

THOMAS G. PULLEN, JR.
STATE SUPERINTENDENT



STATE DEPARTMENT OF EDUCATION
2 WEST REDWOOD STREET
BALTIMORE 1, MARYLAND

August 27, 1952

Mr. Morris L. Radoff, Archivist
Hall of Records
Annapolis, Maryland

Dear Mr. Radoff:

This is to certify that the records listed on the attached sheet have been destroyed. This action was approved by the Board of Public Works in accordance with the enclosed copy of letter from Mr. McCusker.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Ben M. Bacon".

Supervisor in Finance

BB:ch
enc.

MARYLAND STATE DEPARTMENT OF EDUCATION
2 West Redwood Street
Baltimore 1, Maryland

LIST OF RECORDS DESTROYED

Division of Finance

	July 1946	-	June 1948
Transmittals - Vocational Education			
Vouchers - Vocational Rehabilitation	1943	-	1948
Vouchers - Adult Education	1946	-	1947
Vouchers - Physical Education and Recreation	1947	-	1948
Vouchers - Equivalence	1947	-	1948
Bills and Expense accounts (departmental)	1945	-	1947
Bills (duplicate) - Teachers Colleges	1945	-	1948
Invoices	1947		
Monthly statement to Comptroller	1946	-	1948
Petty Cash Vouchers and Withholding Tax Forms	1947		
Cancelled Checks	1939		1948
Check Stubs			
Bank Statements	1940	-	1948
Deposit sheets	1942		1946

Division of Research

Worksheets for Annual Reports	1946		
Highschool Graduate Occupation Reports	1946		
Levy and Assessment Sheets	1945	-	1946
Miscellaneous Statistical Reports, Baltimore City	1945		
Record of Teacher Turnover	1945	-	1946
Teacher Summer School Attendance Record	1941	-	1945
* County Annual Attendance Summary	1945	-	1948
Subject Reports of School Principals	1940	-	1947

* 1949 not destroyed

ch
8-27-52

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Education
 Reporting Agency

Mr. McComb Nichols
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Obsolete I.B.M. Cards	---	-	----	10 cu. ft.	1/71	sold as waste paper

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

J. McComb Nichols
 Signature

Asst Director
 Title

3/26/71
 Date

Please Sign and Return
this Copy

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Education
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Obsolete IBM Cards				✓ 10 cu. ft.	10/7/70	sold as waste paper

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

J. M. Nichols
Signature

ant. His Finance
Title

10/22/70
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

State Department of Education
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
✓ ----	Obsolete I B M Cards	---	-	-----	20 Cu. Ft.	6/24/70	Sold As Waste Paper

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

J. A. Davies
Signature

D.P. Supervisor I
Title

7/2/70
Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDState Department of Education
Reporting Agency

Division or Bureau of Reporting Agency

Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
	Schedule No.	Item No.				
<u>Instruction</u>						
N.D.E.A. Title III Projects	125	2 ✓	July, 59-June, 62	✓ 21 Cubic Ft.	6/27/68	<i>sold as Waste Paper</i>
N.D.E.A. Title III Transmittals	125	4 ✓	1959-1962	✓ 12 Cubic Ft.	6/27/68	
<u>Certification & Accreditation</u>						
High School Equivalence Records	439	1B ✓	1941-Dec, 1959	✓ 37 Cubic Ft.	6/27/68	
<u>Administration & Finance</u>						
Direct Distribution Commodity File	349	2 ✓	1961-1963	✓ 5 Cubic Ft.	6/27/68	
Accounting Records(Payroll Journ.)	125	3 ✓	1959-1964	✓ 7 Cubic Ft.	6/27/68	
Accounting Records(Transmittals)	125	4 ✓	1963-1964	✓ 5 Cubic Ft.	6/27/68	

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

K. L. Eshel
Signature*Asst. Supt*
Title*10/24/68*
Date

Pasted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Obsolete Forms	Non-Record		-----	✓ 3 Cu. Ft.	8/24/66	Sold as Waste Paper

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

J. M. Lamb
 Signature

Chief Rec. Acctg. & Credit
 Title

2/2/67
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education

Reporting Agency

Certification

Division or Bureau of Reporting Agency

Lot Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1019	General Correspondence	128	5	1925-1950	3 cu. ft.	7/5/73	Recycled

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

Margaret R. Pickles
Signature

Specialist in Certification
Title

7-28-73
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION

Reporting Agency

Certification and Accreditation

Division or Bureau of Reporting Agency

Item No.)	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
(92) 1.	Direct Distribution Commodity File	349	2 & 3	7/1955-6/1956	3 cu. ft.	12/29/1960	Sold as waste paper
(91) 2.	Surplus Property Files	353	1	1/1951-12/31/1954	2	"	
(93) 3.	School Lunch, Special Milk Programs	349	4-9	7/1955-6/1956	2	"	1/9/61

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

William J. Antonio
 Signature

Assistant State Superintendent
 in Administration, Finance and Research
 Title

1-17-61
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Certification and Accreditation
 Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Surplus Property Records	353	1	1947-1953	29 cu. ft.	Aug. 3, '59	Paper Sale

Done 8/4/59

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

William J. Antonio
 Signature

Assistant State Superintendent in
 Administration, Finance, and Research 7/31/59
 Title Date



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education

Reporting Agency

Certification and Accreditation (Direct Distribution

Division or Bureau of Reporting Agency

School Lunch & Special Milk Programs)

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Direct Distribution Commodity Agreements	349	1	1946 - Oct. 31, 1954	6 cu. ft.	May 1959	Paper sale
2	Direct Distribution Commodity Case Folders	349	2	1946 - June 30, 1955	7 cu. ft.	"	"
3	Direct Distribution Commodity Inventory Reports	349	3	1946 - June 30, 1955	2 cu. ft.	"	"
4	Special Milk Program Agreements Applications & related Documents	349	4	1954 - June 30, 1955	2 cu. ft.	"	"
5	Special Milk Program Correspondence	349	5	1954 - June 30, 1955	1 cu. ft.	"	"
6	School Lunch Program Agreements Applications, & related Documents	349	6	1951 - June 30, 1955	4 cu. ft.	"	"
7	School Lunch Program Correspondence	349	7	1946 - June 30, 1955	3 cu. ft.	"	"
8	Administrative Review Reports	349	8	1946 June 30, 1955	3 cu. ft.	"	"
9	General File (School Lunch Audit Reports)	349	9	1946 - 1951	1 cu. ft.	"	"

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

William J. Factoris
Signature

Assistant State Superintendent in
Administration, Finance and Research
Title

June 1, 1959

Date



CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland State Department of Education
 Reporting Agency

Certification and Accreditation
 Division or Bureau of Reporting Agency

I	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Teachers' physical and medical examination	129	1	1954-55	1 cu. ft.	6-30-58	Destroyed

MAILED 7/2/58



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

W. J. Zoster
 Signature

Director of Certification and
 Accreditation Title

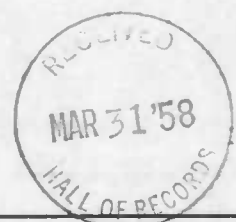
June 30, 1958
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Maryland State Department of Education
 Reporting Agency

Certification and Accreditation
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Teachers physical and medical examination	129	1	1953-54	half of a filing drawer	3-27-58	Destroyed



maister 4/9/58

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

W. J. Boston
 Signature

Director of Certification and Accreditation
 Title

3-27-58
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Division of Certification and Accreditation
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Trade School and Private School File	128	1	1945 - Jan. 1948	3 cu. ft.	June 20	Waste paper basket s

RECEIVED

JUN 24 1955

HALL OF RECORDS
ANNAPOLIS, M.D.

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

Merle S. Bateman
 Signature

Director of Certification and
 Title Accreditation

June 21, 1955
 Date

*posted to
 card - 7/1/55*

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

J. McComb Nichols

Reporting Agency

Chief Fiscal Manager - Department of Education

Division or Bureau of Reporting Agency

Lot No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1903	Adult Education and Payroll Records Etc.	125	3 & 4	1964 - 1969	9 cubic ft.	3/5/73	Waste Paper
1897	Food Service Programs Blue Book Pages Individual Claims Administrative Reviews Audits Etc.	349	4 - 9	1966 - 1968	3 cubic ft.	3/5/73	" "
1874	Accounting Records	125	3 & 4	1957 - 1969	5 cubic ft.	3/5/73	" "
1	Federal - State Programs NDEA Title III Projects	125	2	1966	10 cubic ft. <u>27</u>	3/5/73	" "

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

Melvin H. Meyer
Signature

Public Records Examiner
Title

4-5-73
Date

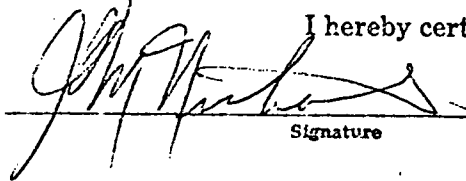
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Education
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1914	Vocational Rehabilitation- Purchase Orders	125	3	1967-1968	6 cu. ft.	12/20/72	Waste Paper
1849	Administration & Finance Accounting Records, Journals IBM- Runs	125	3 & 4	1959-1969	10 cu. ft.	12/20/72	Waste Paper
1846	Administration & Finance NDEA Title III Aid to Education, IBM Runs, Accounting Records	125	3	1962-1968	9 cu. ft.	12/20/72	" "
184	Administration & Finance Direct Distribution Commodity Files	125	2 & 3	1967-1968	6 cu. ft.	12/20/72	" "
1793	Vocational Rehabilitation Accounting Records	125	3	1966-1969	6 cu. ft.	12/20/72	" "
					37		

