

MD. AVIATION ADMIN

Reporting Agency

ACCOUNTING

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.				
	Reports FY 95 Capital Invoices	1159	B9	1998	1		trash
	Fixed Assets 12/90 - 10/91	1159	G6	1994	1		trash
	Payroll FY 01 Print outs and Detail 4 and 3 Print outs	1159	B14	2004	3		shred
	CPC Back Up Detail 7/02 and 8/02	1159	B14	2005	1		shred

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

Barbara Wright
Signature

Admin. Officer
Title

2-19-09
Date

FEB 23 2009

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of Commercial Management		
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	Bi Weekly Time cards SHA-30.9-601R yellow copy	1159	F1	1-2002 to 12-2004	3 cubic foot of drawer space	10-31-08	Shredded
2	Bi Weekly Time Report SAA-015	1159	F2	1-2002 to 12-2004	3 cubic foot of drawer space	10-31-08	shredded

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

Brenda Lopez Zapata
Signature

Tim Keiser
Title

NOV 12 2008
Date

Helea M Tremont
Signature

Director, ACM
Title

11/12/08
Date

MARYLAND AVIATION ADMINISTRATION
RECEIVED

NOV 13 2008

ADMINISTRATIVE
SERVICES

FEB 23 2009

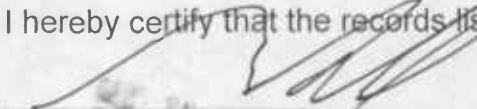
Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left via MAA Administrative Services Section
Reporting Agency		
MAA / OPS 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	MAA-041 BLW INCIDENT REPORT	1162	A7	1997-2003	10	10/2/08	SHRED

MARYLAND AVIATION ADMINISTRATION
 RECEIVED
 NOV 20 2008
 ADMINISTRATIVE SERVICES

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


 Signature: George Haehl
 Title: Risk Manager
 Date: 10/2/08

FEB 23 2019

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
<i>ADMIN. SERVICES</i>		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
<i>1</i>	Record of Parking Permit Sales & Apps & unused hangtags and stickers	1159	D.2	9-02 thru 8-03	3	11-7-08	Shred & Trash
<i>2</i>	Record of Parking Permit Sales & Apps & unused hangtags & stickers	1159	D.2	9-04 thru 8-05	3	11-7-08	Shred & Trash

I hereby certify that the records listed above were disposed of as indicated.
Barbara Knight, Admin. Officer *2-19-09*

FEB 23 2009

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Administrative Services		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Bi-weekly time reports	1157	A	2002 thru 2004	1	11-21-08	Shred
2	Correspondence – Requests for Public Records	1157	C1	1995 thru 2004	2	11-21-08	Shred
3	Paid Invoices for Credit Card Machine	1159	B9	1994 thru 2001	.5	8-22-08	Shred
7	MFOMS (State Vehicle Mileage Reports)	1159	D1	July 2004 thru Dec. 2004	.5	11-7-08	Shred
5	MFOMS (State Vehicle Mileage Reports)	1159	D1	Jan. 2005 thru June 2005	.5	11-7-08	Shred
5	MFOMS (Commercial Fuel Fleet Summary)	1159	D1	Feb 2004 thru July 2004	.5	11-7-08	Shred
7	MFOMS (Commercial Fuel Fleet Summary)	1159	D1	Aug. 2004 thru Dec. 2004	.5	11-7-08	Shred
8	Correspondence – Motor Vehicle Accident Review Board	1157	C1	Jan. 2002 thru Dec. 2002	1	11-21-08	Shred
9	Record of Employee Parking Permit Sales (hangtags not sold, applications, authorization sheets, refund letters, deposit sheets)	1159	D2	Sept 2004 thru Aug. 2005	3	11-21-08	Shred

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

Barbara Wright
Signature

Barbara Wright, Administrative Officer
Title

2-19-09
Date

FEB 23 2019



**Maryland
Aviation
Administration**

Barbara Wright

Administrative Officer
Administrative Services Section

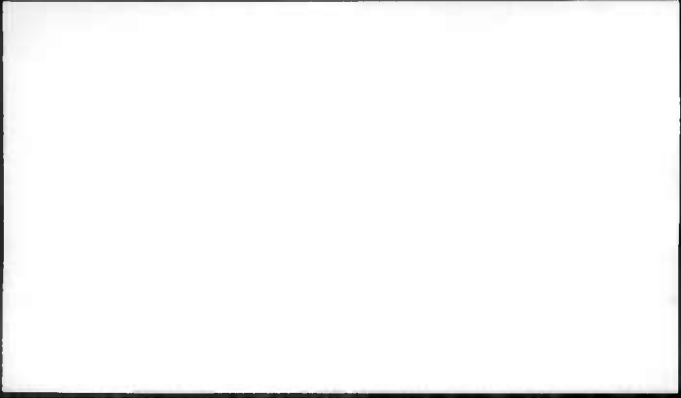
P.O. Box 8766, BWI Airport, Maryland 21240-0766

(410) 855-6037

(410) 684-3050 Fax

E-Mail: bwright@bwiairport.com

Toll Free: 1-800-"I Fly BWI" (435-9294)

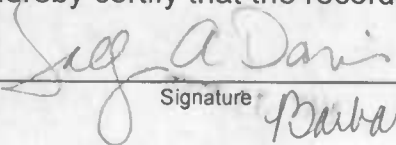


Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left via MAA Administrative Services Section
Reporting Agency		
<i>Human Resources</i>		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Bi weekly time reports 2002	1159	F2	2002		<i>January - February 2009</i>	Shred
2	yellow pay sheets	1159	F1	" "			"
3	bi weekly time rpts	1159	F1	1997			"
4	"	"	"	1995			"
5	"	"	"	1998			"
6	"	"	"	1999			"
7	"	"	"	2000			"
8	Payroll journal	"	F6	2003			"
9	yellow pay sheets	1159	F1	2000 + 01			"
10	" " "	"	"	2003 + 04			"
11	" " "	"	"	1995-98			"
12	Motor Vehicle Accident Review Bd. Reports	1159	D1	2003-2005	.5		3-20-09

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


 Signature: Barbara Skight Title: _____ Date: _____
 410-855-6037

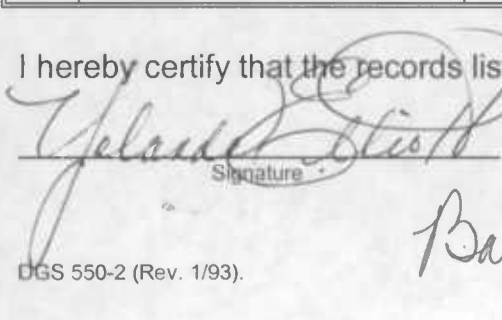
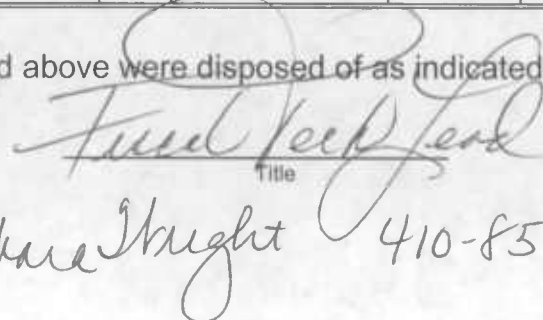
MAY 11 2019

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	02/25/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	02/28/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/01/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/02/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/03/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/04/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/07/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/08/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/09/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/10/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/11/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/14/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/15/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/16/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/17/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/18/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/21/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/23/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	03/28/05	1	03/26/09	SHREDDED

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



3/26/09
 Signature Title Date
 Barbara Knight 410-855-6037

MAY 11 1899				
NO.	NAME	RES.	STREET	CITY
1	J. W. WOOD	BRIDGE ST.	BRIDGE ST.	BRIDGE ST.
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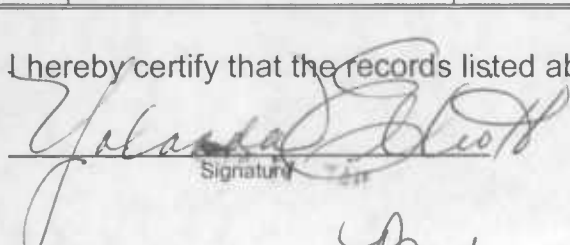
MAY 11  2W9

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
<i>Accounting</i>		
Division or Unit		

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		Retention Schedule No.	Item No.				
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	12/30/04	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	12/31/04	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/03/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/04/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/04/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/12/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/12/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/13/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/14/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/12/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/20/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/19/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/21/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/24/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/25/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/26/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/27/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	01/28/05	1	03/26/09	SHREDDED
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B 13	NONE	1	03/26/09	SHREDDED

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


 Signature _____ Title _____ Date 3/26/09

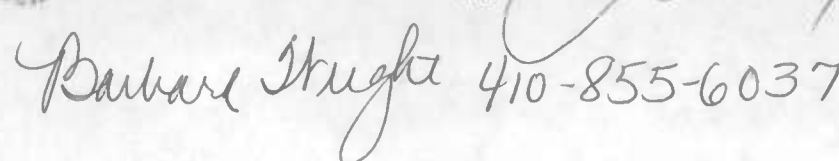

 Barbara Knight 410-855-6037

Table with 6 columns and 12 rows. The table is mostly blank with some faint markings in the lower-left corner.

MAY 11 ~~2014~~ 2019

Maryland Aviation Administration

Reporting Agency

Accounting

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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		Retention Schedule No.	Item No.				
	#13 PAID PARKING SUMMONS - SUNTRUST	1159	B13	2-01-05	1	3/26/09	Shredded
				2-02-05			
				02-03-05			
				02-04-05			
				02-07-05			
				02-08-05			
				02-09-05			
				02-10-05			
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				02-18-05			
				02-22-05			
				02-23-05			
				02-24-05			

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

Yolanda Elliott
Signature

Fixed Cost Lead
Title

3/26/09
Date

Barbara Wright 410-855-6037

MAY 11

ZUG

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
<i>Accounting</i>		
Division or Unit		

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		Retention Schedule No.	Item No.				
	#13 PAID PARKING SUMMONS-SUNTRUST	1159	B13	03-29-05	1	3/26/09	Shredded
	↑			03-31-05			
				04-01-05			
				04-04-05			
				04-05-05			
				04-06-05			
				04-07-05			
				04-08-05			
				04-11-05			
				04-12-05			
				04-13-05			
				04-15-05			
				04-18-05			
				04-19-05			
				04-20-05			
				04-21-05			
				04-22-05			
	#13 PAID PARKING SUMMONS-SUNTRUST			04-25-05			
				04-26-05			
				04-27-05			

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

Zelanda Elliott *Tricia Veck Lead* *3/26/09*
 Signature Title Date

Barbara Knight 410-855-6037

MAY 11 ~~11~~ 2W9

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of Planning and Environmental Services		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

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		Retention Schedule No.	Item No.				
1	Bi-Weekly Time Cards (SHA-30.9-601-R) (yellow copy) Bi-Weekly Time Report (SAA-015)	1159	F1 F2	CY2004	1.5 boxes	2-2-09	shredded
2	Bi-Weekly Time Cards (SHA-30.9-601-R) (yellow copy) Bi-Weekly Time Report (SAA-015)	1159	F1 F2	CY2002	1.5 boxes	2-2-09	shredded
3	Bi-Weekly Time Cards (SHA-30.9-601-R) (yellow copy) Bi-Weekly Time Report (SAA-015)	1159	F1 F2	CY2003	1.5 boxes	2-2-09	shredded
4	Bi-Weekly Time Cards (SHA-30.9-601-R) (yellow copy) Bi-Weekly Time Report (SAA-015)	1159	F1 F2	CY2004	1.5 boxes	2-2-09	shredded
5	Bi-Weekly Time Cards (SHA-30.9-601-R) (yellow copy) Bi-Weekly Time Report (SAA-015)	1159	F1 F2	CY2005	1.5 boxes	2-2-09	shredded

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

Nancy J. Owens
Signature

Administrative Assistant
Title

4-9-09
Date

Barbara Knight 410-855-6037

MARYLAND AVIATION ADMINISTRATION
RECEIVED

APR 13 2009

ADMINISTRATIVE
SERVICES

MAY 11 ~~2009~~ 2009

MAY 11 2009

Payroll CY 02, 03, 04 - 1

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Accounting		
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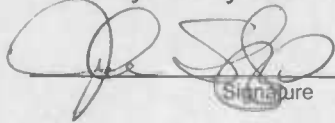
CERTIFICATE OF RECORDS DISPOSAL

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	Payroll Check Registers & Computer Printouts— 11/13/02 – 12/24/02—CY 02 12/25/02 – 02/04/03—CY 03	1159	14	CY 2002 & CY 2003	1	01/07/10	shredded
2	Payroll Check Registers & Computer Printouts— 02/05/03 – 04/29/03—CY 03	1159	14	CY 2002 & CY 2003	1	01/07/10	shredded
3	Payroll Check Registers & Computer Printouts— 04/30/03 – 07/08/03—CY 03	1159	14	CY 2003	1	01/07/10	shredded
4	Payroll Check Registers & Computer Printouts— 07/09/03 – 09/16/03—CY 03	1159	14	CY 2003	1	01/07/10	shredded
5	Payroll Check Registers & Computer Printouts— 09/17/03 – 11/25/03—CY 03	1159	14	CY 2003	1	01/07/10	shredded
6	Payroll Check Registers & Computer Printouts— 11/26/03 – 12/23/03—CY 03 12/24/03 – 02/03/04—CY 04	1159	14	CY 2003 & CY 2004	1	01/07/10	shredded
7	Payroll Check Registers & Computer Printouts— 02/04/04 – 04/27/04—CY 04	1159	14	CY 2004	1	01/07/10	shredded
8	Payroll Check Registers & Computer Printouts— 04/28/04 – 07/06/04—CY 04	1159	14	CY 2004	1	01/07/10	shredded
9	Payroll Check Registers & Computer Printouts— 07/07/04 – 09/28/04—CY 04	1159	14	CY 2004	1	01/07/10	shredded
10	Payroll Check Registers & Computer Printouts— 09/29/04 – 12/21/04—CY 04	1159	14	CY 2004	1	01/07/10	shredded

NOV 12 2010

Payroll CY02, 03, 04-1

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


Signature

Chief, Accounting Section 10/25/10
Title Date

NOV 12 2010

Maryland Port Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Office of Security		
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	Gate Permits	707-24B 3 yrs/destroy/#7	4	Gate Permits 12/2006	2 cubic Ft	1/13/10	Shred - Vangel
2	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/30/06 - 1/1/07	2 cubic Ft	1/13/10	Shred - Vangel
3	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
4	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
5	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/18/06 NLP, SLP	2 cubic Ft	1/13/10	Shred - Vangel
6	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
7	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/5 & 12/6/06	2 cubic Ft	1/13/10	Shred - Vangel
8	Gate Permits	3 yrs/destroy/#7		Gate Permits 11/30, 12/1 - 12/3/06 DMT	2 cubic Ft	1/13/10	Shred - Vangel
9	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/29/06	2 cubic Ft	1/13/10	Shred - Vangel
10	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/28/06, 1/2/07 SLP, NLP & DMT	2 cubic Ft	1/13/10	Shred - Vangel
11	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/19 - 12/22/06	2 cubic Ft	1/13/10	Shred - Vangel
12	Gate Permits	3 yrs/destroy/#7		Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
13	Gate Permits - NLP/SLP	3 yrs/destroy/#7		Screening Logs 2006	2 cubic Ft	1/13/10	Shred - Vangel

JAN 22 2010

Schedule # Item #
707-24B / 4

14	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/6/06	2 cubic Ft	1/13/10	Shred - Vangel
15	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/10 - 12/11/06	2 cubic Ft	1/13/10	Shred - Vangel
16	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/14, 12/15, 12/18/06	2 cubic Ft	1/13/10	Shred - Vangel
17	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
18	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
18	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/7/06	2 cubic Ft	1/13/10	Shred - Vangel
20	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/5, 12/6, 12/9/06	2 cubic Ft	1/13/10	Shred - Vangel
21	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/1, 12/4, 12/6/06	2 cubic Ft	1/13/10	Shred - Vangel
22	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/28/06	2 cubic Ft	1/13/10	Shred - Vangel
23	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/1, 12/3, 12/6/06 SLP, NLP	2 cubic Ft	1/13/10	Shred - Vangel
24	Gate Permits	3 yrs/destroy/#7	Screening Logs 1/07	2 cubic Ft	1/13/10	Shred - Vangel
25	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/8, 1/9/07 NLP, SLP	2 cubic Ft	1/13/10	Shred - Vangel
26	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/24, 1/24/07 NLP, SLP	2 cubic Ft	1/13/10	Shred - Vangel
27	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/7/07	2 cubic Ft	1/13/10	Shred - Vangel
28	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
29	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/19/07	2 cubic Ft	1/13/10	Shred - Vangel
30	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/31/07	2 cubic Ft	1/13/10	Shred - Vangel
31	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/07	2 cubic Ft	1/13/10	Shred - Vangel
32	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/31/07 NLP, SLP	2 cubic Ft	1/13/10	Shred - Vangel

1	1910	1000	1000	1000	1000
2	1911	1000	1000	1000	1000
3	1912	1000	1000	1000	1000

4	1913	1000	1000	1000	1000
5	1914	1000	1000	1000	1000
6	1915	1000	1000	1000	1000
7	1916	1000	1000	1000	1000
8	1917	1000	1000	1000	1000
9	1918	1000	1000	1000	1000
10	1919	1000	1000	1000	1000
11	1920	1000	1000	1000	1000
12	1921	1000	1000	1000	1000
13	1922	1000	1000	1000	1000
14	1923	1000	1000	1000	1000
15	1924	1000	1000	1000	1000
16	1925	1000	1000	1000	1000
17	1926	1000	1000	1000	1000
18	1927	1000	1000	1000	1000
19	1928	1000	1000	1000	1000
20	1929	1000	1000	1000	1000
21	1930	1000	1000	1000	1000
22	1931	1000	1000	1000	1000
23	1932	1000	1000	1000	1000
24	1933	1000	1000	1000	1000
25	1934	1000	1000	1000	1000
26	1935	1000	1000	1000	1000
27	1936	1000	1000	1000	1000
28	1937	1000	1000	1000	1000
29	1938	1000	1000	1000	1000
30	1939	1000	1000	1000	1000
31	1940	1000	1000	1000	1000
32	1941	1000	1000	1000	1000
33	1942	1000	1000	1000	1000
34	1943	1000	1000	1000	1000
35	1944	1000	1000	1000	1000
36	1945	1000	1000	1000	1000
37	1946	1000	1000	1000	1000
38	1947	1000	1000	1000	1000
39	1948	1000	1000	1000	1000
40	1949	1000	1000	1000	1000
41	1950	1000	1000	1000	1000
42	1951	1000	1000	1000	1000
43	1952	1000	1000	1000	1000
44	1953	1000	1000	1000	1000
45	1954	1000	1000	1000	1000
46	1955	1000	1000	1000	1000
47	1956	1000	1000	1000	1000
48	1957	1000	1000	1000	1000
49	1958	1000	1000	1000	1000
50	1959	1000	1000	1000	1000
51	1960	1000	1000	1000	1000
52	1961	1000	1000	1000	1000
53	1962	1000	1000	1000	1000
54	1963	1000	1000	1000	1000
55	1964	1000	1000	1000	1000
56	1965	1000	1000	1000	1000
57	1966	1000	1000	1000	1000
58	1967	1000	1000	1000	1000
59	1968	1000	1000	1000	1000
60	1969	1000	1000	1000	1000
61	1970	1000	1000	1000	1000
62	1971	1000	1000	1000	1000
63	1972	1000	1000	1000	1000
64	1973	1000	1000	1000	1000
65	1974	1000	1000	1000	1000
66	1975	1000	1000	1000	1000
67	1976	1000	1000	1000	1000
68	1977	1000	1000	1000	1000
69	1978	1000	1000	1000	1000
70	1979	1000	1000	1000	1000
71	1980	1000	1000	1000	1000
72	1981	1000	1000	1000	1000
73	1982	1000	1000	1000	1000
74	1983	1000	1000	1000	1000
75	1984	1000	1000	1000	1000
76	1985	1000	1000	1000	1000
77	1986	1000	1000	1000	1000
78	1987	1000	1000	1000	1000
79	1988	1000	1000	1000	1000
80	1989	1000	1000	1000	1000
81	1990	1000	1000	1000	1000
82	1991	1000	1000	1000	1000
83	1992	1000	1000	1000	1000
84	1993	1000	1000	1000	1000
85	1994	1000	1000	1000	1000
86	1995	1000	1000	1000	1000
87	1996	1000	1000	1000	1000
88	1997	1000	1000	1000	1000
89	1998	1000	1000	1000	1000
90	1999	1000	1000	1000	1000
91	2000	1000	1000	1000	1000
92	2001	1000	1000	1000	1000
93	2002	1000	1000	1000	1000
94	2003	1000	1000	1000	1000
95	2004	1000	1000	1000	1000
96	2005	1000	1000	1000	1000
97	2006	1000	1000	1000	1000
98	2007	1000	1000	1000	1000
99	2008	1000	1000	1000	1000
100	2009	1000	1000	1000	1000

JAN 22 2010

33	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/27, 12/28/06 SLP, NLP	2 cubic Ft	1/13/10	Shred - Vangel
34	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/4/07	2 cubic Ft	1/13/10	Shred - Vangel
35	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
36	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/7/06	2 cubic Ft	1/13/10	Shred - Vangel
37	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/24, 1/25/06 DMT	2 cubic Ft	1/13/10	Shred - Vangel
38	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
39	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/8/06	2 cubic Ft	1/13/10	Shred - Vangel
40	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/11/06	2 cubic Ft	1/13/10	Shred - Vangel
41	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
42	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
43	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/23/07 DMT	2 cubic Ft	1/13/10	Shred - Vangel
44	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/27, 1/28/07	2 cubic Ft	1/13/10	Shred - Vangel
45	Gate Permits	3 yrs/destroy/#7	Screening Logs 12/06	2 cubic Ft	1/13/10	Shred - Vangel
46	Gate Permits	3 yrs/destroy/#7	Gate Permits 11/28, 12/1, 12/2 - 12/4/06	2 cubic Ft	1/13/10	Shred - Vangel
47	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/06	2 cubic Ft	1/13/10	Shred - Vangel
48	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/7/07 SLP, NLP	2 cubic Ft	1/13/10	Shred - Vangel
49	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/5/07 SLP, NLP	2 cubic Ft	1/13/10	Shred - Vangel
50	Gate Permits	3 yrs/destroy/#7	Gate Permits 1/3/07	2 cubic Ft	1/13/10	Shred - Vangel
51	Gate Permits	3 yrs/destroy/#7	Gate Permits 12/1 - 12/3, 12/4/06	2 cubic Ft	1/13/10	Shred - Vangel

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

JAN. 22 2010

Jerrine Jones ^{Jerrine} ^{Sales}
Signature

Heimer, Vangel Paper Inc.
Title

1/15/2010
Date

DGS 550-2 (rev. 1/93)

Mina Wato
Office of Security

Security Info. Specialist 1/15/10

2010 01 15

JAN 22 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of the Attorney General		
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	PIA Request Koppen, Dan	1157	6	1999	.2	1/11/2010	Trash
2	PIA Request Kozlakowski, Louis	1157	6	1997	.2	1/11/2010	Trash
9	PIA Request Kyei, Seth	1157	6	2000	.2	1/11/2010	Shredded
9	PIA Request Lees, Joseph	1157	6	1999	.2	1/11/2010	Trash
9	PIA Request Manuelides, Timothy	1157	6	1999	.2	1/11/2010	Trash
9	PIA Request Meighan, Justin	1157	6	2000	.2	1/11/2010	Trash
7	PIA Request Melton, William	1157	6	1999	.2	1/11/2010	Shredded
8	PIA Request Mercer's Tree Experts	1157	6	1999	.2	1/11/2010	Trash
9	PIA Request Mills, Daryl	1157	6	1999	.2	1/11/2010	Shredded
10	PIA Request Moorehead, Douglas	1157	6	1995	.2	1/11/2010	Shredded
11	PIA Request Morrison, Samuel	1157	6	1997	.2	1/11/2010	Shredded
12	PIA Request Moses, Henry	1157	6	1998	.2	1/11/2010	Trash
13	PIA Request Mullen, Kevin	1157	6	1999	.2	1/11/2010	Trash
14	PIA Request Murphy, John	1157	6	2000	.2	1/11/2010	Trash
16	PIA Request Nesbit, Joe	1157	6	1997	.2	1/11/2010	Shredded
16	PIA Request Olivera, Joe	1157	6	2000	.2	1/11/2010	Trash
17	PIA Request Olofson, James	1157	6	1999	.2	1/11/2010	Trash
14	PIA Request Omotayo, Benson	1157	6	1995	.2	1/11/2010	Shredded
13	PIA Request Oplinger, Michael	1157	6	2000	.2	1/11/2010	Shredded
20	PIA Request Piazza, Samuel	1157	6	2000	.2	1/11/2010	Trashed

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

Brenda L Carter
Signature

Administrative Officer
Title

1/12/2010
Date

FEB 8 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of the Attorney General		
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.				
21	PIA Request Pleger, Patricia	1157	6	1996	.2	1/11/2010	Shredded
22	PIA Request Plott, Brett	1157	6	1998	.2	1/11/2010	Trash
23	PIA Request Rank, Matthew	1157	6	1998	.2	1/11/2010	Shredded
24	PIA Request Renshaw, Lisa	1157	6	2000	.2	1/11/2010	Trash
25	PIA Request Renshaw, Lisa	1157	6	2001	.2	1/11/2010	Trash
25	PIA Request Rigatuso, Philip	1157	6	1994	.2	1/11/2010	Trash
27	PIA Request Roache, Ruby	1157	6	2002	.2	1/11/2010	Shredded
28	PIA Request Robison, Barbara	1157	6	1999	.2	1/11/2010	Shredded
28	PIA Request Ruben, Steven	1157	6	1998	.2	1/11/2010	Shredded
30	PIA Request Rubin, Sheila	1157	6	2000	.2	1/11/2010	Shredded
34	PIA Request Rutherford, George	1157	6	1998	.2	1/11/2010	Trash
32	PIA Request Sanchez, Yolanda	1157	6	1998	.2	1/11/2010	Trash
39	PIA Request Satinskas, Henry	1157	6	1998	.2	1/11/2010	Shredded
34	PIA Request Schwartz, Stephen	1157	6	1996	.2	1/11/2010	Trash
35	PIA Request Scott, David	1157	6	1997	.2	1/11/2010	Trash
36	PIA Request Serle, Geoff	1157	6	1998	.2	1/11/2010	Trash
37	PIA Request Setzer, Daniel	1157	6	1996	.2	1/11/2010	Trash
34	PIA Request Skytech	1157	6	2001	.2	1/11/2010	Trash
39	PIA Request Smith, John	1157	6	1998	.2	1/11/2010	Shredded
40	PIA Request Smith, R. Michael	1157	6	1998	.2	1/11/2010	Trash

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

Brenda L Carter
Signature

Administrative Officer
Title

1/12/2010
Date

FEB 8 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of the Attorney General		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
41	PIA Request Stavisk, Jeff	1157	6	2000	.2	1/11/2010	Shredded
42	PIA Request Stentz, Joh	1157	6	1995	.2	1/11/2010	Shredded
49	PIA Request Stephenson, Frank	1157	6	2000	.2	1/11/2010	Trash
49	PIA Request Strovinsky, Caroline	1157	6	2000	.2	1/11/2010	Trash
46	PIA Request Taylor, Linda	1157	6	1998	.2	1/11/2010	Trash
46	PIA Request Theall, Cindy	1157	6	1999	.2	1/11/2010	Trash
47	PIA Request Thompson, Bobbi	1157	6	1998	.2	1/11/2010	Trash
48	PIA Request Thornton, Dupree	1157	6	1999	.2	1/11/2010	Trash
49	PIA Request Trevillian, William	1157	6	2000	.2	1/11/2010	Trash
50	PIA Request United Mine Workers of Amer	1157	6	1992	.2	1/11/2010	Trash
51	PIA Request Warren, Brenett	1157	6	1999	.2	1/11/2010	Trash
52	PIA Request Watson, John	1157	6	1998	.2	1/11/2010	Shredded
53	PIA Request Watts, Rick	1157	6	1998	.2	1/11/2010	Trash
54	PIA Request Weinstein, Ira	1157	6	2000	.2	1/11/2010	Trash
59	PIA Request Weitzul, Thomas	1157	6	1998	.2	1/11/2010	Trash
56	PIA Request White, John	1157	6	1999	.2	1/11/2010	Shredded
57	PIA Request Wickline, Dean	1157	6	1997	.2	1/11/2010	Trash
58	PIA Request Wilkison, Carol	1157	6	1999	.2	1/11/2010	Shredded
59	PIA Request Winegrad, Stephen	1157	6	2000	.2	1/11/2010	Shredded
60	PIA Request Yates, Paul	1157	6	1998	.2	1/11/2010	Shredded

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

Brenda L Carter
Signature

Administrative Officer
Title

1/12/2010
Date

FEB 8 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of the Attorney General		
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.				
61	PIA Request Yolles, Bryan	1157	6	1997	.2	1/11/2010	Trash
62	PIA Request Zalewski, Greg	1157	6	1996	.2	1/11/2010	Shredded
63	PIA Request Zalewski, Greg	1157	6	1997	.2	1/11/2010	Trash
64	PIA Request Zawitoski, JoAnne	1157	6	1999	.2	1/11/2010	Shredded
65	PIA Request Zwirn, Edward	1157	6	1998	.2	1/11/2010	Trash

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

Brunde L Carter
Signature

Administrative Officer
Title

1/12/2010
Date

MARYLAND UNITED ADMINISTRATION
RECEIVED

JAN 20 2010

ADMINISTRATIVE
SERVICES

FEB 18 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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	Emergency Payroll Advance from 1997 to 2005- from the Working Fund	1159	B 14	1-6-2010	.3	1-6-10	Shredded

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

_____ Laura Ensey _____ Accounts Payable Supervisor 1-6-10
 Signature Title Date

FEB 8 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

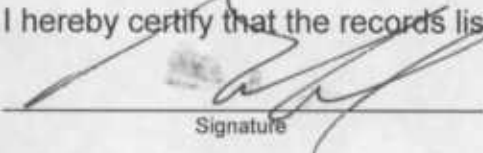
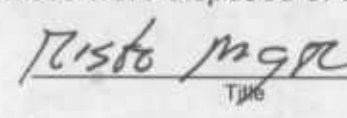

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	BWI INCIDENT Report SAA 041	1162	7	1-1-05 12-31-05	1	1/15/10	SHRED
	BWI INCIDENT Report SAA 041	1162	7	1-1-06 12-31-06	1	1/15/10	SHRED
	BWI INCIDENT Report SAA 041	1162	7	1-1-07 12-31-07	1	1-15-10	SHRED

MARYLAND AVIATION ADMINISTRATION
 RECEIVED

 JAN 20 2010

 ADMINISTRATIVE
 SERVICES

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

1	1/2	1/2	1/2
1	1/2	1/2	1/2
1	1/2	1/2	1/2

FEB 8 2010

Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left
Reporting Agency		
Division of Financial Planning & Analsys		
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	Tipton Airport Analysis	1159	I-4	1990	1.0	1-7-10	Recycled
2	CWS	1159	I-1	1980 – 1990	1.0	1-7-10	Recycled
3	Rate Negotiations 1990's	1159	I-1	1990	1.0	1-7-10	Recycled
4	Parking Usage Analysis	1159	I-4	1990	1.0	1-7-10	Recycled
5	Federal Rate Policy	1159	I-1	1990	1.0	1-7-10	Recycled
6	Airline MII	1159	I-1	1990 – 1993	1.0	1-7-10	Recycled
7	MFR Plan 2004	1159	I-3	n/a	1.0	1-7-10	Recycled
8	Strategic Plan Development	1159	I-3	n/a	1.0	1-7-10	Recycled
9	Lockheed Due Diligence	1159	I-3	n/a	1.0	1-7-10	Recycled
10	Privatization Study 1996	1159	I-2	1996	1.0	1-7-10	Recycled
11	Revenue Forecasts	1159	I-2	1996	1.0	1-7-10	Recycled
12	Howard County Shuttle IFB	1159	I-4	n/a	1.0	1-7-10	Recycled
13	Airfield Improvement Plan	1159	I-1	1988 – 1991	1.0	1-7-10	Recycled
14	Airfield Acct	1159	I-4	1987 – 1990	1.0	1-7-10	Recycled
15	Surveys	1159	I-3	1997 – 1998	1.0	1-7-10	Recycled
16	Airport Affairs	1159	I-1	1995	1.0	1-7-10	Recycled
17	FY 02 Airfield Reconciliation	1159	I-1	2002	1.0	1-7-10	Recycled
18	Rental Car Revenue	1159	I-2	2000	1.0	1-7-10	Recycled
19							
20							

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



Signature

Sr Mgr FP&A

Title

01-11-10

Date

FEB 8 2010

FEB 8 ■ 2016

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Office of Marketing & Air Serv. Dev.		
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	Copies of FMIS requisitions, purchase orders and invoices	1159	B 9	7-1-06 to 6-30-07	1	1-29-10	Shredded

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

Elizabeth "Betty" C. Templeton
Signature

Administrative Assistant III
Title

1-29-10
Date

FEB 8 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Former Communications Center		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Yellow copies of time sheets	1157	A	11-8-05 to 12-5-06	.5	2-2-10	shredded
2	Employee report of hours worked on a daily basis	1157	A		.5	2-2-10	shredded

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

Elizabeth "Betty" C. Templeton
Elizabeth "Betty" C. Templeton
 Name

Administrative Assistant III
 Title

2-2-10
 Date

FEB 8 2011
FEB 8 2011

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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	Essential Emp Acknow.	1198	6	2004-2006 2005	1/64	2-1-10	Shred + Recycle
2	Personnel Files	1198	11	2006 + 2007	1/32	2-2-10	"
3	Interview Packet	1198		Aug-Dec 2005	1/16	2-3-10	"

Received 2/23/10
 Forwarded 2/23/10
 J. H. [Signature]

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

Cindy Diem Adm. Asst. III 2-18-10
 Signature Title Date

Handwritten text on a small rectangular label, possibly a name or identifier, oriented diagonally.

