

MOTOR

VEHICLE

ADMINISTRATION

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Transportation

Reporting Agency

78W38

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.				
1-50	Miscellaneous boxes	695	1	1971-1976	50	12-80	Recycled

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

Paul C. Lomberson  
 Signature

Records Center Manager  
 Title

12-80  
 Date

DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
State Records Center

Date August 20, 1982

Mr. Rhett Murphy  
To: Records Management & Control Office  
P.O. Box 8755  
B.W.I. Airport, MD 21240  
Subject: Disposal Clearance

134  
53

The records described below are eligible for disposal on October 20, 1982. They will be destroyed as scheduled if no reply is received within ~~one~~ two month from the date of this letter.. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
78W35	50	1-50

Disposal Authority

Sch. #695 -1

Description of Records:

Miscellaneous boxes - 1971 - 1976

Sincerely yours,

Paul C. Lamberson  
Records Center Manager  
State Records Center, Jessup Maryland.  
Phone 799-1379

TRANSFER AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

78W38

August 16, 1977

FROM: (Name and Division of Transferring Agency)

Department of Transportation  
Operating Services Center  
Office of the Administrator

Signature

Title

Record Management Technician

Address of Agency:

Post Office Box 8755  
Baltimore-Washington International Airport,  
Maryland 21240

3. TO: STATE RECORDS CENTER

State Warehouse  
Route 175 at Route 1  
Jessup, Maryland 20794

Agency Official (Signature) *R. H. Kelley*

5. Building & Room No.

First Floor

6. Telephone No.

768-9520 Ext 206

Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Jessup

1

1. Leases 1971 - 1972
2. Rule Making Procedures 1971 - 1972
3. State Energy Office 1972 - 1974
4. Personnel Public Service Career 1971 - 1972
5. House Bill 1000, Article 64A, ETC.
6. MAARS 1974
7. MCEA - AFSCME Meetings 1973 - 1974
8. Overtime 1972 - 1973
9. Safety 1971 - 1972
10. Executive Orders 1971 - 1974
11. Manpower 1976 & 1973
12. United Way - CCHA 1975
13. Insurance 1971
14. Transportation Education and Research Center University of Maryland 1973
15. Service Contracts 1971
16. Reorganization 1971 - 1972
17. Business Science Corp. (BSC) Seminars 1975
18. Student Intern Program-Advisory Council 1973
19. Function Statements 1973 - 1974
20. Complete Staffing Breakdown 1974
21. Motor Vehicle Administration 1974
22. Vacancies in the Office of the Secretary 1973 - 1974
23. Maryland Port Administration 1974
24. Systems Planning and Development 1975
25. Legal 1974
26. MB 22's (10 positions)
27. Management Presentation
28. Schedules and Assignments 1973
29. Functions 1974
30. Management Systems - Division of 1971 - 1973
31. Comments on Task Force Report 1974
32. List of Project Files 1974
33. Mass Transit Administration
34. Technical Advisor 1974

To be determined.  
Store per authority of  
Phil Schneider.

695 - 1

1980

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37. Management Analysis Section 1974
38. Guides to Grievance Handling
37. Office of the Assistant Secretary for Contracts and Construction 1973
38. Management Information (ADP) 1974
39. SHA/IBM Terminal 1974
40. Directive Format 1971
41. Emergency Procedures Pamphlet 1973
42. Committee Work MASD Staff Members 1974
43. Transportation Professional Services Selection Board 1974
44. Orientation Program 1971
45. Recruit, Select, Hire Directive 1974
46. Staff Titles 1973
47. Changes in Organizational Structure
48. Management Engineering and Audit Section 1971 - 1974
49. Governor's Science Advisory Council 1973
50. (DSPD) Task Force - Regional Office 1973

78 B40

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

CERTIFICATE OF RECORDS DISPOSAL

Dept. of Transportation

Reporting Agency

78W39

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.				
1-2	Miscellaneous Boxes	695	1	1971-1975	2	1280	Recycled

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

Paul C. Lamberson  
 Signature

Records Center Manager  
 Title

12-80  
 Date

DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
State Records Center

Date August 20, 1982

Mr. Rhett Murphy  
To: Records Management & Comar Officer  
P.O. Box 8755  
B.W.I. Airport, MD 21240  
Subject: Disposal Clearance

The records described below are eligible for disposal on Oct. 20, 1982. They will be destroyed as scheduled if no reply is received within one month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
78W39	2	1-2

Disposal Authority

Sch. #695 #1

Description of Records:

Miscellaneous Boxes - 1971 - 1975

Sincerely yours,

Paul C. Lamberson  
Records Center Manager  
State Records Center, \_\_\_\_\_ Jessup \_\_\_\_\_ Maryland.  
Phone 799-1379



15/5  
RECEIPT

Accession No.