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


 Signature


 Title


 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

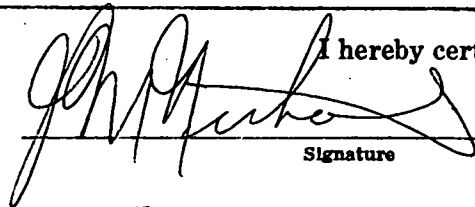
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education
Reporting Agency

Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1338	N.D.E.A. Title III	125	4	1963 - 1965	8 cu. ft.	1/71	sold as waste paper
1336	N.D.E.A. Title III	125	4	1963 - 1965	2 cu. ft.	1/71	"
1296	Instruction N.D.E.A. Title III Projects	125	2 ✓	1964	7 cu. ft.	1/71	"
					<u>17</u>		

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


Signature

Title

2/1/71
Date

Please Sign and Return
This Copy

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

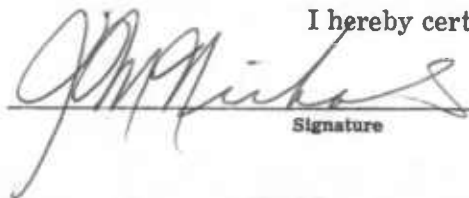
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**


Department of Education
Reporting Agency

Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
563	Accounting Records (mem. of adjustment)	✓125	3	7/1/54 - 6/30/58	1 cu. ft.	10/7/70	sold as waste paper
568	Department of Education Administration & Finance	✓125	4	7/1/59 - 6/30/61	2 cu. ft.	10/7/70	sold as waste paper
686	Individual Client's Budgets	✓125	2	1961 - 1962	3 cu. ft.	10/7/70	sold as waste paper
1615	Transmittal # 940-1068 (Vocational Rehabilitation)	✓125	3	1965 - 1966	1 cu. ft.	10/7/70	sold as waste paper
1614	School Lunch Program & Special Milk Program	✓349	5, 7, 8, 9	1957 - 1962	2 cu. ft.	10/7/70	sold as waste paper
1611	Accounting Records	✓125	3-4	7/1965 - 6/1966	6 cu. ft.	10/7/70	sold as waste paper
1604	Accounting Records	✓125	3-4	7/1964 - 6/1965	5 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Department of Education


Reporting Agency


Administration & Finance

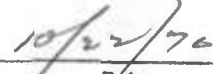
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1449	School Lunch Program & Special Milk Program	✓349	3-9	July 1963 - June 1964	2 cu. ft.	10/7/70	sold as waste paper
1365	School Lunch Program & Special Milk Program	✓349	4-9	July 1963 - June 1964	2 cu. ft.	10/7/70	sold as waste paper
1339	State Aid	✓69	1	1963 - 1965	4 cu. ft.	10/7/70	sold as waste paper
1317	State Aid	✓348	6	1962 - 1965 1959 - 1964	4 cu. ft.	10/7/70	sold as waste paper
1212	School Lunch Program & Special Milk Program	✓349	5-8	July 1, 1962 June 30, 1963	2 cu. ft.	10/7/70	sold as waste paper
1154	Accounting Records	✓125	2	1963 - 1964	1 cu. ft.	10/7/70	sold as waste paper
891	State Aid	✓348	6	Sept. 1957- June 1962	1 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

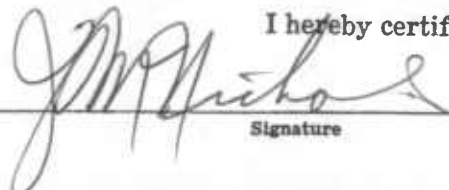
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education
Reporting Agency

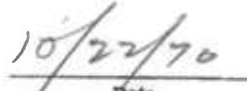
Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
844	Transportation File	✓ 348	4	1961 - 1963	2 cu. ft.	10/7/70	sold as waste paper
708	Retirement Files Survey of Business Education Practices			1956 - 1957 1959 - 1961	2 cu. ft.	10/7/70	sold as waste paper
616	State Aid (1959-1960) State Budget (1961-1962)	✓ 348	6	1959 - 1962	1 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

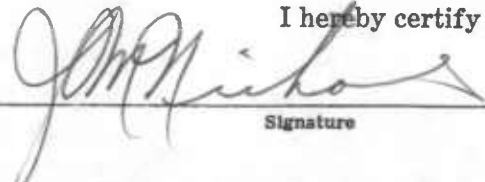
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**


Department of Education
Reporting Agency

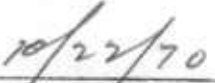
Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
854	Individual Client's Budgets (Division of Instruction)	✓348	8	1962 - 1963	1 cu. ft.	10/7/70	sold as waste paper
845	State Aid	✓348	6	1960 - 1962	1 cu. ft.	10/7/70	sold as waste paper
844	Transportation File	✓348	4	1961 - 1963	1 cu. ft.	10/7/70	sold as waste paper
1332	Accounting Records (Vocational Rehabilitation)	✓125	4	7/1/64 - 6/30/65	9 cu. ft.	10/7/70	sold as waste paper
1331	Accounting Records	✓125	3	7/1/64 - 6/30/65	1 cu. ft.	10/7/70	sold as waste paper
1330	Accounting Records	✓125	3	7/1/65 - 6/30/66	3 cu. ft.	10/7/70	sold as waste paper
1329	Accounting Records	✓125	2	7/1/64 - 6/30/66	3 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

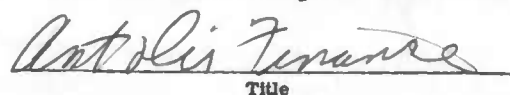
Department of Education
Reporting Agency

Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1147	Accounting Records (Vocational Rehabilitation)	✓ 125	4	1963 - 1964	2 cu. ft.	10/7/70	sold as waste paper
1148	Accounting Records	✓ 125	2	7/1962 - 6/1963	1 cu. ft.	10/7/70	sold as waste paper
883	Accounting Records	✓ 125	3	7/1/62 - 6/30/65	1 cu. ft.	10/7/70	sold as waste paper
880	Accounting Records	✓ 125	2-3	7/1/62 - 6/30/63	3 cu. ft.	10/7/70	sold as waste paper
458	State Aid File & Public Junior College Fund	✓ 348 ✓ 69	6 9	1957 - 58 - 59	1 cu. ft.	10/7/70	sold as waste paper
393	Individual Client's Budgets	✓ 125	25	Oct. 1957 - June 1960	2 cu. ft.	10/7/70	sold as waste paper
274	Accounting Records	✓ 125	3	1955 - 1956 1959 - 1960	1 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy

Pasted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Department of Education

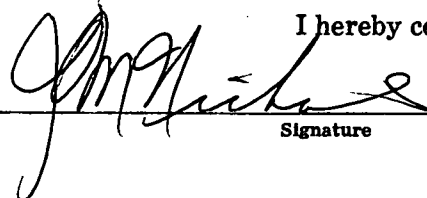
Reporting Agency

Administration & Finance

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1603	N.D.E.A. Title III Projects	✓125	2	Up to 1963	6 cu. ft.	10/7/70	sold as waste paper
1600	N.D.E.A. Title III Projects	✓125	2	1964	10 cu. ft.	10/7/70	sold as waste paper
733	Accounting Records (Vocational Rehabilitation)	✓125	2 or 3	7/1/61 - 6/30/62	1 cu. ft.	10/7/70	sold as waste paper
732	Accounting Records	✓125	2	1961 - 1962	2 cu. ft.	10/7/70	sold as waste paper
854	Individual Client's Budgets (Division of Instruction)	✓125	2	1962 - 1963	3 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

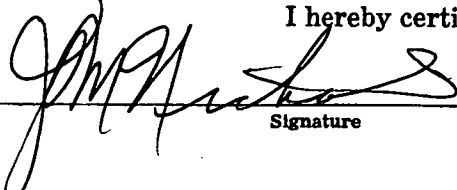
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education
Reporting Agency


Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1328	Accounting Records	✓ 125	2	7/1/64 - 6/30/65	3 cu. ft.	10/7/70	sold as waste paper
1327	Accounting Records	✓ 125	2	7/1/64 - 6/30/66	5 cu. ft.	10/7/70	sold as waste paper
1146	Individual Client's Budgets (Vocational Rehab.)	✓ 125	2	1963 - 1964	2 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Please Sign and Return
This Copy.

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

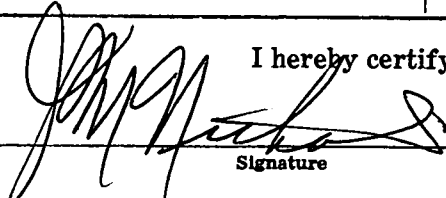
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education
Reporting Agency

Administration & Finance
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
235	Accounting Records - Paid Invoices (Vocational Rehab.)	✓ 125	2,3,4	7/1957 - 6/1958	2 cu. ft.	10/7/70	sold as waste paper
128	Individual Client's Budgets (Vocational Rehab.)	✓ 125	2-3	7/1955 - 6/1957	2 cu. ft.	10/7/70	sold as waste paper
127	Individual Client's Budgets	✓ 125	2	7/1955 - 6/1956	1 cu. ft.	10/7/70	sold as waste paper
119	School Lunch & School Milk Office Record Cards	✓ 69	2	Sept. 1946 - 1955	2 cu. ft.	10/7/70	sold as waste paper

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


Signature


Title


Date

Posted

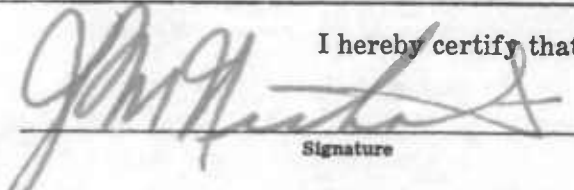
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Administration and Finance
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Salary, Certif., & Exper. of Teachers.	69	1 ✓	Sept.61 - June 62	2 Cu. Ft.	8/16/67	
2	School Lunch Claims	69	2 ✓	Sept.62 - June 63	⁵ 3 Cu. Ft.	8/16/67	
3	Direct Distribution Commodity Files	349	2 ✓	1958 - 1963	5 Cu. Ft.	8/16/67	
4	School Lunch Program(Special Milk)	349	4 ✓	FY 1962	⁷ 2 Cu. Ft.	8/16/67	
					<u>12</u>		

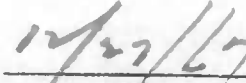
I hereby certify that the above listed records were disposed of as indicated.