FEB 25 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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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	PIA Request Adams, Dennis	1157	6	1996	.2	2/25/2010	Trash
2	PIA Request Alamleh, Mahmoud	1157	6	2002	.2	2/25/1020	Shredded
3	PIA Request Ancel, James	1157	6	1994	.2	2/25/2010	Trash
4	PIA Request APCOAi	1157	6	1996	.5	2/25/2010	Trash & Shredded
6	PIA Request Aquino, Nick	1157	6	1996	.2	2/25/2010	Trash
5	PIA Request The Baltimore Sun	1157	6	1993	.2	2/25/2010	Shredded
7	PIA Request Betz, Frederick	1157	6	2000	.2	2/25/2010	Trash
8	PIA Request Bogess, Charles	1157	6	1998	.2	2/25/2010	Trash
9	PIA Request Boozer, Vernon	1157	6	1995	.2	2/25/2010	Shredded
10	PIA Request Borgerding, Jr. Francis	1157	6	1998	.2	2/25/2010	Trash
11	PIA Request Brown, Julie	1157	6	2001	.2	2/25/2010	Shredded
12	PIA Request Cain, William D.	1157	6	1996	.2	2/25/2010	Shredded
13	PIA Request Caldwalder, Bob	1157	6	1997	.2	2/25/2010	Trash
14	PIA Request Callaway, James A.	1157	6	1997	.2	2/25/2010	Trash
10	PIA Request Carder, Samuel	1157	6	1997	.2	2/25/2010	Shredded
10	PIA Request Chaudhury, Mitra	1157	6	1994	.2	2/25/2010	Trash
17	PIA Request Chornodolsky, Andrij W.	1157	6	1994	.2	2/25/2010	Shredded
19	PIA Request Civis, Lola	1157	6	1998	.2	2/25/2010	Trash
19	PIA Request Clark, Rick	1157	6	1996	.2	2/25/2010	Trash
20	PIA Request Davis, Fannie	1157	6	2001	.2	2/25/2010	Shredded

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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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.				
21	PIA Request Davis, Ryan (Balt Sun)	1157	6	2000	.2	2/25/2010	Trash and Shredded
22	PIA Request Dehart, Mary	1157	6	2000	.2	2/25/1020	Trash
23	PIA Request Dent, Deborah	1157	6	1999	.2	2/25/2010	Shredded
24	PIA Request Deutsch, Daniel J.	1157	6	1998	.5	2/25/2010	Trash
26	PIA Request Falls, Deral T.	1157	6	2000	.2	2/25/2010	Trash
26	PIA Request Fitch, Bryan A.	1157	6	2000	.2	2/25/2010	Trash
27	PIA Request Foster, John	1157	6	2000	.2	2/25/2010	Trash
28	PIA Request Ginsburg, Stanley M.	1157	6	2001	.2	2/25/2010	Shredded
29	PIA Request Grief, Kamala D.	1157	6	1998	.2	2/25/2010	Trash
30	PIA Request Hansen, Steve	1157	6	1999	.2	2/25/2010	Trash
31	PIA Request Happe, Joseph	1157	6	2000	.2	2/25/2010	Trash
32	PIA Request Hardin, John	1157	6	1999	.2	2/25/2010	Trash
33	PIA Request Heffernan, Chris	1157	6	1997	.2	2/25/2010	Trash
33	PIA Request Heffernan, Chris	1157	6	2000	.2	2/25/2010	Trash and Shredded
35	PIA Request Hitchcock, Claude	1157	6	1999	.2	2/25/2010	Trash
36	PIA Request Humphreys, Virginia	1157	6	1999	.2	2/25/2010	Trash
37	PIA Request Hurley, Jack	1157	6	2001	.2	2/25/2010	Trash
38	PIA Request Iny, Eddie	1157	6	2000	.2	2/25/2010	Trash
39	PIA Request Jackson, Kelvin A.	1157	6	2000	.2	2/25/2010	Trash
40	PIA Request Jeff, Gloria	1157	6	2000	.2	2/25/2010	Shredded

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Brenda Carter
Signature

Administrative Officer
Title

2/24/10
Date

MAR 26 2010

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CERTIFICATE OF RECORDS DISPOSAL

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		Retention Schedule No.	Item No.				
41	PIA Request Jolivet, Arnold	1157	6	1999	.2	2/25/2010	Shredded
42	PIA Request Jordan, Dawn	1157	6	2000	.2	2/25/1020	Trash
43	PIA Request Katz, Robert	1157	6	1999	.2	2/25/2010	Trash
44	PIA Request Kiernan, Michael	1157	6	1999	.5	2/25/2010	Trash
45	PIA Request Klemmer, Jill M.	1157	6	1997	.2	2/25/2010	Trash
46	PIA Request Straub, David	1157	6	1999	.2	2/25/2010	Trash
47	PIA Request Sullivan, Dwight H.	1157	6	2000	.2	2/25/2010	Trash
48	PIA Request Sunderland, Gerard P.	1157	6	1998	.2	2/25/2010	Trash
49	PIA Request Walter, Elizabeth	1157	6	2000	.2	2/25/2010	Shredded
50	PIA Request Travis, Robin	1157	6	1997	.2	2/25/2010	Trash
51	PIA Request Super Shuttle (Moblely, L.)	1157	6	1998	.2	2/25/2010	Shredded
52	PIA Request (Schneider, H) The Washington Post	1157	6	1998	.2	2/25/2010	Shredded
53	PIA Request (Marquardt, T.) The Capital-Gazette	1157	6	1992	.2	2/25/2010	Shredded
54	PIA Request Watt, R. (Kibler)	1157	6	2000	.2	2/25/2010	Trash and Shredded
55	PIA Request Lakin, Steven	1157	6	1997	.2	2/25/2010	Trash
56	PIA Request Perkins, David	1157	6	2000	.2	2/25/2010	Trash
57	PIA Request Pratka, Frank H.	1157	6	1999	.2	2/25/2010	Trash
58	PIA Request Pravis, Thomas	1157	6	1999	.2	2/25/2010	Shredded
59	PIA Request Rosso, Edelstin P.	1157	6	2000	.2	2/25/2010	Shredded
60	PIA Request Rozenberg, Claudia F.	1157	6	2001	.2	2/25/2010	Trash

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

IMAR 26 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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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.				
61	PIA Request Ryan, Leo	1157	6	2001	.2	2/25/2010	Shredded
62	PIA Request Samluck, Richard	1157	6	2001	.2	2/25/1020	Trash
63	PIA Request Savage, Beverly	1157	6	2003	.2	2/25/2010	Trash
64	PIA Request Savage, Beverly	1157	6	2004	.5	2/25/2010	Trash
65	PIA Request Savage, Beverly	1157	6	2001	.2	2/25/2010	Trash
66	PIA Request Sawyer, Seth	1157	6	2002	.2	2/25/2010	Trash
67	PIA Request Sawyer, Seth	1157	6	2001	.2	2/25/2010	Trash
68	PIA Request Schmidt, Joseph A.	1157	6	2003	.2	2/25/2010	Shredded
68	PIA Request Scissum, Jeanette A.	1157	6	2003	.2	2/25/2010	Shredded
70	PIA Request Scott, Robert T.	1157	6	2001	.2	2/25/2010	Shredded
71	PIA Request Scott, Robert T.	1157	6	2001	.2	2/25/2010	Shredded
72	PIA Request Shapiro, Bruce	1157	6	2004	.2	2/25/2010	Trash
73	PIA Request Shoemaker, Gary	1157	6	2001	.2	2/25/2010	Shredded
74	PIA Request Showalter, Ryan D.	1157	6	2003	.2	2/25/2010	Trash
75	PIA Request Smathers, John E.	1157	6	2001	.2	2/25/2010	Shredded
76	PIA Request Smith, Stephen	1157	6	2001	.2	2/25/2010	Trash
77	PIA Request Solfield, Tracy N.	1157	6	2002	.2	2/25/2010	Shredded
79	PIA Request Soltero, Carlos E.	1157	6	2004	.2	2/25/2010	Trash & Shredded
79	PIA Request Stadfeld, Max S.	1157	6	2001	.2	2/25/2010	Trash
80	PIA Request Steele, Charles	1157	6	2004	.2	2/25/2010	Shredded

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

Shonda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

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		Retention Schedule No.	Item No.				
81	PIA Request Stewart, Linda	1157	6	2003	.2	2/25/2010	Shredded
92	PIA Request Stover, Bradley	1157	6	2002	.2	2/25/1020	Trash
99	PIA Request Talley, Maurice	1157	6	2004	.2	2/25/2010	Shredded
84	PIA Request Tavakoli-nouri, K.	1157	6	2002	.5	2/25/2010	Shredded
86	PIA Request Tavani, Anne	1157	6	2003	.2	2/25/2010	Shredded
86	PIA Request Taylor, Sanquetta	1157	6	2002	.2	2/25/2010	Shredded
97	PIA Request Torres, Russ	1157	6	2003	.2	2/25/2010	Trash
88	PIA Request Trent, Bradley D.	1157	6	2001	.2	2/25/2010	Trash
99	PIA Request Valderrama, Rick	1157	6	2003	.2	2/25/2010	Trash
90	PIA Request Valenzia, Joseph	1157	6	2001	.2	2/25/2010	Trash
97	PIA Request Vogt, Edward	1157	6	2001	.2	2/25/2010	Shredded
92	PIA Request Wallace, Terry	1157	6	2002	.2	2/25/2010	Shredded
93	PIA Request Wareheim, C. William	1157	6	2003	.2	2/25/2010	Shredded
99	PIA Request Weiner, Nick	1157	6	2001	.2	2/25/2010	Trash
99	PIA Request Weiner, Nicolas	1157	6	2002	.2	2/25/2010	Shredded
86	PIA Request Weiner, Nicholas	1157	6	2004	.2	2/25/2010	Shredded
97	PIA Request Weiner, Nick	1157	6	2001	.2	2/25/2010	Trash
98	PIA Request Weiner, Nicholas	1157	6	2002	.2	2/25/2010	Shredded
99	PIA Request Weltman, Bernard	1157	6	2001	.2	2/25/2010	Shredded
100	PIA Request Wendell, David W.	1157	6	2002	.2	2/25/2010	Trash

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

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		Retention Schedule No.	Item No.				
101	PIA Request Wendell, David W.	1157	6	2002	.2	2/25/2010	Trash
102	PIA Request Westphal, Christine	1157	6	2001	.2	2/25/1020	Trash
103	PIA Request Wigington, Robert	1157	6	2001	.2	2/25/2010	Trash & Shredded
104	PIA Request Witherspoon, Robert	1157	6	2002	.5	2/25/2010	Trash
105	PIA Request Wolin, Robert	1157	6	2004	.2	2/25/2010	Trash
106	PIA Request Wong, Rhonda	1157	6	2004	.2	2/25/2010	Trash & Shredded
107	PIA Request Wurz, Charles	1157	6	2002	.2	2/25/2010	Shredded
108	PIA Request Yankee, Tod	1157	6	2002	.2	2/25/2010	Trash
103	PIA Request Yankee, Tod	1157	6	2002	.2	2/25/2010	Trash
110	PIA Request Maltby, Erik	1157	6	2004	.2	2/25/2010	Trash
111	PIA Request Marquardt, Tom	1157	6	2004	.2	2/25/2010	Trash
112	PIA Request Martindale, Russell L.	1157	6	2002	.2	2/25/2010	Trash
113	PIA Request Mathey,, Barbara	1157	6	2001	.2	2/25/2010	Trash
114	PIA Request Mayta, Holger	1157	6	2004	.2	2/25/2010	Shredded
115	PIA Request Metro Flooring, Inc.	1157	6	2003	.2	2/25/2010	Trash
116	PIA Request Miller, Jayne WBAL-TV	1157	6	2004	.2	2/25/2010	Trash & Shredded
117	PIA Request Miller, Stella M.	1157	6	2003	.2	2/25/2010	Trash
118	PIA Request Millinowisch, Debra	1157	6	2002	.2	2/25/2010	Shredded
119	PIA Request Mukhopadhyay, Chirantan	1157	6	2003	.2	2/25/2010	Shredded
120	PIA Request Mullen, Kevin R.	1157	6	2001	.2	2/25/2010	Trash

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

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		Retention Schedule No.	Item No.				
121	PIA Request Nobile, David K.	1157	6	2002	.2	2/25/2010	Trash
122	PIA Request O'Brien, E.R.	1157	6	2001	.2	2/25/1020	Trash
123	PIA Request O'Brien, Jason	1157	6	2004	.2	2/25/2010	Trash
124	PIA Request Oglesby,, Martin	1157	6	2002	.5	2/25/2010	Trash
126	PIA Request O'Shea, Christopher	1157	6	2004	.2	2/25/2010	Trash & Shredded
126	PIA Request Parkhill, Wayne	1157	6	2003	.2	2/25/2010	Trash
127	PIA Request Peroutka, Raymond J.	1157	6	2003	.2	2/25/2010	Shredded
128	PIA Request Perrine, Becky	1157	6	2003	.2	2/25/2010	Shredded
129	PIA Request Petit, Jr., James B.	1157	6	2002	.2	2/25/2010	Trash
130	PIA Request Potashnick, Daniel M.	1157	6	2003	.2	2/25/2010	Trash
131	PIA Request Powell, Edith B.	1157	6	2001	.2	2/25/2010	Shredded
132	PIA Request Puskar, Daryl	1157	6	2000	.2	2/25/2010	Trash
139	PIA Request Raschke, Paul D.	1157	6	2003	.2	2/25/2010	Shredded
134	PIA Request Reef, Lindy S.	1157	6	2002	.2	2/25/2010	Trash
136	PIA Request Reef, Lindy S.	1157	6	2002	.2	2/25/2010	Shredded
136	PIA Request Reimuller, Douglas	1157	6	2001	.2	2/25/2010	Trash
137	PIA Request Renshaw, Lisa	1157	6	2000	.2	2/25/2010	Trash & Shredded
139	PIA Request Renshaw, Lisa	1157	6	2001	.2	2/25/2010	Trash
139	PIA Request Renshaw, Lisa	1157	6	2001	.2	2/25/2010	Trash
140	PIA Request Rhett, Louis A.	1157	6	2004	.2	2/25/2010	Trash

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

Penda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 .J

MAR 26 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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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.				
141	PIA Request Rill, Douglas	1157	6	2002	.2	2/25/2010	Trash
142	PIA Request Rivera, Ivan	1157	6	2002	.2	2/25/1020	Trash
143	PIA Request Roberts, Bruce	1157	6	2003	.2	2/25/2010	Shredded
144	PIA Request Robinson, Jr., Bishop	1157	6	2003	.5	2/25/2010	Shredded
146	PIA Request Hall, Jr., David O.	1157	6	2004	.2	2/25/2010	Trash
146	PIA Request State Farm Insurance	1157	6	2001	.2	2/25/2010	Shredded
147	PIA Request Handschumacher, James	1157	6	2001	.2	2/25/2010	Shredded
148	PIA Request Hawkins, Sharon D.	1157	6	2003	.2	2/25/2010	Shredded
149	PIA Request Haynie, Kennard	1157	6	2003	.2	2/25/2010	Trash
150	PIA Request Haynes, Brian	1157	6	2003	.2	2/25/2010	Trash
151	PIA Request Hill,, Mark	1157	6	2004	.2	2/25/2010	Trash
152	PIA Request Hines, Darryl	1157	6	2002	.2	2/25/2010	Shredded
153	PIA Request Hisley, Ed	1157	6	2003	.2	2/25/2010	Trash
150	PIA Request Howie, Lisa	1157	6	2001	.2	2/25/2010	Shredded
155	PIA Request Hughes, Janet	1157	6	2002	.2	2/25/2010	Shredded
150	PIA Request Humphries, Virginia	1157	6	2003	.2	2/25/2010	Trash & Shredded
157	PIA Request Humphreys, Virginia D.	1157	6	2003	.2	2/25/2010	Trash
159	PIA Request Imber, Michael G.	1157	6	2003	.2	2/25/2010	Shredded
159	PIA Request Jablon, Brian S.	1157	6	2001	.2	2/25/2010	Trash
150	PIA Request Javad, Ali	1157	6	2002	.2	2/25/2010	Trash

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

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		Retention Schedule No.	Item No.				
161	PIA Request Johnson, Mark A.	1157	6	2001	.2	2/25/2010	Trash
162	PIA Request Kaiser, Thomas A.	1157	6	2004	.2	2/25/1020	Trash
163	PIA Request Kennedy, Emmitt T.	1157	6	2002	.2	2/25/2010	Trash
164	PIA Request Kennett, Glenn	1157	6	2002	.5	2/25/2010	Trash
165	PIA Request Kil, Stephen	1157	6	2004	.2	2/25/2010	Trash
166	PIA Request Kramer, Anne	1157	6	2002	.2	2/25/2010	Trash
167	PIA Request Krupla, Dale T.	1157	6	2002	.2	2/25/2010	Trash
168	PIA Request Krupla, Dale	1157	6	2003	.2	2/25/2010	Trash
169	PIA Request Lacovara, Vincent	1157	6	2002	.2	2/25/2010	Shredded
170	PIA Request Landsman, Jerry	1157	6	2003	.2	2/25/2010	Trash
171	PIA Request Lassiter, Rita	1157	6	2003	.2	2/25/2010	Shredded
172	PIA Request Lawrence, Linda K.	1157	6	2003	.2	2/25/2010	Trash
173	PIA Request Lewis, Patricia	1157	6	2003	.2	2/25/2010	Shredded
174	PIA Request Lucas, Cherie N.	1157	6	2002	.2	2/25/2010	Trash
175	PIA Request Lucas, Julie	1157	6	2002	.2	2/25/2010	Shredded
176	PIA Request Lucas, Mark	1157	6	2002	.2	2/25/2010	Trash
177	PIA Request Lucchesi, Stephen	1157	6	2003	.2	2/25/2010	Trash
178	PIA Request Luis, Natalia	1157	6	2003	.2	2/25/2010	Trash
179	PIA Request Lulie, Jr., Jerald	1157	6	2002	.2	2/25/2010	Shredded
180	PIA Request McCormick, Jamie	1157	6	2002	.2	2/25/2010	Shredded

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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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.				
181	PIA Request McHugh, Ronan J.	1157	6	2001	.2	2/25/2010	Shredded
182	PIA Request Malo, Anna	1157	6	2002	.2	2/25/1020	Shredded
183	PIA Request Edwards, Jr., James E.	1157	6	2001	.2	2/25/2010	Trash
184	PIA Request Ellison, Keith	1157	6	2001	.5	2/25/2010	Trash
185	PIA Request Esfarjani,, Saeid	1157	6	2001	.2	2/25/2010	Trash
189	PIA Request Esfarjani, ,Saeid	1157	6	2002	.2	2/25/2010	Trash
197	PIA Request Esfarjani, Saeid	1157	6	2002	.2	2/25/2010	Trash
188	PIA Request Evans, Kenzel	1157	6	2002	.2	2/25/2010	Trash
189	PIA Request Falls, Deral T.	1157	6	2003	.2	2/25/2010	Trash
190	PIA Request Farruggia, Donald J.	1157	6	2001	.2	2/25/2010	Trash & Shredded
191	PIA Request FedEx	1157	6	2001	.2	2/25/2010	Shredded
192	PIA Request Fields, Lawrence	1157	6	2004	.2	2/25/2010	Shredded
193	PIA Request Flynn, Barbara	1157	6	2001	.2	2/25/2010	Shredded
194	PIA Request Foriska, Kristin	1157	6	2002	.2	2/25/2010	Trash
196	PIA Request Foster, John K.	1157	6	2001	.2	2/25/2010	Trash
196	PIA Request Foster, John K.	1157	6	2003	.2	2/25/2010	Trash
197	PIA Request Foster, John K.	1157	6	2003	.2	2/25/2010	Trash
199	PIA Request Foster, John K.	1157	6	2004	.2	2/25/2010	Trash
199	PIA Request Foster, John K.	1157	6	2004	.2	2/25/2010	Trash
200	PIA Request Freburger, Charles	1157	6	2001	.2	2/25/2010	Shredded

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

Brenda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

MAD 12 J

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201	PIA Request Gibbs, Yvonne	1157	6	2001	.2	2/25/2010	Trash
202	PIA Request Giglio, Amanda J.	1157	6	2002	.2	2/25/1020	Trash
203	PIA Request Gillespie, Craig C.	1157	6	2002	.2	2/25/2010	Shredded
204	PIA Request Guerin, Irene M.	1157	6	2001	.5	2/25/2010	Shredded
206	PIA Request Globe Ground	1157	6	2002	.2	2/25/2010	Trash
206	PIA Request Glock, Robert	1157	6	2001	.2	2/25/2010	Trash
207	PIA Request Goetsch, Scott D.	1157	6	2001	.2	2/25/2010	Shredded
208	PIA Request Gordon, Toby	1157	6	2001	.2	2/25/2010	Trash
209	PIA Request Graham, Sheryl L.	1157	6	2002	.2	2/25/2010	Trash
216	PIA Request Graham, Vernon C.	1157	6	2003	.2	2/25/2010	Shredded
211	PIA Request Grason, Sr., Hillen C.	1157	6	2001	.2	2/25/2010	Trash
212	PIA Request Greenberg, Henry I.	1157	6	2003	.2	2/25/2010	Shredded
213	PIA Request Grenade, at Pier B	1157	6	2001	.2	2/25/2010	Shredded
214	PIA Request Hackman, Robert E.	1157	6	2003	.2	2/25/2010	Trash
215	PIA Request Haile, Alan	1157	6	2001	.2	2/25/2010	Trash & Shredded
216	PIA Request Haile, Alan	1157	6	2002	.2	2/25/2010	Trash
217	PIA Request Alexander, Lynn	1157	6	2004	.2	2/25/2010	Shredded
218	PIA Request Arunas, Anthony	1157	6	2006	.2	2/25/2010	Shredded
218	PIA Request Balser, Morris E.	1157	6	2005	.2	2/25/2010	Shredded
220	PIA Request Bassett, Terry	1157	6	2005	.2	2/25/2010	Shredded

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Shunda Carter
Signature

Administrative Officer
Title

2/26/10
Date

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		Retention Schedule No.	Item No.				
221	PIA Request Bell, Melinda	1157	6	2004	.2	2/25/2010	Shredded
222	PIA Request Bentele, Douglas	1157	6	2004	.2	2/25/1020	Trash & Shredded
229	PIA Request Blunck, Matthew	1157	6	2005	.2	2/25/2010	Trashed
221	PIA Request Brockmeyer, R. Roland	1157	6	2005	.5	2/25/2010	Shredded
229	PIA Request Broodwater, William	1157	6	2005	.2	2/25/2010	Trash & Shredded
229	PIA Request Campion, Robert	1157	6	2003	.2	2/25/2010	Trash & Shredded
221	PIA Request Carson, Brian	1157	6	2005	.2	2/25/2010	Trash
228	PIA Request Casey, Scott	1157	6	2005	.2	2/25/2010	Shredded
229	PIA Request Cassotis, Christina	1157	6	2005	.2	2/25/2010	Trash
230	PIA Request Clark, Kim	1157	6	2005	.2	2/25/2010	Shredded
231	PIA Request Collins, David WBAL TV	1157	6	2003	.2	2/25/2010	Shredded
232	PIA Request Collins, Francis	1157	6	2005	.2	2/25/2010	Shredded
233	PIA Request Cook, C. Wayne	1157	6	2005	.2	2/25/2010	Shredded
234	PIA Request Crawford, Cheryl	1157	6	2004	.2	2/25/2010	Shredded
235	PIA Request Dalton, George	1157	6	2005	.2	2/25/2010	Shredded
236	PIA Request DePaolis, Peter C.	1157	6	2005	.2	2/25/2010	Trash & Shredded
237	PIA Request East, Diane	1157	6	2004	.2	2/25/2010	Trash & Shredded
238	PIA Request Enterprise Electric	1157	6	2005	.2	2/25/2010	Trash
234	PIA Request Feldman, Michael	1157	6	2005	.2	2/25/2010	Shredded
240	PIA Request Finklestein, Charles	1157	6	2004	.2	2/25/2010	Shredded

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		Retention Schedule No.	Item No.				
241	PIA Request Fisher, Ilona M.	1157	6	2006	.2	2/25/2010	Shredded
242	PIA Request Fulton, Melissa	1157	6	2006	.2	2/25/1020	Trash
243	PIA Request Gardner, Wendell	1157	6	2005	.5	2/25/2010	Shredded
244	PIA Request Garland, Greg Baltimore Sun	1157	6	2006	.5	2/25/2010	Trash
245	PIA Request Goff, Nigel	1157	6	2004	.2	2/25/2010	Shredded
245	PIA Request Griffin, Carolyn	1157	6	2006	.2	2/25/2010	Trash
247	PIA Request Groover, Claramargaret	1157	6	2006	.2	2/25/2010	Trash
248	PIA Request Harrison, Adam	1157	6	2005	.2	2/25/2010	Trash
243	PIA Request Harrison, Susan	1157	6	2005	.2	2/25/2010	Shredded
250	PIA Request Hecht, Donald D.	1157	6	2004	.2	2/25/2010	Trash
251	PIA Request Hill, Dean B.	1157	6	2005	.2	2/25/2010	Trash
252	PIA Request Jack, Michael	1157	6	2004	.2	2/25/2010	Trash & Shredded
253	PIA Request Johnson, Robert	1157	6	2005	.2	2/25/2010	Shredded
250	PIA Request Jackson, Governor	1157	6	2006	.2	2/25/2010	Shredded
255	PIA Request Jones, Karen L.	1157	6	2006	.2	2/25/2010	Shredded
255	PIA Request Kerr, Bruce D.	1157	6	2005	.2	2/25/2010	Trash
257	PIA Request Kilroy, Ron	1157	6	2005	.2	2/25/2010	Trash & Shredded
258	PIA Request Kruger, Karen	1157	6	2004	.2	2/25/2010	Shredded
256	PIA Request Langer, Brenda	1157	6	2004	.2	2/25/2010	Shredded
260	PIA Request Laria, Iris	1157	6	2005	.2	2/25/2010	Trash

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Brenda Carter
Signature

Administrative Officer
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Date

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		Retention Schedule No.	Item No.				
261	PIA Request Lechowicz, Mark	1157	6	2006	.2	2/25/2010	Trash
262	PIA Request Lee, Jim	1157	6	2006	.2	2/25/1020	Trash
269	PIA Request Leonard, Meghan C.	1157	6	2006	.2	2/25/2010	Trash
264	PIA Request Lewis, Jacquannette	1157	6	2006	.5	2/25/2010	Trash
269	PIA Request Liebfeld, Daniel	1157	6	2006	.2	2/25/2010	Shredded
269	PIA Request Mericas, Dean E.	1157	6	2005	.2	2/25/2010	Trash & Shredded
267	PIA Request Nelson, Jeffrey	1157	6	2005	.2	2/25/2010	Trash & Shredded
268	PIA Request Motorola	1157	6	2005	.2	2/25/2010	Trash
269	PIA Request Owens, Brian M.	1157	6	2006	.2	2/25/2010	Shredded
270	PIA Request Pahnke, Jeremy	1157	6	2006	.2	2/25/2010	Trash
271	PIA Request Petersen, Blaine	1157	6	2004	.2	2/25/2010	Shredded
272	PIA Request Pham, T. Christine	1157	6	2006	.2	2/25/2010	Trash & Shredded
273	PIA Request Palxen, Bruce M.	1157	6	2005	.2	2/25/2010	Shredded
274	PIA Request Poltorak, David	1157	6	2004	.2	2/25/2010	Trash
279	PIA Request Ream, Amanda UniteHere	1157	6	2005	.2	2/25/2010	Shredded
279	PIA Request Robbins, Eli	1157	6	2005	.2	2/25/2010	Trash
277	PIA Request Rude, Jim	1157	6	2005	.2	2/25/2010	Trash
278	PIA Request Ryan, Kiim	1157	6	2005	.2	2/25/2010	Trash
279	PIA Request Shaw, Mark	1157	6	2004	.2	2/25/2010	Trash
280	PIA Request Schuler, Todd	1157	6	2005	.2	2/25/2010	Trash

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

Founda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 2010

Maryland Aviation Administration	Department of General Services	Prepare in duplicate
Reporting Agency	Records Management Division	Retain one (1) copy and forward original to address at left via MAA Administrative Services Section
Office of the Attorney General	7275 Waterloo Road (Rte. 175) P.O. Box 275	
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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.				
281	PIA Request Shiffman & Ricci	1157	6	2004	.2	2/25/2010	Shredded
282	PIA Request Snow, Timothy	1157	6	2004	.2	2/25/1020	Trash
289	PIA Request Speciale, Raymond	1157	6	2004	.2	2/25/2010	Trash
289	PIA Request Thering, Thomas	1157	6	2005	.5	2/25/2010	Shredded
286	PIA Request Wellens, Eric	1157	6	2005	.2	2/25/2010	Shredded
286	PIA Request Wellington, Graham P.	1157	6	2005	.2	2/25/2010	Trash
287	PIA Request Wong, Rhonda	1157	6	2006	.2	2/25/2010	Trash
288	PIA Request Wooton, Roy	1157	6	2005	.2	2/25/2010	Trash
289	PIA Request Xintas, Marcia M.	1157	6	2005	.2	2/25/2010	Shredded
289	PIA Request Jethwa, Jay A.	1157	6	2003	.2	2/25/2010	Trash
291	PIA Request Martin, Joe P.	1157	6	2003	.2	2/25/2010	Trash & Shredded

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

Prunda Carter
Signature

Administrative Officer
Title

2/26/10
Date

MAR 26 1910


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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	CPC Back Up Detail & Allocations—FY 2003 July - December 2002	1159	B9	FY 2203	1	01/07/10	trashed
2	CPC Back Up Detail & Allocations—FY 2003 January - June 2003	1159	B9	FY 2203	1	01/07/10	trashed

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


 Signature: Chris, Accounting Section 10/25/10 Date

NOV 12 2010

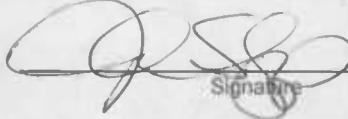
CPC - FY 2006

Maryland Aviation Administration	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 via MAA Administrative Services Section
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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	CPC Back Up Detail & Allocations—FY 2006 July – October 2005	1159	B9	FY 2006	1	01/07/10	trashed

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


 Signature: J. S. Chief, Accounting Section
 Title: Accounting Section
 Date: 10/25/10

NOV 12 2010

NOV 12 2010

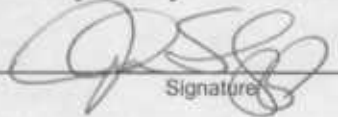
CY04 + CY02 - Bi-Weekly Time Reports

Maryland Aviation Administration	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 via MAA Administrative Services Section
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		Retention Schedule No.	Item No.				
1	Bi-Weekly Time Reports— 12/24/03 – 12/21/04 Pay 1 thru 26	1157	A	CY 04	1	01/07/10	shredded
1	Bi-Weekly Time Reports— 12/12/01 – 12/24/02 Pay 1 thru 27	1157	A	CY 02	1	01/07/10	shredded

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


Chief, Accounting Section
10/25/10
 Signature Title Date

NOV 12 2010


15-2

Maryland Aviation Administration	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 via MAA Administrative Services Section
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		Retention Schedule No.	Item No.				
✓ 1	Final Close---06/94	1159	B 11	06/94	1		trash
1	DAFR6270---Year 96	1159	B 17	1996	1		trash

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


Signature
Chief, Accounting Section
Title
10/25/10
Date

Jeanette Brewer
11/1/10

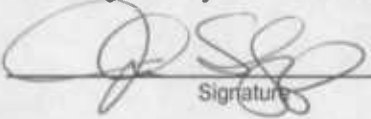
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1	FY 03—(7/01 -12/02) DAFR9330—Project Summary Reports	1159	16	FY 03 & FY 04	1		trash
2	FY 03—(1/03 -5/03) DAFR9330—Project Summary Reports	1159	16	FY 03 & FY 04	1		trash
3	FY 03—(7/02 -6/03) DAFR9330—Project Summary Reports 6600, 6510, 4451, T-140	1159	16	FY 03 & FY 04	1		trash
4	FY 03—(7/02 -6/03) DAFR6510	1159	16	FY 03 & FY 04	1		trash
5	FY 04 (7/03 - 11/03) DAFR9330 Project Summary Reports	1159	16	FY 03 & FY 04	1		trash
6	FY 04 (12/03 - 4/04) DAFR9330 Project Summary Reports	1159	16	FY 03 & FY 04	1		trash

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


Chif, Accounting Section
10/25/10
Signature
Title
Date
Janet Brewer 11/1/10

NOV 12 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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		Retention Schedule No.	Item No.				
✓ 1	Year end report DAFR3270— 8/96 Single Audit 97 Single Audit 98 Single Audit 99 Legislative Audit 97	1159	C2	96, 97, 98, 99	1		trash

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

[Handwritten Signature] *Chief, Accounting Section* 10/25/10
 Signature Title Date

[Handwritten Signature] 11/1/10
 Signature Date


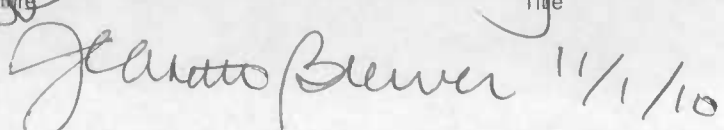
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1	Federal Drawdown LOC 271-311 (7/96 - 6/97)	1159	17	FY 1998	1		Trash
2	Federal Drawdown LOC 312-339 (7/97 - 6/98)	1159	17	FY 1998	1		Trash
1	A/R Revenue Earned Reports BWI & MTN Tenant Invoicing	1159	9	FY 2003	1		Trash
1	A/R BWI Correspondences 07/03 - 06/04	1159	4	FY 2004	1		Trash
1	A/R Correspondences BWI & MTN 7/04 - 6/05	1159	1	FY 2005	1		Trash
1	A/R Certificate of Deposit BOA (7/04 - 8/04)	1159	1	FY 2005	1		Trash
2	A/R Certificate of Deposit BOA (9/04 - 10/04)	1159	1	FY 2005	1		Trash
3	A/R Certificate of Deposit BOA (11/04 - 12/04)	1159	1	FY 2005	1		Trash
4	A/R Certificate of Deposit BOA (12/04 - 1/05)	1159	1	FY 2005	1		Trash
5	A/R Certificate of Deposit BOA (2/05 - 3/05)	1159	1	FY 2005	1		Trash
6	A/R Certificate of Deposit BOA (4/05 - 5/05)	1159	1	FY 2005	1		Trash
7	A/R Certificate of Deposit BOA (5/05 - 6/05)	1159	1	FY 2005	1		Trash

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


Christ, Accounting Section
10/25/10
Signature
Title
Date

11/1/10

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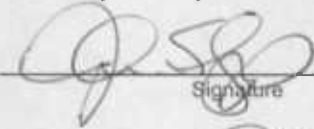
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✓ 1	DAFR4121—Mdot payment from State FMIS DAFR2011—Batches to be deleted DAFR8901—Allocation/Adjustments Interface---FY 99	1159	16	FY 99	1		trash
✓ 2	DAFR3711—Standard Input Interface Summary DAFR2062—Rejected Duplicate Transactions—FY 99	1159	16	FY 99	1		trash
✓ 3	G120—July & August -FY 99	1159	16	FY 99	1		trash
✓ 4	DAFR2261—MDOT—April, May, June -FY 99	1159	16	FY 99	1		trash
✓ 5	DAFR7200—STATE—March, April, May, June 1999 Feb 1999 ----FY 99	1159	16	FY 99	1		trash
		1159	16	FY 99	1		trash
✓ 1	DAFR2261—Daily History Detail ----April 96	1159	16	FY 99	1		trash
✓ 2	DAFR2251-Posted Transaction DAFR2261—Daily History Detail-----Feb 96	1159	16	FY 99	1		trash
✓ 3	DAFR2251—March - April 96	1159	16	FY 99	1		trash
✓ 4	DAFR 2251 & 2261 May 96	1159	16	FY 99	1		trash
✓ 5	DAFR2261—Daily History Report---Feb & March 96	1159	16	FY 99	1		trash
✓ 6	DAFR7200—STATE—July, Aug, Sept, Oct, Nov 1998-----FY 99	1159	16	FY 99	1		trash
✓ 7	DAFR2251—STATE—March, April, May, June 1999 FY 99	1159	16	FY 99	1		trash
✓ 8	DAFR2251—MDOT—July 98 & June 99-----FY 99	1159	16	FY 99	1		trash
✓ 9	DAFR2261—MDOT—July, August 1998 March 16-April 1 1999— FY 99	1159	16	FY 99	1		trash
✓ 10	DAFR2261—MDOT—Sept, Oct, Nov 1998—FY99	1159	16	FY 99	1		trash

NOV 12 2010

✓ 11	DAFR2261—MDOT— Dec 98, Jan, Feb 99 March 2-12 1999---FY 99	1159	16	FY 99	1		trash
✓ 12	DAFR2261—STATE— July, Aug, Sept, Oct 1998 FY 99	1159	16	FY 99	1		trash
✓ 13	DAFR2261—STATE— Nov, Dec 98; Jan, Feb 99--- FY 99	1159	16	FY 99	1		trash
✓ 14	DAFR2261—STATE— March, April, May, June 1999 FY 99	1159	16	FY 99	1		trash
✓ 15	DAFR2251—STATE— July, Aug, Sept, Oct 98— FY 99	1159	16	FY 99	1		trash
✓ 16	DAFR2251—STATE— Nov, Dec 98; Jan, Feb 99--- FY 99	1159	16	FY 99	1		trash
✓ 17	DAFR2271—STATE DAFR7200—STATE Dec 98 & Jan 99----FY 99	1159	16	FY 99	1		trash
✓ 18	FY 99---CD copies & Payroll detail-----FY 99	1159	16	FY 99	1		trash
✓ 20	Journal Entries Mdot-2261 & 2251—9/96 FY 97	1159	16	FY 99	1		trash
19	CCU, Lockbox, Misc Detail	1159	16	FY 99	1		trash

