994	3 folders	27-May-08	Recycled or Shredded
462	EDC Budget Information	C865	1	1995-1997	3 folders	28-May-08	Recycled or Shredded
463	AEDC Training Information	C865	1	1990-1997	1 folder	28-May-08	Recycled or Shredded
464	EDC Invoice copies	C865	1	1996	15 folders	28-May-08	Recycled or Shredded
465	Consultant Information	C865	1	1994-1995	9 folders	28-May-08	Recycled or Shredded
466	Architect information	C865	1	1980-1993	9 folders	28-May-08	Recycled or Shredded
467	Contractor information	C865	1	1983	9 folders	28-May-08	Recycled or Shredded
468	CPA information	C865	1	1988	2 folders	28-May-08	Recycled or Shredded
469	Annual Meeting reports	C865	1	1990-1997	9 folders	28-May-08	Recycled or Shredded
470	B&I Directory & Econ. Data. Sum.	C865	1	1980-2000	16 folders	28-May-08	Recycled or Shredded
471	ACO Realty	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
472	Allegheny Ventures	C865	9a	1999-2000	1 folder	28-May-08	Recycled or Shredded
473	Ames/Tru-Temper	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
474	The Anderson's	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded

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



Signature

Administrative Assistant

Title

5/28/2008

Date

[REDACTED]

JUN 3

*ms*

[REDACTED]

<b>Washington County</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 at left.
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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
		Schedule No.	Item No.				
475	Architectural Designs - MacIntyre	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
476	Arthur Andersen	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
477	Bertelsmann	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
478	Bolinger - Country Club	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
479	Caballe, Inc.	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
480	CB Richard Ellis - Call Center	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
481	CB Richard Ellis - Denver Project	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
482	CIR - McBride	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
483	CIR - VanBuskirk	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
484	Massimo Colello	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
485	Colliers (McGill) - District Court	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
486	Collins Studios	C865	9a	1999	2 folders	28-May-08	Recycled or Shredded
487	Continental Realty	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
488	Convention Center Project - Hag.	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
489	DBED Barnes - Metal Fabrication	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
490	DBED Brown - 568,000 DC	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
491	DBED Brown - AluMetal Alloy Metal	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
492	DBED Bullock - Bob McGregor	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
493	DBED Davis - French Fiberglass	C865	9a	1998	1 folder	28-May-08	Recycled or Shredded
494	DBED Isoyama - Japanese Prj.	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
495	DBED Lukens - Food Processing	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
496	DBED Lukens - Terren Commun.	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
497	DBED Lukens - Wal Mart	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
498	DBED Sangiorgi - Biopure	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded
499	DBED Ventry - 35,000 DC	C865	9a	1999	1 folder	28-May-08	Recycled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/28/2008

Date



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No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
506	DBED Ventry - Metal Fabricator	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
501	DBED Ventry - Plastics Mfgr.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
502	DBED Ventry - Semi Conductors	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
503	Equis Corp. - Dallas - Dist. Ctr.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
504	First Flight Airlines	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
505	Goodman Segar	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
506	Goodrich Prj. - Garage Mfgr.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
507	Grubb & Ellis - IvyVentures.com	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
508	Insulated Shipping Containers	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
509	Interstate Container Corporation	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
510	Kohler Mix	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
511	Liebierman/Earley - 300,000 DC	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
512	Lighthouse 2000	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
513	McShea & Co. (Tegler)	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
514	Merchanter	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
515	Navion Aircraft	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
516	Nissi Builders - Truss Mfgr.	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
517	Omaha Standards	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
518	On Campus Marketing	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
519	Pathfinders - Project Juliet	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
520	Raytheon Air Travel	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
521	Reese Brothers - Call Center	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
522	Roundhouse Museum	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
523	Schuykill Products - Concrete	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
524	Consultant Mahnke - Call Center	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded

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

*Linda Spence*

Signature

Administrative Assistant

Title

5/28/2008

Date

[REDACTED]

JUN 3 1988 *MS*

[REDACTED]  
[REDACTED]

Washington County	<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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		Schedule No.	Item No.				
525	Staubach - Briskman Class "A"	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
526	Staubach - Pertchik - Call Ctr.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
527	Stevens Flexible Packaging	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
529	Tax Assessor's Office	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
529	Tecksol	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
530	TRADATA International, Inc.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
531	Trammell Crow - Call Center	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
532	Trout Segall - Skoglin - Ice Cream	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
533	DBED Brown - 200,000 DC	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
534	UHLIR - Distribution Center	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
535	USCC - Private-Owned State Pris.	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
536	Barry Vial	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
537	VP Buildings	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
538	Weber McGinn	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
539	West End Business Park	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
540	World's Best Cheesecake	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
541	Wright & Company	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
542	A.C. & T. - Truck Stop	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
543	Antraquip, Inc.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
544	Benchmark	C865	9a	1998	2 folders	28-May-08	Recyled or Shredded
545	Buckey Hone Company	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
546	Carmar	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
547	Casey & Associates	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
548	Central Coca-Cola Bottling Co.	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
549	Civel Design & Management, Inc.	C865	9a	1998-1999	1 folder	28-May-08	Recyled or Shredded

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

*Linda Spence*  
Signature

Administrative Assistant  
Title

5/28/2008  
Date



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		Schedule No.	Item No.				
550	Rome Group	C865	9a	1995	1 folder	28-May-08	Recyled or Shredded
551	DBED Ventry - Austin Group	C865	9a	1999	1 folder	28-May-08	Recyled or Shredded
552	Hart Corporation	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
553	Goodyear Tire & Rubber Co.	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
554	Joy Tree	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
555	Molded Products	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
556	Moran, Stahl & Boyer	C865	9a	1994-1997	1 folder	28-May-08	Recyled or Shredded
557	Lowe's Distribution Center	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
558	McFarland/Cascade	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
559	Maple Leaf Bakery	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
560	Myer's Building Systems, Inc.	C865	9a	1990-1997	1 folder	28-May-08	Recyled or Shredded
561	Lee Associates	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
562	Teleservice Resources	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded
563	Telespectrum / SOMAR	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
564	Teletech Holdings, Inc.	C865	9a	1998	2 folders	28-May-08	Recyled or Shredded
565	Staubach - Call Center	C865	9a	1997	2 folders	28-May-08	Recyled or Shredded
566	Schwab	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
567	Wal Mart Distribution Center	C865	9a	1995	1 folder	28-May-08	Recyled or Shredded
568	U.S. Housing Corporation	C865	9a	1998	1 folder	28-May-08	Recyled or Shredded
569	Tempico	C865	9a	1997	1 folder	28-May-08	Recyled or Shredded

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

*Linda Spence*  
 \_\_\_\_\_  
 Signature

Administrative Assistant  
 \_\_\_\_\_  
 Title

5/28/2008  
 \_\_\_\_\_  
 Date

~~SECRET~~  
JUN 3 1958 *ms*  
~~SECRET~~