 Signature



 Title



 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education

Reporting Agency

Administration & Finance

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Salary, Certification & Experience of Teachers	69	1 ✓	1955 - 1961	✓ 5 Cu. Ft.	11/15/66	
	Accounting Records	125	4 ✓	1955 - 1963	✓ 14 Cu. Ft.	11/15/66	
	Transportation File	348	4 ✓	1957 - 1961	3 Cu. Ft.	11/15/66	
	Direct Distribution Commodity File	349	2 ✓	1960 - 1961	3 Cu. Ft.	11/15/66	
	Special Milk Application File	349	4 ✓	7/1960 - 6/1962	5 Cu. Ft.	11/15/66	

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

[Signature]

 Signature

[Signature]

 Title

[Date]

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPT. OF EDUCATION
 Reporting Agency
Div. of Administration and Finance
 Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Transportation File	348	4	1958-59	1 cu. ft.	6/22/65	Sold
2	School Lunch Claims	69	2	Sept. 1960-June 1961	3	"	to
3	Accounting Records	125	3	May 1959-July 1961	4		Atlantic
4	" , Payroll Sheets	125	3 & 4	1959-61	1		Paper
5	Salary Certification & Experience of Teachers	69	1	1959-60	2		Stock
6	School Lunch Program & Special Milk	349	4 thru 9	F.Y. 1959, 1960	4		Company
7	Accounting Records	125	4	F.Y. 1960 thru 1962	7		D-5721
	Obsolete Pamphlets	Nonrecord		1949-59	16		
					3		

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

John C. Padgett

 Signature

Chief, Division of Audits and Accounts

 Title

7-27-65

 Date

Posted - eb

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF EDUCATION

Reporting Agency

Administration and Finance

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	School Lunch Programs	69	2 ✓	1959-1961	5 cu. ft. ✓	6/18/64	Sold to Atlantic Waste Paper Company
2	Accounting Records	125	3 ✓	1958-1961	11 ✓	"	
3	" "	125	2 ✓	F.Y. 1961	approx. 1 ✓	"	
4	" "	125	4 ✓	1959-1961	" 10	"	
5	State Aid File (Budget Summaries)	348	6 ✓	1952-53; 1960-61	1 ✓	"	
6	Direct Distribution File	349	2 & 3 ✓	1958-1961 ✓	7 ✓	"	
7	Job Training File	350	1 ✓	1945-March 1961	13 ✓	"	
8	Farm Training	350	2 ✓	" " "	5 ✓	"	
9	Farm Training, Reports of Instructor	350	3 ✓	" " "	2 ✓	"	
					55		

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

John H. Pendergast
Signature

Supervisor of Finance
Title

6/18/64
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

State Department of Education

Reporting Agency

Administration, Finance and Research

Division or Bureau of Reporting Agency

(records stored at Record Center for agency)

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
Lot No.							
137)	1. Transportation File (School transportation)	348	4	1954 - 1957	5	6/27/1962	Sold as waste paper <i>posted 7/9/1962</i>
225)	2. School Lunch Program claims	69	2	9/1957-6/1958	4	"	
226)	3. " " " "	69	2	9/1958-6/1959	4		
227)	4. Applications, handicapped children	125	2	7/1957-6/1959	2		
228)	5. Cash receipts - invoices, Md. Public Secular Schools, Athletic-War bond receipts, vouchers	69	3,5	1955-1959	1		
230)	6. Paid invoices	125	4	7/1958-6/1959	2		
231)	7. Individual clients' budgets, purchase orders, voc. rehab., IBM runoffs	125	2,3	7/1958-6/1959	2		
232)	8. Accounting records - expense accounts	125	3	7/1957-6/1959	1		
233)	9. Accounting records - headquarters	125	3	7/1957-6/1959	2		
234)	10. Same as above and state aided	125	4	7/1958-6/1959	1		
237)	11. Payroll exception Journal	125	4	7/1957-6/1959	1		
272)	12. Canceled Checks	69	4	3/1950-5/1959	1		
Total					26 cu. ft.		"

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

John W. Ponder Jr.
Signature

Supervisor of Finance
Title

6/28/62
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND


STATE DEPARTMENT OF EDUCATION

Reporting Agency Administration, Finance & Research

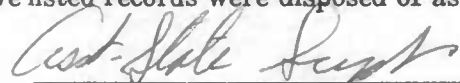
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
Lot No. 235	Accounting Records-Voc. Rehab., paid invoices	125	2,3,& 4	7/1957-6/1958	4 8 cu. ft.	1/23/1962	Sold as waste paper
128	Accounting Records-individual clients budgets & other	125	2 & 3	7/56-6/57	2 cu. ft.		
127	Accounting records	125	2	7/55-6/56	1 cu. ft.		
					4 cu ft		posted 2/21/1962

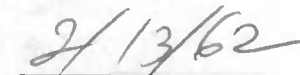
I hereby certify that the above listed records were disposed of as indicated.



 Signature



 Title



 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

DEPARTMENT OF EDUCATION

Reporting Agency

Administration, Finance, and Research

Division or Bureau of Reporting Agency

Lot No. & m No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
122	1. Salary, Certification, Experience of Teachers	69	1	1955-1956	1 cu. ft.	6/12/61	Sold as Waste
225	2. School Lunch Program - Claims	69	2	9/1957-6/1958	1 cu. ft.	"	"
229	3. Paid Invoices	69	5	Fy 1958	2 cu. ft.	"	"
235	4. Accounting Records - Voc. Rehab. paid invoices	125	2, 3 & 4	7/1957-6/1958	6 cu. ft.	"	"
236	5. " " " "	B-125	3 & 4	7/1956-6/1957	3 cu. ft.	"	"
240	6. State Aid File - Vocational Aid Calculation	348	6	1956-1958	1 cu. ft.	"	"
248	7. (Certification and Accreditation) Direct Distribution Commodity File (correspondence)	349	2 & 3	7/1/1956-6/30/1957	3 cu. ft.	"	"
249	8. Admin. Review Reports - School Lunch Application	349	6 & 8	7/1/1956-6/30/1957	1 cu. ft.	"	"
250	9. Special Milk and School Lunch (Admin. Finance & Research)	349	4, 5 & 7	7/1956-6/30/1957	1 cu. ft.	"	"
273	10. Accounting Records	125	3	1954 June 1958	1 cu. ft.	"	"

posted 7/10/61

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

W. J. Sartorius
Signature

Asst. State Supt.
Title

6/20/61
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency
 Administration, Finance, and Research
 Division or Bureau of Reporting Agency

Item Lot No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
(138)	1. State Aid File (Aid Calculation)	348	6	1954-1956	1 cu. ft.	12/29/60	Sold as waste- paper 1/9/1961
(132)	2. Salary, Certif. and Exper. of Supt. and Supervisor	348, 69	6, 1	1954-1957	1	"	
(131)	3. Vocational Rehabilitation Purchase Orders	125	3	7/56-6/1957	1	"	
(130)	4. Disbursements, Certificates of Dep.	125	3 & 4	7/56-6/1957	1	"	
(129)	5. " " " "	125	"	7/55-6/1956	1	"	
(126)	6. Payroll Journal-Payroll Exception	125	4	7/1953-6/1957	1	"	
(125)	7. Voc. Rehab. Invoices & other Acctg. records	{ 125 69	{ 3 & 4 5	7/1955-6/1956	3	"	
(124)	8. Paid Invoices-Expense Reports	69	5	7/1956-6/1957	2	"	
(123)	9. Paid Invoices on Farm Training Inv.	69	5	7/1955-6/1956	2	"	
(120)	10. Applications, Handicapped Children	69	2	7/1955-6/1957	1	"	
(120)	11. School Milk Claims, Fed. Reports, Transmittals	69	2	11/1954-6/1955	2	"	
(118)	12. School Lunch & School Milk Claims	69	2	9/1956-6/1957	4	"	
(117)	13. School Lunch & Milk Claims	69	2	9/1955-6/1956	4	"	
(116)	14. School Lunch Claims	69	2	9/1954-6/1955	3	"	
(115)	15. School Lunch Claims	69	2	9/1953-6/1954	3	"	

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

William D. Sartorius
 Signature

Assistant State Superintendent
 in Administration, Finance and Research
 Title
 1-17-61
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION

Reporting Agency

DIVISION OF ADMINISTRATION, FINANCE, AND RESEARCH

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	<u>Accounting Records - Units</u> <u>13.04.01, .02, .03, .10, and .11</u>			Years ended June 30			
1	Cancelled checks - Working fund and Miscellaneous funds	69	4	1947 - 1955	1 cu. ft.	2/12/59	sold
2	Stores Requisition 39-A	125	3	1952 - 1955	2 cu. ft.	"	"
3	Monthly Report of State Funds collected	125	3	1952 - 1955		"	"
4	Report of Fixed Assets & Supplies R101 and 102	125	3	1953 - 1955		"	"
5	Certificate of Deposit DD-1	125	3	1953 - 1954		"	"
6	Bank Statements, Check Stubs, Deposit Slips	125	3	1950 - 1955	3 cu. ft.	"	"
7	Actual Emergency and Repairs Report 100/24	125	3	1953 - 1955	1 cu. ft.	"	"
8	BBI	125	3	1954 - 1955		"	"
9	Purchase Orders 47A	125	3	1953 - 1955		"	"