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


Chief, Accounting Section
10/25/10
Signature
Title
Date
Janette Brewer
11/1/10

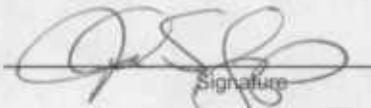
NOV 12 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Accounting		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 9	DAFR2251—STATE-- 10/99 – 1/00	1159	16	FY 2000	1		trash
✓ 2	DAFR8901—07/99 – 06/00 DAFR4132—08/99 – 06/00 DAFR2062—01/00 – 06/00 DAFR4121—04/00 – 06/00 DAFR3711—04/00 – 06/00	1159	16	FY 2000	1		trash
✓ 1	DAFR3711—July – Dec 99 Jan 00 – March 00 DAFR4121—July-Dec 99 Jan00 – March 00	1159	16	FY 2000	1		trash
✓ 8	DAFR 2251—STATE— 7/99 – 9/99	1159	16	FY 2000	1		trash
✓ 7	DAFR2251—MDOT— July 99 – April 00	1159	16	FY 2000	1		trash
✓ 6	DAFR2251—STATE— Feb 00 – June 00	1159	16	FY 2000	1		trash
16	DAFR7200—STATE— July 99 – Sept 99	1159	16	FY 2000	1		trash
✓ 12	DAFR2261—MDOT— DEC 99 – Jan 00	1159	16	FY 2000	1		trash
✓ 10	DAFR2261—MDOT— July 99 – Aug 99	1159	16	FY 2000	1		trash
✓ 15	DAFR2261—STATE— Oct 99 – Jan 00 DAFR2251—MDOT— May – June 00	1159	16	FY 2000	1		trash
✓ 14	DAFR2261—STATE— July 99 – Sept 99	1159	16	FY 2000	1		trash
✓ 13	DAFR2261—MDOT— Feb 00 – March 00	1159	16	FY 2000	1		trash
✓ 11	DAFR2261—MDOT— Sept 99 – Nov 99	1159	16	FY 2000	1		trash

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


 Chief, Accounting Section 10/25/10
 Signature Title Date
 Janet Brewer 11/1/10

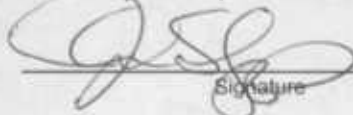
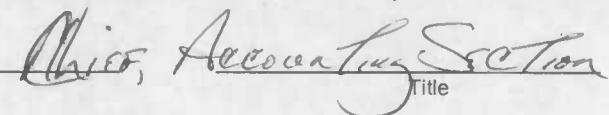

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Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left via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


CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 3	DAFR2261—STATE— Feb, March, April, May, June 2000	1159	16	FY 2000	1		trash
✓ 4	DAFR2261—MDOT— April, May, June 2000	1159	16	FY 2000	1		trash
✓ 5	DAFR7200—STATE— Jan 2000 – June 2000	1159	16	FY 2000	1		trash
✓ 17	DAFR7200—STATE— 10/99, 11/99, 12/99 FY 2000 DAFR2271—July99 – June00	1159	16	FY 2000	1		trash

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

Signature Title Date



4/1/00

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12

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 1	DETAIL: DAFR7200-----2003; MISC-----2003; AFFIX-- AC; AP; AW; AX; AZ; CN; DI; HG; HM; HR; IV-- ---2003	1159	16	FY 2003	1		trash
✓ 2	DETAIL: AFFIX---JC--MAY & JUNE 2003; AFFIX--- JA; JB; JD; JE; JF; JJ; JR; VR; Y7; YA; YC; YF; YM; YN; YR; Z3; Z6; YZ -----2003 FY 2002 month 13	1159	16	FY 2003	1		trash
✓ 3	DETAIL: AFFIX---JC--JULY 2002 to APRIL 2003	1159	16	FY 2003	1		trash
✓ 4	DETAIL: AFFIX---JH----2003; CCU---JULY 2002 to JUNE 2003; PAYROLL---JULY 2002 to JUNE 2003	1159	16	FY 2003	1		trash

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

Signature: *[Handwritten Signature]* Title: *Chief, Accounting Section* Date: *10/25/10*
[Handwritten Signature] *11/1/10*

NOV 12 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Accounting		
Division or Unit		

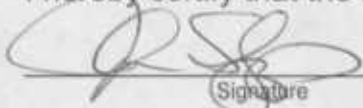

CERTIFICATE OF RECORDS DISPOSAL

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	DAFR7200 REPORTS---- STATE DECEMBER 2001 JANUARY, FEBRUARY, MARCH, APRIL, MAY 2002	1159	16	FY 2002	1		trash
✓ 2	DAFR7200 REPORTS---- STATE JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER 2001	1159	16	FY 2002	1		trash
✓ 3	DAFR2271 REPORTS---- STATE-----FY 02 DAFR7200 REPORTS---- STATE-----JUNE 2002	1159	16	FY 2002	1		trash
✓ 4	DAFR2261 REPORTS---- STATE NOVEMBER, DECEMBER 2001 JANUARY, FEBRUARY, MARCH 2002	1159	16	FY 2002	1		trash
✓ 5	DAFR2261 REPORTS----- MDOT JULY, AUGUST 2001	1159	16	FY 2002	1		trash
✓ 6	DAFR2261 REPORTS---- MDOT SEPTEMBER, OCTOBER, NOVEMBER 2001	1159	16	FY 2002	1		trash
✓ 7	DAFR2261 REPORTS---- MDOT DECEMBER 2001 JANUARY, FEBRUARY 2002	1159	16	FY 2002	1		trash
✓ 8	DAFR2261 REPORTS---- MDOT MARCH, APRIL, MAY 2002	1159	16	FY 2002	1		trash
✓ 9	DAFR2261----STATE APRIL, MAY, JUNE 2002	1159	16	FY 2002	1		trash
✓ 10	DAFR2261----STATE JULY, AUGUST, SEPTEMBER, OCTOBER 2001	1159	16	FY 2002	1		trash
✓ 11	DAFR8901----STATE----FY 02- -(JULY 01 TO JUNE 02) DAFR2261----MDOT---JUNE 2002	1159	16	FY 2002	1		trash

NOV 12 2010

✓ 12	DETAIL---MSP, MILITARY, JET FUEL TAX, SALES & USE TAX, CCU	1159	16	FY 2002	1		trash
✓ 13	DETAIL---PAYROLL, PARKING FINES (LOCKBOX), FAA PASS THROUGHGS, FAA REIMBURSEMENTS PARKING DECALS	1159	16	FY 2002	1		trash
✓ 14	DETAIL---DEPOSIT COPIES	1159	16	FY 2002	1		trash

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

Signature: _____ Title: *Chief, Accounts Section* Date: *10/25/10*
11/1/10

NOV 12 2010


10-2

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Accounting		
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	DAFR7200—State June – December 2000	1159	16	FY 2001	1		trash
✓ 2	DAFR7200—State January – June 2001	1159	16	FY 2001	1		trash

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


 _____ Title _____ Date 10/25/10
 _____ Title _____ Date 11/1/10

NOV 12 1910

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 1	DAFR2261---MDOT July, August, 2005-----FY 2006	1159	16	FY 2006	1		trash
✓ 2	DAFR 2261---MDOT September, October, November, 2005-----FY 2006	1159	16	FY 2006	1		trash
✓ 3	DAFR2261---MDOT December 2005, January, February, 2006----FY 2006	1159	16	FY 2006	1		trash
✓ 4	DAFR2261---MDOT March, April, May, 2006-----FY 2006	1159	16	FY 2006	1		trash
✓ 5	DAFR2261---STATE July, August, September, October , 2005-----FY 2006	1159	16	FY 2006	1		trash
✓ 6	DAFR2261---STATE November, December 2005, January, February, March 2006-- ---FY 2006	1159	16	FY 2006	1		trash
✓ 7	DAFR2261---STATE April, May, June 2006-----FY 2006 DAFR7200---June 2006	1159	16	FY 2006	1		trash
✓ 8	DAFR2271---STATE July 2005-June 2006-----FY 2006 DAFR2261---MDOT June 2006-----FY 2006	1159	16	FY 2006	1		trash
✓ 9	DAFR8901---STATE July 2005-June 2006-----FY 2006 DAFR3691---STATE July 2005-June 2006-----FY 2006 DAFR3651---STATE July 2005-June 2006-----FY 2006	1159	16	FY 2006	1		trash

NOV 12 2010

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

<i>[Handwritten Signature]</i>	<i>Chief, Accounting Section</i>	<i>10/25/10</i>
<small>Signature</small>	<small>Title</small>	<small>Date</small>
<i>Janeita Bunker 11/1/10</i>		

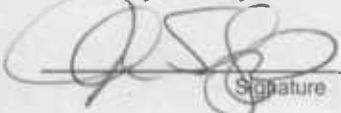
NOV 12 2010

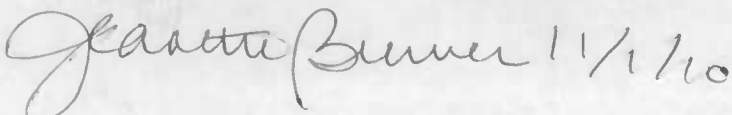
Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left via MAA Administrative Services Section
Reporting Agency		
Accounting		
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	DAFR7200---STATE July, August, September, October, November 2005-----FY 2006	1159	16	FY 2006	1		trash
✓ 2	DAFR7200---STATE December, 2005; January, February, March, April, May, 2006-----FY 2006	1159	16	FY 2006	1		trash
✓ 3	DAFR7200---STATE June, 2006-----FY 2006	1159	16	FY 2006	1		trash

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


Title
Chief, Accounting Section
Date
10/25/10


Date
11/1/10

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8

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
Accounting		
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	DAFR2261---STATE July, August, September, 2004--- ---FY 2005	1159	16	FY 2005	1		trash
✓ 2	DAFR 2261---STATE October, November, December 2004; January, February, 2005--- --FY 2005	1159	16	FY 2005	1		trash
✓ 3	DAFR2261---STATE March, April, May, June 2005--- -FY 2005	1159	16	FY 2005	1		trash
✓ 4	DAFR2261---MDOT July, August 2004-----FY 2005	1159	16	FY 2005	1		trash
✓ 5	DAFR2261---MDOT September, October, November 2004-----FY 2005	1159	16	FY 2005	1		trash
✓ 6	DAFR2261---MDOT December 2004, February, March 2005-----FY 2005	1159	16	FY 2005	1		trash
✓ 7	DAFR2261---MDOT April, May, June 2005-----FY 2005	1159	16	FY 2005	1		trash
✓ 8	DAFR2271---STATE July-December 2004: January- June 2005----FY 2005 DAFR2261---MDOT---January 2005----FY 2005	1159	16	FY 2005	1		trash
✓ 9	DAFR8901---STATE July-December 2004: January- June 2005----FY 2005 DAFR3691---STATE---FY 03; 04; 05	1159	16	FY 2005	1		trash

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


 Chief, Accounting Section 10/25/10
 Title Date
 Janette Bauer 11/1/10

NOV 12 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
Reporting Agency		
<i>Accounting</i>		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 10	JOURNAL ENTRY, DETAIL: DEPOSIT DETAIL—July 2004- June 2005—FY 2005 CCU DETAIL—FY 2005	1159	16	FY 2005	1		trash
✓ 11	JOURNAL ENTRY, DETAIL: STO; MISC; AC; AU; AW; AX; AZ; DI	1159	16	FY 2005	1		trash
✓ 12	JOURNAL ENTRY, DETAIL: JA; JD; JE; JF; JH; JJ; JR Bank of America Statements— FY 04 & 05 Daily Cash Transmittals from Cashier office—FY 03-04 & FY 05	1159	16	FY 2005	1		trash
✓ 13	JOURNAL ENTRY, DETAIL: JC—July 2004-June 2005—FY 05	1159	16	FY 2005	1		trash
✓ 14	DAFR3651---STATE---FY 03; 04; 05	1159	16	FY 2005	1		trash

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

 Signature Title Date
Janette Bauer 11/1/00

NOV 12 2010

NOV 12 2010

Maryland Aviation Administration	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 via MAA Administrative Services Section
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Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 1	DETAIL: Retainage/Escrow Reconciliations ----Dale July 04—June 05---FY 05	1159	16	FY 2004	1		trash
✓ 2	DETAIL: Retainage/Escrow Reconciliations -----Dale July 03—June 04---FY 04	1159	16	FY 2004	1		trash
✓ 3	DETAIL: Accounts Receivable Reconciliations ----Chris March 2004—April 2005— FY 04-FY05	1159	16	FY 2004	1		trash
✓ 4	DETAIL: Banking Services Reconciliations ----Shelly FY 02; 03; 04; 05	1159	16	FY 2004	1		trash
✓ 5	DETAIL: Banking Services Reconciliations ----Shelly FY 04; 05	1159	16	FY 2004	1		trash
✓ 6	DETAIL: FMIS—RSTARS Reconciliations ----Melvin STATE/MDOT Comparison—Expenditure & Revenue FY 03; 04; 05	1159	16	FY 2004	1		trash

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

Chris, Accounting Section
10/25/10

Janette Penner
11/1/10

NOV 12 2010

NOV 12 2010

(4)

Maryland Aviation Administration	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 via MAA Administrative Services Section
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Accounting		
Division or Unit		


CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 1	JOURNAL ENTRY, DETAIL: AFFIX—JC----JULY 2003- JUNE 2004-----FY 2004	1159	16	FY 2004	1		trash
✓ 2	JOURNAL ENTRY, DETAIL: AFFIX-- AC; AW; AX; AZ; CN; DI; ----FY 2004 *Misc. detail-----FY 2004	1159	16	FY 2004	1		trash
✓ 3	JOURNAL ENTRY, DETAIL: AFFIX---DTA; JA; JD; JE; JF; JH; JJ; JR; -----FY 2004 *Payroll detail & CCU detail---- -2004	1159	16	FY 2004	1		trash
✓ 4	DAFR2261---STATE July, August, September, October 2003-----FY 2004	1159	16	FY 2004	1		trash
✓ 5	DAFR 2261---STATE November, December 2003; January, February, March 2004-- ---FY 2004	1159	16	FY 2004	1		trash
✓ 6	DAFR2261---STATE April, May, June 2004----FY 2004 DAFR2261---MDOT August 2003-----FY 2004	1159	16	FY 2004	1		trash
✓ 7	DAFR2261---MDOT July, September 2003-----FY 2004	1159	16	FY 2004	1		trash
✓ 8	DAFR2261---MDOT October, November 2003-----FY 2004	1159	16	FY 2004	1		trash
✓ 9	DAFR2261---MDOT December 2003; January, February 2004-----FY 2004	1159	16	FY 2004	1		trash
✓ 10	DAFR 2261---MDOT *History Transactions March, April, May 2004----FY 2004	1159	16	FY 2004	1		trash

NOV 12 2010

✓ 14	DAFR 2261---MDOT *History Transactions June 2004-----FY 2004 DAFR 8901---STATE *Disbursements interface info. 7/1/03 - 6/30/04-----FY 2004	1159	16	FY 2004	1		trash
✓ 15	Deposit Copies ---- Duplicates of daily deposit statements. 7/1/03 - 6/30/04-----FY 2004	1159	16	FY 2004	1		trash
✓ 16	DAFR 2271---STATE-----FY 2004 *Inter-agency transfers	1159	16	FY 2004	1		trash
✓ 11	DAFR7200 REPORTS--- STATE---JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER 2003-----FY 2004	1159	16	FY 2004	1		trash
✓ 12	DAFR7200 REPORTS--- STATE---DECEMBER 2003; JANUARY, FEBRUARY, MARCH, APRIL 2004-----FY 2004	1159	16	FY 2004	1		trash
✓ 13	DAFR7200 REPORTS--- STATE---MAY & JUNE 2004-- ----FY 2004	1159	16	FY 2004	1		trash

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


Dir., Accounting Section
10/25/10
Signature
Title
Date
Janet Brewer 11/1/10

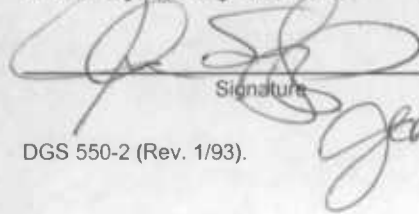
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Maryland Aviation Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left via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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 4	DAFR2261 Reports—STATE— July, Aug, Sept, Oct 2002	1159	16	FY 2003	1		trash
✓ 5	DAFR2261 Reports—STATE— Nov, Dec, 2002 Jan, Feb, March 2003	1159	16	FY 2003	1		trash
✓ 11	DAFR2261 Reports—STATE April, May, June 2003 and DAFR2261 reports—MDOT June 2003	1159	16	FY 2003	1		trash
✓ 6	DAFR2261—MDOT— July & August 2002	1159	16	FY 2003	1		trash
✓ 7	DAFR2261—MDOT— Sept, Oct, Nov 2002	1159	16	FY 2003	1		trash
✓ 8	DAFR2261—MDOT— Dec 2002, Jan, Feb 2003	1159	16	FY 2003	1		trash
✓ 9	DAFR2261—MDOT— March, April, May 2003	1159	16	FY 2003	1		trash
✓ 10	DAFR8901—STATE— FY03—one fiscal year Disbursements interface info	1159	16	FY 2003	1		trash
✓ 12	Detail—Deposit Copies-2003 Duplicate of daily deposits with reconciliation	1159	16	FY 2003	1		trash

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


 Chief, Accounting Section 10/26/11
 Signature Title Date
 Jeannette Bunker 11/1/10

NOV 12 2010

2

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
✓ 14	DAFR2901 & DAFR2902-- Posting driver purge reports 6/96 - 7/97 DAFR2301--R Stars summary statistics reports Jan - June 1997--6 months	1159	16	FY 1997	1		trash
✓ 15	STATE-- DAFR7200--mixed headings Jan - June 1997	1159	16	FY 1997	1		trash
✓ 16	STATE-- DAFR7200--mixed headings July - December 1996	1159	16	FY 1997	1		trash
✓ 17	MDOT--DAFR2261--daily history detail STATE--DAFR2251--posted transactions--July 1996 STATE--DAFR2261--Aug 96	1159	16	FY 1997	1		trash
✓ 18	STATE--DAFR2261 & DAFR2251--Sept 1996 MDOT & STATE--Oct 1998	1159	16	FY 1997	1		trash
✓ 19	STATE & MDOT-- DAFR2261--daily history detail & DAFR2251--posted transactions--August 1996	1159	16	FY 1997	1		trash
✓ 20	MDOT--DAFR2261 & DAFR2251 Nov, Dec 1996 & June 1997	1159	16	FY 1997	1		trash
✓ 21	STATE--DAFR2261 & DAFR2251 Nov, Dec, 1996 & Jan 1997	1159	16	FY 1997	1		trash
✓ 22	STATE--DAFR2261 & DAFR2251 Feb, March, April 1997	1159	16	FY 1997	1		trash
✓ 23	MDOT--DAFR2261 & DAFR2251 Feb 1997	1159	16	FY 1997	1		trash
✓ 24	AGY 000 7/1/96 - 6/30/97	1159	16	FY 1997	1		trash

NOV 12 2010

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Department of General
ServicesRecords Management Division
7275 Waterloo Road (Rte. 175)
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Division or Unit

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	DAFR 8680	1159	16	FY 1996	1		trash
6	DAFR 3291-Generate Transactions 6/96 - 7/97 -FY97	1159	16	FY 1997	1		trash
7	Mdot-DAFR4131- Reconciliation & Purge Report for type 1 & 2 Mdot-DAFR4132- Reconciliation & Discrepancy Report-FY97	1159	16	FY 1997	1		trash
8	Mdot & State-DAFR8950-FY object by agency & fund Report Mdot-DAFG120-Trail Balance by fund/general ledger -FY97	1159	16	FY 1997	1		trash
9	DAFR2201-R Stars batch summary-July, August, Sept., Oct. 1996 March, April, May, June 1997 DAFR2011-R Stars batches to be deleted report DAFR2062 & DAFR2061- rejected duplicate batch/detail transactions	1159	16	FY 1997	1		trash
10	DAFR3711-standard input interface summary DAFR6640-revenues & DAFR6540-expenditures Posted in stars not in R Stars reconciliation exceptions DAFR8920-general ledger fund detail trail balance report DAFR2271-daily history interagency transaction detail report DAFR6640-trail balance by fund	1159	16	FY 1997	1		trash
11	MDOT-- DAFR2261-daily history detail DAFR2251-posted transactions March & April 1997	1159	16	FY 1997	1		trash
12	STATE- DAFR2261 & DAFR2251 May & June 1997	1159	16	FY 1997	1		trash
13	MDOT- DAFR2261 & DAFR2251 May & June 1997	1159	16	FY 1997	1		trash
DGS 550-2 (Rev. 1/93)							

NOV 12 2010

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


Signature

Chief, Accounting Section 10/25/10
Title Date

Janette Brewer 11/1/10

NOV 15 2010

1214

NOV 12 2010

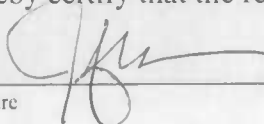
NOV

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Financial Planning & Analysis		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
1	Southwest & United Airlines Pier B Terminal Rates	1159	11	1998 - 2001	1.0	11/3/09	Recycled
2	Ghana & British Air invoices review	1159	11	2001-2005	.5	11/3/09	Recycled
3	Pier D Enhancements	1159	14	1990	.5	11/3/09	Recycled
4	Privatization Study	1159	14	1993	.20	11/3/09	Recycled
5	Revenue Enhancement	1159	12	1993	.20	11/3/09	Recycled
6	Ridgley Lease Analysis	1159	14	2004	.20	11/3/09	Recycled
7	Parking Rate Increase	1159	11	1993	.20	11/3/09	Recycled
8	Off Airport Parking Survey	1159	11	1998 - 2003	.20	11/3/09	Recycled
9	Parking Rate Analysis	1159	11	1993	0.5	11/3/09	Recycled
10	BULA II Workpapers	1159	14	2004	.20	11/3/09	Recycled
11	BULA TEP Workpapers	1159	14	1993	1.0	11/3/09	Recycled
12	Amon Self Fueling	1159	11	2004	0.5	11/3/09	Recycled
13	MTN Hanger Rates	1159	11	2004	0.5	11/3/09	Recycled
14	Md Parking Mag w/p	1159	11	2003	.20	11/3/09	Recycled
15	BWI Rail Garage	1159	11	2000	.20	11/3/09	Recycled
16	Fast Park Proposal	1159	14	1999	.20	11/3/09	Recycled
17	Private Car Late Payments	1159	14	2004	1.0	11/3/09	Recycled
18	United Bankruptcy	1159	14		.20	11/3/09	Recycled
19	Smart Carte Bankruptcy	1159	14	2005	.20	11/3/09	Recycled
20	ANC Bankruptcy	1159	14	2003	.20	11/3/09	Recycled
21	US Airways Bankruptcy/Liquidation	1159	14	2004	.20	11/3/09	Recycled

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

Signature 

Sr Mgr Financial Planning
Title

11-04-09
Date

Hi Karen

Thanks for all
your help getting
our boxes stored.
Have a blessed
Holiday! Barbara

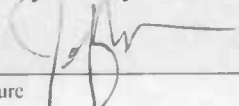
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CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
22	Air Canada Bankruptcy	1159	14		.20	11-3-09	Recycled
23	Domestic Cute	1159		2004	.20	11-3-09	Recycled
24	Shuttle Bus Procurement	1159		2003 – 2005	.20	11-3-09	Recycled
25	Globe ground Contract	1159		2003	.20	11-3-09	Recycled
26	MD Parking Contract	1159		2003 – 2004	.20	11-3-09	Recycled
27	CUTE Implementation	1159	14	2003	.20	11-3-09	Recycled
28	Concessions Planning Committee	1159	14	2000	.20	11-3-09	Recycled
29	Continental Fol Request	1159	11	2004	.20	11-3-09	Recycled
30	BESB Rates	1159	11	2004	.20	11-3-09	Recycled
31	MTN Private FBO	1159	14	2000	.20	11-3-09	Recycled
32	Airport Affairs Committee Meetings	1159	11	1980 – 1995	.20	11-3-09	Recycled

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Signature 

Sr Mgr Financial Analysis
Title

11-04-09
Date

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Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
01	Budget Request	1159	G4	1985	1.0	3/30/09	Recycled
02	Budget Request	1159	G4	1990	1.0	3/30/09	Recycled
09	Budget Request	1159	G4	1991	1.0	3/30/09	Recycled
04	Budget Request	1159	G4	1993	1.0	3/30/09	Recycled
06	Budget Estimates	1159	G2	1980	1.0	3/30/09	Recycled
06	Budget Estimates	1159	G2	1980	1.0	3/30/09	Recycled
07	Budget Estimates	1159	G2	1975	1.0	3/30/09	Recycled
08	Budget Estimates	1159	G2	1976	1.0	3/30/09	Recycled
09	Budget Estimates	1159	G2	1977	1.0	3/30/09	Recycled
10	Budget Estimates	1159	G2	1978	1.0	3/30/09	Recycled
11	Budget Estimates	1159	G2	1979	1.0	3/30/09	Recycled
12	Budget Estimates	1159	G2	1980	1.0	3/30/09	Recycled
13	Budget Estimates	1159	G2	1981	1.0	3/30/09	Recycled
14	Budget Estimates	1159	G2	1982	1.0	3/30/09	Recycled
15	Budget Estimates	1159	G2	1980	1.0	3/30/09	Recycled
16	Budget Estimates	1159	G2	1984	1.0	3/31/09	Recycled
17	Budget Estimates	1159	G2	1985	1.0	3/31/09	Recycled
18	Budget Estimates	1159	G2	1986	1.0	3/31/09	Recycled
19	Budget Estimates	1159	G2	1987	1.0	3/31/09	Recycled

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

Gloria Spencer

Signature

Budget Analyst

Title

6/2/09

Date

Page 1 of 1

100

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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.				
01	Budget Estimates	1159	G2	1995	1.0	3/31/09	Recycled
02	Budget Estimates	1159	G2	1995	1.0	3/31/09	Recycled
03	Budget Estimates	1159	G2	1996	1.0	4/2/09	Recycled
04	Budget Estimates	1159	G2	1995	1.0	4/2/09	Recycled
05	Budget Estimates	1159	G2	1993	1.0	4/2/09	Recycled
06	Budget Worksheets Governor's Allowance	1995	G1	1995	1.0	4/2/09	Recycled
07	Budget Worksheets Appropriation	1995	G1	1995	1.0	4/2/09	Recycled
08	Budget Worksheets Governor's Allowance	1996	G1	1996	1.0	4/2/09	Recycled
09	Budget Estimates	1994	G2	1994	1.0	4/2/09	Recycled
10	Budget Estimates	1993	G2	1993	1.0	4/2/09	Recycled
11	Budget Estimates	1992	G2	1992	1.0	4/2/09	Recycled

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Gloria J. Spivey
Signature

Budget Analyst
Title

6/2/09
Date

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CERTIFICATE OF RECORDS DISPOSAL

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		Retention Schedule No.	Item No.				
07	Budget Estimates	1159	G2	1988	1.0	3/31/09	Recycled
02	Budget Estimates	1159	G2	1989	1.0	3/31/09	Recycled
03	Budget Estimates	1159	G2	1996	1.0	4/2/09	Recycled
04	Budget Estimates	1159	G2	1996	1.0	4/2/09	Recycled
06	Budget Estimates	1159	G2	1993	1.0	4/2/09	Recycled
06	Budget Worksheets Governor's Allowance	1995	G1	1995	1.0	4/2/09	Recycled
07	Budget Worksheets Appropriation	1995	G1	1995	1.0	4/2/09	Recycled
08	Budget Worksheets Governor's Allowance	1996	G1	1996	1.0	4/2/09	Recycled
09	Budget Estimates	1994	G2	1994	1.0	4/2/09	Recycled
10	Budget Estimates	1993	G2	1993	1.0	4/2/09	Recycled
11	Budget Estimates	1992	G2	1992	1.0	4/2/09	Recycled

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

Glenn J. Spencer
Signature

Budget Analyst
Title

10/14/09
Date


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		Retention Schedule No.	Item No.				
1	General Correspondence	1157	C 1	2001 - 2002		9/9/09	Recycled
2	CDC	1157	C1	1996 - 1997	.2	9/9/09	Recycled
3	Collective Bargaining	1157	C1	1997	.1	9/9/09	Recycled
3	DBED	1157	C1	1998	.1	9/9/09	Recycled
5	Emergency Cash Overtime	1157	C1	1997	.1	9/9/09	Recycled
6	Emergency Mgt Funding Survey	1157	C1	1996	.1	9/9/09	Recycled
7	Real Estate Transactions	1157	C1	1997	.1	9/9/09	Shredded
8	Gate Security	1157	C1	July 1991- January 1993	.2	9/9/09	Recycled
9	Goals & Objectives - OBA	1157	C1	1997 & 1998	.1	9/9/09	Recycled
16	Goals & Objectives - Strategic Plan	1157	C1	1997	.1	9/9/09	Recycled
11	Lock Box	1157	C1	1997	.1	9/9/09	Recycled
12	Mail System	1157	C1	1997	.1	9/9/09	Recycled
13	Martin Tower	1157	C1	1994	.1	9/9/09	Recycled
13	MDE/Water Management	1157	C1	1997	.1	9/9/09	Recycled
15	Joint Chairman's Report	1157	C1	1996	.1	9/9/09	Recycled
16	Parking Summons Complaints	1157	C1	1993 - 1999	.2	9/9/09	Shredded
17	PFC	1157	C1	1992 - 1994	.2	9/9/09	Recycled
18	Payroll Overpayment	1157	C1	1997	.2	9/9/09	Shredded
19	MdTA PFC Transfer	1157	C1	1992 - 1994	.2	9/9/09	Recycled

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Signature


Title

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Date

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		Retention Schedule No.	Item No.				
1	Step 1 Grievance Appeal 3/7/02 - Gregory McCoy	1159	F8	March 2002	.1	9/8/09	Shredded
2	Step 1 Grievance Conference Decision - John Baumann, Jr.	1159	F8	January 2002	.1	9/8/09	Shredded
3	Step 1 Grievance Conference Decision - James Ross	1159	F8	March 2002	.1	9/8/09	Shredded
4	Step 1 Grievance Conference Settlement of Grievance - C. Wayne Cook - Leave time	1159	F8	March 2002	.1	9/8/09	Shredded
5	Step 1 Grievance Conference Settlement of Grievance - C. Wayne Cook - LWOP	1159	F8	March 2002	.1	9/8/09	Shredded
6	Step 1 Grievance Conference - Derwin Clyburn	1159	F8	March 2002	.1	9/8/09	Shredded
7	Step 1 Grievance Conference - J. Jordon	1159	F8	March 2002	.1	9/8/09	Shredded
8	Step 1 Grievance Conference - William Tsai	1159	F8	March 2002	.1	9/8/09	Shredded
9	Step 1 Grievance Conference - John Baumann	1159	F8	March 2002	.1	9/8/09	Shredded
10	Step 1 Grievance Conference - Stephen Gregg	1159	F8	March 2002	.1	9/8/09	Shredded
11	Step 1 Grievance Conference - Greg McCoy	1159	F8	March 2002	.1	9/8/09	Shredded
12	Step 1 Grievance Conferences - Letter to Bill Tsai	1159	F8	February 2002	.1	9/8/09	Shredded
13							

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

Dolores Harris
Signature

Admin Asst Eric
Title

9/8/09
Date

DEC 22 2019

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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	Bi-Weekly Time Report – Stacy Washington	1157	A	2001		9/3/09	Shredded
2	Bi-Weekly Time Reports – David Posner	1157	A	2001	.01	9/3/09	Shredded
A	Bi-Weekly Time Reports – Heidi Riggleman	1157	A	2001	.01	9/3/09	Shredded
A	Bi-Weekly Time Reports – Aarion Franklin	1157	A	2001	.01	9/3/09	Shredded
5.	Bi-Weekly Time Reports – Dolores Harris	1157	A	2001	.01	9/3/09	Shredded
6	Bi-Weekly Time Reports – Hazel Heeren	1157	A	2001	.01	9/3/09	Shredded
A	Bi-Weekly Time Reports – Stanley Milesky	1157	A	2001	.01	9/3/09	Shredded
8	Bi-Weekly Time Reports – John Elliott	1157	A	2001	.01	9/3/09	Shredded
9	Bi-Weekly Time Reports – Patricia Crosby	1157	A	2001	.01	9/3/09	Shredded
10	Bi-Weekly Time Reports – Lucille Drowsky	1157	A	2001	.01	9/3/09	Shredded
11.	Bi-Weekly Time Reports – David Baldwin	1157	A	2001	.01	9/3/09	Shredded
12	Bi-Weekly Time Reports – Melvin Boteler	1157	A	2001	.01	9/3/09	Shredded
13	Bi-Weekly Time Reports – Marilyn Corbett	1157	A	2001	.01	9/3/09	Shredded
14	Bi-Weekly Leave Journal – Office of Business Admin.	1159	F	1999	.02	9/3/09	Shredded
15	Bi-Weekly Leave Journal – Office of Business Admin.	1159	I	2001	.02	9/3/09	Shredded
16	Bi-Weekly Leave Journal & Leave Balances – Office of Business Admin	1159	F	2003	.02	9/3/09	Shredded
17	Bi-weekly Leave Journal & Leave Balances – Office of Business Admin	1159	F	2004	.02	9/3/09	Shredded
18	Bi-Weekly Leave Journal – Office of Business Admin	1159	F	2000	.02	9/3/09	Shredded

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

Dolores Harris
Signature

Admin Asst. Egee
Title

9-3-09
Date

DEC 22 2009

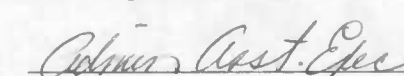
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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
A	Catherine Gouldin - Bi-Weekly Time Reports - Retirement notice, Leave Slips	1157	A	2000		9/1/09	Shredded
2	Bartlebaugh, Gail - Bi-Weekly Time Reports - Employee Performance Appraisals -	1157	2	1996 - 2000	.25	9/1/09	Shredded
3	Riggleman, Heidi - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
4	Taylor-Smith, Robert - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
5.	Dunkerly, Dennis - Summer Help - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
6	Snyder, Heather - Summer Help - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
A	Drowsky, Lucille - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
8	Elliott, John - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
9	Harris, Dolores - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
10	Milesky, Stanley - - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
11.	Posner, David - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
12	Corbett, Marilyn - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
13	Crosby, Patricia - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
14	Baldwin, David - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
15	Boteler, Melvin - Bi-Weekly Time Reports	1157	A	2000		9/1/09	Shredded
16	Agency & Fund Report - April	1159	G	2000	1.0	9/1/09	Recycled
17							
18							

