Maryland Port Administration	Department of General Services	S1469-2300
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Risk/Safety		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
13	Property Damage Reports			91/95			
14	Personal injury Reports			1988/1998			
27	W/C A-H			1989			
24	Closed Lease Files			N/A			
28	W/C J-Z			1989			
22	Property Dam. Reports Pers. Inj. Reports			1996-2003			
19	WC Files			1997-2000			
25	Ins. Policies			2000-2004			
17	Ins. Policies			1992-2001			
7	Damage claims/ Liab. Claims - Closed			1997			
23	Closed Engr. Contract Files			N/A			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. V. Severn.

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

Signature	Title	Date
Valerie Severn	OS+H Compliance Off.	8-2-12
Alisha Jackson	Driver Office Clerk I	8/3/12 8/3/12

DGS 550-2 (rev. 1/93)

Maryland Port Administration	Department of General Services	51469-Z300
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Risk/Safety		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
18	WC			1995-1996			
15	closed Damage Claims + MIT claims			2002			
29	Misc - Liability Files			2001-2005			
26	DC Files			2002-2003			
6	Closed DC			1989-1996			
9	DC 98048 - Closed 2000-0059			1998-2000			
4	DC - 95070-97029			2006			
8	DC Files - 98015 - Pakarti a.L. 98047			12/97-6/98			
3	DC - 93040-95068 Liab. Cl. D Bonamie			2006			
	R. Kasten						
2	DC 93001-94038			2006			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. V. Severn.

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

Signature	Title	Date
Valerie Severn	OS+H Compl. Ofc.	8-2-12

DGS 550-2 (rev. 1/93)

Alisha Jackson	Driver Office Clerk I	8-3/12 8/3/12

Maryland Port Administration	Department of General Services	S1469-2300
Reporting Agency	Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in Duplicate Retain one (1) copy and forward original to address on left.
Risk/Safety		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
20	WC Files			1994			
21	WC Files			1993			

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. J Severn.

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

Signature	Title	Date
Valerie Severn	OS+H Compl. Ofcr.	8-2-12

DGS 550-2 (rev. 1/93)

Alisha Jackson	Driver	8/3/12
	Office Clerk I	8/3/12