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

William J. Antonio
Signature

Title
Assistant State Superintendent in
Administration, Finance, and Research

FEB. 18, 1959
Date

parted
2/20/59

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION

Reporting Agency

DIVISION OF ADMINISTRATION, FINANCE, AND RESEARCH

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
10	Individual Client Budget R-7-A	125	2	1949 - 1954	5 cu. ft.	2/12/59	sold
11	Transmittal Form E-1 and support- ing invoices where applicable	125	4	1950 - 1955	38 cu. ft.	"	"
12	School Lunch claim for reimbursement	69	2	1952 - 1953	8 cu. ft.	"	"
13	Correspondence - General	125	1	1950 - 1955	2 cu. ft.	"	"
14	Correspondence - General On-the-Farm Training	125	1	1945 - 1953	5 cu. ft.	"	"
15	Correspondence - General On-the-Job Training	125	1	1946 - 1954	5 cu. ft.	"	"

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

William J. Antons
 Signature

 Assistant State Superintendent in
 Administration, Finance, and Research

Feb 18, 1959
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education

Reporting Agency

Division of Finance & Research

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Transmittal Form E-1 or E $\frac{1}{2}$ and Vouchers (Vocational Rehabilitation)	125	4	1945-1946	3 cu. ft.	6/17/57	Sold Atlantic Waste Paper Co., Inc. 4600 E. Fayette St., Balto.- 24, Md.

*noted
4/19/57*

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

B. H. Zimmerman
Signature

Assistant State Superintendent
Title

June 17, 1957
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF EDUCATION
 Reporting Agency
 DIVISION OF FINANCE AND RESEARCH
 Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Annual Report of the Boards of Education - County	70	1	1919-1950	12 cu. ft.	9/27/1955	Sold as waste paper

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

B. N. Zimmerman
 Signature

 Title

9-29-55
 Date

Assistant State Superintendent

*route
9/30/55*

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
Reporting Agency

Division of Finance & Research
Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	School Lunch Program	69	2	1949 - 1951 (Includes some from 1946-1948)	15 cu. ft.	4/26/55	Sold
2	Invoices (duplicate) Transmittal Form E-1 or E $\frac{1}{2}$ Include following units: Headquarters Vocational Rehabilitation Aid to Education	69 125	4 4	1948 - 1951 (Includes some from 1945-1947 for Vocational Rehab.)	21 cu. ft.	4/26/55	Sold
3	Individual Clients Budgets	125	2	1946 - 1949	3 cu. ft.	4/26/55	Sold
	Bank Statements & Related Items (Paid Checks, etc.)	125	3	1948 - 1951	2 cu. ft.	4/26/55	Sold
5	Certificates of Deposit and Deposit Detail	125	3	1949 - 1951 (Include some from 1946-1948)	3 cu. ft.	4/26/55	Sold
6	Form BB-1	125	3	1946 - 1951	2 cu. ft.	4/26/55	Sold

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


Signature

Assistant State Superintendent
in Finance & Research
Title

4/26/55
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
Reporting Agency

Division of Finance & Research
Division or Bureau of Reporting Agency

	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
7	General Correspondence	125	1	1945 - 1948	5 cu. ft. ✓	4/26/55	Sold

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

B. J. Zimmerman
Signature

**Assistant State Superintendent
in Finance and Research**
Title

4/26/55
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Division of Certification and Accreditation
 Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Report of physical and medical examination	129	1	1927-1951	10 cu. ft.	4-26-55	Sold

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

Wile S. Bateman
 Signature

Director of Certification and
 Title Accreditation

4/26/55
 Date

Form HR-RM 2

(9-1-53)

Hall of Records Comm.

State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION

1. Reporting Agency

State Department of Education

2. Division or Bureau of Reporting Agency

Finance and Research

3. Item No.	4. Description of Records Include Title and Form Number	5. Authorization For Disposal		6. Inclusive Dates of Records Disposed of.	7. Volume (Cubic or linear feet)	8. Location of Records prior to disposal.	9. Method of Disposal
		Schedule No.	Item No.				
1	Salary Certification and Experience Reports	69	1	1921 - 1946	3 Cu. Ft.	Storage STC Towson	Sold
2	Application for Examination*	71	1	Prior to 1920	6 Cu. Ft.	"	Sold
3	School Lunch Program	69	2	1946 - 1949	12 Cu. Ft.	"	Sold
4	Cash Receipts	69	3	1925 - 1944	13 Cu. Ft.	"	Sold
5	Cancelled Checks	69	4	Prior to 1939	8 Cu. Ft.	"	Sold
6	Duplicate Invoices	69	5	Prior to 1947	29 Cu.Ft.	"	Sold

51

* Division of Certification & Accreditation

RECEIVED

SEP 7 1954

HALL OF RECORDS
ANNAPOLIS, MD.

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

D. J. Zimmerman
Signature

Assistant State Superintendent in
Finance and Re^{search} Title

September 3, 1954
Date

**CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)**

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

CECIL COUNTY PUBLIC SCHOOLS (07)
Reporting LEA

Maryland State Department of Education will forward original certificates to
**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

DEPARTMENT OF BUSINESS AFFAIRS
Division of Reporting LEA
Cecil Manor Elementary
SCHOOL OR CENTRAL OFFICE UNIT

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A	25	CR-2	23	5/58 - 9/65	10/24/73	BN
1.3.A	26	CR-3	20	6/15/58 - 3/65	10/24/73	BN
1.3.A	30	CR-7	19	5/7/58 - 2/4/65	10/24/73	BN
1.3.A	31	CR-8	7	6/2/58 - 9/4/59	10/24/73	BN
1.3.A	32	CR-9	20	11/25/58 - 6/8/65	10/24/73	BN

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

Earle L. Miller, Jr.
Signature

Principal
TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

.06
cubic footage

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

M. Grille Bernick
Signature

DIRECTOR OF BUSINESS AFFAIRS

10/24/73
Date

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Maryland State Department of Education will forward original certificates to
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

RISING SUN JR-SR HIGH SCHOOL

SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3.A	27	CR4	Teacher Observation Report	1550	1941 - 1968	06/19/73	BN
1.3.A.	29	CR6	Handicapped Child Record	1550	1941 - 1968	06/19/73	BN
1.3.A.	30	CR7	Vision-Hearing Screening Record	1550	1941 - 1968	06/19/73	BN
1.3.A.	31	CR8	Medical Record Form (Pupil) Private Physician	1550	1941 - 1968	06/19/73	BN
1.3.A.	32	CR9	Pupil's Health Progress Record	1550	1941 - 1968	06/19/73	BN
	990		Inventories	650	1967-68 1968-69	09/28/73	BN
	1520		Purchase Orders (completed)	350	1962-63 1964-65 1967-68	09/28/73	BN

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

18.7

Charles J. Kaemmer
 Signature

PRINCIPAL

cubic footage

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

J. Phillip Berwick
 Signature

DIRECTOR OF BUSINESS AFFAIRS

October 10, 1973

Date

Page 1 of 1

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Cecil County
Reporting LEA



8/17/73

Maryland State Department of Education will forward original certificates to

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Division of Business Affairs
Division of Reporting LEA

School Lunch Program

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1B	18	Claim for Reimbursement (SM & SL)	55	Sept 69-June 70	July 73	BN
1.1B	424	Purchased Food Inventory	250	"	"	"
1.1B	434/435	Paper & Cleaning Supply Inventory	230	"	"	"
1.1B	436	Direct Distribution Commodity Inventory	230	"	"	"
1.1B	437	Direct Distribution Receipt & Inventory Record	50	"	"	"
1.1B	438	School Lunch Food Order Forms	2200	"	"	"
1.1B	440	Paper Supply Orders	460	"	"	"
1.1B	450	Cafeteria Daily Operating Report	9000	"	"	"
1.1B	451	Report of Special Functions	50	"	"	"
1.1B	454	Cashiers Daily Report	11000	"	"	"
1.1B	459	Invoices & Check Vouchers	625	"	"	"
1.1B	463	Profit and Loss Statements	600	"	"	"
1.1B	464	USDA Food Distribution	864	"	"	"
1.1B	465	Delivery Tickets USDA Food	3400	"	"	"

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

Viola Slaughter

County Manager of School Lunch Program

13

cubic footage

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

H. G. B. Berwick
Director of Business Affairs

Signature

Title

July 17, 1973

Date

Page 1 of 1

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

CECIL COUNTY PUBLIC SCHOOLS
Reporting LEA

Maryland State Department of Education will forward original certificates to
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF BUSINESS AFFAIRS
Division of Reporting LEA
ELKTON HIGH SCHOOL

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	25	PERSONAL DATA	1000	1966 - 1970	8/1/73	BN
	26	TEST RECORD	1000	}	}	}
	27	TEACHER OBSERVATION	1000			
	29	HANDICAPPED CHILD	250			
	30	VISION - HEARING SCREENING	1000			
	31	PUPIL'S MEDICAL	1000			
	33	PUPIL'S HEALTH RECORD	1000			
	41	ATTENDANCE ROOL BOOKS	175			
		Total	6425			

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

Robert D. Lance, PRINCIPAL
I hereby certify that the above listed records were disposed of as indicated.