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


Signature


Title

9-1-09
Date


DEC 22 - 2009

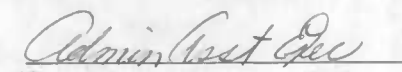
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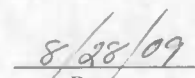
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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Bi-Weekly Time Report – Cynthia Elliott	1157	A	1998		8/25/09	Shredded
2	Bi-Weekly Time Report – John Elliott	1157	A	1999		8/25/09	Shredded
3	Bi-Weekly Time Report – Dolores Harris	1157	A	1998		8/25/09	Shredded
4	Bi-Weekly Time Report – Heidi Riggelman	1157	A	1999		8/28/09	Shredded
5	Bi-Weekly Time Report – Dennis Dunkerly – Summer Help	1157	A	1998		8/25/09	Shredded
6	Bi-Weekly Time Report – David Baldwin	1157	A	1998		8/25/09	Shredded
7	Bi-Weekly Time Report – Melvin Boteler	1157	A	1998		8/25/09	Shredded
8	Bi-Weekly Time Report – Marilyn Corbett	1157	A	1998		8/28/09	Shredded
9	Bi-Weekly Time Report – Patricia Crosby	1157	A	1998		8/25/09	Shredded
10	Bi-Weekly Time Report – David Baldwin	1157	A	1999		8/28/09	Shredded
11	Bi-Weekly Time Report – Mel Boteler	1157	A	1999		8/28/09	Shredded
12	Bi-weekly Time Report – Patricia Crosby	1157	A	1999		8/28/09	Shredded
13	Bi-weekly Time Report – Lucille Drowsky	1157	A	1999		8/28/09	Shredded
13	Bi-Weekly Time Report – Cynthia Elliott	1157	A	1999		8/28/09	Shredded
15	Bi-Weekly Time Report – John Elliott	1157	A	1999		8/28/09	Shredded
16	Bi-Weekly Time Report – Dolores Harris	1157	A	1999		8/28/09	Shredded
17	Bi-Weekly Time Report – Thomas Monthley	1157	A	1999		8/28/09	Shredded
18	Bi-Weekly Time Report – Heidi Riggelman	1157	A	1999		8/28/09	Shredded

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


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Date

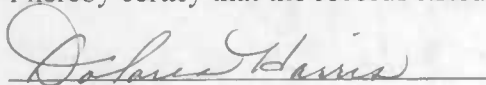
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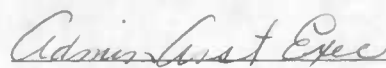
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CERTIFICATE OF RECORDS DISPOSAL

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	1998 Employee evaluation – Melvin Boteler	1557	A	1998	.1	9/11/09	Shredded
2	1998 Employee evaluation – Heidi Riggleman	1557	A	1998	.1	9/11/09	Shredded
3	1998 Employee evaluation – Harry Zeigler	1557	A	1998	.1	9/11/09	Shredded
4	1998 Employee evaluation – Raymond Kauffman	1557	A	1998	.1	9/11/09	Shredded
5	Smithsonian	1557	C1	1994 – 1998	.1	9/11/09	Recycled
6	Purchasing Req/Pos	1157	B	1992 – 1995	.2	9/11/09	Recycled
A	Surveys	1157	C1	1992-1993	.1	9/11/09	Recycled
8	GASB 34	1157	C1	2000		9/11/09	Recycled
9	DBED	1157	C1	2000		9/11/09	Recycled
10	Reclass – Melvin Boteler	1157	A	1994 – 2000	.1	9/11/09	Shredded
11	Reclass – Thomas Monthley	1157	A	1994 – 1997	.1	9/11/09	Shredded
12	Reclass – Robert Taylor-Smith	1157	A	2000 – 2001	.1	9/11/09	Shredded
13	Request for Classification Determination – Stanley Milesky	1157	A	2001		9/11/09	Shredded
14	Secretary position files	1157	A	1986 – 2001		9/11/09	Shredded
15	Reclass/Acting – Heidi Riggleman	1157	A	1993 – 2001		9/11/09	Shredded
16	Reclass request – Clarice Brooks	1157	A	1994		9/11/09	Shredded
17	Reclass Request – Fawn Stephens and Devasya Kalamnayil	1157	A	1994		9/11/09	Shredded
18	Managing for Results	1157	C1	1997 – 2000	.2	9/11/09	Recycled
19	CWS Update	1157	C1	2001	.2	9/11/09	Recycled
20	MAA Agreements (blank copies)	1157	C1	1972 – 2000	.2	9/11/09	Recycled
21	FMIS RSTARS Reconciliation	1157	C1	1996	.2	9/11/09	Recycled

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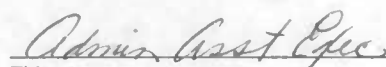
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		Retention Schedule No.	Item No.				
C	2000 Supervisor Evaluations	1157	C	2000	.1	9/11/09	Shredded
2	2000 Employee Evaluation – Melvin Boteler	1557	A	2000	.1	9/11/09	Shredded
3	2000 Employee Evaluation – Thomas Monthley	1557	A	2000	.1	9/11/09	Shredded
4	2000 Employee Evaluation – Raymond Kauffman	1557	A	2000	.1	9/11/09	Shredded
6	2000 Employee Evaluation – Charles Asare	1557	A	2000	.1	9/11/09	Shredded
6	2000 Employee Evaluation – John Skopp	1557	A	2000	.1	9/11/09	Shredded
7	2000 Employee Evaluation – Heidi Riggleman	1557	A	2000	.1	9/11/09	Shredded
6	2000 Employee Evaluation – David Posner	1557	A	2000	.1	9/11/09	Shredded
9	2000 Employee Evaluation – Harry Hom	1557	A	2000	.1	9/11/09	Shredded
13	2000 Employee Evaluation – Harry Zeigler	1557	A	2000	.1	9/11/09	Shredded
11	2000 Employee Evaluation – Charles Asare	1557	A	2000	.1	9/11/09	Shredded
12	1999 Employee evaluation – David Posner	1557	A	1999	.1	9/11/09	Shredded
14	1999 Employee evaluation – Thomas Monthley	1557	A	1999	.1	9/11/09	Shredded
14	1999 Employee evaluation – Charles Asare	1557	A	1999	.1	9/11/09	Shredded
15	1999 Employee evaluation - Harry Zeigler	1557	A	1999	.1	9/11/09	Shredded
16	1999 Employee evaluation - Melvin Boteler	1557	A	1999	.1	9/11/09	Shredded
17	1999 Employee evaluation - John Skopp	1557	A	1999	.1	9/11/09	Shredded
18	1999 Employee evaluation – Raymond Kauffman	1557	A	1999	.1	9/11/09	Shredded
19	1999 Employee evaluation – Heidi Riggleman	1557	A	1999	.1	9/11/09	Shredded
20	1998 Employee evaluation – David Posner	1557	A	1998	.1	9/11/09	Shredded
21	1998 Employee evaluation – Thomas Monthley	1557	A	1998	.1	9/11/09	Shredded

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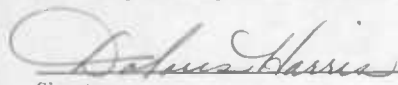
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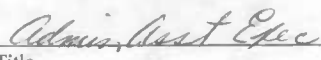
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No.	Description of Records (Same Title as Listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Revenue Earned	1157	C1	1989 – 2001	.2	9/11/09	Recycled
2	Monthly/YTD Revenue Summary	1157	C1	1999 – 2001	.1	9/11/09	Recycled
3	Passenger Forecast	1157	C1	1995 – 2001	.1	9/11/09	Recycled
4	Passenger-Freight Statistics	1157	C1	1995 – 1999	.1	9/11/09	Recycled
5	Operational Analysis	1157	C1	2001	.1	9/11/09	Recycled
6	Operational Analysis – request for Classification Determination	1157	A	1995 – 2001	.1	9/11/09	Shredded
A	Year End Close Procedures	1157	C1	2001	.1	9/11/09	Recycled
8	2001 Year End Close	1157	C1	2001	.1	9/11/09	Recycled
9	2001 Employee Evaluations – Marilyn Corbett	1157	A	2001		9/11/09	Shredded
10	2001 Employee Evaluation – John Skopp	1157	A	2001		9/11/09	Shredded
11	2001 Employee Evaluation – Charles Asare	1157	A	2001		9/11/09	Shredded
12	2001 Employee Evaluation – Linda McGuire	1157	A	2001		9/11/09	Shredded
13	2001 Employee Evaluation – Fawn Stephens-Maker	1157	A	2001		9/11/09	Shredded
14	2001 Employee Evaluation – Clarice Brooks	1157	A	2001		9/11/09	Shredded
15	2001 Employee Evaluation – Alexander Newman	1157	A	2001		9/11/09	Shredded
16	2001 Employee Evaluation – Davasya Kalampanyil	1157	A	2001		9/11/09	Shredded
17	2001 Employee Evaluation – Lucille Drowsky	1157	A	2001		9/11/09	Shredded
18	2001 Employee Evaluation – Heidi Riggleman	1157	A	2001		9/11/09	Shredded
19	2001 Employee Evaluation – Darlene Carnaggio	1157	A	2001		9/11/09	Shredded
20	2001 Employee Evaluation – Judy Zoeller-Hartzell	1157	A	2001		9/11/09	Shredded

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		Schedule No.	Item No.				
1.	Ethics	1157	C1	2003	.10	12/7/09	Recycled
2.	Executive Staff	1157	C1	2003 – 2005	.05	12/7/09	Recycled
4.	Exit Interviews	1157	C1	2004		12/7/09	Recycled
4.	Fed Ex	1157	C1	2005		12/7/09	Recycled
5.	Federal Funding	1157	C1	1999 – 2003	.10	12/7/09	Recycled
6.	Fee Waiver	1157	C1	2003		12/7/09	Recycled
7.	FEMA	1157	C1	2001 – 2003	.05	12/7/09	Recycled
8.	FIBSS	1157	C1	2005	.06	12/7/09	Recycled
9.	Fiber Optics	1157	C1	2005		12/7/09	Recycled
10.	Financial Analysis	1157	C1	1999 – 2003	.10	12/7/09	Recycled
11.	Financial Analyst	1157	C1	2005		12/7/09	Recycled
12.	Financial Advisor	1157	C1	2005		12/7/09	Recycled
13.	Finance Contracts	1157	C1	2003		12/7/09	Recycled
14.	Financial Advisor RFP	1157	C1	2005		12/7/09	Recycled
15.	FMIS Steering Committee	1157	C1	2004 – 2005		12/7/09	Recycled
16.	First Transit	1157	C1	2003 – 2005	.15	12/7/09	Recycled
17.	FBO 2 nd	1157	C1	2005		12/7/09	Recycled
18.	Fleet Management	1157	C1	2003 – 2005	.50	12/7/09	Recycled
19.	Flight Path	1157	C1	2003 – 2004	.10	12/7/09	Recycled
20.	Friendship Park	1157	C1	2005		12/7/09	Recycled
21.	FTZ	1157	C1	2003		12/7/09	Recycled

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Dobson Harris
Signature

Admin Asst. Sec
Title

12-7-09
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		Schedule No.	Item No.				
22.	FY 2003 Budget	1157	C1	2003		12/7/09	Recycled
23.	FY 2004 Budget	1157	C1	2002 - 2004	.10	12/7/09	Recycled
24.	FY 2005 Budget	1157	C1	2003 - 2005	.05	12/7/09	Recycled
25.	FY 2005 Budget Year-end Close	1157	C1	2005		12/7/09	Recycled
26.							
27.							
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34.							

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Robert Harris
Signature

Admin Asst Exec
Title

12-7-09
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		Schedule No.	Item No.				
1.	Benchmarks	1157	C1	1999 - 2005	.05	12/2/09	Recycled
2.	Bay Restoration Fee	1157	C1	2005		12/2/09	Recycled
3.	BWI Development Program	1157	C1	2002		12/2/09	Recycled
7.	BGE-CNG Buyout	1157	C1	2004		12/2/09	Recycled
5.	Audit Plan	1157	C1	2003 - 2005		12/2/09	Recycled
6.	Courtesy Vehicle Fees	1157	C1	2005		12/3/09	Recycled
7.	CPC Logs	1159	B9	2002 - 2005	.70	12/3/09	Recycled
8.	CUTE	1157	C1	2002 - 2004	.10	12/3/09	Recycled
9.	CFC	1157	C1	2004-2005		12/3/09	Recycled
10.	Courtesy Parking	1157	C1	2002 - 2005	.10	12/3/09	Recycled
11.	Capital Program	1157	C1	2003 - 2005	.15	12/3/09	Recycled
12.	Direct Purchase Orders	1157	C1	2005		12/3/09	Recycled
13.	Data Watch History Report	1157	C1	2005		12/3/09	Recycled
14.	Customer Surveys	1157	C1	2004 - 2005	.10	12/3/09	Recycled
15.	Customer Audits	1157	C1	1999 - 2000		12/3/09	Recycled
16.	CTP	1157	C1	2003 - 2004		12/3/09	Recycled
17.	CTIPP	1157	C1	2003 - 2004		12/3/09	Recycled
18.	Credit Card Payments	1157	C1	2002		12/3/09	Recycled
19.	COPS	1157	C1	2004	.10	12/3/09	Recycled
20.	Contract Language standardization	1157	C1	2005		12/3/09	Recycled
21.	Contract Authority	1157	C1	2003 - 2004		12/3/09	Recycled

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Doreen Harris
Signature

Admin Asst. Ehee
Title

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		Schedule No.	Item No.				
22.	CRCF	1157	C1	2002 – 2004	.10	12/7/09	Recycled
23	Contract Abstracts	1157	C1	2005		12/7/09	Recycled
24	Concourse A & B	1157	C1	2004		12/7/09	Recycled
25.	Concession Revenue	1157	C1	2003		12/7/09	Recycled
26.	Concession Contract	1157	C1	2000 – 2003		12/7/09	Recycled
27.	Concentra	1157	C1	2003		12/7/09	Shredded
28.	Communications Center	1157	C1	2003		12/7/09	Recycled
29.	Commercial Management	1157	C1	2005		12/7/09	Recycled
30.	Class & Comp	1157	C1	1999 – 2005	.10	12/7/09	Recycled
31.	Celebrate Maryland	1157	C1	2003		12/7/09	Recycled
32.	Cargo Buildings	1157	C1	2003		12/7/09	Recycled
33.	Cargo Analysis	1157	C1	2003		12/7/09	Recycled
34.	Career Fair	1157	C1	2005		12/7/09	Recycled
35.	Director Vouchers	1157	C1	2005		12/7/09	Recycled
36.	Emergency Cash Overtime	1157	C1	2003		12/7/09	Recycled
37.	Emergency Plan	1157	C1	2003		12/7/09	Recycled
38.	Employee Injury	1157	C1	2003		12/7/09	Shredded
39	Employee Parking	1157	C1	2003 – 2004	.10	12/7/09	Recycled
40.	Employee Status	1157	C1	2003 – 2004		12/7/09	Recycled
41	Escalators/Elevators	1157	C1	2003		12/7/09	Recycled

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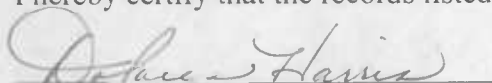
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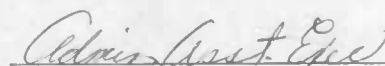
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		Retention Schedule No.	Item No.				
1.	Copy of Proposed Draft Audit Contract	1159	C1	2000		12/2/09	Recycled
2.	Audit Report – MAA-LC-92-006	1157	A2	1996	.15	12/2/09	Recycled
3.	AmDyne Aeroservices LLC	1157	C1	2002 – 2005	.15	12/2/09	Recycled
4.	Amav	1157	C1	2003 – 2005	.15	12/2/09	Recycled
5.	Airport Affairs Committee	1157	C1	2004	.10	12/2/09	Recycled
5.	Capital Improvement Plan	1157	C1	1998		12/2/09	Recycled
7.	Capital Expenditures	1157	C1	1998		12/2/09	Recycled
8.	Capital Debt Affordability	1157	C1	2005		12/2/09	Recycled
9.	BWI Business Partnership, Inc.	1157	C1	2004		12/2/09	Recycled
10.	BWI Inn Associates	1157	C1	2005		12/2/09	Recycled
11.	Business Plan	1157	C1	1996 – 2005	.10	12/2/09	Recycled
12.	Bus Wrap	1157	C1	2004 – 2005	.07	12/2/09	Recycled
15.	Budget Rental Car	1157	C1	2005		12/2/09	Recycled
14	BM&A Staff Meeting(s)	1157	C1	2005		12/2/09	Recycled
15.	BULA RFP	1157	C1	2005		12/2/09	Recycled
16	BULA	1157	C1	1982 – 2005	.50	12/2/09	Recycled
17.	Budgeted PINS	1157	C1	2004 – 2005	.20	12/2/09	Recycled
18.	British Airways	1157	C1	2003 – 2005		12/2/09	Recycled
10.	Brass	1157	C1	2001		12/2/09	Recycled
20.	Bonds & Guarantees	1157	C1	2003 – 2005		12/2/09	Recycled
21	Blood Borne Pathogen	1157	C1	2003		12/2/09	Recycled

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		Schedule No.	Item No.				
1.	Grants	1157	C1	2005		12/17/09	Recycled
2.	Governance	1157	C1	1991 – 2005	.50	12/17/09	Recycled
3.	Goals	1157	C1	2004		12/17/09	Recycled
7.	Globe Ground	1157	C1	2003 – 2005	.10	12/17/09	Recycled
5.	Ghana	1157	C1	2000 – 2005		12/17/09	Recycled
6.	Gate Management System	1157	C1	2005		12/17/09	Recycled
7.	Gas Station RFP	1157	C1	2005		12/17/09	Recycled
8.	Frasca Report	1157	C1	2005		12/17/09	Recycled
9.	Grievance	1157	C1	2003 – 2004		12/17/09	Shredded
10.	Ground Transportation Fees	1157	C1	2003 – 2005		12/17/09	Recycled
11.	Hazardous Communications Program	1157	C1	2003		12/17/09	Recycled
12.	Health Benefits	1157	C1	2003		12/17/09	Recycled
13.	Health & Safety	1157	C1	2003		12/17/09	Recycled
14.	Helicopter High	1157	C1	2005		12/17	Recycled
15.	Hertz	1157	C1	2003		12/17	Recycled
16.	Hiring Freeze	1157	C1	2002 – 2005		12/17/09	Recycled
17.	Historical Funding	1157	C1	2004		12/17/09	Recycled
18.	Host	1157	C1	2003 – 2004	.10	12/17/09	Recycled
19.	Hotels	1157	C1	2005		12/17/09	Recycled
20.	Hotel Reservation Services	1157	C1	2005		12/17/09	Recycled
21.	HR Best Practices	1157	C1	2003		12/17/09	Recycled

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Dobson Harris
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Admin Asst Exec
Title

12-18-09
Date

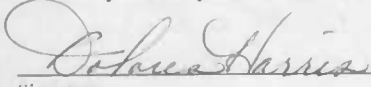
FEB 8: ~~11~~ 2010


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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as Listed on Schedule)	Authorization Retention		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
22.	HR Improvements	1157	C1	2002 – 2004		12/17/09	Recycled
23	HR – IT	1157	C1	2003 – 2004	.15	12/17/09	Recycled
24	HR – Policies	1157	C1	2003 – 2004	.06	12/17/09	Recycled
25.	Hurricane Isabell	1157	C1	2003 – 2004		12/18/09	Recycled
26.	Iceland Air	1157	C1	2005		12/18/09	Recycled
27.	IT Disaster recovery Plan	1157	C1	2005		12/18/09	Recycled
28.	IT Master Plan	1157	C1	2003 – 2004		12/18/09	Recycled
29.	Internal Audits	1157	C1	2004 – 2005		12/18/09	Recycled
30.	Internal Guidelines	1157	C1	2005		12/18/09	Recycled
31.	Investigations	1157	C1	2004		12/18/09	Recycled
32.	IWIF	1157	C1	2003 – 2005		12/18/09	Shredded
33.	JCDecaux	1157	C1	2005		12/18/09	Recycled
34.	Job Specs	1157	C1	2004 – 2005	.20	12/18/09	Recycled
35.	Labor Agreement	1157	C1	2002		12/18/09	Recycled
36.	Lassey Travel	1157	C1	2005		12/18/09	Recycled
37.	Late Invoices	1157	C1	2004 – 2005	.10	12/18/09	Recycled
38.	Lease Terms	1157	C1	2005		12/18/09	Recycled
39	Limited English Proficiency	1157	C1	2003		12/18/09	Recycled
40.	Long Range Planning Model	1157	C1	2004		12/18/09	Recycled
41.	Luxury Limo	1157	C1	2005		12/18/09	Recycled

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


Signature


Title

12-18-09
Date

FEB 8 1960 *Jolo*


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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	2	1986-1999	3 ³	10/28/10	SHRED
2.	PAPER	1518	23	1999-2006		10/28/10	SHRED
3.	PAPER	1518	31	2002-2003	↓	10/28/10	SHRED
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14.							
15.							
16.							

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

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

 _____ *Office Clerk II* _____ *10/28/10* _____
 SIGNATURE TITLE DATE

THE UNIVERSITY OF TEXAS AT AUSTIN
 DEPARTMENT OF BIOLOGY
 LABORATORY OF SYSTEMATICS
 78712-7750
 FAX: 512/475-1220

UNIVERSITY OF TEXAS AT AUSTIN

Name	Accession No.	Date	Collector	Locality
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas
1997-10-15	1997-10-15	1997	J. M. Smith	Texas

NOV - 1 2010



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 381057
DATE: 10/28/2010
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED

64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L
[Handwritten marks in grid]

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE:
SERVICE REP SIGNATURE: [Signature] DATE: 10-28

NOV - 1 2010

10/25

10/25

10/25

10/25

NOV 12 2010

NOV 12 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	COMMUNITY MENTAL HEALTH	1518	10	1991-2002	1	01/13/09	SHRED
2.	MD CHILDREN'S HEALTH PROGRAM			2005	16	01/13/09	SHRED
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16.							

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

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

HEATHER BARTON *Heather Barton* ADMINISTRATION PROGRAM DIRECTOR 1/14/09
 PRINT/SIGNATURE TITLE DATE

REPORT OF THE BOARD OF DIRECTORS

JAN 18 2009

JAN 16 1941 *RM*

DHR Kent County DSS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Child Support Enforcement		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

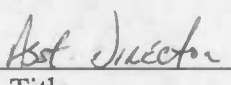
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	child support						
	Fiscal Records						

No.	Description of Records	Sch #	Item #	Dates	Volume	Disposal	Disposal Method
1	Daily Overnight Reports (Cash Disbursements Ledger, Cash Receipts Ledger, Suspense File)	1023-7-A-4	40	2003 July - Dec., 2004 Jan. - Dec., 2005 Jan. - Apr.	6 cubic feet (shelf = 3 ft wide X 1 feet long X 1 foot deep)	05/06/09	Shred-It (commercial shredding service vendor under contract to KCDSS)
2	Financial Institution Data Match (FIDM) Detail (periodic reports printout, beginning 06/02/03)	1023-7	34	2003-06-02 thru 2004-03-09	1" thick stack of papers	05/06/09	Shred-It (commercial shredding service vendor)
3	Local Transaction Requests (LTR) Printouts (request or submission screens & supporting documents, request follow-up account)	1023-7-A-4	40	2003-07-14 (LTR #095530) thru 2005-04-18 (LTR #154729)	1 1/2" thick stack of papers	05/06/09	Shred-It (commercial shredding service vendor)
4	Manual Checks Cabinet Control Log: Fund # 841285, Office of Child Support (in-house generated journal to record authorization and issuance of local manual Child Support Checks. The checking account was closed years ago. The checks were shredded in 2002. Only the 2-pp journal + blank journal forms remained to be shredded).	1023-7-A-4	40	1999-01-11 (check # 103221), thru 2002-01-10 (check # 103250)	2 pages of written records, 20+ pages blank forms	05/06/09	Shred-It (commercial shredding service vendor)

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



Signature



Title

5/20/09

Date

MAY 28 2001

DHR, Kent County DSS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Child Support Enforcement		
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.				
	child support						
	Fiscal Records						

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Sch #	Item #	Dates	Volume	Disposal	Disposal Method
5	Master Case Lists						Shred-It
	(alphabetical list by NCP surnames, showing Case Balances & account balances O-t-D, E-o-M.	1023-7-A-4	40	2003 July - Dec., 2004 Jan.- Dec., 2005 Jan.-Apr.	3 cubic feet (shelf = 3 ft W X 1 feet H X 1 foot D)	05/06/09	(commercial shredding service vendor)
6	Tax Refund Intercept (TRIP/TROP) Programs						Shred-It
	periodic reports of tax refunds intercepted, receipted to Child Support cases. FY 1999, FY 2000, FY2001, FY 2002, FY 2003)	1023-7-A-4	31	1998-09-01 thru 2004-06/10	one 3" thick loose leaf binder's papers	05/06/09	(commercial shredding service vendor)
7	Work Orders						Shred-It
	(printouts of early Work Orders requested by KCOCS together with supporting documents)	1023-7-A-4	40	2000-08-29 (W/O # 029494) thru 2003-05/01 (W/O #	1 " thick stack of papers	05/06/09	(commercial shredding service vendor)

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

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

Signature

Asst. Director
Title

5/20/09
Date

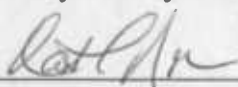
MAY 28 2009

DHR, Kent County DSS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Child Support Enforcement		
Division or Unit		

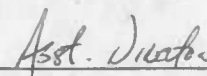
CERTIFICATE OF RECORDS DISPOSAL

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.				
	child support						
	Fiscal Records						
No.	Description of Records	Sch #	Item #	Dates	Volume	Disposal	Disposal Method
1	Support Obligation Record - AFDC & Non AFDC Referral Cases						Shred-It
	DHR/SSA-BSE 931 (01/79) and DHR/SSA-SCU932 (7/75) manual posting ledger sheets. Blood testing (genetic test) fees owed & payments received, filed by NCP Surname in alpha order.	1023-7-A-4	40	1985-10-28 (oldest posting entry) thru 1986-06-16 (most recent posting entry)	3 ledger sheets	05/20/09	(commercial shredding service vendor under contract to KCDSS)
2	Support Obligation Record - AFDC & Non AFDC Referral Cases						Shred-It
	DHR/SSA-BSE 931 (01/79) and DHR/SSA-SCU932 (7/75) manual posting ledger sheets. Child Support owed & payments received, filed by NCP Surname in alpha order.	1023-7-A-4	40	1977-07 (oldest posting entry) thru 1986-08-28 (most recent posting entry)	23 ledger sheets	05/20/09	(commercial shredding service vendor)
3	Wilson Jones Form N2-D						Shred-It
	(manual posting ledger sheets. "The Small Books.")	1023-7-A-4	40	1976-05-31 (earliest posting date) thru 1988-05/31 (most recent posting date)	20 ledger sheets	05/20/09	(commercial shredding service vendor)

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



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



 Title

5/20/09

 Date

MAY 28

DHR, Kent County DSS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Child Support Enforcement		
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.				
	child support						
	Fiscal Records						

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records	Sch #	Item #	Dates	Volume	Disposal	Disposal Method
4	CSEA Summary of Daily Receipts and Disbursements						Shred-It
	DHR/CSE 1005-B "Daily Deposit Log," supporting document copies and bank deposit slip copies. Robin's copies).	1023-7-A-4	40	2003-07-01 thru 2004-12-29. Plus 2005-01-03 thru 2005-04-29	1 cubic foot (box = 10 " W X 7" H X 1 foot D) plus a 1" high stack of papers	05/20/09	(commercial shredding service vendor)
5	Bank Reconciliations						Shred-It
	CBFS/CSEA 1199A & 1199B; DHR/CSEA 302J (Rev. 1/97) 4 pp. each; DHR/CSEA 1005-B; monthly bank statements & supporting copies, filed in month order.	1023-7	34	2003 - July thru December; and 2004 - January - December and 2005 - January - April	1 cubic foot (box = 10 " W X 7" H X 1 foot D)	05/20/09	(commercial shredding service vendor)
6	Child Support Fiscal Monthly Files						Shred-It
	DHR/CSEA 1005-B "Summary of Daily Receipts and Disbursements" reports + daily overnight reports (2 files/month); "Edits" file (General Journal postings of account adjustments and narrative; 1 file/month), filed in month order.	1023-7-A-4	40	2003 - July thru December; and 2004 - January thru December; and 2005 - January thru April	3 cubic feet: 3 boxes X (10 " Wide X 7" High X 1 foot Deep each box.)	05/20/09	(commercial shredding service vendor)

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

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



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

Asst. Director

Title

5/20/09

Date

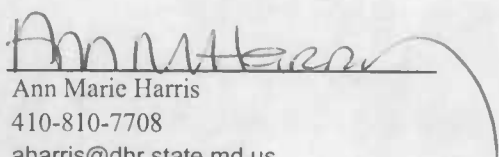
MAY 28 209

DHR/Kent County DSS (14)	Department of General Services Records Management Division PO Box 275 Jessup, MD 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Budget and Finance		
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 Acctg Records	1023-7	34	7/1/2002 - 6/30/06		2/1/2009	Shredded
2	General Acctg Records	1023-7	34	7/1/98 - 6/30/02		5/5/2005	Shredded
3	General Acctg Records	1023-7	34	7/1/96 - 6/30/98		4/1/2000	Shredded
4	General Acctg Records	1023-7	34	7/1/96 - 6/30/96		6/28/1999	Shredded
5	General Acctg Records	1023-7	34	- 6/30/95		9/1/1998	Shredded
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I hereby certify that the records listed above were disposed of as indicated.


 Ann Marie Harris
 410-810-7708
aharris@dhr.state.md.us

Finance Officer
 Title

12/1/2009
 Date

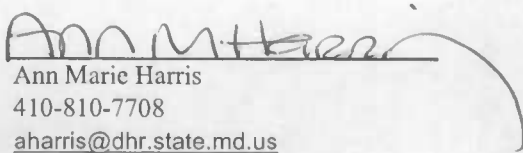
DEC 17 - 2009

DHR/Kent County DSS (14)	Department of General Services Records Management Division PO Box 275 Jessup, MD 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Budget and Finance		
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 Acctg Records	1023-7	34	6/1/97 - 6/30/06		8/5/2009	Shredded
2	General Acctg Records	1023-7	34	1/1/94 - 6/30/06		8/6/2009	Shredded
3	General Acctg Records	1023-7	34	1/1/94 - 12/31/2001		8/6/2009	Shredded
4	General Acctg Records	1023-7	34	1/1/05 - 12/31/06		8/6/2009	Shredded
5	General Acctg Records	1023-7	34	1/1/95 - 12/31/05		8/6/2009	Shredded
6	General Acctg Records	1023-7	34	1/1/93 - 12/31/06		8/6/2009	Shredded
7	General Acctg Records	1023-7	34	1/1/96 - 12/31/06		8/6/2009	Shredded
8	General Acctg Records	1023-7	34	Blank Check Stock		8/6/2009	Shredded
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I hereby certify that the records listed above were disposed of as indicated.


 Ann Marie Harris
 410-810-7708
aharris@dhr.state.md.us

Finance Officer
 Title

12/1/2009
 Date

MEMORANDUM FOR THE RECORD

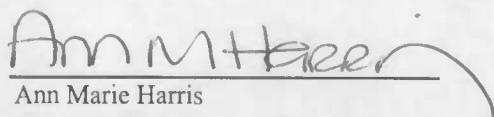
DEC 5 - 2019

DHR/Kent County DSS (14)	Department of General Services Records Management Division PO Box 275 Jessup, MD 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Budget and Finance		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Misc Acctg Records	1023-7	38	7/1/94 - 6/30/05		7/28/2009	Shredded
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I hereby certify that the records listed above were disposed of as indicated.



Ann Marie Harris
410-810-7708
aharris@dhr.state.md.us

Finanee Officer
Title

12/1/2009
Date

238


DEC 4 2005

DHR/Kent County DSS (14)	Department of General Services Records Management Division PO Box 275 Jessup, MD 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Budget and Finance		
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 Acctg Records	1023-7	34	- 12/31/04		9/28/2010	Shredded
2	General Acctg Records	1023-7	34	- 12/31/95		9/28/2010	Shredded
3	General Acctg Records	1023-7	34	- 12/31/95		9/28/2010	Shredded
4	General Acctg Records	1023-7	34	7/1/01 - 6/30/03		9/22/2010	Shredded
5	General Acctg Records	1023-7	34	7/1/01 - 6/30/05		9/28/2010	Shredded
6	General Acctg Records	1023-7	34	7/1/03 - 6/30/07		9/28/2010	Shredded
7	General Acctg Records	1023-7	34	7/1/2005 - 6/30/07		9/28/2010	Shredded
8	General Acctg Records	1023-7	34	7/1/96 - 6/30/99		9/17/2010	Shredded
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I hereby certify that the records listed above were disposed of as indicated.


