

Submitted: 12/20/2018
Jurisdiction: Maryland
Agency: Office of the Public Access
 Ombudsman

Maryland State Archives
 Edward C Papenfuse State Archives Building
 350 Rowe Boulevard
 Annapolis, MD 21401

Certificate ID: 2770
MSA ID: SE55-5196

Division/Unit:

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Records Disposal 12/20/18 - Mediation Files	2810	1	closed as of 12/19/16	1.25 cu ft.	12/20/2018	Shredded
2	Records Disposal 12/20/18 - Administrative Files - Helpdesk and other non-mediation correspondence	2810	4	correspondence through 12/19/17	0.25 cu ft.	12/20/2018	scanned and Shredded
3	Records Disposal 12/20/18 - Administrative Files - Student Intern Files	2810	4	through 12/19/17	0.25 cu ft.	12/20/2018	scanned and shredded
4	Records Disposal 12/20/18 - Administrative Files - Trainings and Event Materials	2810	4	through 12/19/17	0.25 cu ft.	12/20/2018	scanned and shredded
5	Records Disposal 12/20/18 - Administrative Files - Ombudsman Working papers and notes.	2810	4	Through 12/19/17	1 cu ft.	12/20/2018	Shredded

Destruction Certification

Janice Clark	Administrative Officer	12/20/2018
Signature	Title	Date