398-3515

16
cubic footage

21. Orville Berwick

Signature

DIRECTOR OF BUSINESS AFFAIRS

Title

8/9/73

Date

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Perryville High School
 Reporting LEA

8/17/73

Maryland State Department of Education will forward original certificates to

Cecil County
 Division of Reporting LEA

[Handwritten mark]

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - <u>SH</u> BURN - <u>BN</u> BURY - <u>BY</u>
1.3A	25	CR-2	Personal Data Record	1160	9/7/44-6/5/52	8/10/73 BN
	26	CR-3	Test Record	1092	9/7/44-6/5/52	8/10/73 BN
	27	CR-4	Teacher Observation Record	220	9/7/44-6/5/52	8/10/73 BN
	29	CR-6	Handicapped Children Record	10	10/4/48-11/9/52	8/10/73 BN
	30	CR-7	Vision-Hearing Screening Record	480	9/7/44-6/5/52	8/10/73 BN
	31	CR-8	Pupil Medical Record - Private Phys.	42	9/7/44-6/5/52	8/10/73 BN
	32	CR-9	Pupil Health Progress Record	1108	9/4/45-6/1/52	8/10/73 BN
	33	-	Similar to CR-2,3,4,6,7,8,& 9	772	9/5/44-6/5/52	8/10/73 BN
	41		Attendance Roll Books (Teachers' Registers)	150	1910-1969	8/10/73 BN

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

5,560
cubic footage

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

[Signature]
 Signature

Assistant Principal

Title

8/15/73

Date

[Handwritten signature], Director of Business Affairs 8/15/73

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLANDState Department of Education
Reporting Agency

Division of Vocational Rehabilitation

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	CASE FOLDERS	527	1A	7/1/67-6/30/68	11 cu. ft. 156.08 lin.ft.	9/20/73	Landfill, Burning and Shredding

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



David L. Leppo

Signature

Asst. Director of Administrative
Title ManagementSeptember 20, 1973
Date



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF EDUCATION
 Reporting Agency

VOCATIONAL REHABILITATION
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	CASE FOLDERS	527	1A	7/1/65 - 6/30/66	35 cu.ft. 94 lin.ft. <i>129</i>	9/14/71	Landfill, Burning, and Shredding

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

Joseph R. Onder

 Signature
 Joseph R. Onder

 Title
 Assistant Director of
 Finance and Statistics

 Date
 9/14/71



Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Division of Vocational Rehabilitation
 Reporting Agency

Disability Determination Program
 Division or Bureau of Reporting Agency
 10 E. Fayette St., Baltimore, Md. 21202

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
-	Residual duplicates of completed Social Security disability claims (Social Security Administration is custodian of original files)	Not required	-	July 1, 1965 - June 30, 1968	Approximately 50 cu. ft.	12/17/69	Picked up by Atlantic Paper Stock Company

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

 Signature

Assistant Director

 Title

12/17/69

 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Department of Education
Reporting Agency
Division of Vocational Rehabilitation
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Index to Case Folders (Have been microfilmed)	436	1	1929 thru 1964	30.6' (Linear)	9/2/69	Salvaged by Paper Stock Co.

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

James G. Dashiell
JAMES G. DASHIELL
Signature

Educational Supervisor in charge
Finance & Statistics
Title

9/4/69
Date

Posted

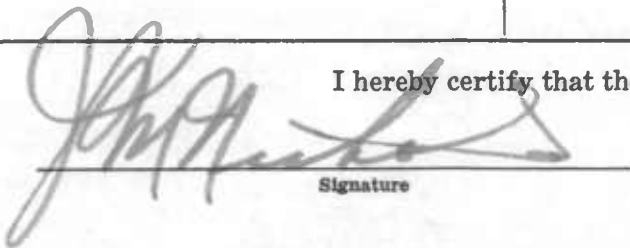
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Vocational Rehabilitation
 Division or Bureau of Reporting Agency

NO.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Accounting Records	125	4 ✓	1963-1964	7 Cu. Ft.	8/16/67	

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



 Signature

Asst Dir. Finance

 Title

12/27/67

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Vocational Rehabilitation
 Division or Bureau of Reporting Agency

Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
	Schedule No.	Item No.				
Individual Clients' Budgets	125	2 ✓	1961 - 1962	✓ 3 Cu. Ft.	11/15/66	
Accounting Records	125	3 ✓	1961 - 1963	✓ 2 Cu. Ft.	11/15/66	
Accounting Records	125	4 ✓	1962 - 1963	✓ 7 Cu. Ft.	11/15/66	

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

J. M. Lomb

 Signature

Chief Div. Audit + Acct.

 Title

2/24/67

 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPT. OF EDUCATION

Reporting Agency

Div. of Vocational Rehabilitation

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounting Records	125	2 & 3	1961-62	1 cu. ft.	6/22/65	Sold to Atlantic
2	" "	125	4	"	1	"	Paper Stock Co. <i>D-5721</i>

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

John V. Powder

 Signature
(Powder)

Chief, Division of Audits and Accounts

Title

7-27-65

Date


*Posted 7-1-63
sh*

CERTIFICATE OF RECORDS DISPOSAL
 To Be Submitted to the Records Management Division
 HALL OF RECORDS COMMISSION
 STATE OF MARYLAND

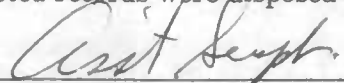
STATE DEPT. OF EDUCATION
 Reporting Agency
Vocational Rehabilitation
 Division or Bureau of Reporting Agency

Item (1, 2, 3, etc.)	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Accounting Records (Invoices) <u>Div. of Certification & Accreditation</u>	125	4 ✓	7/1959-6/1960	5 cu. ft.	6/18/63	Sold as waste paper
2	Direct Distribution Commodity File	349	2 ✓	7/1957-6/1958	2 cu. ft.	"	
3	School Lunch & Special Milk Program <u>Administration, Finance & Research</u>	349	4 - 7 ✓	7/1957-6/1958	2 cu. ft.	"	
4	Salary, Certification, Expe- rience of Teachers & Principals Transportation File	69 348	1 ✓ 4 ✓	1952-58 1957-58	3 cu. ft/ 1 cu. ft.	" "	

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



 Signature



 Title

7/14/63

 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION
 Reporting Agency
 VOCATIONAL EDUCATION - VETERANS TRAINING PROGRAM
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Job Training File (Company disapprovals)	350	1	1945-1956	58 cu.ft.	5/13/59	sold
2	Farm Training File	350	2	1945-1956	25 cu. ft.	5/13/59	sold
3	Reports of Instruction and Travel Reports MD VFT #5 MD VFT #6	350	3	1945-1956	18 cu. ft.	5/13/59	sold
4	Cumulative Record - Veterans Training in Agriculture MD VFT #13	350	4	1945-1956	1/2 cu.ft.	5/13/59	sold

*1 master
4/27/59*

MAY 21 '59

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

William J. Dutton

 Signature

Assistant State Superintendent
 In Administration, Finance and Research

 Date

5/13/59

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education

Reporting Agency

Division of Vocational Rehabilitation

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders and Forms listed on Schedule No. 290, with the exception of Forms R-9 and R-10	290	C	1952	15 cu. ft.	3/28/58	Atlantic Waste Paper Co., Inc. 4600 E. Fayette St., Balto. 24, Md. (to be shredded)

*checked
4/9/58*

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

Laurel Burgess
Signature

Supervisor
Title

March 28, 1958
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

State Department of Education
 Reporting Agency

Division of Vocational Rehabilitation
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders and Forms listed on Schedule No. 290, with the exception of the R-9 and R-10	* 290	C	1936-1940, incl. and 1951	26 cu. ft.	6/17/57	Atlantic Waste Paper Co., Inc. 4600 E. Fayette St., Balto.- 24, Md. (to be shredded)
<p>* NOTE: Schedule No. 290 is an amendment to Schedule No. 68</p> <p style="text-align: right;"><i>posted 6/19/57</i></p>							

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

Lyonel Burgess
 Signature

Supervisor
 Title

June 17, 1957
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION

Reporting Agency

DIVISION OF VOCATIONAL REHABILITATION

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders and Forms listed on Schedule No. 68, with the exception of the R-2, R-4, R-9 and R-10	68	C	1950	3 cu. ft.	1/13/56	Frank P. R. Bohager & Sons, Inc., 515 S. Eden Street, Baltimore-31, Maryland (to be shredded) <i>rec'd</i> <i>1/19/56</i>

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

Leonel Burgess

 Signature

Supervisor

 Title

January 16, 1956

 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF EDUCATION
 Reporting Agency

DIVISION OF VOCATIONAL REHABILITATION
 Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	R-4 Forms: Survey Interview forms	68 ✓	1	1931-1949	8 cu. ft.	9/27/1955	Sold as waste paper

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

R. C. Thompson
 Signature

Director Vocational Rehabilitation *9/29/55*
 Title Date

*posted to
center
9/30/55*

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE DEPARTMENT OF EDUCATION

Reporting Agency

DIVISION OF VOCATIONAL REHABILITATION

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Case Folders and Forms listed on Schedule No. 68, with the exception of the R-2, R-4, R-9, and R-10.	68	C	1935 - 1949	40 cu. ft.	4/28/55	Atlantic Waste Paper Co., Inc., Baltimore - (to be shredded)

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

Lionel Burgess

 Signature

Supervisor of Case Service

 Title

April 29, 1955

 Date

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

CECIL COUNTY PUBLIC SCHOOLS (07)

Reporting LEA

Maryland State Department of Education will forward original certificates to

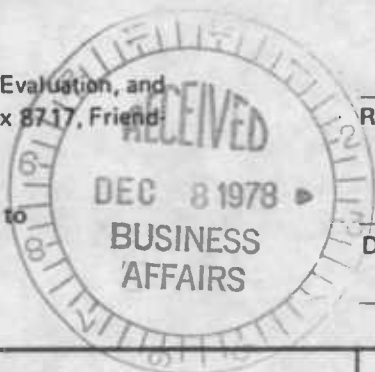
DEPARTMENT OF BUSINESS AFFAIRS

HALL OF RECORDS COMMISSION

Division of Reporting LEA

STATE OF MARYLAND

Bohemia Manor
SCHOOL OR CENTRAL OFFICE UNIT



Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
			Health Record - Out of State	34	7/49 - 12/57	11/28/78	SH
		CR-8	Pupil's Medical Record From Private Physician	30	12/29/54 01/01/57	"	SH
		PDS-4	School Enrollment Information	06	04/25/56 05/26/58	"	SH
		CR-3	Maryland Test Record	04	02/03/54 07/27/57	"	SH
		CR-6	Maryland Record for Handicapped Child	12	07/17/42 03/06/57	"	SH
		PDS-5	Referrals for Physical, Behavioral or Psychological Reasons	05	09/07/56 05/26/58	"	SH
		CR-7A	Pupil's Immunization & Screening Tests	159	01/05/54 10/16/57	"	SH
		CR-7	Vision-Hearing Screening	229	03/22/45 12/21/57	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2 Cubic Feet
cubic footage