 Ann Marie Harris
 410-810-7708
 aharris@dhr.state.md.us

Finance Officer
 Title

9/29/2010
 Date

OCT 1 - 2010

DHR	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
BCoDSS		
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	Daycare Vouchers & Invoices	1023-7	34	7/01 - 6/04	40	12/11/08	Shred-It
2	Paid Bills & Invoices	1023-7	34	7/01 - 6/04	20	12/11/08	Shred-It
3	Cancelled Checks	1023-7	34	7/01 - 6/04	15	12/11/08	Shred-It
4	Employee Timesheets	1023-7	37	7/01 - 6/04	5	12/11/08	Shred-It
5	OHEP Denied	1023-7A4	5	7/06 - 6/07	7	7/24/08	Shred-It

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

Georgia Collins
Signature

Contract Service Asst.
Title

1/22/09
Date

Department of Health San Jose	1255 West Elgin Street San Jose, California 95128	1255 West Elgin Street San Jose, California 95128
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CERTIFICATE OF RECORDS PROTECTION


Serial Number	Volume Number	Page Number	Record Title	Retention Period	Disposition
1	1	1
2	1	2
3	1	3
4	1	4
5	1	5
6	1	6
7	1	7
8	1	8
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11	1	11
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36	1	36
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40	1	40
41	1	41
42	1	42
43	1	43
44	1	44
45	1	45
46	1	46
47	1	47
48	1	48
49	1	49
50	1	50

JAN 27 2009

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. <i>Baltimore County D.S.S.</i>	Accession No.	Date Rec'd
		RM Code
B. Division/Unit <i>Finance Office</i>	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address <i>6401 York Road Baltimore, MD 21212</i>		
D. Phone No. <i>410-853-3924</i>	Records Center Manager	
E. Agency Official <i>Jeanetta Boyce</i>	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
<i>40 34</i>	<i>Daycare Vouchers and invoices</i>	<i>Schedule #1033-7 Item #'s 34+37 June 2008</i> 
<i>20 34</i>	<i>Paid Bills and invoices</i>	
<i>15 34</i>	<i>Cancelled Checks</i>	
<i>5 31</i>	<i>State Employees Timesheets</i>	
RECEIVED DEC 03 2008 CENTRAL SERVICES		

DGS 550-5 (Rev. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

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DEC 0 8 2004

CENTRAL RECORDS

JAN 27 2004

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275 JESSUP, MD 20794 TELEPHONE 410-799-1379
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY I. BALTIMORE COUNTY DSS	ACCESSION NO.	DATE REC'VD
B. DIVISION /UNIT DENIED OFFICE ON HOME ENERGY PROGRAMS	RM CODE	
C. MAILING ADDRESS DRUMCASTLE GOV'T CENTER 6401 YORK ROAD BALTIMORE, MD 21212	LOCATION RANGE SECTION(S)	NO. OF CU FT 7
D. PHONE NUMBER 410-853-3924	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JEANNETTA BOYCE	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
	Denied FY 7-01-06 – FY 06-01-07	
1	Abdalla, Mohamed Butler, Cherelle	
2	Butler, Latasha Fisher, Richard	
3	Fitzke, Robert Johnson, Adrienne	
4	Johnson, Blaire Moore, Ahya	
5	Moore, Angelia Rose, Collin	
6	Rose, Karan Ward, Dana	
7	Warner, Sylvia Zimmerman, Brenda	
		SCHEDULE # 1023-7A-4 ITEM # // DISPOSAL DATE 07-01-08

[Redacted]

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MICHIGAN LIBRARY



JAN 27 - 2009

Project or Division	Department of General Services	DIR
Requesting Agency	Inventory Management Division	Inventory Agency
Requesting Office	1232 Harding Road (Rm. 173)	REC-22
Requesting Person	R. J. Box 22	Inventory File
	Attn: Section 22-22	

CERTIFICATE OF RECORDS DISPOSAL

Serial #	Date	Description	Authority	Disposition	Disposition Date	Disposition Method	Disposition Location	Disposition Status	Disposition Details	
									Disposition Code	Disposition Notes
1000	10/01
1001	10/01
1002	10/01
1003	10/01
1004	10/01

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

Date

File

APR 20 1969
gmw

DHR	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
BCoDSS		
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	MA - LTC	1023-7A-4	47	7/05 - 6/06	175	7/22/09	Shred-It
2	Personnel Files	1023-6	33	1/05 - 12/05	4	7/22/09	Shred-It
3	Denied	1023-7	54	7/06 - 6/07	8	7/22/09	Shred-It

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

Gloria Collins
Signature

Contract Service Asst
Title

7/30/09
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Baltimore County DSS		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Family Investment Division Reisterstown District		RM CODE	
C. MAILING ADDRESS 130 Chartley Drive Reisterstown, Maryland 21136		LOCATION RANGE SECTION(S)	NO. OF CU. FT. Total # of boxes 209
D. PHONE NO. 410-853-3924		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jeannetta Boyce		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Closed Records FY 2006	
1	Aaronson, Tina 436034789 thru Abda, Sy 432024142	Schedule # 1023-7A-4 Items #45, 46, 47 Disposal Date June, 200
2	Abdullah, Hibatullah 401027602 thru Abdullah, Yasminah 428035421	
3	Abkari, Jamira 429035685 thru Aboul, Wanda 4001010284	
4	Abraham, Cairleen 030636226 thru Abraham, Curtis 426008565	
5	Abraham, Laine 405030545 thru Abraham, Leon 426800563	
6	Abramou, Mikttail 486008621 thru Abrams, Lillian 030497827	
7	Ackwood, Angelica 483007027 thru Ackwood, Dominique 475007371	
8	Acne-Williams, Lynn 483035784 thru Actie, Shalonda 412015119	
9	Action, Carole 480014017 thru Adaberto, Lovo 421035490	
10	Adames, Danielle 447033238 thru Adams, Aaron 428036088	
11	Adams, Barry 400048933 thru Adams, Blair 422008109	
12	Adams, Cornelius 421014724 thru Adams, David 499011288	
13	Adams, Deborah 003213923 thru Adams, Lindy 030324078	
14	Adams, Lisa 003230185 thru Adams, Rhona 003105298	
15	Adams, Shayne 427027867 thru Adams, Yolanda 499028712	
16	Addison, Dia 030685281 thru Addison, Queen 003307050	
17	Addison, Rōsa 436013237 thru Adeda, Omobora 480025038	

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 AUG 20 2006
 CENTRAL SERVICES

RECEIVED

AUG 20 1964

CENTRAL SERVICES

AUG 21 1964 *WJG*

18 ADEDIFE, ANIKE 409003350 THRU ADEKULE, AMOS 418016804
19 ADELEKE, PHYLLIS 030388159 THRU ADELMAN, SHARON 427024692
20 ADELUGBA, OLADIMEJI 470012470 THRU ADEMILAY, GLADSTONE 458004981
21 ADES, ADE 003254474 THRU ADIGUN, ADERMI 497017798
22 ADISWE, MARCELLOUS 416010868 THRU ADKINS, KOREN 400063735
23 AFRICA, AKETU 476033110 THRU AGUAYD, DORIN 441020437
24 AGUILAR, REYNERIO 417032998 THRU AHMED, MIRIAM 449036057
25 AIKEN, JULIET 436019555 THRU AIKEN, SHIRRELL 476012343
26 AIKEN, STUART 477034986 THRU AJARI, ERIKA 404033104
27 AJAYI, OYEYEUI 409030836 THRU AJOGUN, ANDREA 440031509
28 AKHMEDOR, DZHALIL 421032749 THRU AKHMEDOV, DZTHLIL 421032749
29 AKHTAR, TAZEEM 495027191 THRU AKIN, LY 490017224
30 AKIY, DEL 460035660 THRU AKTHAR, NADEEM 46307436
31 ALARK, ROBERT 466023412 THRU ALBERT, D 452008540
32 ALBRISHT, ANITA 012069316 THRU ALEJA, AMALIA 492036831
33 ALEXANDER, DARRELL 459029761 THRU ALEXANDER, RHONDA 014014433
34 ALEXANDER, THERESA 030570119 THRU ALEXNADER, VALLON, JENNIFER 486032693
35 ALIYEVA, FATIMA 454032556 THRU ALLBRITTON, JUANITA 487027983
36 ALLEN, DANIELLE 464030558 THRU ALLEN, DEZZARAIE 407014530
37 ALLEN, GIRLIE 030731594 THRU ALLEN, NIOLA 437017290
38 ALLEN, SERVONDA 498028531 THRU ALLREN, JULIET 436019555
39 ALMARE, ELOISA 499635517 THRU ALMATEEN, MAJIDAH 460035450
40 ALMENDAREZ, LEO 471035251 THRU ALMENU-EL, RHONDA 457008561
41 ALREA, WALKER 002228936 THRU ALSTON, EDWARD 422034138
42 ALSTON, LINDA 472036275 THRU ALSTON, LISHA 460020015
43 ALSTON, MICHAEL 003290432 THRU ALTMAN, MMA 901023958
44 ALTMAN, SUSAN 473020794 THRU ALTMAS, KEHAN 402017060
45 ALVAR, VERN 00322461 THRU ALVEZ, ROSHINDAH 411015533
46 ALYER, ELMAN 44802045 THRU AMATULLAH, MAIDA 030356693
47 AMBROSE, MELISSA 415007673 THRU AMENT, LAURA 003314225
48 AMES 3RD, THERMAN 470025820 THRU AMOS, ELIZABETH 003099888
49 ANDERSON, CHRISTOPHE 454034334 THRU ANDREWS, ARLETTE 406028934
50 ANDREWS, ARLETTE 406028934 THRU AOONA, MARLA 445021981
51 ARATO, ANGELICA 460013798 THRU ARATO, EUGENIA 460013796
52 ARMSTEAD, KEYANDA 456014467 THRU ARMSTRONG, CHRISTINE 417034430
53 ARMWOOD, CIERA 438003215 THRU ASEN-DAVIS, HELENA 437025655
54 ASHE, LAUEL 481001475 THRU ASHTON, KIMBERLY 489016552
55 ATIALUKE, AK 16378856 THRU AUMOR, MIZON 444033580
56 AUSTIN, PATRICE 003307298 THRU AVINGER, STEPHANIE 472019255
57 AWAN, NASIMO 476035223 THRU AWONUSI, VICTORIA 469020233
58 AYALA, MARIANG 413034053 THRU BA, LONA 486025643
59 BAHIIJA, ELAUEHQBI 421035965 THRU BAHOM, KENNYRA 499010476
60 BAILEY, TASHA 003240734 THRU BAKEIRE, ADWON 450037296
61 BALDERAMA, LAURA 473031855 THRU BALDWIN, VERNAN 497015090
62 BANKS, ANTHONY 473029123 THRU BANKS, SUZANNE 454027345
63 BARNES, JAMES 003139862 THRU BDULLAH, HIBATOLLAH 401027602
64 BERRY, WILLIAM 481032416 THRU BEST, TOIYA 481025061
65 BIGELOW, LUWANE 003322602 THRU BLANDING, GERARD 418008699
66 BLOND, VIRGINIA 488023859 THRU BODRU, KIMBERLY 467008467
67 BRANDFORD, KIMBERLY 030077443 THRU BRASWELL, RHONDA 423027141
68 BRAYBOY, LATOYA 417013904 THRU BREWER, DALE 003215380
69 BROWN, TIFFANY 400066693 THRU BRUNDICK, HALEIGH 470027040

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70 BRYAN, BANKS 4951818 THRU BRYANT, ANNETTE 407016853
71 BRYANT, SHARLENE 434015112 THRU CACERES, LIGIA 003203009
72 CANN, BRIDGETTE 471019205 THRU CARROLL, KIMBERLY 030890187
73 CARROLL, TERRIE 419034191 THRU CARTER, BONNIE 412029728
74 CARTER, MIL 421032582 THRU CARTER, NELINCLA 030078378
75 CASTILLO, PEGGY 003316502 THRU CHANDLER, JASMINE 461007467
76 CINTRAN, ENEIDA 003324726 THRU CLARK, DW 42105587
77 CLARK, LISA 459010881 THRU CLATTERBUCK, KEVIN 416028302
78 COHEN, AL 413021329 THRU COTTERN, CORINE 486029314
79 COUNCIL, HERBERT 448007177 THRU CROMWELL, LAKIA 467027694
80 CURRY, WILLIE 494002979 THRU DALCIN, RITA 497017870
81 DAVIS, ANGELA 450019861 THRU DETOUR, ADENISA 003254474
82 DIXON, MIMI 030937305 THRU DOWER, TARSHA 030074610
83 DURHAM, PAUL 486018945 THRU EASAH, JULIA 003305876
84 EPPS, DIANA 477007913 THRU EVANS, SHARON 431008369
85 FANOOSH, ZOHREN 445034841 THRU FELDMAN, NORMA 405034670
86 FERGUSON, KENYA 486017806 THRU FLAGG, SHANNON 446026363
87 FORD, VIRGINIA 496014401 THRU FOSTER, DENISE 030424878
88 FREEMAN, SHELIA 411016641 THRU FROZI, LARMIA 441029294
89 GAITHER, JUDITH 460024517 THRU GASKIN, LISA 450031562
90 GERLYANTS, ENYA 460007451 THRU GOULD, NIESHA 453031493
91 GRACE, JAMES 480036261 THRU GREEN, EVELYN 486106554
92 GRESS, BRUCE 465015048 THRU GRIFFEN, RAMONA 439035264
93 GROSS, LISA 475033762 THRU GUTMAN, BERTA 409020828
94 HAIRSTON, JOHN 444023576 THRU HAMM, MICHELLE 410034829
95 HARDING, RODNEY 425035258 THRU HARRINGTON, DAWN 003220808
96 HARRIS, CORNEIL 401016269 THRU HERTZ, BARBARA 458036968
97 HETHERINTON, ARMSTEAD 467012483 THRU HINDS, BEVERLY 459028142
98 HOLMAN, ANTHONY 406028998 THRU HOWLETT, LONI 460025446
99 HUDSON, TIFFANY 489034721 THRU HUMPHREY, CANDACE 43323663
100 ILLER, DANIEL 463015331 THRU IOFFE, OLES 003204613
101 JACKSON, CARROLL 495013344 THRU JACKSON, CHERELLE 482014179
102 JACKSON, MONIQUE 407013977 THRU JASHVICLYA, NAMI 003248460
103 JENKINS, VALERIE 030777711 THRU JOHN, YOLANDA 473007820
104 JOHNSON, ERIC 419015518 THRU JOHNSON, TRACEY 446018685
105 JONES, IRE 421032582 THRU JONES, SHAWN 412026599
106 JORDAN, JAMIE 494015302 THRU KARER, RALEISH 407008565
107 KINS, RICHARD 485627324 THRU KNOTT, KIMBERLY 467002910
108 LAM, GARY 447030970 THRU LANGLEY, ABBIGAIL 425030163
109 LEE, PAUL 487013735 THRU LEIBOWITZ, SUE 496002740
110 LEONARD, PATTRESA 416012841 THRU LEWIS, JUDITH 4160338416
111 LIFFARD, JANE 410013745 THRU LLEN,PERCIVAL 468032765
112 LLOYD, YOUNG 414015336 THRU LOTAK, BEVERLY 497022394
113 LUDINGTON, MELODY 408026756 THRU MARSHALL, APRIL 030985199
114 MARTIN,ARIEL 466007423 THRU MARTINEZ, YESENIA 478036831
115 MILLER, RONALD 003310610 THRU MITCHELL, DENEEN 003154121
116 MOURE, ERNEST 446008640 THRU MYRICK, AMY 456007270
117 NAGLE, DARREN 406036863 THRU NELSON, GREGORY 456003078
118 NELSON, ROBIN 476014828 THRU NEWSOME, SHEREESE 456033312
119 NEWTON, YOL 483020099 THRU NTIEGE, EVELYN 442030763
120 NWANN, VINCENT 452030919 THRU NYLES, JANICE 030769631
121 OFFEY, TALITA 430033505 THRU OLIVER, KIM 442035632

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122 OWENS, ROLAND 430015647 THRU PARSON, CORA 475036393
123 PEARCE, MARJORIE 403027365 THRU PEARL, AUTUM 440015168
124 PLAVAN, BIANA 462033104 THRU POWELL, YAKIA 417014244
125 PRESELY, WORTHAM 435017251 THRU PRIBUSH, ROSE 438034579
126 PURNELL, REBECCA 030434966 THRU QUICKLEY, DIANA 434027110
127 QUINTELLA, ALS 479034931 THRU RALEIGH, KAREN 407014087
128 RICHARDSON, MARCELLA 030054736 THRU RICHARDSON, VALERIE 450008034
129 RIENINGER, ERICKA 474012471 THRU ROBINSON, DANIELLE 422017467
130 ROBINSON, DOUGLAS 476022746 THRU ROSS, ERIKA 448013526
131 RYLES, JANICE 030769631 THRU SABINE, ALEXIS 477018076
132 SANOVICK, MAYA 426017417 THRU SHATZ, ELVIRA 003209487
133 SHELTON, DAMON 468021911 THRU SIMMONS, AARON 473034348
134 SKEETER, BERNARD 448021630 THRU SKETERS, DONALD 482023526
135 SMITH, HOWARD 400008230 THRU SMITH, LATRINA 420026411
136 SMITH, MONIQUE 461007435 THRU STALLMAN, DEBRA 407035163
137 STEPTOE, SANCHEZ 436012875 THRU SWAN, JAMES 900004945
138 TALIS, Z 003323749 THRU TALLEY, DANIELLE 003206982
139 TAYLOR, VIVIAN 463021343 THRU TERESHCHENKO, VLODIMIR 474024481
140 THOMAS, ANGELA 030674996 THRU THOMPSON, TIMOTHY L. 413007871
141 THORPE, DARLENE 003272304 THRU TOOMER, TAMARA 030994897
142 TOWNS-SIMMS, ROSA 404031838 THRU TRUSHKINA, IRINA 494012867
143 TSIFANSKAYA, BASHIVA 415007729 THRU URADU, GERTRUDE 475019968
144 UZLIKOVA, TAMARA 411020232 THRU VAUGHN, T 46600724B
145 VELASQUEZ, MARIA 404018289 THRU VOLOSHYNA, LYUDNYLA 490026501
146 WALKER, JACQUELINE 488017084 THRU WALLACE, NYREE 030058729
147 WASHINGTON, INGRID 464031155 THRU WATERS-DAVIS, CHARLETTE 480024906
148 WATKINS, BARBIE 497012392 THRU WATKINS, CHICE 442011423
149 WATKINS, INGRID 457015544 THRU WAYNES, CHRISTOPHER 449026251
150 WEITZ, DAVIS 426016263 THRU WEST, NINA 482005538
151 WHALEN, LARRY 464028820 THRU WHEELER, SYLVIA 487030762
152 WHIFFINSTON, ALFRED 411024862 THRU WHITE, ALETHEA 003311028
153 WHITE, KAR 495018180 THRU WHITE, LATRICIA 487015613
154 WILLBORN, LATASHA 410007072 THRU WILLIAMS, AS 427030721
155 WILLIAMS, CARLOS 443016823 THRU WILLIAMS, CHANCE 400031884
156 WILLIAMS, DEWEINA 402007524 THRU WILLIAMS, DORIS 445036461
157 WILLIAMS, KAJISHA 434034928 THRU WILLIAMS, KEVIN 412013962
158 WILLIAMS, MICKANIE 44403501 THRU WILLIAMS, NICOLE 432002990
159 WILLIAMS, PATRICK 403015387 THRU WILLIAMS, RHONDA 030226603
160 WILLIAMS, RONA 407007790 THRU WILLIAMS, SHARELL 414034275
161 WILLIAMS, SYLVIA 030808083 THRU WILLIAMS, TAMY 454016409
162 WILLIAMS, TH 445031590 THRU WILLIS, JAMES 422033321
163 WILSON, ANGELA 475036505 THRU WILSON, GAYLOR 459018855
164 WILSON, KEICHA 002226255 THRU WILSON, LATISHA 486008235
165 WILSON, LINNEA 486007554 THRU WILSON, MARGARET 414007519
166 WILSON, QUANDRALYN 463008348 THRU WILSON, ROBERT 423008008
167 WILSON, SHIRLEY 412034616 THRU WILSON, WANDA 408018076
168 WILSON-BOGANS, TERESSA 478013710 THRU WINCHESTER, DONALD 445012879
169 WINDER, GLORIA 451031514 THRU WINTERS, ELAINE 003260736
170 WISE, DARR 451031514 THRU WISE, DELISHA 476008813
171 WISE, LAVERNE 483013649 THRU WISE, TINA 0033023916
172 WITHERSPOON, DEBORA 469014968 THRU WITTBECKER, ANTHONY 493007422
173 WO, LIPINS 459038484 THRU WOFFARD, CHARICE 030932724

AUG 31 ~~1949~~ 209

174 WOLFE, STEPHANIE 438015616 THRU WOMACK, GLORIA 453007695
175 WOODCOCK, WALTER 437035965 THRU WOODS, LEONA 402031863
176 WOODWARD, NICOLE 491013486 THRU WOODWORTH, CATHERINE 446029690
177 WOODY, KENYA 419014308 THRU WORLEY, MAR 411015573
178 WORTMAN, KIMBERLY 496029927 THRU WRATCHFORD, JACQUELINE 482035661
179 WRIGHT, DARLA 401014969 THRU WRIGHT, DOMINIQUE 426032042
180 WRIGHT, JOAN 003321128 THRU WRIGHT, LATANYA 410017427
181 WRIGHT, NADIA 484024174 THRU WRIGHT, RASHEDA 441018764
182 WRIGHT, ROSHEDA 444018764 THRU WRIGHT, SHERROW 003323010
183 WRIGHT, TONI 445015386 THRU WRISHT, DARLENEE 460012656
184 WRISHT, MONALISA 407020201 THRU XIOMARA, BAIRES 458023110
185 YANCEY, MALLISSIA 458008059 THRU YARBOROUGH, JEANICE 003272267
186 YARKBONA, SONNA 003259137 THRU YATES, SHANDA 425080024
187 YEARWOOD, ADRIENNE 446015160 THRU YOLAIN, ANNIE 473033290
188 YOUNG, CANDICE 300215147 THRU YOUNG, DANTE 494019724
189 YOUNG, EDNA 030108982 THRU YOUNG, JENNIFER 030720357
190 YOUNG, JENNIFER 030720357 THRU YOUNG, JOEANNE 003276955
191 YOUNG, SARA 436028685 THRU YOUNG, SHERRIA 030523887
192 YOUNG, TIA 496014121 THRU YOUNG, TYESHIA 429014883
193 YOUNG, WAYNE 421017903 THRU YOUNGER, ALICIA 481014588
194 YUILLE, MICHELLE 444019914 THRU YUROKE, DAPHNE 411030325
195 YUSUPOV, LUDMILA 432013998 THRU ZACHERY, VANNESSA 478008308
196 ZACKERY, TAMARA 455035214 THRU ZAFAR, MUJITBA 481019651
197 ZAKHAR, AN 438023029 THRU ZALIS, MARY 443024565
198 ZANIA, STEWART 410005449 THRU ZAVALA, SHERRY 432030483
199 ZAVUTALIE, R 400089204 THRU ZAY-CHER, MARGARITA 003290335
200 ZAYCHER, SABINA 499007560 THRU ZEPP, VINCENT 480300300
201 ZHELEZHAYAK, ALEKSANDR 003325926 THRU ZILBERMAN, LIDIYA 446013490
202 ZIMMERMAN, BRENDA 003230170 THRU ZIMMERMAN, YVETTE 485035042
203 ZINK, GEORGE 032614200 THRU ZISMAN, BORIS 488031941
204 ZITWAR, JARED 454026973 THRU ZIYAYEVA, LA 476027552
205 ZOM, KATHLEEN 421030055 THRU ZUBER, FAKITHA 426016105
206 ZUCOS, TIMOTHY 452026301 THRU ZUELCH, STEVEN 495035137
207 ZUKAS, TIMOTHY 452026331 THRU ZUNISA, MARIA 412031276
208 ZUNIYA, MARIA 412031276 THRU ZVYENROVA, LIDIYA 446013490
209 ZYNA, RONALD 448028685 THRU ZYROVSKAYA, ALEXSANDRA 455033052

AUG 31 ~~19~~ 2009

DHR	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
BCoDSS		
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	Closed/ODO, Retired	1023-7A	45,46,47	07/05 – 06/06	130	4/12/10	Shred-It

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

Gloria Collins
 Signature

Contract Service Asst
 Title

5/7/10
 Date

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. BALTIMORE CO. D.S.S.		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT ESSEX CLOSED,ODO, ACTIVE RETIRED			RM CODE
C. MAILING ADDRESS 439 EASTERN AVE. BALTIMORE, MD. 21221		LOCATION RANGE SECTION(S)	NO. OF CU. 130 BOX
D. PHONE NO. 410-853-3325		RECORDS CENTER MANAGER	
Tanya Jones		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE
	1 ABATE, ANGELA 435024726 - ADAMS, TAMMY 003232272	SCHEDULE 1023-71 ITEM # 45,46,47 DISPOSAL DATE 1-Jul/09 FY 7/05 - 6/06
	2 ADAMS, TRAVIS 431029682 - ALBRECHT, ROBIN 467030801	
	3 ALBRIGHT, ANITA 012069316 - ALFORD, LINNETTE 452017602	
	4 ALFORD, LISA 030805458 - ALLEN, VICTORIA 003324761	
	5 ALLENDER, ANJELINA 408027253 - ALVAREZ, GLORIA 490019988	
	6 ALVAREZ, GLORIA 490019988 - ANDERSON, FLEMENA 450016771	
	7 ANDERSON, APRIL 003191207 - ANDERSON, WILLIE 428033573	
	8 ANDRADE, ALICIA 481007864 - ARMSTRONG, CHARLES 487008279	
	9 ARMSTRONG, JAMES 487010621 - ARWOOD, CHRISTEEN 447019911	
	10 ASBURY, MARK 436021318 - AULD, MONA 496031686	
	11 AULL, HONESTY 471003214 - BACHTEL, LINDA 420019429	
	12 BACHMAN, MELISSA 003196969 - BAISLEY, PAMELA 426019241	
	13 BAKER, ARETHA 030735412 - BARBER, BARBARA 468016638	
	14 BARBER, CHANEL 480016013 - BARNES, CATRINA 497007541	
	15 BARNES, GEORGE 481012683 - BARRETT, THERESA 487019817	
	16 BARR, LATISHA 446019991 - BAUER, LEOMA 003244883	
	17 BAUER, MARY 003088527 - BEAUFORD, TAMISHA 489007596	
	18 BEAUREGARD, ANGELA 012050874 - BELFORD, BONNIE 447022313	
	19 BELHUMEUR, RENEE 472007396 - BENNER, PAUL 490030587	

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BOX

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20 BENNETT, BONNIE 481001184 - BERRY, NANCY 402007468
21 BERRY, TAMARA 492007942 - BHOLA, SHAHAZAD 003158906
22 BHOOKMOHAN, KATHLEEN 413020352 - BIVENS, FAYE 012055389
23 BIZIMUNGU, RWANGE 494027385 - BLANKENSHIP, PATRICIA
030685070
24 BLANKNEY, MICHELL 003286317 - BOLK, FRANK 423033419
25 BOLLING, CHRISTOPHER 464007818 - BOSWELL, KERBY 422028706
26 BOURBAROPULOS, ANDREW 439031715 - BRADLEY, EVELYN
003206889
27 BRADLEY, LAKENIA 464026967 - BRILEY, LEUMEALURE 030936621
28 BRINKMAN, MARY 485024532 - BROWN, ANNETTE 003230491
29 BROWN, ARLENE 003266771 - BROWN, YOLANDA 002097777
30 BROWNE, GERALD 493032180 - BUCKNER, ROBERT 457016292
31 BUCKNER, TAMANTHA 003325679 - BURRIS, JOSIE 496008386
32 BURRIS, LYNETTE 003206650 - CAGLE, TIMOTHY 440001747
33 CAHILL, ANGELA 434002097 - CARR, TERRY 437020385
34 CARR, TERRY 437020385 - CHALFANT, LEIGH 030914859
35 CHAMBERS, LINDA 030052669 - CIHLAR, CAROLE 465014770
36 CIKURU, KABERUKA 462030459 - CLAWSON, KENNETH 441007543
37 CLAY, BRITTANY 445031267 - COLLAZO, ELAINA 423030936
38 COLLETT, MARGARET 404033447 - COOKERLY, MARGARET 003175649
39 COOLEY, LISA 470032893 - COX, MICHELLE 493025716
40 COX, REBECCA 489000452 - CROUCH, JEANETTE 420012551
41 CROWE, CATHERINE 443007716 - DANIEL, HARRIET 012053277
42 DANIELS, CHIRIGA 030063326 - DAVIS, EARTHA 488019556
43 DAVIS, EVALINE 424028384 - DEBORD, ROBIN 444030190
44 DECARLO, AMBER 499031989 - DEVLIN, AMY 488012094
45 DEVORE, LORI 424002237 - DOBRY, NICOLE 470008501
46 DOBRZYKOWSKI, MARY 497023521 - DOUGHERTY, KIMBERLY
003213277
47 DOUTHIT, APRIL 459021758 - DUNSMORE, ANGIE 450012432
48 DUPREEZ, TRACEY 003218707 - EDWARDS, LINDA 417006205
49 EDWARDS, MONICA 469008387 - EPPS, LORETTA 400041452
50 EPPS, ROBERT 493013762 - FAIDLEY, ANGELA 407013021
51 FAIR, DJUANA 453024324 - FERRELL, APRIL 464005748
52 FEUERHARDT, KAREN 003305432 - FITZ, LEROY 030883546
53 FITZGERALD, MARY 003128384 - FLYTHE, CAROLYN 445022411
54 FOEHRKOLB, JOHN 493027508 - FOSTER, KELLIE 426014904
55 FOSTER, RAISEEN 476028483 - FRAZIER, TAVON 453028004
56 FREDERICK, ANITA 003195521 - FRIEND, ELIZABETH 003156491
57 FRIEND, JENNIFER 474008277 - GALFORD, PATSY 030710023
58 GALICIA, ROSA 465034140 - GAVEL, VERONICA 474019798
59 GAWRONSKI, TONYA 475022140 - GILYARD, JOZELLA 461014052
60 GILYARD, TAMIKA 466013905 - GOODMAN, JOSEPHINE 030872004

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61 GOODMAN, KELLY 406010789 – GRAY, JUDITH 476028406
62 GRAY, KELLY 003165126 – GRIFFIN, LORI 492018986
63 GRIFFIN, AMANDA 421020605 – GUTRIDGE, EDWARD 458014879
64 GUY, SHIRLEY 495034418 – HAMILTON, LOUISE 440031351
65 HAMILTON, MICHAEL 499033170 – HARBO, MARJORIE 426010363
66 HARDEN, COLE 459007843 – HARRIS, JESSICA 483022696
67 HARRIS, KEITH 471008034 – HAWKINS, AUDREY 439017712
68 HAWKINS, TRINA 464013935 – HERNANDEZ, LIANA 454007500
69 HERNANDEZ, OLGA 469032579 – HILTON, THERESA 030840696
70 HINES, DEBRA 003131350 – HOPSON, DENISE 493012870
71 HORAH, TAHNA 030139772 – HULL, WANDA 424013992
72 HUMMEL, DONNA 408017131 – JACKSON, ANGANETTE 003305316
73 JACKSON, BEVERLY 491028417 – JEFFERIES, KAREN 420008401
74 JEFFERS, DANTE 460052703 – JENNINGS, DENISE 446029276
75 JENNINGS, JESSICA 457010916 – JOHNSON, ROMAINE 030455797
76 JOHNSON, ROSCHELLE 471014234 – JONES, RACHELLE 442008582
77 JONES, RACHAEL 440007659 – KEATING, TERRELL 475023760
78 KEEN, LATHASIA 452033616 – KINGERY, DAVID 434026560
79 KIRBY, JAMESE 479027416 – KRACHE, TIFFANY 488018129
80 KRAFT, DEBORAH 458010698 – LARRIER, LATOYA 403031743
81 LATES, DANYELLE 447013233 – LEWIS, JENNIFER 477008604
82 LEWIS, LAKIA 407013936 – LOUDERMILK, DEBRA 003248417
83 LOVE, DAWN 003254105 – MCCARTHY, DEBORAH 003257551
84 MCCASKILL, MELISSA 484021043 – MCGEE, CATHERINE 003250289
85 MCGILL, JUANITA 003271321 – MACKLIN, SAINT PAUL 003264291
86 MADIGAN, MICHELLE 473013472 – MARSH, SHANDORA 446003071
87 MARSALEK, ALISSA 481007521 – MAYNARD, CRYSTAL 411031101
88 MAYO, ROSALIND 030538298 – MILLER, ANTHONY 411008172
89 MILLER, APRIL 409017208 – MITCHELL, DORIS 461028294
90 MITCHELL, GRACE 420024381 – MOORE, KIRON 400060923
91 MOORE, MARGARET 030813429 – MOSLEY, TABITHA 460014191
92 MOSS, BARBARA 466017860 – MUTRO, LINDA 410032494
93 NWANGI, ESTER 415030803 – NEFF, CHRISTOPHER 495008709
94 NEGRON, LILLIAN 030940025 – OBOTE, JAMES 426032646
95 OCONNELL, DANIEL 451034253 – OWENS, PRISCILLA 003161781
96 OWENS, QUARTE 429014130 – PARRISH, TANESHA 030063466
97 PARROTT, MELODY 446032707 – PEOPLES, WANDA 422012058
98 PEREZ, ANA 480030666 – PIECHOCKI, PAULINE 471034295
99 PIERCE, CONSTANCE 030744118 – PORTIS, TIMOTHY 481028877
100 POSKA, BONNIE 003179135 – QUEEN, MYRON 422008690
101 QUICK, JANICE 455024761 – RAZOR, LONNIE 466007796
102 REAVES, CHERYL 470016203 – RHODES, SHEILA 471028703
103 RHODES-GORHAM, SHEILA 471028703 – RIVERA, MARIA 431016086
104 RIVERA, MYRIAM 484033416 – ROBINSON, KENYA 458033316

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105 ROBINSON, KISHA 457017077 - ROYSTER, CEDRIC 462015527
106 RUBERTO, ANTHONY 405018995 - SARRA, JANET 030410590
107 SARTWELL, WILLIAM 003198938 - SCOTT, MARY 457012377
108 SCOTT, MELISSA 451013094 - SHEELER, SHERRY 453000437
109 SHEELER, STEPHEN 444030326 - SIGNAL, SOPHIA 003216851
110 SILVER, REBECCA 003213257 - SLATER-GAYLES, SHERINE
483032282
111 SLEBZAK, JUDY 445032432 - SMITH, TERRY 030687517
112 SMITH, THERESA 457008414 - STANLEY, TAMMIE 485016488
113 STANSBURY, TANYA 003243429 - STRACHAN, GARY 432088487
114 STRACKE, KELLY 450031414 - SYKES, KHADIJA 030114058
115 SYLVIA, PAMELA 403005546 - TAYLOR, STEPHANIE 441007314
116 TAYLOR, THEA 406008248 - THOMPSON, THOMAS 486020176
117 THOMS, SHEILA 012047412 - TRUPIA, STEPHANIE 404008671
118 TSAKALAS, MARY 464027099 - VANSKIVER, DONNA 434013441
119 VARGO, DEBORAH 003211084 - WAGNER, MELISSA 419019031
120 WAGNER, PETE 433011624 - WALKER, LAWRENCE 477015623
121 WALKER, MICHELLE 496026429 - WALLACE, TINA 019023110
122 WALLACE, TYIESHA 404007916 - WARD, WILLIAM 463015558
123 WARFIELD, FELICA 003289267 - WELLINGTON, PATRICIA 438014292
124 WELLS, DERRICK 480007699 - WHITE, LATESHA 030853487
125 WHITE, MACK 458016802 - WILLIAMS, CHERYL 401022165
126 WILLIAMS, DANIELLE 485004445 - WILSON, BONITA 030912934
127 WILSON, CHARLISA 432012041 - WITHROW, JEFFREY 412030175
128 WITT, FRANKLIN 470014228 - WRIGHT, CHARLES 474032685
129 WRIGHT, CRYSTAL 464017406 - YU-LEE, SIU 484033320
130 ZACK, BARBARA 003314473 - ZYLANZ, ROBERT 468020610

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BCDSS 99-04 Department of Children and Youth Services 100 West Street, Room 1137 Boston, MA 02107 Telephone: (617) 552-3300	Department of Children and Youth Services Records Management Division 100 West Street, Room 1137 Boston, MA 02107 Telephone: (617) 552-3300	Director Records Management BCDSS
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CERTIFICATE OF RECORDS DISPOSAL

Serial Number	Date of Disposal	Disposition	Authority	Retention Period	Disposition Method	Disposition Location
100-0001	12/31/99	Shredded	700-0001	7 years	Shredding	East Street, MA

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DHR	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
BCoDSS		
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	FS, PA, MA	1023-7 A-4	45, 46 47	7/07 - 1/08	189	9/13/10	Shred-It

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

Yvonne Collins
Signature

Contract Service Asst
Title

9/15/10
Date

Department of General Services Records Management Division 125 Water Street (125) P.O. Box 312 Boston, MA 02108-0312	Division of Records Management 125 Water Street Boston, MA 02108
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CERTIFICATE OF RECORDS DISPOSAL

Serial Number	Record Title	Retention Period	Disposition	Disposition Date		Disposition Method
				Start	End	
12345	Annual Report	7 years	Destroy	12/31/09	12/31/09	Shredded

SEP 20 2010

RECORDS AND TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. BALTIMORE CO. DEPT. OF SOCIAL SERVICES		ACCESSION NO.	DATE REC'D
B. DIVISION / UNIT REISTERSTOWN / CLOSED CASES			RM CODE
C. MAILING ADDRESS 130 CHARTLEY DRIVE REISTERSTOWN, MD 21136		LOCATION RANGE SECTIONS(S)	NO. OF CU. FT TOTAL # BOXES 189
D. PHONE NO. 410-853- 3323		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JEANNETTA BOYCE / <i>Tanya Jones</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITRM NO. FIDPOSAL DATED
		<u>DENIED JULY 2007-JAN 2008</u>	
1.	Abbot, Amy	435023066 THRU Adell, Charles	<i>Schedule # 1023-7A-4</i> <i>ITEM</i> <i>NOS.</i> <i>45, 46, 47</i> <i>Disposal Date:</i> <i>JUNE 2010</i>
2.	Abramov, Mikhail	486008621 THRU Awolaja, Ariyo	
3.	Acton, Carole	480014017 THRU Adams, Shayne	
4.	Adelman, Ronald	400041497 THRU Aliyeo, Nozim	
5.	Adenekan, Aduke	416012048 THRU Agha, Naila	
6.			
7.	Agranat, Ieya	003252465 THRU Ajeenah, Arthur	
8.	Alatise, Olayinka	463031376 THRU Akhtar, Tazeem	
9.	Allen, Jenea	462016645 THRU Ames, Barbara	
10.	Allen, Keith	030988380 THRU Alpheus, Tameika	
11.	Alsup, Natasha	0030832023 THRU Amateze, Gloria	
12.	Ames, Sharon	0485008054 THRU Anderson, Jada	
13.			
14.	Ames, Stephen	0475035735 THRU Anthony, Tamara	
15.	Andrews, Frances	0003277451 THRU Andrews, Patricia	
	Andrews, Oheneasah	489040140 THRU Zimmerman, Alan	