Date Recd

78W39

August 16, 1977

1. From: (Name, Division, Address or Agency)  
Department of Transportation  
Operating Services Center  
Director of Administrative Services

Signature

Title Record Management Technician

2. Building and Room:  
First Floor

3. Phone  
768-9520 Ext. 389

4. To: State Records Center  
State Warehouse  
Route 175 at Route 1  
Jessup, Maryland 20794

5. Signature: (Agency Official)

6. No. of cu.ft.  
1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
Jessup  Range 15 Section 5	0 1	1. Vacancies 1972 to 1975 2. Training 1976 3. Temporary Appointments 1971 to 1975 4. Blind Summer Student Program 1974 to 1975 5. Summer Employment 1972 to 1973 6. Reports 1972 to 1976 7. Quarterly Reports 1974 to 1975 8. DOT Policies 1971 to 1976 9. Personnel Advisory Council 1971 to 1972 10. Personnel (DOP) Actions 1971 to 1974 11. Miscellaneous 1971 to 1975 12. Legislation 1975 13. Personnel Advisory Council 1973 to 1974	To be determined Store per authority of Phil Schneider  695 #1  1980

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AND RECEIPT

Accession No.  78W39	Date Received  August 16, 1977
Signature	
Title	
4. To: State Records Center State Warehouse Route 175 at Route 1 Jessup, Maryland 20794	
6. No. of Cu.Ft.  1	

1. From: (Name, Division, Address or Agency)  
Department of Transportation  
Operating Services Center  
Director of Administrative Services

2. Building and Room  
First Floor

3. Phone  
768-9520 Ext. 389

5. Signature: (Agency Official)

*Robert H. Keely*

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item)
Jessup Range 15 Section 5	2	1. A.S.R. 1972 - 1975 2. Board of Public Works 1971 - 1975 3. Budget Bureau Correspondence 1971 - 1973 4. Clerical Secretary Survey 1971 - 1974 5. Contractual Services 1971 6. Contractual Services 1972 7. Contractual Services 1972 8. Contractual Services 1972 9. Contractual Services 1973 10. Contractual Services 1973 11. Contractual Services 1974 12. Contractual Services 1975 13. C.M.P. 1973 - 1974 14. Data Processing 1973 - 1975 15. EEO 1974 - 1975 16. Grievances 1971 - 1972 17. Grievances 1973 18. Grievances 1974 - 1975 19. Legislation 1971 - 1972 20. Legislation 1973 - 1974	To be determined - Store per authority of Phil Schneider

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

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

Dept. of Transportation

Reporting Agency

78W159

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.				
1-8	Grievance Cases - Suspension Cases	792-5	2		8	12-80	Recycled

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

Paul C. Lomberson  
 Signature

Records Center Manager  
 Title

12-80  
 Date

DEPARTMENT OF GENERAL SERVICES  
Records Management Division  
State Records Center

Date August 20, 1982

To: Mr. Rhett Murphy  
Records Management & Comar Officer  
P.O. Box 8755  
B.W.I. Airport, MD 21240

Subject: Disposal Clearance

*Handwritten initials/signature*

R34  
S3

The records described below are eligible for disposal on August 20, 1982. They will be destroyed as scheduled if no reply is received within two month from the date of this letter. If you do not concur in this action, please return this letter and justify continued retention on the reverse side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
78W-59	8	1-1

Disposal Authority

Sch. 792-5 Item #2

Description of Records:

Grievance Cases, Suspension, EEO Complaints

Sincerely yours,

Paul C. Imberger  
Records Center Manager

State Records Center, Jessup Maryland.  
Phone 190-1779

STATE RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

78W159

January 17, 1978

FROM: (Name and Division of Transferring Agency) Department of Transportation  
Operating Services Center  
Employer-Employee Relations

Signature

Title

Record Management Technician

Address of Agency:

P.O. Box 8755  
BWI Airport  
Maryland 21240

3. TO: STATE RECORDS CENTER  
State Warehouse  
Route 175 at Route 1  
Jessup, Maryland 20794

Agency Official (Signature)

*Lester J. Drwongyk*

5. Building & Room No.

Headquarters Building

6. Telephone No.

787-7330

Record Location (Center)	Box Numbers	Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
Range 8 Jessup	1	Grievance Cases Account Clerks III - Cunningham, John F.	792-5
Jessup	2	Grievance Cases Daff, Richard L. - Fisher, Melvin W.	#2
Section 21 Jessup	3	Grievance Cases Fitch, Jr. John A. - Just, Thaddeus	(1981)
Jessup	4	Grievance Cases Keene, Harold E. - Olsen, Charles R.	
Jessup	5	Grievance Cases Pardoe, Virginia - Suranyi, Kalman	
Jessup	6	Grievance Cases Taylor, Albert - Zunkham, Thomas J.	
Jessup	7	Suspension Cases Abrams, Thomas L. - Kral, Vernon J.	
Jessup	8	Suspension Cases Lambdin, Robert - Young, Silas A. EEO Complaints General Correspondence	

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