Signature

Terrill O. Stammers
TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

Signature

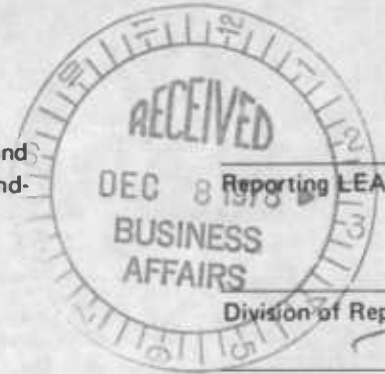
DIRECTOR OF BUSINESS AFFAIRS

Date

Page 01 of 02

CERTIFICATE OF RECORDS DISPOSAL
MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240



CECIL COUNTY PUBLIC SCHOOLS (07)

Maryland State Department of Education will forward original certificates to
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

DEPARTMENT OF BUSINESS AFFAIRS

Division of Reporting LEA

Bohemia Manor
 SCHOOL OR CENTRAL OFFICE UNIT

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
		CR-4	Teacher Observation	19	10/21/63 03/23/73	11/28/78	SH
		CR-9	Pupil's Health Progress	220	01/05/54 12/18/57	"	SH
		CR-2	Personal Data Record	240	08/03/44 12/21/57	"	SH
			Driver Education Certificate	101	06/12/69 05/15/74	"	SH
			Report Cards	359	1969 - 1973	"	SH
			Personal Data	385	03/17/55 05/16-75	"	SH
			Maryland Health Records	55	09/13/54 10/57	"	SH

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

2 Cubic feet
cubic footage

Signature

Terrill O. Stammers

TITLE (PRINCIPAL OR HEAD OF CENTRAL OFFICE UNIT)

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

D. Phill Bennett 12/8/78
 Signature

DIRECTOR OF BUSINESS AFFAIRS

December 6, 1978
 Date

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P. O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240.

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Administration and Finance, Food Service
Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1B	7		School Breakfast Program Application	1	9/1/74 - 6/30/75	8/14/78	BN
1.1B	8		School Breakfast Program Schedule A	1	9/1/74 - 6/30/75	8/14/78	BN
1.1B	9	A&F0143 29/74	Claim for Reimbursement - School Breakfast Program	10	9/1/74 - 6/30/75	8/14/78	BN
1.1B	11	A&F0143 29/74	Schedule A of Special Milk Program	2	9/1/74 - 6/30/75	8/14/78	BN
1.1B	14		Administrative Review Report School Food Service Program	8	9/1/74 - 6/30/75	8/14/78	BN
1.1B	16		National School Lunch Program Application	1	9/1/74 - 6/30/75	8/14/78	BN
1.1B	17		Schedule A of School Lunch Program	2	9/1/74 - 6/30/75	8/14/78	BN
1.1B	18	A&F0143 29/74	Claim for Reimbursement - National School Lunch Program	10	9/1/74 - 6/30/75	8/14/78	BN
1.1B	19	A&F0143 29/74	Supplemental Claim of Reimbursement Information - "Quick Reporting System"	10	9/1/74 - 6/30/75	8/14/78	BN

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

Dolores H. Rose
Signature

Coordinator of Food Services
Title

August 14, 1978
Date

1
cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P. O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240.

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

Great Mills Elementary

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.3.A	25	CR-2	Personal Data Record	45	Born 1957		SH
1.3.A	26	CR-3	Test Record	41	Born 1957		SH
1.3.A	29	CR-6	Handicapped Child Record	1	Born 1957		SH
1.3.A	30	CR-7	Vision-Hearing Screening Record	40	Born 1957		SH
1.3.A	31	CR-8	Pupil's Medical Record from Private Physician	24	Born 1957		SH
1.3.A	32	CR-9	Pupil's Health Progress Record	27	Born 1957		SH
1.3.A	25	CR-2	Personal Data Record	3	Born 1956		SH
1.3.A	26	CR-3	Test Record	2	Born 1956		SH
1.3.A	30	CR-7	Vision-Hearing Screening Record	3	Born 1956		SH
1.3.A	31	CR-8	Pupil's Medical Record from Private Physician	2	Born 1956		SH
1.3.A	32	CR-9	Pupil's Health Progress Record	2	Born 1956		SH

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


Signature

Principal

Title

July 11, 1978

Date

.09469

cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P. O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240.

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County

Reporting LEA

SPRING RIDGE MIDDLE SCHOOL

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
	994	42-9	Application for Use of School Facilities	18	7/1/74 - 6/30/75	7-26-78	SH
	1506		Organization Reports	1	9/1/74 - 6/30/75	7-26-78	SH
	1515		Time Sheets	24	7/1/74 - 6/30/75	7-26-78	SH
	1516		Student Insurance Files	1	9/1/74 - 6/30/75	7-26-78	SH

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


Signature

Principal
Title

July 26, 1978
Date

1
cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

Certificate of Records Disposal - Maryland Public School Systems (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P. O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240.

Maryland State Department of Education will forward original certificates to:

HALL OF RECORDS COMMISSION - STATE OF MARYLAND

St. Mary's County


Reporting LEA

School Facilities

Division of Reporting LEA

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED - SH BURN - BN BURY - BY
1.1.A	5	Phase III Form 1	Architect Agreement Submission	1	6/25/73	8/3/78	BY
1.1.A	12	Form 202.5	Schematic Designs Submission	2	6/17/74	8/3/78	BY
1.1.A	13	Form 301.2	Design Development Submission	2	9/30/74	8/3/78	BY
1.1.A	14	Form 301.2a	Cost Estimate Worksheet	2	10/2/74	8/3/78	BY
1.1.A	15	Form 301.2b	Five protection and Code Data	2	10/2/74	8/3/78	BY
1.1.A	8	Local Form	Local Project Visit Reports	1-8	7/10/75 - 10/3/75	8/3/78	BY

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


Signature

Educational Specialist in School Planning August 3, 1978
Title Date

/ cubic footage

Division of Research, Evaluation, & Information System's Copy

Page 1 of 1

DEPARTMENT OF GENERAL SERVICES
 Hall of Records Commission
 Records Management Division
 Treasury Building, Rm. 305
 Annapolis, Maryland 21401

CERTIFICATE OF RECORDS DISPOSAL

STATE TREASURER'S OFFICE

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Division or Bureau

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
	Cancelled Checks <i>IB.</i>	N/A	N/A	FY'77 & earlier	720	Apri.'80	Shredded
	Check Copies	N/A	N/A	" "	144	" "	
	Disbursement Warrants	746-2	I(A)	" "	225	" "	Through
	Certificates of Deposit	746-2	I(A)	" "	144	" "	Arrangements
	Accounting Records	746-2	I(A)	" "	9	" "	With The
	Insurance Records	746-2	V	" "	33	" "	Department
	General Correspondence	746-2	VIII	" "	6	" "	of General
	Investment Records	746-2	I(C)	" "	8	" "	Services
	Payroll Account Records	746-3	I(D)	" "	5	" "	
	Bank Statements, Work Sheets & Related Data	746-2	I(B)	" "	16	" "	
	Fiscal Agent Bonds & Coupons Records	746-2	I(A)	" "	8	" "	
					<u>1318</u> <i>H</i>		

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

Robert L. [Signature]
 Signature

Deputy Treasurer
 Title

6/27/80
 Date

RECEIVED

AUG 21 1979

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

TOWSON STATE UNIVERSITY
 BUDGET OFFICE

Towson State University
 Reporting Agency

Business Services - Materiel Management
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	<u>Fine Arts</u>						
	Receiving Reports - PD-8			1975 & 1976		07/24/79	Dumpster
	Purchase Requisitions - PD-2			1975 & 1976		07/24/79	"
	Hand Receipts			1975 & 1976		07/24/79	"
	Shipment Log			1975 & 1976		07/24/79	"
	<u>General Services Receiving</u>						
	Printing Center Delivery Tickets			1976		07/23/79	Dumpster
	Inter-Department Dispatches			1975 & 1976		07/23/79	"
	Audits - Inventories			1972 - 1976		07/23/79	"
	University Union Receiving Reports			1974 - 1976		07/23/79	"
	Central Stores Requisitions - PD-3			1974 - 1976		07/23/79	"

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

Joseph J. Roberts
 Signature
 Melissa Seward

Materiel Manager

08/17/79

Accountant - Auditor IV

9/7/79

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Towson State University
 Reporting Agency

Business Services - Materiel Management
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Central Stores Kardex Cards			1973 - 1975		07/23/79	Dumpster
	Materiel Management Purchase Orders			1974 - 1976		07/23/79	"
	Completed Receiving Reports - PD-8			1976		07/23/79	"
	<u>Maintenance Receiving</u>						
	Stock Requisitions			1975 & 1976		08/15/79	Dumpster
	Purchase Requisitions - PD-2			1975 & 1976		08/15/79	"
	Receiving Reports - PD-8			1975 & 1976		08/15/79	"
	<u>Smith Hall Receiving</u>						
	Receiving Reports - PD-8			1974 - 1976		07/24/79	Dumpster
	Requisitions - PD-2			1974 - 1976		07/24/79	"
	Hand Receipts			1974 - 1976		07/24/79	"
	Shipment Log			1974 - 1976		07/24/79	"