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16	Anuchue, Raquel	47301348	THRU	Atterbury, jeanette	45400529
17	Ariola, Sandra	446027494	THRU	Ashley, Shanna	495015805
18	Arron, Kanisha	30037274	THRU	Adelberg, Anetta	30862699
19	Ashurst, Lamarrence	464022442	THRU	Auston, Darice	489032063
20	Atkinson, Dennis	481039040	THRU	Baker, Terrence	499006059
21	Avery, Diane	15251012	THRU	Richard, Feldman	497037601
22	Ayanesova, Asmik Babazadeh-Ghanbari,	478031162	THRU	Azam, Nawaz	428017725
23	Fatemah	454028750	THRU	Bailey, Christine	30935845
24	Bailey, Denise	321566	THRU	Bain, Leah	461008204
25	Bailey, Ronnissa	417012383	THRU	Wafford, Charice	30932724
26	Baines, teisha	466037085	THRU	Burman, Ashley	425007748
27	Baker, Ruth	470029593	THRU	Byrd, Wayne	405022826
28	Balci, Aynor	496026613	THRU	Barksdale, Timothy	492018504
29	Ball, Robert	560105778	THRU	Broady, Jacqueline	412034367
30	Banks, Nichole	469015020	THRU	Brice, Robert	418007525
31	Banning, Michelle	485007751	THRU	Baker, Mandy	499016896
32	Barg, Lyudmila	3276892	THRU	Bazemore, James	448013468
33	Barnes, Latisha	436014175	THRU	Barkley, Kristie	441013786
34	Barnett, Regina	474019335	THRU	Bartlett, Lena	432007834
35	Bartlett, lena	432007834	THRU	Batts, Pamela	30827600
36	Basden, Cherise	432015157	THRU	Biond, Ebony	493001367
37	Batts, Shanethia	414027384	THRU	Bayliss, Kathleen	428002028
38	Beautler, chad	499030309	THRU	Bell, Kim	3189489
39	Bell, Melody	3285221	THRU	Brandon, Aisha	400045802
40	Bellin, Kenneth	440027085	THRU	Bozicevich, Joe	453037797
41	Bennett, Babara	30317729	THRU	Bennett, Linnel	464012882
42	Berus, Olga	3266291	THRU	Berwton, Linnel	464012882
43	Bhatti, Christina	499008247	THRU	Burgos, Emily	467033071
44	Bias, Tanika	482016507	THRU	Byers, Tyrone	411007944
45	Billey, Tamika	472021953	THRU	Blackmon, Della Brian-Ross,	425007371
46	Billups, Lashawn	3247072	THRU	Ruthella	419006311
47	Blackwell, Dale	400050137	THRU	Billups, Lashawn	3247072
48	Blaine, Howard	481007606	THRU	Boyd, Jeanette	22031268
49	Blankney, Timphony	437026885	THRU	Bkickman, Joshua	417019065
50	Bond, Joyce	9014881	THRU	Bowman, Latonya	3280442
51	Bossmann, Adele	400073727	THRU	Bell, Lucretia	407008528
52	Bostick, Pamela	30971938	THRU	Bowman, Linda	459007879
53	Bowman, Toriano	471014304	THRU	Butcher, Anthony	438013106
54	Brandon, Danielle	444008554	THRU	Boyer, Cherie	3264637

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55	Brandon, Sandra	400046029	THRU	Brewer, Jerome	429007849
56	Brice, Tanya	418007529	THRU	Brindle, Ralph	495020047
57	Brinkley, Carla	30114374	THRU	Brooks, Ashley	458008282
58	Brooks, Carole	442014182	THRU	Brooks, Cassey	481031039
59	Brooks, Seville	413013360	THRU	Brown, Candice	419018037
60	Brown, Carlia	2222755	THRU	Brown, Geneen	472014567
61	brown, Gregory	48007771	THRU	Bezrodny, Aviva	471035913
62	Brown, Kim	476013102	THRU	Brooks, Julie	3285353
63	Brown, Lakosha	467026317	THRU	Brown, Renee	442023700
64	Browne, Daniel	404029704	THRU	Bryant, Mamie	30248567
				Brown-Rehi,	
65	Brown-Rehi, Nealie	450016400	THRU	Andrea	30761888
66	Bucalo, Jean	419007689	THRU	Bernais, Eduardo	464033251
67	Bullock, Anthony	478028891	THRU	Bryant, Mary	3304084
				Bullock,	
68	Burk, Leighton	497031313	THRU	Evangeline	30092648
69	Burrell, Tomika	454015988	THRU	Burke, Lisha	473015146
70	Burrows, Tywanda	30743949	THRU	Johnson, Veronica	462020818
71	Butler, Aaron	466016034	THRU	Burrus, Ayana	30541240
72	Byanbasuren, Nyamdors	475033075	THRU	Butler, Ebony	30136143
73	Caba, Ajourane	465030627	THRU	Catron, Tiffanie	497010989
74	Caiser, Iamar	420037526	THRU	Carter, Aubry	487021000
75	Cameron, Tequisha	483018333	THRU	Cahill, Cathy	403027585
76	Canary, Shannon	433000396	THRU	Carr, Kiesha	447008473
				Cameron,	
77	Cannon, elizabeth	469008562	THRU	Rosanne	434017048
78	Carter, Darla	3262989	THRU	Carrington, Brenda	3201953
79	Carter, Judith	443008125	THRU	Chalk, Vivian	30536102
80	Carter, Quade	444018203	THRU	Carter, Kelly	3317021
81	Carterbey, Vicki	488032301	THRU	Carter, Melina	3294173
82	Chacan, Gladys	400079523	THRU	Castillo, Peggy	3316502
83	Chalk, Vivian	30536102	THRU	Carter, Judith	443008125
84	Chance, Javan	413015755	THRU	Cooper, Demar	43703749
85	Chapman, Nadia	405007632	THRU	Chambers, Tammy	30392831
86	Cheatum, Betty	3132712	THRU	Chase, Janice	30363241
87	Chicuto, Melinda	490030460	THRU	Cheeks, Tracey	30561397
88	Clark, Christina	3302197	THRU	Chinault, Susan	493026327
89	Claterbuck, Kevin	416028302	THRU	Cobb, Darlene	432016826
90	Clatterbuck, Kevin	213927442	THRU	Clark, James	3297139

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91	Coffman, Bonnie	6034319	THRU	Cole, Ronnie	458027176
92	Cole, Shaun	44601295	THRU	Cox, David	426030832
93	Coleman, Michael	482031697	THRU	Cole, Tia	30063995
94	Coleman, Sheila	423024534	THRU	Crowell, Tarika	469027090
95	Collins, Tanesha	446018098	THRU	Colvin, Khara	431027980
96	Cook, Lavann	3291562	THRU	Conrad, Michael	400047676
97	Cooper, Demar	437037491	THRU	Chance, Javan	437037491
98	Cooper, Sherman	416016112	THRU	Cook, Jayne	471016615
99	Costley, Alicia	476003277	THRU	Cooper, Tarsha	3318341
100	Cotton, Denise	3202652	THRU	Coates, Lynette	30886156
101	Covington, Laura	418031417	THRU	Conney, Lashun	488007795
102	Cox, Kevin	416028302	THRU	Costley, Talia	409003018
103	Crespo, Elsa	472008594	THRU	Collins, Ashley	474011665
104	Cunningham, Antori	307306	THRU	Crosby, Jacqueline	412034367
105	Danieka, Lottier	406016293	THRU	Danna, Alica Davenport,	494016237
106	Daniels, Kia	488007212	THRU	Desideria	3180360
107	Davis, Ester	3317302	THRU	Domneys, Tiffany	428010835
108	Davis, Laurie	413011445	THRU	Davis, Jennifer	481029702
109	Davis, Stepenson	12011618	THRU	Davis, Mia	498015010
110	Day, Beyonca	481023468	THRU	Davis, Teddy	465032234
111	Dease, Ryan	413007477	THRU	Dickey, Diana	495014410
112	Dease, Ryan	413007477	THRU	Dickey, Diana	495014410
113	Deford, Christopher	434019202	THRU	Day, Iceline	477019353
114	Dennis, Crystal	445012973	THRU	Demar, Delores	483012881
115	Diab, Mawada	435040960	THRU	Distance, Charles	420014965
116	Diaz, Bertha	3313508	THRU	Dennis, Samuel	410020147
117	Dickerson, Brandi	441001504	THRU	Dorsey, Courtney	30979931
118	Diggs, Theresa	3050718	THRU	Dickens, Anthony	421027078
119	Dixon, Yvette	30691701	THRU	Divers, Terrell	417014817
120	Donovan, Jeanette	495010486	THRU	Dolye, Lyubov	465026353
121	Douglass, Monica	30914711	THRU	Dotson, Alberta	30461515
122	Dovbnya, Natalya	487033405	THRU	Edmond, Tina	492028277
123	Dowell, Chante	448014681	THRU	Drummond, Leslie	492029837
124	Dukes, Daman	415007920	THRU	France, Areya	400054749
125	Dunn, Ebony	464015021	THRU	Dubose, Elton	442015392
126	Durden, james	472020757	THRU	Edmonds, Lisa	30320549
127	Ebot, Rudoff	460036631	THRU	Edwards, Tyra	417007743
128	Edwards, Alvin	30539100	THRU	Edwards, Veronica	3289394
129	Edwards, Sywayne	3317712	THRU	Ellett, Vernice	3223833

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130	Edwards, Tyra	417007743	THRU	Ebot, Rudolph	460036631
131	Ellett, Vernice	3224833	THRU	English, Deborah	408024507
132	Ennis, Donsha	485007664	THRU	Ervin, Ivie	443024067
133	Evans, Marjia	30086722	THRU	Ervin, Michelle	3325525
134	Eveline, Khyha	444019915	THRU	Kemp, Selena	463035296
135	Everton, Melissa	452021733	THRU	Evans, Melissa	448027181
136	Farrar, Kia	451024796	THRU	Epps, Diana	477007913
137	Farray, Jr, Aubrey	434838843	THRU	Forrest, Corthea Fenwick,	3108196
138	Fears, Robin	466007627	THRU	Shawntice	442029003
139	Fears, Robin	466007627	THRU	Faulkner, Dorian	486007843
140	Feldman, Richard	497037601	THRU	Avery, Diane	15251012
141	Figgins, Kelly	406025300	THRU	Fisher, Raya	400030743
142	Fisher, Kristy	440012681	THRU	Feyjiinmi, Shadya	454028769
143	Fisher, Sharon	415006063	THRU	Flanigan, Whitney	431029767
144	Fleet, Lisa	432023701	THRU	Flores, Barbara	464008611
145	Flores, Barbara	464008611	THRU	Folkes, Micheal	410006153
146	Folkoff, Robert	487030189	THRU	Ford, Celisa	479007800
147	Ford, Celisa	479007822	THRU	Foster, Kehtell	438022393
148	Gantt, Mark	412022256	THRU	Garrett, Pamela	414012247
149	Garland, Stacey	3285982	THRU	Gaskins, Robert	466032856
150	Garrett, Shaunie	435025852	THRU	Gause, Robert	30373863
151	Gatison, Wanda	471040205	THRU	Gunter, Shantell	411007322
152	Gay, Jeanette	3213364	THRU	Gulliver, Deneen	30106536
153	Hackerman, Shawn	404021388	THRU	Horn, Judianne	476007707
154	Hackney, Jacqueline	30371023	THRU	Hudson, Latoya	30870148
155	Hall, Anndrea	3297192	THRU	Howard, Tracie	481007869
156	Hall, Chante	520110840	THRU	Martin, Courtney	422015541
157	Harrod, John	430038818	THRU	Hendricks, Andrew	490114912
158	Hendricks, Hendricks	449014912	THRU	Harrod, John	430038818
159	Jackson, Elizabeth	480015485	THRU	Jordan, Nicholas	400097635
160	Jackson, Elizabeth	480015485	THRU	Jordan, Nicholas	400097655
161	Johnson, Aneshea	413007600	THRU	Joyce, Keisha	494030062
162	Lancaster, Paris	400059147	THRU	Lynch, Phinon	490003396
163	Lewis, Shannetta	495015814	THRU	Lemon, Cornea	492035678
164	Liggins, Nicole	30089655	THRU	Littlejohn, Lois	3180529
165	Linshteyn, Mikhail	411020231	THRU	Livshits, Ida	3262312
166	Maberra, Terry	30055136	THRU	Motley, Shirley	417035342
167	Maragh, Vivenne	486012018	THRU	Mayers, Wanda	489014249
168	Marion, Virgie	30722489	THRU	Maxley, Naomi	421028568
169	Martin, Audrey	96030705	THRU	Trupia, Joyce	484007910
170	Martin, Stacey	3315104	THRU	Oliver, Krista	426005177

SEP 20 2010

171	Matz, Belle	81309212	THRU	Markline, Thomas	400080805
172	McGuire, Paula	3263545	THRU	Meyers, Kimberly Nicholson,	476035265
173	Nunez, Roberto	417011898	THRU	Jpsephine	400093309
174	Padgett, Dennis	453014612	THRU	Purcell, Sherrell	30100603
175	Pantyukh, Elena	423028830	THRU	May, Sharon	431026677
176	Rady, Leonora	410038482	THRU	Reyes, Gloria	420041876
177	Rady, Leonora	415038482	THRU	Reyes, Gloria	420041876
178	Rose, Ebony	470008326	THRU	Rohe, Shannon	414039185
179	Satchell, Sade	494007408	THRU	Swinson, Krystian	453007557
180	Sherfey, Melanie	487003088	THRU	Shakmanova,	464033951
181	Shultiera, Valentia	403044185	THRU	Sofowote, Falitat	434035019
182	Simmons, Betty	2046441	THRU	Stanley, Joan	465014680
183	Singletary, Najah	488020955	THRU	Sykes, Anna	479031704
184	Starke, Roxsanna	439008629	THRU	Ngang, Stella	402022366
185	Tassavori, Melissa	473008552	THRU	Thomas, Tanya	412037905
186	Thornton, Dakiya	493021108	THRU	Thomas, William	493035454
187	Walters, Kim	414034237	THRU	White, Sheree	405016151
188	Whitfield, Brittany	214216690	THRU	Williams, Wade Andrews,	400067406
189	Zimmerman, Alan	478037372	THRU	Oheneasah	489040140



1 SEP 20 2010



Rex W. Coffey
Sheriff

Office of the Sheriff

Charles County, Maryland

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



An Internationally
Accredited Agency

January 21, 2009

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

RE: Certificate of Records Disposal.

Mr. Lopez:

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

Sincerely;

Lieutenant Stan Gregan # 221
Commander, Records Management

1
22
2004

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	9810400 – 9810860 Incident Reports	C-1001	7A	11-25-98 – 12-10-98	2	1-6-09	Shredded
2	2-5-10142 – 2-5-10410 Incident Reports	C-1001	7A	12-22-91 – 6-24-92	2	1-6-09	Shredded
3	2-6-31328 – 2-6-31885 Incident Reports	C-1001	7A	2-11-93 – 4-30-93	2	1-6-09	Shredded
4	15-19701 – 15-24300 Juvenile Offense Reports	C-1001	7A	1198 – 2000	2	1-6-09	Shredded
5	2-5-11581 – 2-5-11946 Incident Reports	C-1001	7A	4-1-94 – 9-19-94	2	1-6-09	Shredded
6	0608900 – 0609899 Incident Reports	C-1001	7A	8-15-06 – 9-8-09	2	9-9-08	Shredded
7	2-6-27949 – 2-6-28529 Incident Reports	C-1001	7A	1-1-92 – 3-7-92	2	1-6-09	Shredded
8	2-6-29601 – 2-6-30150 Incident Reports	C-1001	7A	7-24-92 – 9-20-92	2	1-6-09	Shredded
9	2-4-9704 – 2-4-10222 Incident Reports	C-1001	7A	10-8-92 – 3-18-92	2	1-6-09	Shredded
10	0609900 – 0610799 Incident Reports	C-1001	7A	9-8-06 – 10-1-06	2	9-30-08	Shredded
11	2-6-34201 – 2-6-34672 Incident Reports	C-1001	7A	3-14-94 – 5-17-94	2	1-6-09	Shredded
12	2-4-12077 – 2-4-12114 Incident Reports	C-1001	7A	9-15-94 – 9-21-94	1	1-6-09	Shredded
13	2-5-9751 – 2-5-10141 Incident Reports	C-1001	7A	7-6-91 – 12-30-91	1	1-6-09	Shredded
14	0610800 – 0611399 Incident Reports	C-1001	7A	10-1-06 – 10-17-06	2	10-15-08	Shredded
15	2-6-32493 – 2-6-33069 Incident Reports	C-1001	7A	7-21-93 – 10-2-93	2	1-6-09	Shredded
16	CT6795 – DE52450 Traffic Citations	C-1001	7G	12-10-04 – 7-24-05	2	1-6-09	Shredded
17	0611400 – 0612199 Incident Reports	C-1001	7A	10-17-06 – 11-5-06	2	11-20-08	Shredded

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

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

Title

Date

JAN 23 2019

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	0612200 - 0613099 Incident Reports	C-1001	7A	11-5-06 - 11-27-06	2	1-7-09	Shredded
2	0613100 - 0613899 Incident Reports	C-1001	7A	11-27-06 - 12-15-06	2	1-8-09	Shredded
3	0613900 - 0614577 Incident Reports	C-1001	7A	12-15-06 - 12-31-06	2	1-8-09	Shredded
4							
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I hereby certify that the records listed above were disposed of as indicated.

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

JAN

28

2004

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

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

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.				
	1999 & 2000 Background and Personnel Files for former Civilians & Correctional Officer Employees	C-1001	6A	1-1-99/12-31-00	4	9/17/08	Shred

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

Belonhard
Deputy Director, HR
9/17/08

Signature Title Date

JAN

22



634



Ree W. Coffey
Sheriff

Office of the Sheriff

Charles County, Maryland

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



An Internationally
Accredited Agency

APRIL 21, 2009

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

RE: Certificate of Records Disposal.

Mr. Lopez:

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

Sincerely;

Lieutenant Stan Gregan # 221
Commander, Records Management

APR 28 1959 JWS

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	0700800 / 0701599 Incident Reports	C-1001	7A	1-20-07 / 2-12-07	2	02-18-09	Shredded
2	0701600 / 0702399 Incident Reports	C-1001	7A	2-12-07 / 3-5-07	2	03-05-09	Shredded
3	0702400 / 0703199 Incident Reports	C-1001	7A	3-05-07 / 3-26-07	2	03-27-09	Shredded
4	0703200 / 0703999 Incident Reports	C-1001	7A	3-26-07 / 4-16-07	2	04-21-09	Shredded
5	2008 Completed Expungements	C-1001	7E	1-1-08 / 12-31-08	4	04-21-09	Shredded
6	Traffic Warnings	C-1001	7I	1-1-05 / 12-31-07	2	04-21-09	Shredded
7	Field Incident Reports	C-1001	7H	1-1-03 / 12-31-05	2	04-21-09	Shredded
8	SERO (Safety Equipment Repair Order)	C-1001	7J	1-1-03 / 12-31-05	2	04-21-09	Shredded
9	2-3-1050 / 2-3-1061 Incident Reports	C-1001	7A	8-9-94 / 9-18-94	.5	04-21-09	Shredded
10	2-4-8689 / 2-4-9206 Incident Reports	C-1001	7A	1-1-92 / 5-23-92	1.5	04-21-09	Shredded
11	7-1621 / 7-1596 Incident Reports	C-1001	7A	5-18-91 / 1-12-94	2	04-21-09	Shredded
12	7-1957 / 7-2041 Incident Reports	C-1001	7A	1-7-94 / 9-16-94	1	04-21-09	Shredded
13	2-7-0347 / 2-7-0500 Incident Reports	C-1001	7A	5-1-84 / 8-29-94	1	04-21-09	Shredded
14	5A-4980 / 5A-5346 Incident Reports	C-1001	7A	5-16-92 / 2-3-93	2	04-21-09	Shredded
15	5A-5720 / 5A-6050 Incident Reports	C-1001	7A	11-4-93 / 7-26-94	2	04-21-09	Shredded
16							
17							

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

LT *[Signature]* 2/21/09

Commander, Records Management

4-21-09

APR 28 2009

MAR 28 209

Handwritten text, possibly a title or header, located at the top of the page. The text is faint and difficult to decipher but appears to contain several words.

Handwritten signature or initials, possibly "JMG", located at the bottom right of the page. To the left of the signature is a small black triangle and the text "APD 2A".

APR 28

209



Rex W. Coffey
Sheriff

Office of the Sheriff

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



An Internationally
Accredited Agency

FEBRUARY 2, 2010

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

RE: Certificate of Records Disposal.

Mr. Lopez:

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

Sincerely;

Lieutenant Stan Gregan # 221
Commander, Records Management

FEB 8 200

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	2-3-0500 / 2-3-0600 Incident Reports	C-1001	7A	01-23-89 / 03-26-90	.5	05-06-09	Shredded
2	2-4-5604 / 2-4-5825 Incident Reports	C-1001	7A	05-10-89 / 07-18-89	.5	05-06-09	Shredded
3	15-7601 / 15-8800 Juvenile Office Reports	C-1001	7A	03-01-82 / 08-30-83	.5	05-06-09	Shredded
4	0704000 / 0704799 Incident Reports	C-1001	7A	04-16-07 / 05-07-07	2	05-14-09	Shredded
5	0704800 / 0705599 Incident Reports	C-1001	7A	05-07-07 / 05-24-07	2	05-28-09	Shredded
6	2-6-29067 / 2-6-29600 Incident Reports	C-1001	7A	05-12-92 / 07-28-92	2	12-16-09	Shredded
7	0705600 / 0706399 Incident Reports	C-1001	7A	05-24-07 / 06-11-07	2	06-18-09	Shredded
8	0706400 - 0707199 Incident Reports	C-1001	7A	06-11-07 / 06-29-07	2	07-02-09	Shredded
9	2-6-33683 / 2-6-34200 Incident Reports	C-1001	7A	12-13-93 / 03-14-94	2	12-16-09	Shredded
10	4A-10451 / 4A-11032 Missing Person Reports	C-1001	7A	05-29-99 / 09-01-00	2	07-09-09	Shredded
11	DWI Court Dates	C-1001	7K	1999	2	07-09-09	Shredded
12	Circuit Court Transmittals	C-1001	7J	1999 / 2005	1	07-20-09	Shredded
13	District Court Transmittals	C-1001	7J	1997 / 2005	1	07-20-09	Shredded
14	0707200 / 0707999 Incident Reports	C-1001	7A	06-29-07 / 07-18-07	2	07-20-09	Shredded
15	4A-9651 / 4A-10450 Missing Person Reports	C-1001	7A	10-01-97 / 05-01-99	2	08-04-09	Shredded
16	0708000 / 0708799 Incident Reports	C-1001	7A	07-18-07 / 08-05-07	2	08-04-09	Shredded
17	Record Checks w/no record / Fingerprint request forms	C-1001	7H / 7I	08-01-02 / 03-01-03	2	12-16-09	Shredded

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

LT A [Signature]
Signature

Commander, Records
Title

2-2-10
Date

STATE OF TEXAS
COUNTY OF [illegible]

FEB 8. 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	4A-6101 / 4A-7000 Missing Person Reports	C-1001	7A	04-12-92 / 04-26-94	2	08-11-09	Shredded
2	DWI Closed Court Dates	C-1001	7K	2004	2	12-16-09	Shredded
3	DWI Closed Court Dates	C-1001	7K	2001	2	08-17-09	Shredded
4	4A-6901 / 4A-7900 Missing Person Reports	C-1001	7A	02-06-94 / 02-19-96	2	08-20-09	Shredded
5	Validations	C-1001	2C	05-01-02 / 10-31-06	2	12-16-09	Shredded
6	Validations	C-1001	2C	11-01-06 / 12-31-08	2	12-16-09	Shredded
7	13-67601 / 13-70100 Accident Reports	C-1001	7A	07-01-03 / 08-31-04	2	08-30-09	Shredded
8	Report Request, Event Listing Request, Rec Cks	C-1001	1I	01-01-98 / 12-31-98	1	08-21-09	Shredded
9	4A-5151 / 4A-6100 Missing Person Reports	C-1001	7A	09-21-89 / 04-08-92	2	08-21-09	Shredded
10	Missing Person Log	C-1001	1M	12-01-02 / 07-15-04	.5	08-21-09	Shredded
11	Waiver of Responsibility	C-1001	1H	07-01-04 / 08-31-06	.5	08-21-09	Shredded
12	CJIS Audit Report	C-1001	1A	1996	.25	08-21-09	Shredded
13	0708800 / 0709599 Incident Reports	C-1001	7A	07-18-07 / 08-26-07	2	09-02-09	Shredded
14	5-5828 / 5-6227 Misc NCIC Files	C-1001	7A	02-01-94 / 07-31-95	1	09-03-09	Shredded
15	2-5-5880 / 2-5-11897 Misc NCIC Files	C-1001	7A	03-01-86 / 09-30-94	1	09-03-09	Shredded
16	2-6-7752 / 2-6-19270 Misc NCIC Files	C-1001	7A	05-01-81 / 06-30-88	1	09-03-09	Shredded
17	9405275 / 9409804 Misc NCIC Files	C-1001	7A	07-01-94 / 12-31-94	1	09-03-09	Shredded

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

LT A [Signature]
Signature

Commander Records
Title

2-2-10
Date

FEB 8 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	9600084 / 9608633 Incident Reports	C-1001	7A	01-01-96 / 10-31-96	2	09-03-09	Shredded
2	9700501 / 9700746 Incident Reports (CDS)	C-1001	7A	07-02-97 / 09-23-97	2	09-10-09	Shredded
3	9800000 / 9800299 Incident Reports (CDS)	C-1001	7A	12-20-97 / 1-27-98	1	09-15-09	Shredded
4	9800691 / 9800695 Incident Reports (CDS)	C-1001	7A	09-15-98 / 10-02-98	With above	09-15-09	Shredded
5	9900001 / 9900199 Incident Reports (CDS)	C-1001	7A	01-01-99 / 03-21-99	2	09-15-09	Shredded
6	0709600 / 0710399 Incident Reports	C-1001	7A	08-26-07 / 09-13-07	2	09-17-09	Shredded
7	4A-3827 / 4A-5150 Missing Person Reports	C-1001	7A	04-01-87 / 09-17-89	2	09-29-09	Shredded
8	2-6-28530 / 2-6-29066 Incident Reports	C-1001	7A	03-02-92 / 05-19-92	2	12-16-09	Shredded
9	0710400 / 07-11199 Incident Reports	C-1001	7A	09-13-07 / 09-30-07	2	10-01-09	Shredded
10	9400092 / 9400462 Incident Reports (CDS)	C-1001	7A	09-20-97 / 12-08-94	2	10-06-09	Shredded
11	9900459 / 9900727 Incident Reports (CDS)	C-1001	7A	06-22-99 09-16-99	2	10-07-09	Shredded
12	16-94-001 / 16-94-232 Incident Reports (CDS)	C-1001	7A	01-04-94 / 05-11-94	2	10-19-09	Shredded
13	0711200 / 0711999 Incident Reports	C-1001	7A	09-30-07 / 10-19-07	2	10-19-09	Shredded
14	30-001 / 30-035 Incident Reports	C-1001	7A	11-06-87 / 01-30-95	2	10-16-09	Shredded
15	16A-87-101 / 16A-94-06 Incident Reports (CDS)	C-1001	7A	11-06-87 / 01-30-95	2	10-16-09	Shredded
16	16-92-201 / 16-92-475 Incident Reports (CDS)	C-1001	7A	04-20-92 / 09-14-92	2	10-29-09	Shredded
17	16-92-476 / 16-92-050 Incident Reports (CDS)	C-1001	7A	08-22-92 / 01-22-93	2	11-04-09	Shredded

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

Lt J. Ar
Signature

Commander, Records
Title

2-2-10
Date

FEB 8. 210

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	9900730 / 9900918 Incident Reports (CDS)	C-1001	7A	07-05-99 / 12-11-99	2	11-05-09	Shredded
2	16-94-233 / 16-94-462 Incident Reports (CDS)	C-1001	7A	05-17-94 / 09-24-94	1	11-12-09	Shredded
3	9400017 / 9400091 Incident Reports (CDS)	C-1001	7A	10-19-04 / 11-07-04	1	11-12-09	Shredded
4	0712000 / 0712799 Incident Reports	C-1001	7A	10-20-07 / 11-07-07	2	11-13-09	Shredded
5	9500836 / 9501093 Incident Reports (CDS)	C-1001	7A	10-23-95 / 12-29-95	2	11-17-09	Shredded
6	9800301 / 9800560 Incident Reports (CDS)	C-1001	7A	04-25-98 / 07-25-98	2	11-23-09	Shredded
7	16-93-051 / 16-93-315 Incident Reports (CDS)	C-1001	7A	01-26-93 / 06-29-93	2	11-24-09	Shredded
8	0300662 / 0300957 Incident Reports (CDS)	C-1001	7A	09-17-03 / 01-09-04	2	11-25-09	Shredded
9	0712800 / 0713599 Incident Reports	C-1001	7A	11-07-07 / 11-25-07	2	12-02-09	Shredded
10	9700200 / 9700457 Incident Reports	C-1001	7A	09-19-97 / 07-10-97	2	12-14-09	Shredded
11	0300393 / 0300661 Incident Reports (CDS)	C-1001	7A	06-02-03 / 09-17-03	2	12-16-09	Shredded
12	0713600 / 0714399 Incident Reports	C-1001	7A	11-25-07 / 12-13-07	2	12-17-09	Shredded
13	9500228 / 9500570 Incident Reports (CDS)	C-1001	7A	02-23-95 / 05-28-95	2	12-17-09	Shredded
14	0714400 / 0715142 Incident Reports	C-1001	7A	12-13-07 / 12-31-07	2	12-31-09	Shredded
15	SEROs	C-1001	7J	01-01-03 / 12-31-07	1	12-16-09	Shredded
16	Field Information Reports	C-1001	7H	01-01-03 / 12-31-05	1	12-16-09	Shredded
17	Traffic Warnings	C-1001	7I	01-01-03 / 12-31-07	1	12-16-09	Shredded

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

Lt J. J. [Signature]
Signature

Commander, Records
Title

2-2-10
Date

DATE	DESCRIPTION	AMOUNT
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FEB .8. 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Signed SEROs	C-1001	7J	01-01-03 / 12-31-06	1	12-16-09	Shredded
2	Traffic Citations	C-1001	7F	01-01-03 / 12-31-05	1	12-16-09	Shredded
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I hereby certify that the records listed above were disposed of as indicated.

Lt A. J. [Signature]
 Signature

Commander, Records
 Title

 Date

FEB 8 2010



Rev. W. Coffey
Sheriff

Office of the Sheriff

Charles County, Maryland

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



An Internationally
Accredited Agency

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

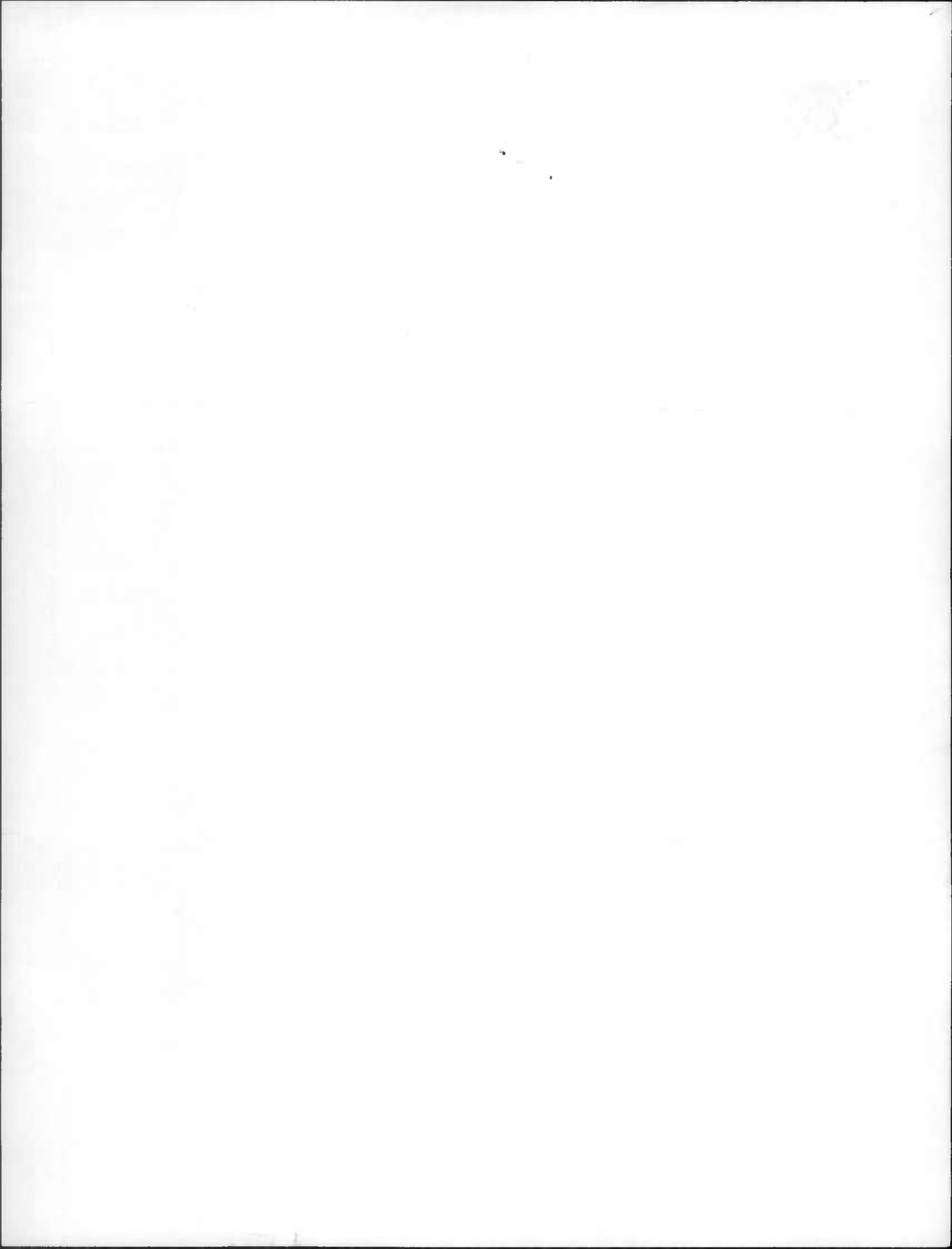
RE: Certificate of Records Disposal.