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

Joseph S. Roberts
 Signature
 Melissa Seward

Materiel Manager

Title
 Accountant - Auditor IV

08/17/79

Date
 9/7/79

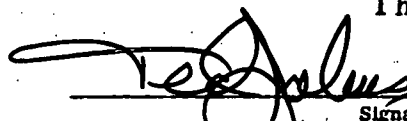
CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Towson State University
Reporting Agency

Parking Services
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Incoming & Outgoing Correspondence			1973-1976	2 cu. ft.	6/28/79	Dump
	Instate & Out-of-State MVA Lists			1974-1976 *	1 cu. ft.	"	"
	Appeal Forms			1973-1974 *	4 cu. ft.	"	"
	Charge, cancel sheets			1975-1976	2 cu. ft.	"	"
	Moving, purchase, central stores requisition forms			1975-1976	2 cu. ft.	"	"
	Old employment folders			1974-1976	1 cu. ft.	"	"
	Payroll printouts & time sheets			1974-1976	1 cu. ft.	"	"
	Period 1 & 2 gate cards			1975-1976	2 cu. ft.	"	"
	Budget records			1973-1976	2 cu. ft.	"	"
	Parking Tickets			1970-1974 *	4 cu. ft.	"	"
	Violation Cards (Vis., F/S, Stud.)			1968-1974 *	7 cu. ft.	"	"

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



 Signature
 Melissa Seward

Parking Services Manager

 Title
 Accountant-Auditor IV

June 29, 1979

 Date
 9/7/79


CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Towson State University
 Reporting Agency

Parking Services
 Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Parking Sticker Application (day, eve., F/S, Summer)			1972-1976	26 cu. ft.	6/28/79	Dump
	Special Permit Applications			1974-1976	2 cu. ft.	"	"

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



 Signature
 Melissa Seward

Parking Services Manager

Title
 Accountant - Auditor IV

June 29, 1979

Date
 9/7/79

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
Treasury Building, Rm. 305
Annapolis, Maryland 21401

PLJ

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

Maryland State Department of Education

Reporting Agency

Certification & Accreditation

Division or Bureau

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Sched. No.	Item No.				
1.	Miscellaneous Correspondence	637	1	1/70 - 8/71	2 cu. ft.	3/6/79	Trash
2.	Miscellaneous Correspondence	637	1	9/71 - 12/72	2 cu. ft.	3/6/79	Trash
3.	Miscellaneous Correspondence	637	1	1/73 - 12/73	3 cu. ft.	3/9/79	Trash
4.	Miscellaneous Correspondence	637	1	1/74 - 10/74	2 cu. ft.	3/15/79	Trash
5.	Miscellaneous Correspondence	637	1	11/74 - 7/75	2 cu. ft.	3/20/79	Trash

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

B. Malnar

Signature

Specialist in Certification

Title

March 21, 1979

Date



STATE OF MARYLAND
BOARD OF TRUSTEES OF THE STATE COLLEGES
93 COLLEGE AVENUE
ANNAPOLIS, MARYLAND 21401

EDMUND C. MESTER
EXECUTIVE DIRECTOR

May 22, 1972

Mr. Rex Beach
Assistant Records Administrator
Hall of Records
Annapolis, Maryland

Dear Mr. Beach:

We forward the Certificate of Records Disposal listing those records disposed of by this unit.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Kenneth D. Webb".

Kenneth D. Webb
Fiscal Officer

KDW:gh

Encl

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

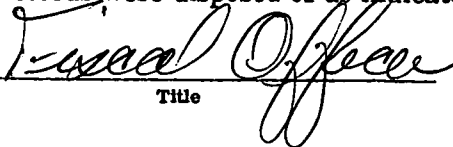
Board of Trustees - State Colleges
Reporting Agency

Board of Trustees
Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records	560	1	7/1/64 thru 6/30/69	10 cu. ft.	5/19/72	State Office Trash Collec- tion
3	General Correspondence	560	3	7/1/64 thru 6/30/69	90 Cu. ft.	5/19/72	" " " " "

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


Signature


Title


Date



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's College of Maryland
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	E-1-S Distribution of Charges	273	5	1957-1969 (June 30)	5 cu ft	8/15/72	Shredder
5	E-1 & E-1/2 Transmittal	273	5	1957-1969 (June 30)	5 "	8/15/72	Shredder
5	DD-1 Certificate of Deposit and Bank Deposit Slip	273	5	1957-1969 (June 30)	1 "	8/15/72	Shredder
5	R-2 Monthly Report of State Funds Collected and Deposited	273	5	1957-1969 (June 30)	1 "	8/15/72	Shredder
5	1-A Requisition for Supplies	273	5	1957-1969 (June 30)	4 "	8/15/72	Shredder
5	100-16 Out-of-Schedule Requisition for Supplies	273	5	1957-1969 (June 30)	10 "	8/15/72	Shredder
5	39-A & 40-A Stores Requisition	273	5	1957-1969 (June 30)	2 "	8/15/72	Shredder
5	CF-2 Copy of Contract Award	273	5	1957-1969 (June 30)	1 "	8/15/72	Shredder
5	B. P. Inv. R101 Report of Fixed Assets (annual)	273	5	1957-1969 (June 30)	1 "	8/15/72	Shredder
					30 cu ft		

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

Robert H. J. [Signature]
 Signature

Accountant
 Title

8-8-72
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

St. Mary's College of Maryland

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Bank Deposits & Statements	273	5	1957-1969 (June 30)	5 cu ft.	8/15/72	Shredder
5	Memo of Adjustments	273	5	1957-1969 (June 30)	1 cu ft.	8/15/72	Shredder
5	Textbook Purchases & Refunds	273	5	1957-1969 (June 30)	10 cu ft.	8/15/72	Shredder
5	Student Help	273	5	1957-1969 (June 30)	5 cu ft.	8/15/72	Shredder
5	Student Account Cards	273	5	1957-1969 (June 30)	15 cu ft.	8/15/72	Shredder
					<u>36 cu ft.</u>		

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


Signature

Accountant
Title

8-8-72
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's College of Maryland
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Receipt Books	273	5	1957-1969 (June 30)	15 cu ft.	8/15/72	Shredder
5	Petty Cash Check Book	273	5	1957-1969 (June 30)	10 cu ft.	8/15/72	Shredder
5	Confirmations	273	5	1957-1969 (June 30)	1 cu ft.	8/15/72	Shredder
5	Payroll	273	5	1957-1969 (June 30)	10 cu ft.	8/15/72	Shredder
5	Payroll Journal	273	5	1957-1969 (June 30)	5 cu ft.	8/15/72	Shredder
5	Payroll Exceptions	273	5	1957-1969 (June 30)	2 cu ft.	8/15/72	Shredder
5	Pay Warrants	273	5	1957-1969 (June 30)	4 cu ft.	8/15/72	Shredder
5	Receiving Warrants	273	5	1957-1969 (June 30)	5 cu ft.	8/15/72	Shredder
5	Bank Books	273	5	1957-1969 (June 30)	2 cu ft.	8/15/72	Shredder
5	Check Books	273	5	1957-1969 (June 30)	15 cu ft.	8/15/72	Shredder
5	Cash Receipt Books	273	5	1957-1969 (June 30)	20 cu ft.	8/15/72	Shredder

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

Robert K. Brown
 Signature

Accountant
 Title

8-8-72
 Date



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

ST. MARY'S SEMINARY JUNIOR COLLEGE
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	E-1-S Distribution of Charges	273	5	1954-1957(June 30)		9/7/60	Burning
5	E-1 & E- $\frac{1}{2}$ Transmittal	273	5	1954-1957(June 30)		9/7/60	Burning
5-1	DD-1 Certificate of Deposit and Bank Deposit Slip	273	5	1954-1957(June 30)		9/7/60	Burning
5	R-2 Monthly Report of State Funds Collected and Deposited	273	5	1954-1957(June 30)		9/7/60	Burning
5	1-A Requisition for Supplies	273	5	1954-1957(June 30)		9/7/60	Burning
5	100-16 Out-of-Schedule Requisition for Supplies	273	5	1954-1957(June 30)		9/7/60	Burning
5	39-A & 40-A Stores Requisition	273	5	1954-1957(June 30)		9/7/60	Burning
5	CF-2 Copy of Contract Awarded	273	5	1954-1957(June 30)		9/7/60	Burning
5	B.P. Inv. R161 Report of Fixed Assets (annual)	273	5	1954-1957(June 30)		9/7/60	Burning

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

May Russell
 Signature

President
 Title

9/26/60
 Date

proced
 10/10/60

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Budget Form Nos. 1 thru 11 Budget Estimates Fiscal Year	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Receipt Books	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Petty Cash Check Book	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Confirmations	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Payroll	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Payroll Journal	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Payroll Exceptions	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Pay Warrants	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Receiving Warrants	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Bank Books	273	5	1954-1957 (June 30)		9/7/60	Burning
5	Master Authorization Cards	273	5	1954-1957 (June 30)		9/7/60	Burning

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

May Russell
Signature

President
Title

9/26/60
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5e	Leave Cards	273	5	1954-1957(June 30)		9/7/60	Burning
5	Other Personal Records	273	5	1954-1957(June 30)		9/7/60	Burning
5	Check Books	273	5	1954-1957(June 30)		9/7/60	Burning
5	Cash Receipt Books	273	5	1954-1957(June 30)		9/7/60	Burning
5	Bank Deposits & Statements	273	5	1954-1957(June 30)		9/7/60	Burning
5	Memo of Adjustments	273	5	1954-1957(JUNE 30)		9/7/60	Burning
5	Textbook Purchases & Refunds	273	5	1954-1957(June 30)		9/7/60	Burning
5	Student Help	273	5	1954-1957(June 30)		9/7/60	Burning
5	Night Classes - Service People	273	5	1954-1957(June 30)		9/7/60	Burning
5	Student Account Cards	273	5	1954-1957(June 30)		9/7/60	Burning

Total 7 cuts

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

May Russell
 Signature

President
 Title

9/26/60
 Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5.	E-1 Transmittal	273	5	1932 - 1952		7/25/57	Burning
5.	DD-1 Certificate of Deposit and Bank Deposit Slip	273	5	1932 - 1952		7/25/57	Burning
5.	R-2 Monthly Report of State Funds Collected and Deposited	273	5	1946 - 1952		7/25/57	Burning
5.	Distribution of Unexpended and Obligated Balances	273	5	1946 - 1952		7/25/57	Burning
5.	1-A Requisition of Supplies	273	5	1942 - 1952		7/25/57	Burning
5.	100-16 Out-of-Schedule Requisition for Supplies	273	5	1942 - 1952		7/25/57	Burning
5.	39A and 40-A Stores Requisition	273	5	1933 - 1952		7/25/57	Burning
5.	CF-2 Copy of Contract Awarded	273	5	1946 - 1952		7/25/57	Burning
5.	Delivery Invoice	273	5	1929 - 1952		7/25/57	Burning

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

May Russell
Signature

President
Title

8/27/57
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5	Deliver Invoice -Girls Store	273	5	1933 - 1952		7/25/57	Burning
5	BB-1(Ref) Formerly BB-1 and BB-2	273	5	1947 - 1952		7/25/57	Burning
5	Budget Schedule Amendment Scheet	273	5	1947 - 1952		7/25/57	Burning
5	Vendors Invoices	273	5	1929 - 1952		7/25/57	Burning
5	Bank Deposit Slips						
	State Funds	273	5	1927 - 1952		7/25/57	Burning
	Girls Store Fund	273	5	1934 - 1952		7/25/57	Burning
	Activities Fund	273	5	1934 - 1952		7/25/57	Burning
	Petty Cash Fund	273	5	1940 - 1952		7/25/57	Burning
	Benefit Fund	273	5	1935 - 1944		7/25/57	Burning
5	Bank Statements						
	State Funds	273	5	1927 - 1952		7/25/57	Burning
	Girls Store Fund	273	5	1934 - 1952		7/25/57	Burning
	Activities Fund	273	5	1934 - 1952		7/25/57	Burning
	Petty Cash Fund	273	5	1940 - 1952		7/25/57	Burning
	Benefit Fund	273	5	1935 - 1944		7/25/57	Burning

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

May Russell
 Signature

President
 Title

8/27/57
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
5.	Check Stubs						
	Petty Cash Fund	273	5	1929 - 1952		7/25/57	Burning
	Benefit Fund	273	5	1935 - 1941		7/25/57	Burning
	Activities Fund	273	5	1941 - 1952		7/25/57	Burning
	Girls Store	273	5	1933 - 1952		7/25/57	Burning
	Book and Stationery	273	5	1948		7/25/57	Burning
	Pageant Fund	273	5	1950 - 1952		7/25/57	Burning
5.	Bank Deposit Receipts						
	State Funds	273	5	1948 - 1952		7/25/57	Burning
	Activities Fund	273	5	1934 - 1950		7/25/57	Burning
	Building Fund	273	5	1929		7/25/57	Burning
	Dawkins Fund	273	5	1948		7/25/57	Burning
	Girls Store	273	5	1947 - 1952		7/25/57	Burning
	Centenary Fund	273	5	1948		7/25/57	Burning
	Gymnasium Fund	273	5	1933 - 1950		7/25/57	Burning
	Benefit Fund	273	5	1941		7/25/57	Burning
5.	Receipt Books						
	State Funds	273	5	1941 - 1952		7/25/57	Burning
	Activities Fund	273	5	1943 - 1952		7/25/57	Burning
	Girls Store Fund	273	5	1938 - 1952		7/25/57	Burning

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

May Russell
Signature

President
Title

8/27/57
Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

St. Mary's Seminary Junior College
 Reporting Agency

Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
6.	Payroll (prior to July 1, 1953)	273	6	1934 - 1952		7/25/57	Burning
6.	Pay Warrants	273	6	1934 - 1952		7/25/57	Burning
6.	Transmittal Form E-1 or E- $\frac{1}{2}$	273	6	1934 - 1952		7/25/57	Burning
					<i>Estimated total 20 cu. ft.</i>		

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

May Russell
 Signature

President
 Title

8/27/57
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**

Attorney General
STATE LAW DEPARTMENT

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Cancelled checks - Genl. Acct. Records	430	10	1915-1958 (broken)	✓ 4 cu. ft.	11/20/68	Sold
2	"Blue Sky Law" Registrations	430	8	1920-1962	✓ 6	"	to
3	Receipts for Bonds	430	7	1944-1959	✓ 8	"	Atlantic
4	General File - Correspondence	430	5	1937-1942	✓ 4	"	Waste
5	Habeas Corpus Closed Cases	430	2	1950-1957	✓ 1 <u>23 cu. ft.</u>	"	Paper Co. <i>(Actually disposed of several yrs. ago, but no Certif. made out.)</i>

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

Frances M. Schwartz

Signature

Stens - Law & Legislative

Title

11-20-68

Date

*Posted 11/18/63,
hh*

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

MARYLAND STATE LIBRARY
 Reporting Agency

Division or Bureau of Reporting Agency

No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	Newspapers Printed material (pamphlets & books)	Non-record "		1936-1938 Various	160 cu. ft.	11/13/63	Sold as waste paper.

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

[Handwritten Signature]

 Signature

[Handwritten Title]

 Title

[Handwritten Date]

 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

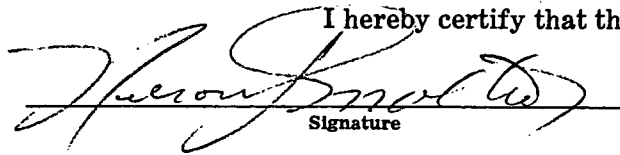
STATE LIBRARY

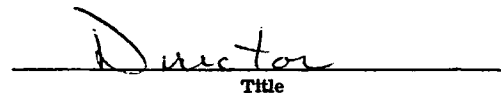
Reporting Agency

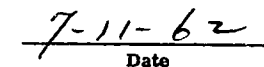
Division or Bureau of Reporting Agency

Item	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Printed and mimeographed material	N o n	- r e c o r d	no dates	435 cu. ft.	6/12/1962	Sold as waste paper

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


 Signature


 Title


 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE LIBRARY

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Non-record material (books, pamphlets, newspapers)	non - r	e c o r d	-	200 cu. ft.	8/22/1960	Sold as waste

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

Ruth D. Burton for the — Director of the State Library

Signature

Title

8/22/1960

Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

STATE LIBRARY

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
	Newspapers, magazines, books, other printed material	non-record			600 cu. ft.	10/2/1959	Sold as waste

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

J. [Signature]
 Signature

Director
 Title

10/13/59
 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

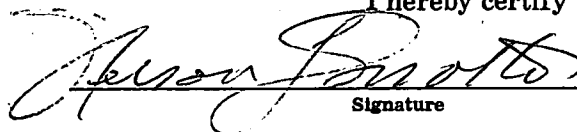
MARYLAND STATE LIBRARY

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Newspapers and publications	Non-record			158 cu. ft.	5/1/1958	Sold as waste Paper

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



 Signature

Director

 Title

May 2, 1958

 Date

CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

MARYLAND STATE LIBRARY
 Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Non-record				45 cu. ft.	7/12/1957	Sold as waste paper

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

Maryon Brooker
 Signature

Director
 Title

7/12/1957
 Date



CERTIFICATE OF RECORDS DISPOSAL
To Be Submitted to the Records Management Division
HALL OF RECORDS COMMISSION
STATE OF MARYLAND

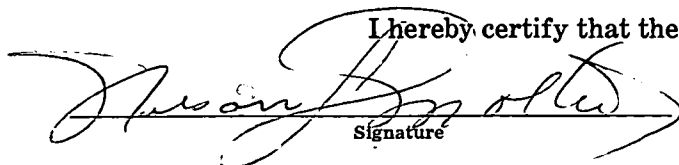
MARYLAND STATE LIBRARY

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1.	Non-record material				144 cu. ft.	12/17/56	Sold as waste paper

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


 Signature

Director _____
 Title

12/18/56 _____
 Date

Posted

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

**HALL OF RECORDS COMMISSION
STATE OF MARYLAND**



COPPIN STATE COLLEGE

Reporting Agency

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records	404	1	1951-1966	35 cu. ft.	2/17/69	Burning

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

Kathleen Swanegan
Signature

Accounting Associate II
Title

2/19/69
Date

CERTIFICATE OF RECORDS DISPOSAL

To Be Submitted to the Records Management Division

HALL OF RECORDS COMMISSION
STATE OF MARYLAND

Towson State College

Reporting Agency

Finance Office

Division or Bureau of Reporting Agency

Item No.	Description of Records Include Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic or Linear Feet)	Date of Disposal	Method of Disposal
		Schedule No.	Item No.				
1	General Accounting Records (including Receipts and Receipt Books, Cancelled Checks, Warrants, Requisitions, Purchase Orders, Paid Bills and Invoices)			F. Y. 1968, 1969 and 1970	40 cu. ft.	11/1/73	Burning
2	Payroll Journals and Exceptions			F.Y. 1968, 1969 and 1970	4 cu. ft.	11/1/73	Burning



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

S. J. Creel
S. Joseph Creel

Signature

Title

11/5/73

Date