Mr. Lopez:

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

Sincerely;

Lieutenant Stan Gregan # 221
Commander, Records Management



<i>Charles County Sheriff's Office</i>	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		
<i>Admin Services / Financial Services</i>		
Division or Unit		

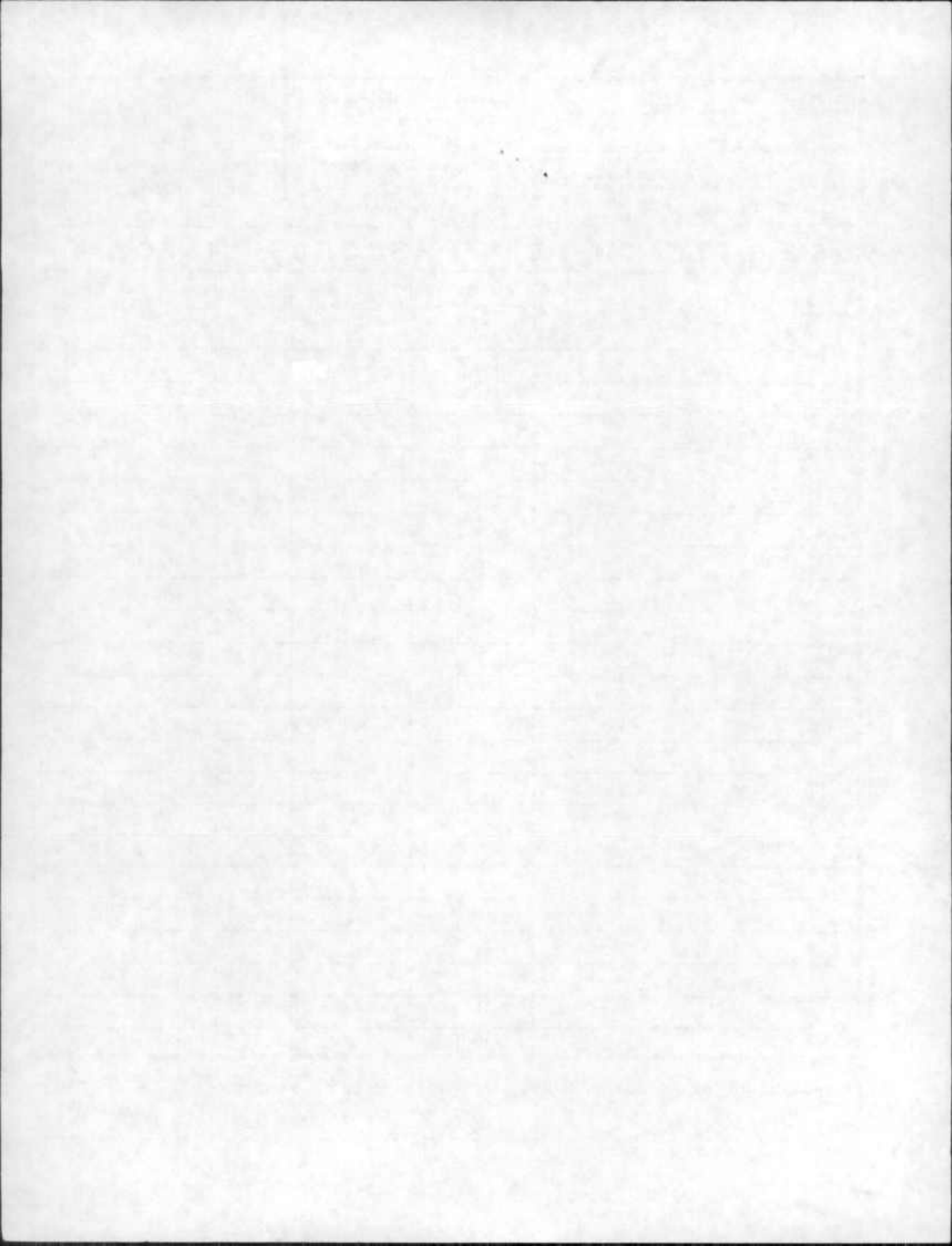
C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	<i>Fiscal Records</i>	<i>C-1001</i>	<i>5</i>	<i>FY 1996 - FY 2003</i>	<i>8</i>	<i>2/3/09</i>	<i>Shred</i>
	<i>Fiscal Records</i>	<i>C-1001</i>	<i>5</i>	<i>2001 - 2005</i>	<i>1</i>	<i>2/3/09</i>	<i>Shred</i>
	<i>Fiscal Records</i>	<i>C-1001</i>	<i>5</i>	<i>1994 - 2005</i>	<i>2</i>	<i>2/3/09</i>	<i>Shred</i>

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

[Signature]
Accounting Mgr.
2/3/09

Signature
Title
Date





Rex W. Coffey
Sheriff

Office of the Sheriff

Charles County, Maryland

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



An Internationally
Accredited Agency

August 16, 2010

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

RE: Certificate of Records Disposal.

Mr. Lopez:

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

Sincerely,

Lieutenant John T. Crawford #157
Commander, Records Management

AUG 18 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	16-91-001 / 16-91-300 Incident Reports (CDS)	C-1001	7A	04-10-91 / 07-09-91	2	02-01-10	Shredded
2	16-91-301 / 16-91-525 Incident Reports (CDS)	C-1001	7A	07-09-71 / 11-10-91	2	01-12-10	Shredded
3	16-91-526 / 16-92-200 Incident Reports (CDS)	C-1001	7A	11-12-91 / 12-15-92	2	04-28-10	Shredded
4	16-9-316 / 16-93-626 Incident Reports (CDS)	C-1001	7A	06-29-93 / 12-09-93	2	12-30-09	Shredded
5	TFP-91-201 / TFP 92-102 (Prescription Reports)	C-1001	7A	09-04-91 / 07-03-92	2	01-04-10	Shredded
6	9900200 / 9900458 Incident Reports (CDS)	C-1001	7A	03-23-99 / 07-02-99	2	05-11-10	Shredded
7	In car camera tape requests	C-1001	7I	01-01-06 / 12-31-06	.25	01-27-10	Shredded
8	Citation Book Ledger Issuance control	C-1001	7M	03-01-83 / 06-06-95	.25	05-07-10	Shredded
9	Traffic Stop Data Book Receipts	C-1001	7M	12-01-01 / 06-30-10	.25	05-26-10	Shredded
10	15-15899 / 15-19700 (Juvenile Offense Report)	C-1001	7A	01-01-94 / 12-31-97	2	05-28-10	Shredded
11	False Alarm Notice	C-1001	7L	07-01-09 / 04-31-10	.25	08-10-10	Shredded
12	Transmittals	C-1001	7J	09-01-06 / 12-31-06	.25	08-10-10	Shredded
13	4A-7901 / 4A-9650 (Missing Person Reports)	C-1001	7A	02-16-96 / 09-29-97	2	08-06-10	Shredded
14	Validations	C-1001	2C	01-01-09 / 12-31-09	2	02-01-10	Shredded
15	0800000 / 0800799 (Incident Reports)	C-1001	7A	01-01-08 / 01-19-08	2	01-21-10	Shredded
16							
17							

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

John J. Grayson #157
 Signature

Commander, Records Mgmt.
 Title

8/16/10
 Date

AUG 18 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	0800800 / 0801599 (Incident Reports)	C-1001	7A	01-19-08 / 02-08-08	2	02-22-10	Shredded
2	0801600 / 0802399 (Incident Reports)	C-1001	7A	02-08-10 / 02-29-08	2	03-03-10	Shredded
3	0802400 / 0803199 (Incident Reports)	C-1001	7A	02-29-08 / 03-21-08	2	04-01-10	Shredded
4	0803200 / 0803999 (Incident Reports)	C-1001	7A	03-21-08 / 04-04-10	2	04-14-10	Shredded
5	0804000 / 0804799 (Incident Reports)	C-1001	7A	04-04-08 / 04-30-08	2	05-04-10	Shredded
6	0804800 / 0805599 (Incident Reports)	C-1001	7A	04-30-08 / 05-18-08	2	05-24-10	Shredded
7	0805600 / 0806399 (Incident Reports)	C-1001	7A	05-18-08 / 06-05-08	2	06-05-10	Shredded
8	08-6400 / 0807199 (Incident Reports)	C-1001	7A	06-05-08 / 06-22-08	2	06-22-10	Shredded
9	0807200 / 0807999 (Incident Reports)	C-1001	7A	06-22-08 / 07-10-08	2	07-08-10	Shredded
10	0808000 / 0808799 (Incident Reports)	C-1001	7A	07-10-08 / 07-30-08	2	08-06-10	Shredded
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I hereby certify that the records listed above were disposed of as indicated.

John J. Crayford
Signature

Commander, Records Mgmt.
Title

8/16/10
Date

AUG 18 2010

DEC 29 2010

DEC 29 2010



Jeffrey Z. Slavin
mayor

TOWN OF SOMERSET

4510 Cumberland Avenue
Chevy Chase, MD 20815
(301) 657-3211
Fax (301) 657-2773



Thomas W. Carter
clerk-treasurer

November 20, 2009

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

Dear Mr. Herring:

Enclosed are Certificates of Records Disposal for FY08 and FY09 for the Town of Somerset.

Sincerely,

Thomas W. Carter
Clerk-Treasurer



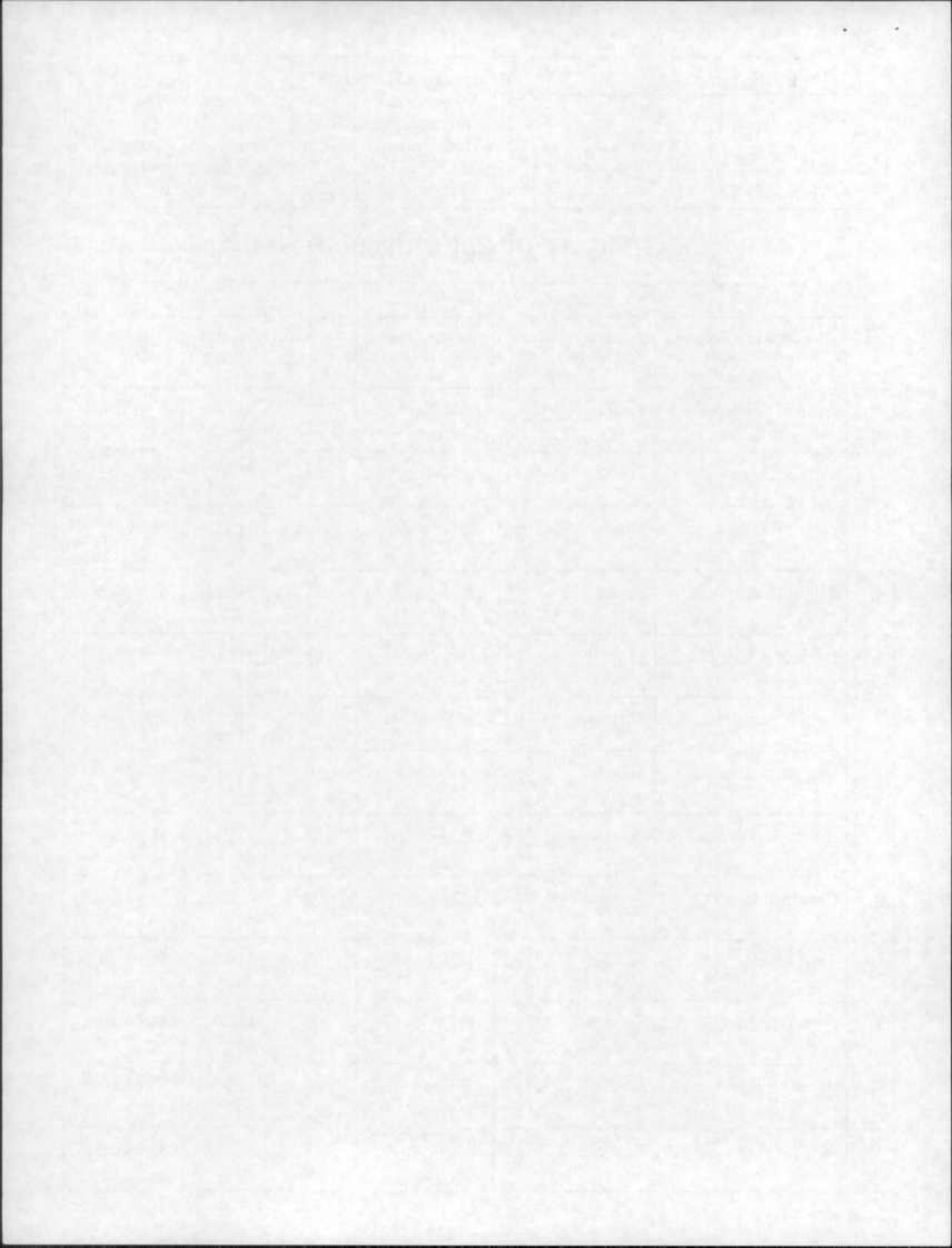
© CAPITOL BOND
THE COTTON

557

Town of Somerset	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Finance		
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 Corresp.	Finance <i>7226</i>	1	Jul04-Jun05	.11	11/20/09	Shredded
2	Cash Receipts	Finance	4	Jun03-Jun05	.02	11/20/09	Shredded
3	Permit Receipts	Finance	5	Jun03-Jun05	.005	11/20/09	Shredded
4	Paid Bills & Invoices	Finance	7	Jul04-Jun05	.51	11/20/09	Shredded
5	Bank/Check Registers	Finance	8	Jul04-Jun05	.01	11/20/09	Shredded
6	Payroll Registers	Finance	9	Jan99-Dec00	.005	11/20/09	Shredded
7	Bank Books, etc.	Finance	10	Jul04-Jun05	.10	11/20/09	Shredded
8	Employee Taxes, etc.	Finance	11	Jan00-Dec00	.02	11/20/09	Shredded
9	Cancelled Checks	Finance	12	Jul04-Jun05	.09	11/20/09	Shredded
10	Time Sheets/Cards	Finance	13	Jul04-Jun05	.03	11/20/09	Shredded
11	Five-Year Fiscal Plans	Finance	14	Feb04-Mar04	.02	11/20/09	Shredded
12	Annual Budgets	Finance	15	Mar04-Jun05	.02	11/20/09	Shredded
13	Monthly Finan. Rpts.	Finance	16	Jun04-Aug05	.02	11/20/09	Shredded



14	Checkbook Reconcils.	Finance	17	Jul04-Jun05	.02	11/20/ 09	Shredded
15	Voided Checks	Finance	18	Oct04-Feb05	.01	11/20/ 09	Shredded
16	State Revenue Receipt	Finance	19	Jul04-Jun05	.02	11/20/ 09	Shredded

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

Thomas W. Carter

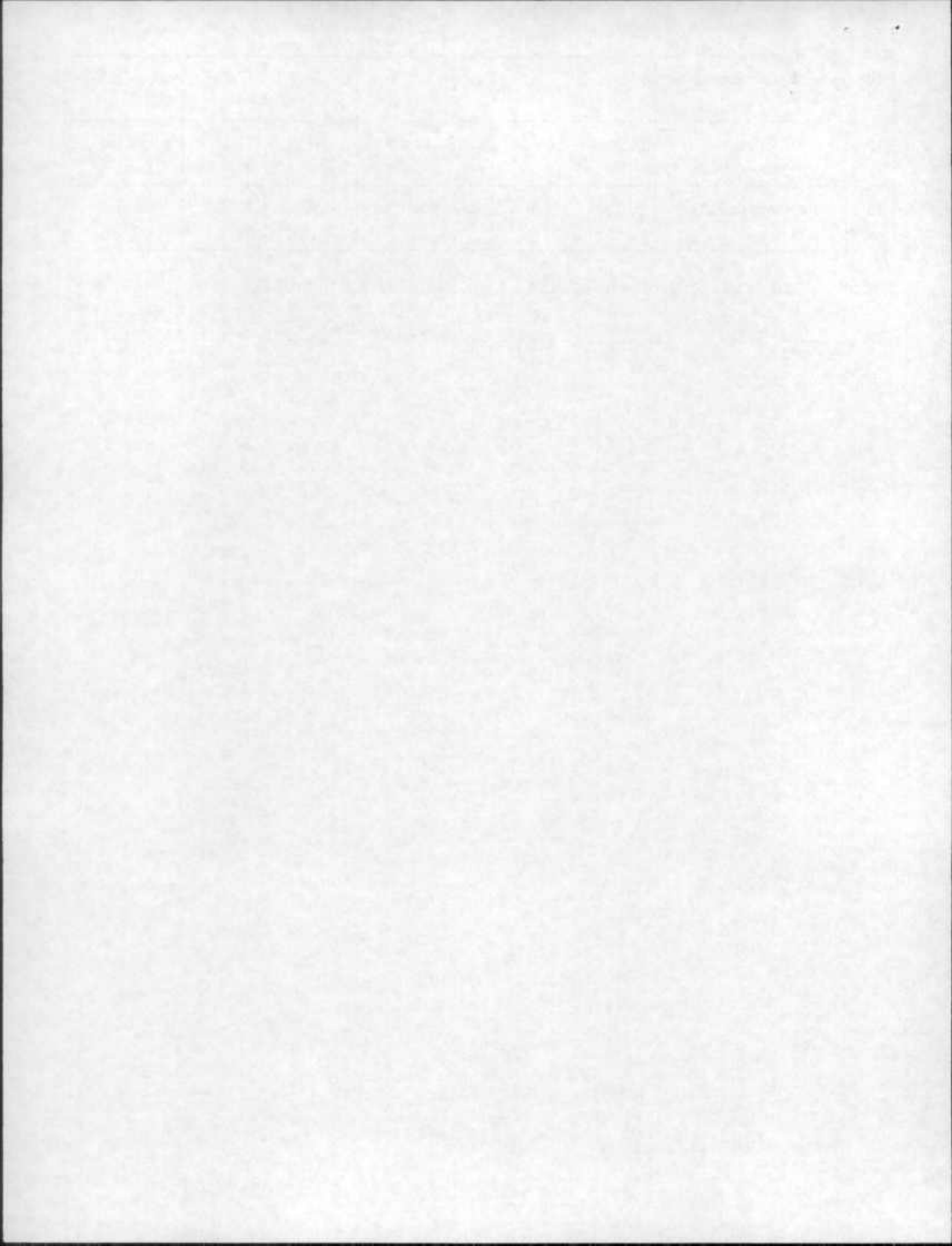
Signature

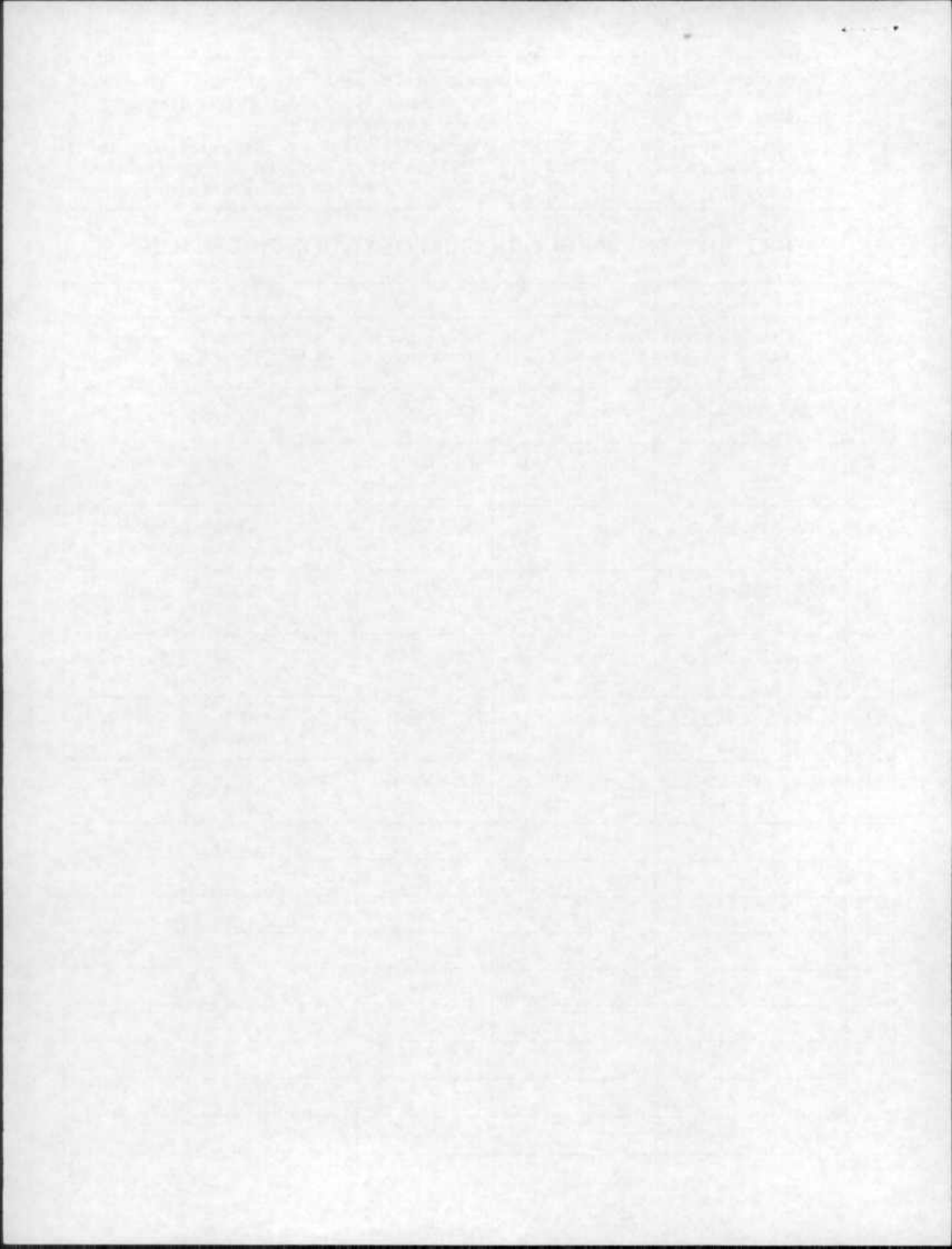
Clerk-Treasurer

Title

11/20/09

Date





1950

Town of Somerset	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Finance		
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 Corresp.	Finance <i>M 226</i>	1	Jun02-Jul06	.19	11/20/09	Shredded
2	Cash Receipts	Finance	4	Jul05-Jun06	.03	11/20/09	Shredded
3	Permit Receipts	Finance	5	Jul05-Jun06	.005	11/20/09	Shredded
4	Paid Bills & Invoices	Finance	7	Jul05-Jun06	.38	11/20/09	Shredded
5	Bank/Check Registers	Finance	8	Jul05-Jun06	.01	11/20/09	Shredded
6	Payroll Registers	Finance	9	Jan90-Dec01	.005	11/20/09	Shredded
7	Bank Books, etc.	Finance	10	Jul05-Jun06	.17	11/20/09	Shredded
8	Employee Taxes, etc.	Finance	11	Jan90-Dec01	.15	11/20/09	Shredded
9	Cancelled Checks	Finance	12	Jul05-Jun06	.06	11/20/09	Shredded
10	Time Sheets/Cards	Finance	13	Jul05-Jun06	.05	11/20/09	Shredded
11	Five-Year Fiscal Plans	Finance	14	Jan05-Mar05	.02	11/20/09	Shredded
12	Annual Budgets	Finance	15	Aug05-May06	.01	11/20/09	Shredded
13	Monthly Finan. Rpts.	Finance	16	Oct05-Jun06	.02	11/20/09	Shredded

						09	
14	Checkbook Reconcils.	Finance	17	Jul05-Jun06	.02	11/20/ 09	Shredded
15	Voided Checks	Finance	18	Aug05-May06	.01	11/20/ 09	Shredded
16	State Revenue Receipt	Finance	19	Jul05-Jun06	.02	11/20/ 09	Shredded

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

Thomas W. Carter

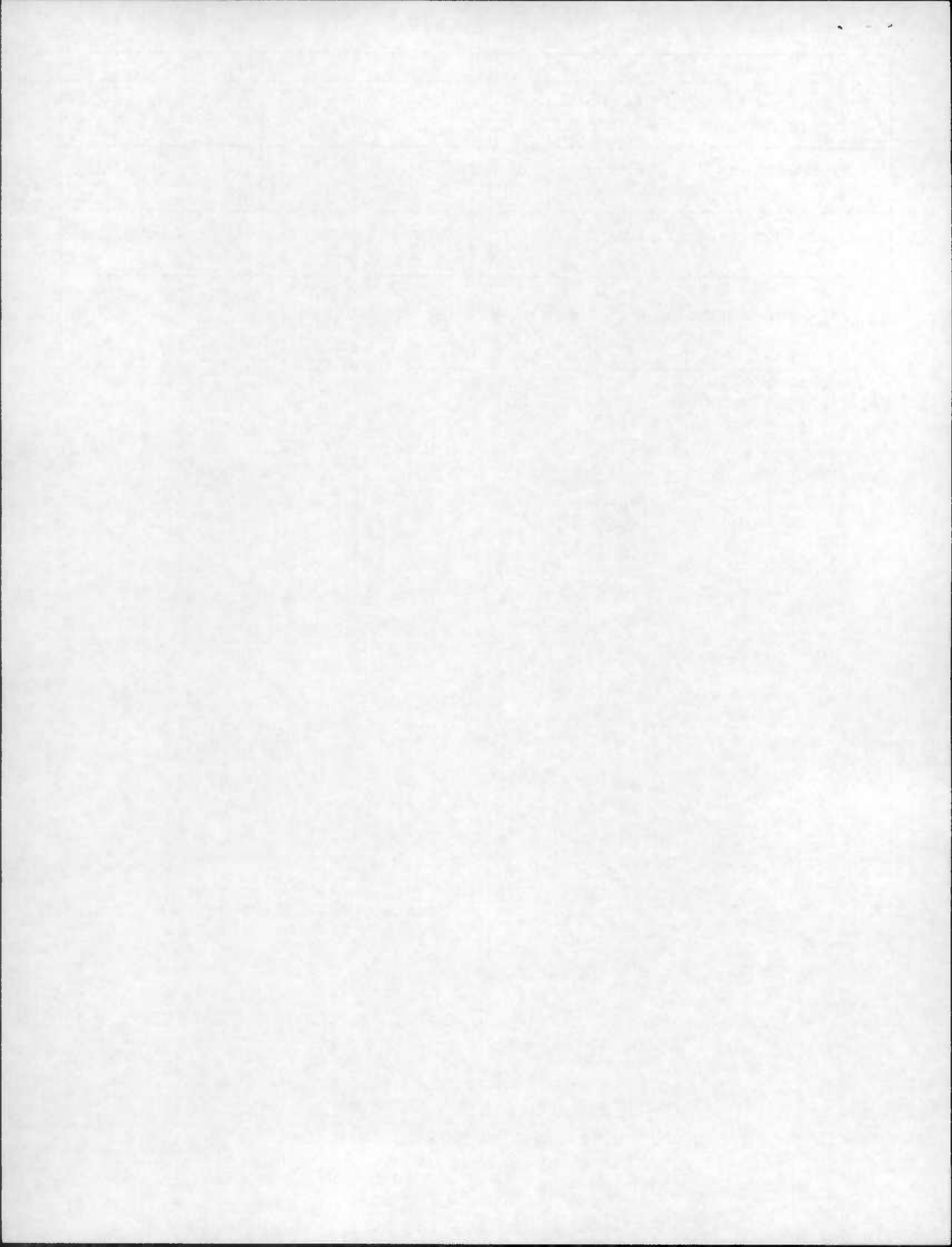
Signature

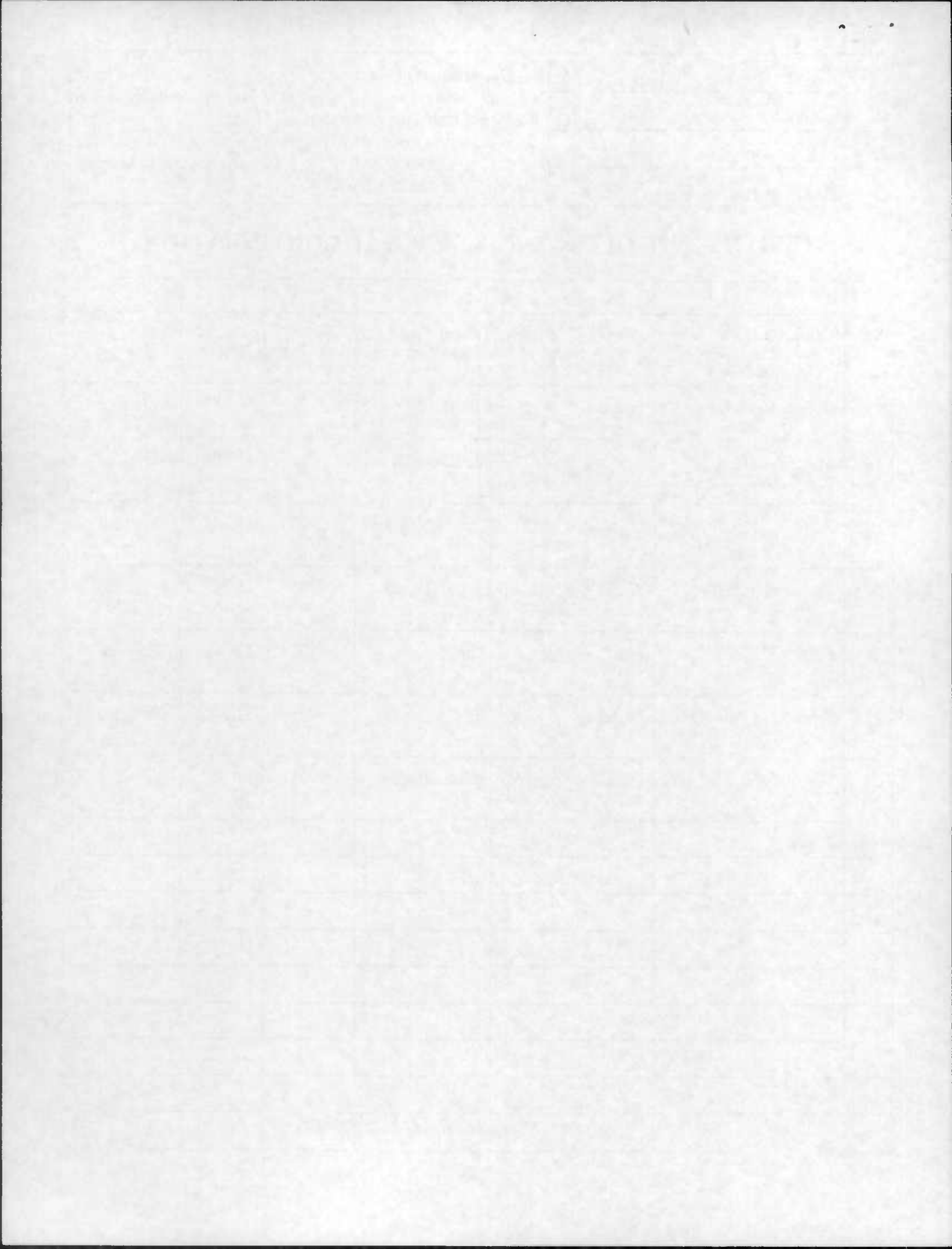
Clerk-Treasurer

Title

11/20/09

Date





JUL 28 2010



Jeffrey Z. Slavin
mayor

TOWN OF SOMERSET

4510 Cumberland Avenue
Chevy Chase, MD 20815
(301) 657-3211
Fax (301) 657-2773



Thomas W. Carter
clerk-treasurer

July 22, 2010

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

Dear Mr. Herring:

Enclosed is a Certificate of Records Disposal dated 7/22/10 – of General Correspondence - for the Town of Somerset.

Sincerely,

for Nicole Vestuc

Thomas W. Carter
Clerk-Treasurer

© CAPITOL BOND

25% COTTON

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

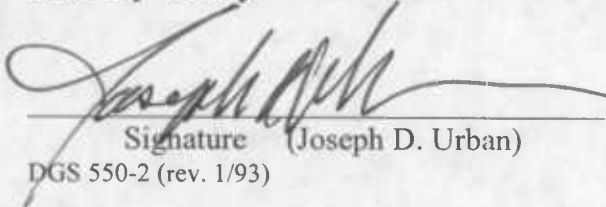
CERTIFICATE OF RECORDS DISPOSAL

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	Cash Receipts Journal	M-19	2	1938-1995 Currently kept electronically	1.5 Cu. Ft.	1995	Shred
2	Cash Disbursements Journal	M-19	3	1917-1995 Currently kept electronically	1 Cu. Ft.	1995	Shred
3	Voucher Index	M-19	4	1943 - 2005 Currently kept electronically	1.5 Cu. Ft.	2005	Shred
4	General Journal	M-19	5	1933-2005 Currently kept electronically	1 Cu. Ft.	2005	Shred
5	Distribution Journal (Transfer Ledgers)	M-19	6	1926-1940	.5 Cu. Ft.	1963	Landfill
6	General Accounting Records	M-19	7	1943- 2005 With exception of W-2's 1943-1988 Some other items no longer in existence and accumulation destroyed	9 Cu. Ft.	2005	Shred
7	Retired Bonds & Coupons	M-19	9	Destroyed retired bonds and coupons in accordance with schedule	6 Cu. Ft.	2009	Burn
8	Application for meters and taps	M-19	14	Destroyed accumulation. Copies no longer maintained in Finance	1.5 Cu. Ft.	2005	Shred
9	Payroll Journal	M-19	15	1917- 2003	3 Cu. Ft.	2005	Shred
10	Fire Department Pension Fund Journal	M-19	19	Accumulation Destroyed	.2 Cu. Ft.	1963	Burn

MAR 20 2009

11	General File	M-19	21	Destroyed thru 2005 Some items then transferred to Human Resources Some items no longer in existence	25 Cu. Ft.	2005	Shred

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


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

City Comptroller
 Title

March 17, 2009
 Date

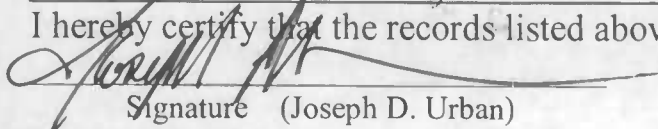
MAR 20 1909

City of Cumberland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Dept. of Water and Electric Light		
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	Tax, Water and Sewage Stubs	M-20	1	1958-2005	22 Cu. Ft.	2006	Landfill
2	Tax Control Journal	M-20	2	1954-2003	4 Cu. Ft.	2004	Landfill
3	Water and Sewage Control Journal	M-20	3	Thru 1995 - Accumulation-no longer in existence in this format	2 Cu. Ft.	2002	Landfill
4	Meter Books	M-20	4	Thru 1995 - Accumulation-no longer in existence in this format	3 Cu. Ft.	1996	Landfill
5	Customer Ledger	M-20	5	Thru 1995 - Accumulation - no longer in existence in this format	1.5 Cu. Ft.	2000	Landfill
6	Lien Record	M-20	6	Accumulation	3 Cu. St.	1996	Landfill
7	Change of Address & Transfer Card	M-20	8	Thru 2005	3 Cu. Ft.	2008	Landfill

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


 Signature (Joseph D. Urban)

City Comptroller
 Title

March 17, 2009
 Date

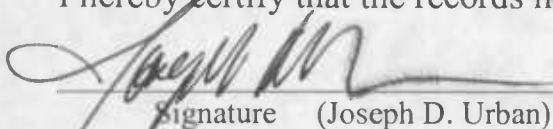
MAR 26 1959

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

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	Assessment Cards	M-21	1	Thru 1995 – Accumulation no longer in existence	3 Cu. Ft.	2004	Landfill
2	Tax Collection Books	M-21	2	1920-2002	6 Cu. Ft.	2008	Landfill
3	Daily Collection Journal	M-21	3	Thru 1995 – Accumulation no longer in existence in this format	1.5 Cu. Ft.	2004	Landfill
4	Tax Receipt Journal	M-21	4	Thru 1985 – Accumulation no longer in existence in this format	3 Cu. Ft.	2004	Landfill

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


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

City Comptroller
 Title

March 17, 2009
 Date

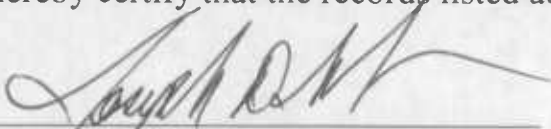
MAR 26 209

City of Cumberland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Dept. of Finance and Revenue-City Comptroller		
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	Employee Cards	M-19	16	Destroyed accumulation in accordance with Schedule M-19 Discontinued these cards in <u>1985</u>		2009	Shred
2	Employees' Retirement System Enrollment Cards and Reports	M-19	17	Destroyed in accordance with Schedule M-19, transferred to Human Resources		2009	Shred
3	State Industrial Accident Claims (Workmen's Compensation Com.)	M-19	18	Destroyed in accordance with Schedule M-19, transferred to Human Resources		2009	Shred

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



Signature (Joseph D. Urban)

City Comptroller
Title

4/30/09
Date

MAY 6 2009

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Sewer Bonds Distribution Journal	L80	1	Accumulation	.5 Cu. Ft.	June 2009	Landfill
2	Flood Prevention Journal	L80	2	Accumulation	.5 Cu. Ft.	June 2009	Landfill
3	Cumberland Sewage Disposal Plant Bond Expenditures Journal	L80	3	Accumulation	.5 Cu. Ft.	June 2009	Landfill
4	Bond Liens Record	L80	4	Accumulation	1.5 Cu. Ft.	June 2009	Landfill

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

Sharon S. Clark
Signature (Sharon S. Clark)

Record Retention Project Manager
Title

June 17, 2009
Date

19 APR 2009

City of Cumberland	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Reporting Agency		
Department of Finance-Utility Billing/Collections		
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	Applications for Taps and Meters	L-79	1	1992-May 2006	.5 Cu. Ft.	June 2009	Landfill
2	Water and Sewage Investigations	L-79	2	1977-May 2006	4 Cu. Ft.	June 2009	Landfill

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

Sharon S. Clark
Signature (Sharon S. Clark)

Record Retention Project Manger
Title

June 17, 2009
Date

NOV 19 2009

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

Schedule No. 1518

Page 1 of 1

Agency
Queen Anne's Co. Dept. of Health

Division/Unit
Administration/Fileroom

Item No.	Description	Retention
31	Unified Medical Records	Shred
2	Influenza Immunizations (Adult)	Shred
14A	DHMH 1140 (copies)	Shred
14C	DHMH 1281 (copies)	Shred
22	Abstinence Counseling files	Shred
24	Financial & Statistical Duplicates	Shred

Schedule Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Typed Name _____

Title _____

Schedule Authorized by State Archivist

Date _____

Signature _____

22 837

FEB 23 DWG



CERTIFICATE OF DESTRUCTION

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE TICKET #: 00D86 - 222502
DATE: 02/18/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

SERVICE PERFORMED
64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L
[checkmarks]

Lock(s) Present/Operable:
Clasp(s) Present/Operable:

Yes No
Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID certified. Non-paper destruction services are not NAID certified.

CUSTOMER SIGNATURE: [signature] DATE: 2/18/09
SERVICE REP SIGNATURE: [signature] DATE: 2/18/09

6770 OAK HALL LN • COLUMBIA, MD 210454768 • Phone: (240)294-0389 • Fax: (240)294-0395

FEB

29

1949



QUEEN ANNE COUNTY
205 N LIBERTY ST
CENTREVILLE, MD 216171022

SERVICE PERFORMED
Pounds
Minutes

SVC'D ADD'L

Lock(s) Present/Operable:
Clasp(s) Present/Operable:

00D86 - 222503
02/18/2009
5529
Purge/Offsite
Not scheduled.
Not scheduled.

CERTIFICATE OF DESTRUCTION

SERVICE TICKET #:
DATE:
CUSTOMER #:
SERVICE/TYPE:
NEXT SERVICE DATE:
NEXT SERVICE TYPE:

Fax #
410 758-2133

CUSTOMER COPY

COMMENTS:

4 boxes weight will be saved

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID certified. Non-paper destruction services are not NAID certified.

CUSTOMER SIGNATURE: [Signature] DATE: 2/18/09
SERVICE REP SIGNATURE: [Signature] DATE: 2/18/09

FEB 28 2005

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

Schedule No. 1518

Page 1 of 1

Agency
Queen Anne's County Dept. of Health

Division/Unit
Administration/Fileroom

Item No.	Description	Retention
5A	WIC Signature Registers	Shred
31	Unified Medical Records	Shred
22	Abstinence Counseling Files	Shred

Schedule Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Typed Name _____

Title _____

Schedule Authorized by State Archivist

Date _____

Signature _____

Schedule No. 1218

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RETENTION AND DISPOSAL SCHEDULE

Form

Department of General Services

Agency

Retention

Description

Form

No.

1

2

3

200 - 2000

2000 - 2010

2010 - 2020

Approved by:

Approved by:

Date

Date

Signature

Signature

APR 20 2009



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 235016
DATE: 04/14/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED 64 Gallon Wheeled Container - (1)
Pounds
Minutes
SVC'D ADD'L
Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: 04/14/09
SERVICE REP SIGNATURE: [Signature] DATE: 04/14/09

6770 OAK HALL LN • COLUMBIA, MD 210454768 • Phone: (240)294-0389 • Fax: (240)294-0395



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 235017
DATE: 04/14/2009
CUSTOMER #: 5529
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY
205 N LIBERTY ST
CENTREVILLE, MD 216171022

CONTACT: DEB BUSINSKY - Phone: (410)819-4000

SERVICE PERFORMED 95 Gallon Wheeled Container - (2)
Pounds
Minutes
SVC'D ADD'L
Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No
Dropped 95's

CUSTOMER COPY

COMMENTS:

Picked up 1-64 + 1-95's

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: 04/14/09
SERVICE REP SIGNATURE: [Signature] DATE: 04/14/09

6770 OAK HALL LN • COLUMBIA, MD 210454768 • Phone: (240)294-0389 • Fax: (240)294-0395

APR 20 1950

APR 20 1950



DOCUMENT MANAGEMENT

QUEEN ANNE COUNTY
205 N LIBERTY ST
CENTREVILLE, MD 216171022

CONTACT: DEB BUSINSKY - Phone: (410)819-4000

SERVICE PERFORMED

95 Gallon Wheeled Container - (2)
Pounds
Minutes

Dropped 95's

SVC'D ADD'L

Lock(s) Present/Operable:

Yes No

Clasp(s) Present/Operable:

Yes No

CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 235017
DATE: 04/14/2009
CUSTOMER #: 5529
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

CUSTOMER COPY

COMMENTS:

Picked up 164 + 195 gal

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE:

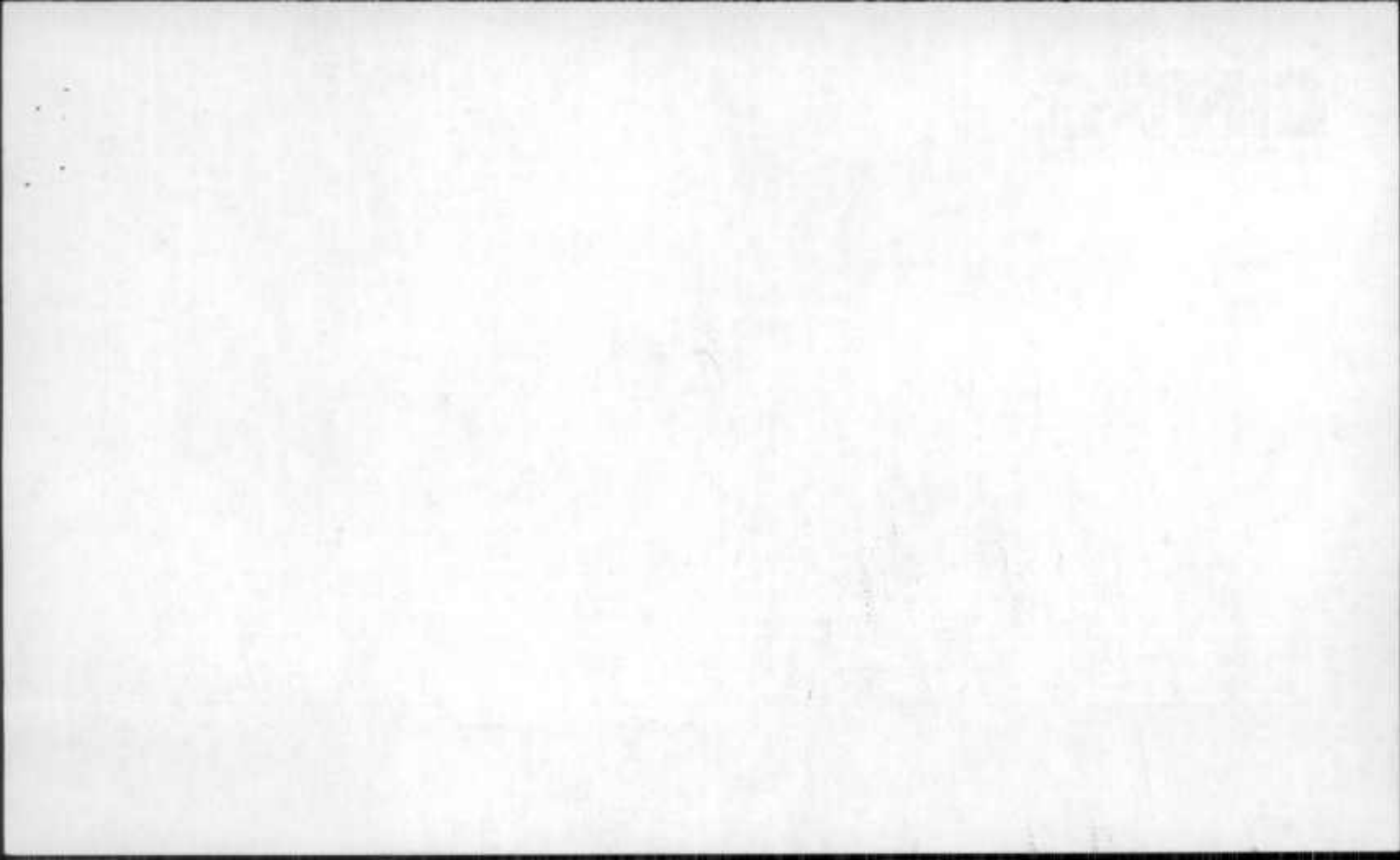
[Handwritten Signature]

DATE:

04/14/09

SERVICE REP SIGNATURE:

DATE:





DOCUMENT MANAGEMENT

CERTIFICATE OF DESTRUCTION

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE TICKET #: 00D86 - 235016
DATE: 04/14/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

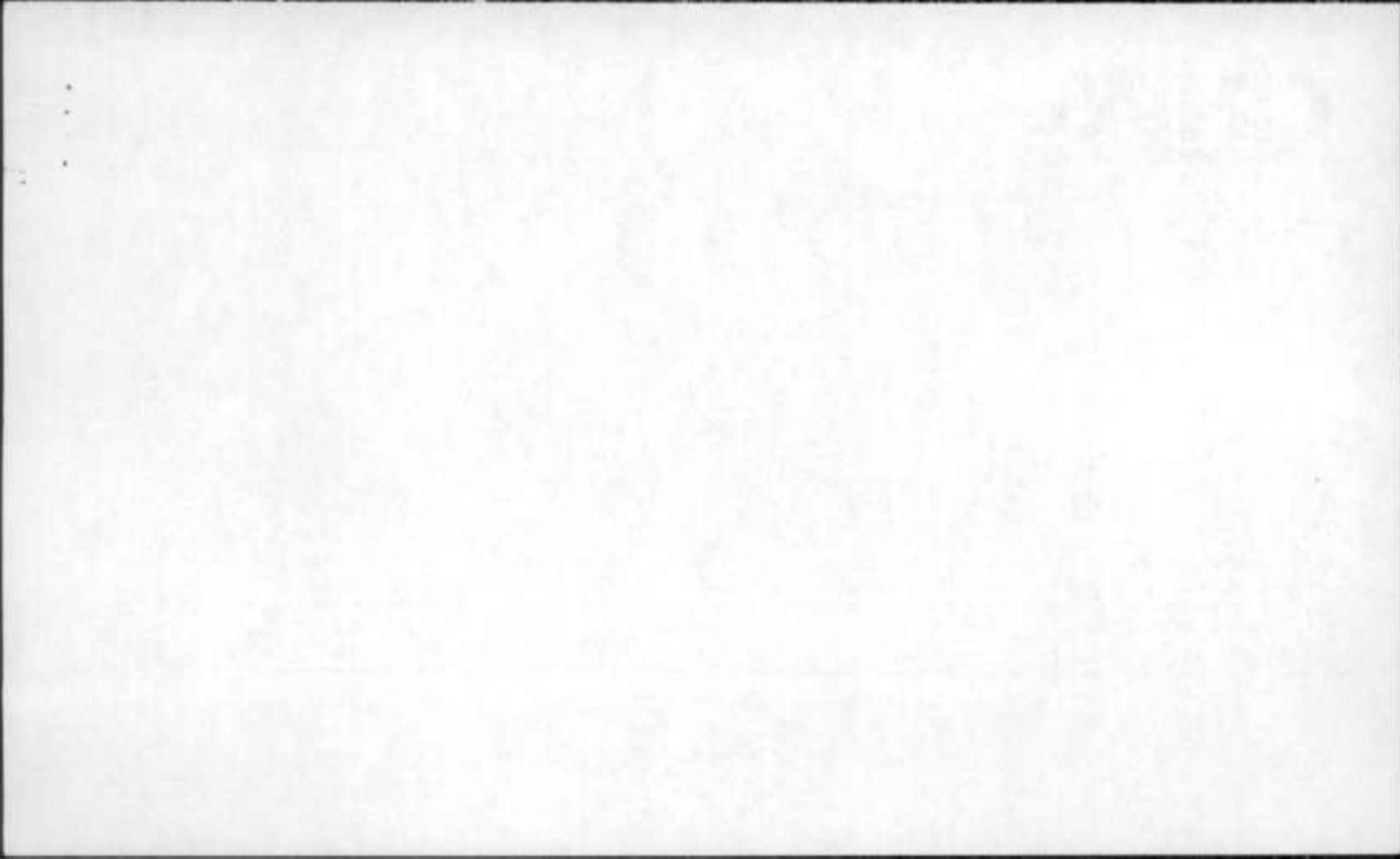
SERVICE PERFORMED SVC'D ADD'L
64 Gallon Wheeled Container - (1) [checked]
Pounds
Minutes
Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: [Date]
SERVICE REP SIGNATURE: [Signature] DATE: 04/14/09



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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	14C	1998-02	4 ³	8/4/09	SHRED
2.	PAPER	1518	31	1985-90	Total	8/4/09	SHRED
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

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

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

Shane Smoris
SIGNATURE

Office Clerk II
TITLE

8/4/09
DATE

AUG 7: [REDACTED] 2W9



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 262296
DATE: 08/04/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED
64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L
[checked] []
[] []
[] []

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: 8/4/09
SERVICE REP SIGNATURE: [Signature] DATE: 08/04/09

AUG 7

209

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	14C	1998-02	4 ³	8/4/09	SHRED
2.	PAPER	1518	31	1985-90	Total	8/4/09	SHRED
3.							
4.							
5.							
6.							
7.							
8.							
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11.							
12.							
13.							
14.							
15.							
16.							

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

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

Shane Morris
SIGNATURE

Office Clerk II
TITLE

8/4/09
DATE

AWJ 8. [redacted] 209



CERTIFICATE OF DESTRUCTION

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE TICKET #: 00D86 - 262296
DATE: 08/04/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

SERVICE PERFORMED SVC'D ADD'L
64 Gallon Wheeled Container - (1) [checked]
Pounds
Minutes
Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: 8-4-09
SERVICE REP SIGNATURE: [Signature] DATE: 08/04/09

6770 OAK HALL LN • COLUMBIA, MD 210454768 • Phone: (240)294-0389 • Fax: (240)294-0395

2008.8.2004

AUG 7 2009

AUG 7 2009

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	2001 Exposure Reports	1518	18	Jan 1, 2001 - Dec 31, 2001	1 File Drawer 2	3/2/09	Shred
2.							
3.	2000 Exposure Reports	1518	18	1/1/2000 - 12/31/2000	1 File Drawer	3/2/09	Shred
4.						and 3/3/09	Shred
5.							
6.	2004 Exposure Reports	1518	18	1/1/2004 - 12/31/2004	1/2 File 2 Drawer	3/3/09	Shred
7.							
8.	2003 Exposure Reports	1518	18	1/1/2003 - 12/31/2003	1/2 File 2 Drawer	3/3/09	Shred
9.							
10.	2002 Exposure Reports	1518	18	1/1/2002 - 12/31/2002	1/2 File 2 Drawer	3/4/09	Shred
11.							
12.							
13.							
14.							
15.							
16.							

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

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

Brenda Sawyer San II 3/2/09
 SIGNATURE TITLE DATE
Rabies Coordinator
Rodney Dawson - Records Coordinator
 3/3/09

MAR 19 1909



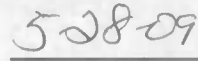
DEPT OF HEALTH & MENTAL HYGIENE	State Records Center Dept of General Services 7275 Waterloo Road P.O. Box 275 Jessup MD 20794-0275 (410) 799-1379	DHMH Instructions: Prepare 4 Copies Distribution: 1. YOUR UNIT=S FILE 2. RECORDS COORDINATOR (PRGM/ADMIN) FILE 3. STATE RECORDS CTR 4. DHMH RECORDS OFFICER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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Vision & Ortho records - paper	1518	9 C,G	1980-84	4 ³	5-28-09	SRED
2.	Pediatric Case files - paper	1518	1	1983	↓		↓
3.	Maternal Health files - paper	1518	4	1978-84			
4.	Unified Medical records - paper	1518	31	1997			
5.	Home Health files - paper	1518	19	2000-02			
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

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

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

 _____
  _____
  _____
 SIGNATURE TITLE DATE

UNIT OF THE ...
 ...
 ...

6/20/09

EXHIBIT A TO THE ...

...
1
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16

2005

...

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Paper 8 1/2 x 11"	1518	22	1980-2002	15 c.f.	5-28-09	SHRED
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

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

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

Jeanne M. Roe
SIGNATURE
Admin Specialist
TITLE
5/15/09
DATE

2005
June 8, 2005



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 244929
DATE: 05/28/2009
CUSTOMER #: 5529
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY
205 N LIBERTY ST
CENTREVILLE, MD 216171022

CONTACT: DEB BUSINSKY - Phone: (410)819-4000

SERVICE PERFORMED
95 Gallon Wheeled Container - (2)
Pounds
Minutes

SVC'D ADD'L
[checkmarks]

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE:
SERVICE REP SIGNATURE: [Signature] DATE: 05/28/09

JUN 3 209



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 244928
DATE: 05/28/2009
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED

64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L

Handwritten checkmarks and lines for service and additional items.

Lock(s) Present/Operable:

Yes No

Clasp(s) Present/Operable:

Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

Signature and date fields for Customer and Service Rep. Includes handwritten signatures and dates (05/28/09).

JUN

3



205

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	31	1979-97	33	1-21-10	SHRED
2.	PAPER	1518	2	1999	13	1-21-10	SHRED
3.							
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

JAN 26 2011
[REDACTED]



QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED
64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 305799
DATE: 01/21/2010
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

COMMENTS: *Shred movies*

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: *[Signature]* DATE: *1/21/10*
SERVICE REP SIGNATURE: *[Signature]* DATE: *01/21/10*

1952

1/17

JAN 20

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	31	1979-97	3 ³	1-21-10	SHRED
2.	PAPER	1518	2	1999	1 ³	1-21-10	SHRED
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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



 SIGNATURE



 TITLE

 DATE

 1-21-10

JAN 26 2010
[Signature]



DOCUMENT MANAGEMENT

CERTIFICATE OF DESTRUCTION

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE TICKET #: 00D86 - 305799
DATE: 01/21/2010
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

SERVICE PERFORMED

64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L

Form with checkboxes for SVC'D and ADD'L, and lines for recording counts.

Lock(s) Present/Operable:

Yes No

Clasp(s) Present/Operable:

Yes No

CUSTOMER COPY

COMMENTS:

Handwritten signature in the comments field.

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE:

Handwritten customer signature.

SERVICE REP SIGNATURE:

DATE:

Handwritten date: 1/21/10

DATE:

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	3	1984-1985		7/23/10	SHRED
2.	PAPER	1518	4	1975-1984		7/23/10	SHRED
3.	PAPER	1518	6	1986-2008		7/23/10	SHRED
4.	PAPER	1518	31	1979-1999		7/23/10	SHRED
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Brace
SIGNATURE

Office Clerk II
TITLE

7-23-10
DATE

No.	Name	Address	City
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JUL 28 1910



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 355329
DATE: 07/23/2010
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED SVC'D ADD'L
64 Gallon Wheeled Container - (1) /
Pounds
Minutes

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

Handwritten: 11BX

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: [Date]
SERVICE REP SIGNATURE: [Signature] DATE: 7-23-10

JUL 28 2010


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

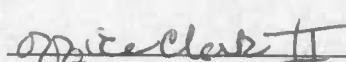
CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	PAPER	1518	31	1999	1 ³	7/9/10	SHRED
2.	PAPER	1518	1	1984	1 ³	7/9/10	SHRED
3.	PAPER	834	1A	2005	1 ³	7/9/10	SHRED
4.	PAPER	834	1E	2005	4 ³	7/9/10	SHRED
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

 _____
 SIGNATURE

 _____
 TITLE

DATE 7/9/10

Faint header text at the top of the page, possibly containing a title or reference number.

Faint table structure with multiple columns and rows, likely containing data or a list of items.

JUL 15 2010



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 351502
DATE: 07/09/2010
CUSTOMER #: 969
SERVICE/TYPE: Purge/Offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

QUEEN ANNE COUNTY - HEALTH DEPARTMENT
206 N COMMERCE ST
CENTREVILLE, MD 216171049

SERVICE PERFORMED
64 Gallon Wheeled Container - (1)
Pounds
Minutes

SVC'D ADD'L
[Handwritten marks]

Lock(s) Present/Operable: Yes No
Clasp(s) Present/Operable: Yes No

CUSTOMER COPY

COMMENTS:

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE: [Signature] DATE: 7/9/10
SERVICE REP SIGNATURE: [Signature] DATE: 07/09/10

JUL 15 2010

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (FT ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	<i>Abstinence Counseling paper 8 1/2 x 11 files</i>	<i>1518</i>	<i>22</i>	<i>2002 - 2003</i>	<i>13 C.F.</i>	<i>6/2010</i>	<i>Shred</i>
2.	<i>Drug Abuse statistics + Reports</i>	<i>1518</i>	<i>24</i>	<i>2002 - 2003</i>	<i>12 C.F.</i>	<i>6/2010</i>	<i>Shred</i>
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Jeanne M. Roe *Office Manager* *6/16/2010*
 SIGNATURE TITLE DATE

JUL 15 2010



CERTIFICATE OF DESTRUCTION

SERVICE TICKET #: 00D86 - 351503
DATE: 07/09/2010
CUSTOMER #: 5529
SERVICE/TYPE: Purge/offsite
NEXT SERVICE DATE: Not scheduled.
NEXT SERVICE TYPE: Not scheduled.

Handwritten notes: F840N OK Jeanne Roe 7/9/10

QUEEN ANNE COUNTY
205 N LIBERTY ST
CENTREVILLE, MD 216171022

CONTACT: DEB BUSINSKY - Phone: (410) 819-4000

SERVICE PERFORMED

Pounds
Minutes

SVC'D ADD'L

Blank lines for service details

Lock(s) Present/Operable:

Yes No

Clasp(s) Present/Operable:

Yes No

CUSTOMER COPY

COMMENTS:

Handwritten comment: 1-95 suc,

This certificate is to certify that Cintas Document Management will shred confidential data per customer's instructions and according to HIPAA & GLBA regulations for the above-mentioned company. Offsite destruction services are NAID Certified. Non-Paper destruction services are not NAID Certified.

CUSTOMER SIGNATURE:

Handwritten signature

DATE:

SERVICE REP SIGNATURE:

DATE:

Handwritten date: 07/09/10

JUL 15 2010

Wicomico Co. Health

orig. to Cynthia F.
cc: AIR (copy)

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Filepro Listings of	2112	2	FY'03	—	4/1/09	Shred
2.	receipts that were						
3.	handwritten (rec. #s)						
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Ruth Pussey Fiscal Clerk, Lead 4/1/09
 SIGNATURE TITLE DATE

Rodney Dawson, Records Coordinator, Wicomico County Health Dept. 4/13/09

2009

APR 15 2009

Wicomico Co. Health

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) (FORMAT: PAPER, FILM, DISK, ETC)	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Phoenix Community Files	151A	10	2002-2003	2cF	4/31/09 -4/21/09	shred
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

MuhBay
SIGNATURE

Program Director 4/9/09
TITLE DATE

Rodney DeLauron Records Coordinator 4/13/09

APR 15 2009

Wicomico Co. Health

orig to: Cynthia F.
cc: AIR copy

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

CERTIFICATE OF RECORDS DISPOSAL

No.	DESCRIPTION OF RECORDS (FROM SCHEDULE FORM) [FORMAT: PAPER, FILM, DISK, ETC]	AUTHORIZATION*		INCLUSIVE DATES OF RECORDS	VOLUME (Ft ³) (BOXES)	DATE OF DISPOSAL	DISPOSAL METHOD (TRASH, SHRED, BURN, ETC)
		SCHEDULE #	ITEM				
1.	Internal Audit	2/12	2	FY'99	—	4/1/09	Shred
2.	paperwork (quality assurance findings)			FY'00	—	"	"
3.				FY'01	—	"	"
4.	of Accts. rec. clerks			FY'02	—	"	"
5.	for FP, CD, Add., & MH)			FY'03	—	"	"
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*RECORDS MUST BE LISTED ON AN AUTHORIZED SCHEDULE, DGS 550-1, AND MEET RETENTION REQUIREMENTS BEFORE DISPOSAL IS ALLOWED.

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

Kath Pursey Fiscal Accts, Lead 4/1/09
 SIGNATURE TITLE DATE

APP 15 [REDACTED] 2019

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

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	A - Agency Grants Spec. Supervisor	1488, Item #5		07/2006 - 06/2007	N/A	02/2009	Shredded
2	Agency Procure. Spec. Trainee - Bldg Service Worker	1488, Item #5		07/2006 - 06/2007	N/A	02/2009	Shredded
3	Capital Projects Civil Engineer - Maintenance Mech.	1488, Item #5		07/2006 - 06/2007	N/A	02/2009	Shredded
4	Maint. Mech. Sr. - Office Secretary III	1488, Item #5		07/2006 - 06/2007	N/A	02/2009	Shredded
5	Police Officer - Warehouse Supvr	1488, Item #5		07/2006 - 06/2007	N/A	02/2009	Shredded

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

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

Personnel Officer I
Title

03/13/09
Date

01 RAM

MAR 17-2009

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

CERTIFICATE OF RECORDS DISPOSAL

General Services

Reporting Agency

Office of the Attorney General

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward
 original to above address

No.	Description of Records Include title and/or Form No.	Authorization For Disposal		Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.				
1.	Maryland Minority Contractor's Assn, Arnold Jolivet – PIA Requests (1819)	2320	11A	1997 - 2003	All Files combined total 1 cu. fit.	March 2009	Trash
2.	Aspen Landscape Contractors, Inc. PIA Request - Doncaster Youth Ctr (1859)						
3.	AFSCME - PIA Request, All State Owned & Managed Facilities in Baltimore City (2101)						
4.	Betty C. Turner – Tort Claim, Fall at W. Paul Martin DC/MSD – Salisbury (2250)						
5.	Advance Presort Services – PIA Request Presort Contract (2161)						
6.	Commerce Funding Corporation PIA Request (2171)						
7.	Kim Keller – PIA Request State Contracts with Associated Building Maintenance Company (2179)						
8.	Constellation Energy Source - PIA Request Proposals from Energy Service Contract (2268)						
9.	Christopher Callahan – PIA Request Computerized Database Record Layouts (2293)						
10.	Patton Boggs - PIA Request, 1998 Maintenance Serv. Agree w/ MD Elevator Services, Inc. (2318)						
11.	Gary Waltemeyer – PIA Request, Town of Preston Invoice (MSASP) (2338)						
12.	Town of Preston Commissioners, PIA Request (2338A)						

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2019

PAGE TWO

13. Norman E. Noel – PIA Request
Ex-town of Preston Commissioner (2338B)
14. PIA Request, Clifton T. Perkins Hospital, PH 2 (2341)
15. MCI WorldCom - PIA Request
Pay Telephone Contracts (2347)
16. Integrity Assessments, Inc.- PIA Request
1400 E. North Avenue Lease (2380)
17. Kahn, Smith & Collins - PIA Request
One Investment Place, Towson (2395)
18. Venable, Baetjer & Howard - PIA Request
2100 Guilford Avenue (2397)
19. Blum, Yumkas, Mailman, Gutman & Denick
PIA Request on Behalf of Enterprise Elec.
Annapolis DC Blake (2409)
20. Roy Kirby & Sons, PIA Request
S. Balto. District Court / Gardens Reprographics (2414E)
21. Maryland Justice Policy Institute, Inc.
PIA Request - Prison Telephone Rates (2457)
22. David Portney - PIA Request
Pedway Demolition & Dirt Express (2461)
23. American Management Systems, Inc.
PIA Request (2467)
24. Isrealson, Salsbury, Clements & Bekman
PIA Request – Stanbalt Building (2470)
25. MSRCco - PIA Request, DGS Organization (2479)
26. Herst & Associates – PIA Request (2492)
27. Centercore – PIA Request, Furniture Systems (2524)
28. Kenneth Thompson - PIA Request
Forms Management Records (2539)
29. Williams & Connolly - PIA Request on behalf
of Baltimore Orioles - Lease Negotiations (2544)
30. Miles & Stockbridge – PIA Request
Frederick Police Barracks Sale (2604)
31. Alan J. Bloom - Public Information Act Request
Maple Shade Youth & Family Service (2605)
32. Amerifund - PIA Request State Leases (2620)
33. John Griep, The Star Democrat – PIA Request
Talbot County Leases (2621)
34. EBL Engineers - PIA Request (2624)
35. Gordon Feinblatt - PIA Request, BCCC Lockwood Site (2626)
36. The Baltimore Sun – PIA Request
Caldor Site Acquisition, Baltimore County (2645)

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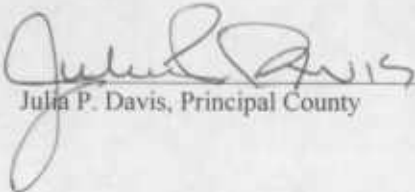
PAGE THREE

37. Hotel & Restaurant Employees, Local 25, PIA Request
Peterson Companies (2646)
38. Hidey, Coyle & Monteleone – PIA Request
Blain Frantz Property (2669)
39. ABC News 20/20 – PIA Request
State Property Accounting Reports (2670)
40. Alliance Roofing & Sheet Metal – PIA Request
Brothers Construction (2676)
41. Alliance Roofing & Sheet Metal – PIA Request
Dolco Construction (2677)
42. Henry A. Brown – PIA Request
Surface Mount Monument (2680)
43. Blum Yumkas – PIA Request
Costello Construction Questionnaire (2688)
44. Himmelrich Associates, Inc. – PIA Request, MDE Lease (2692)
45. Maryland Professional Employees Council, PIA Request (2705)
46. Andrew Holzopfel – PIA Request (2716)
47. The Baltimore Sun – PIA Request
Sale of Rosewood Center Land to Harrison Land Corp. (2752)
48. James Purtilo – PIA Request
Richard Whiting / Fire Arms Training Facility (2760)
49. Scott Livingston – PIA Request
Lower Shore 24-Bed Detention Center (2763)
50. Lee and McShane – PIA Request
South Baltimore District Court (2786)
51. Damon Elliott – PIA Request
Beltsville Agricultural Center (2793)
52. Thomas & Libowitz – PIA Request
Gardens Repro. – SHA Contracts (2799)
53. Maryland Tax Education Foundation - PIA Request
Miller Senate Office Building (2801)
54. Claire Urban – PIA Request, Uniform Contracts (2811)
55. eInfoData.com – PIA Request, Government Contract Data (2870)
56. Rifkin, Livingston, Levitan & Silver - PIA Request
MPP / Foster America (2885)
57. Glen M. Fallin – PIA Request, Norment Security Group (2888)
58. Peter Melnick – PIA Request, Procurement Fees and eMM (2908)
59. Kerr McDonald – PIA Request, Asbestos & MD Courthouses (2920)
60. Walter Kirby - Alleged Injury at Baltimore State Complex (2923)
(Also Paul Turkheimer PIA)
61. Raenell Sargent – PIA Request - ECI (2925)

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2105

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


Julia P. Davis, Principal County

4/13/09
Date

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

CERTIFICATE OF RECORDS DISPOSAL

General Services

Reporting Agency

Office of the Attorney General

Division or Bureau

PREPARE IN DUPLICATE


Retain one copy and forward
 original to above address

No.	Description of Records Include title and/or Form No.	Authorization For Disposal		Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.				
1.	Offit-Kurman - PIA Request, Baltimore City Juvenile Justice Center (2798)	2320	11A	2003	All Files combined total	March 2009	Trash
2.	WBFF TV - PIA Request, Baltimore City Juvenile Justice Center (2903)				1.0 cu. ft.		
3.	Offit-Kurman - PIA Request (2997) Baltimore City Juvenile Justice Center (P&K)						
4.	Baltimore Sun - PIA Request (3017) Baltimore City Juvenile Justice Center (Claims)						
5.	Offit-Kurman - PIA Request (4052) Baltimore City Juvenile Justice Center (Security Consoles and Locks)						
6.	WBAL TV - PIA Request (4133) Baltimore City Juvenile Justice Center						
7.	Arnold M. Jolivet - PIA Request (2955) African American Museum						
8.	Kasimer & Annino - PIA Request (2957) Hagerstown Juvenile Detention Center						
9.	Bonner, Kiernan, Trebach & Crociata - PIA Request 6401 York Road, Towson (2960)						
10.	Omni Elevator - PIA Request (2966) Renovate 3 Elevators, Attman Glazer Building						
11.	Adam Harrison - PIA Request (2971) Clark Construction & Eastern Shore Hospital						

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12. Herbert Electric Company - PIA Request (2998)
Public Safety Training Center & Verizon
13. International Association of Bridge, Structural,
Ornamental and Reinforcing Iron Workers Local #5
PIA Request - Silver Spring DC (3011)
14. WBAL TV - PIA Request (3024)
Inventory Records

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


Julia P. Davis, Principal Counsel

4/13/09
Date

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 STATE RECORDS MANAGEMENT CENTER
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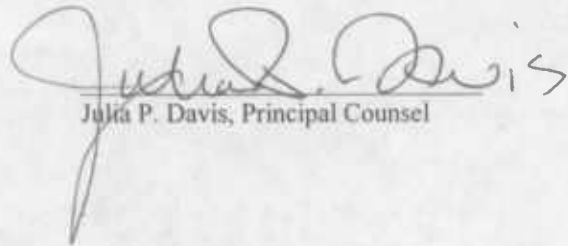
Retain one copy and forward
 original to above address

No.	Description of Records Include title and/or Form No.	Authorization For Disposal		Inclusive Dates or Record Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule	Item No.				
1.	Cobra Technologies (1744B) Procurement Fraud	2320	11A	2003	All Files combined total less than 1.0 cu. ft.	July 2009	Trash
2.	Cobra Technologies (1744C) Claim from Termination for Convenience, Saratoga St. Ctr.						
3.	Cobra Technologies (1744D) Claim, Chiller Repairs, Saratoga St. Ctr.						
4.	Lease - Metro Plaza, Mondawmin Mall (1746)						
5.	Mace Electric Company (1810G) PIA Request, Eastern Shore Hospital Ctr.						
6.	Annapolis Chilled Water System (2128) Replacement						
7.	Work Force Development Ctr. Towson (2152) Design/Build Construction						
8.	Friends of Mt. Aventine (2175A) PIA Request, Chapman's Landing						
9.	Rosenberg, Proutt, Fund & Greenberg (2175B) PIA Request, Chapman's Landing						
10.	Terrace Dale - Towson State University (2193)						
11.	Estate of Jonathan Jones - Tort Claim (2229) Incident at Baltimore City District Court North Avenue Branch						
12.	Heather L. Howard - Law Clerk (2236)						

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- 13. BUILD - Housekeeping Services (2244)
Rosewood Center - Living Wage
- 14. Judicial Fellows Program (2442)
- 15. Matthew L. Wood, Law Clerk (2446)
- 16. John C. Schropp - Law Clerk (2494)
- 17. Russell Kerr - Law Clerk (2678)

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


Julia P. Davis, Principal Counsel

7-29-09
Date

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John D. [unclear]

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