

DEPARTMENT
OF GENERAL
SERVICES
CONSTRUCTION
DIVISION

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1156

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.				
1-3	Board of Public Works Meeting Min.	777	3	1947-1953	3	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
1156	3	1-3

Disposal Authority

Sch. #777 Item #3

Description of Records:

Board of Public Works Meeting Min. - 1947 - 1953

Sincerely yours,

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

Destroy

✓ MCP

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS

2. DIVISION ACCOUNTING OFFICE

3. RECORD TITLE BOARD OF PUBLIC WORKS MEETING MIN.

4. DATES 1947-1953

DATE: 4/1/66
 LOT NO.: 1156
 RANGE: *2-5*
 SECTION(S): *20-10*
 RECEIVED BY: *J. Hirsch*
 REMARKS:

R8
810

5. SCHEDULE NO. <i>777</i>	6. ITEM NO. <i>3</i>	7. SCHEDULED DISPOSAL DATE <i>1968</i>	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

3 record center boxes

Minutes

Agenda Files

Box No. 98

99

100

10. NUMBER OF CUBIC FEET

Signature of Agency representative:

Record Center representative:

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #632

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	Misc. Correspondence: Short Form Contracts	875	1	1947 to 1960	1	7-82	Recycled

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


 Signature

 2/12/82
 Title Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Balto., MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
632	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Misc. Correspondence: Short Form Contracts - 1947 to 1960

Sincerely yours,

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

Destroy
C.P.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 3/6/63

Lot No.: 632 ✓

Range: ~~HR~~ R32

Section(s) ~~4~~ 4 S R 1
Shelf 5

Received by: J. Huick

Remarks: R32
S21

1. Agency: State Department of Public Improvements
2. Division: Construction Division
3. Record Title: Misc. Correspondence; Short Form Contracts; *
4. Inclusive Dates: 1947 to 1960

5. Schedule No. <u>875-99</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>Permanent 1971</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).
Numerical listing (continued)

1 record center box arranged by name of agency or institution and then by project number.

* Also Weekly Reports; Concrete Test Reports; and Steel Reports.

Maryland House of Correction
Miners' Hospital
Maryland Penitentiary
Montebello State Hospital

Springfield Hospital
Montrose School for Girls
Maryland State Reformatory for Women
Morgan State College

Rosewood State Training School

10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
G.O. Billmeie 801

3/7

WY

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #200

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.				
1-3	Photographs (Construction Progress)	778	4	1948-1954	3	7-82	Recycled

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

Paul Lambert
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
200	3	1-3

Disposal Authority

Sch. #778 Item #1

Description of Records:

Photographs (Construction Progress) 1948- 1954

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

- 1. AGENCY DEPARTMENT OF PUBLIC IMPROVEMENTS
- 2. DIVISION FIELD DIVISION
- 3. RECORD TITLE PHOTOGRAPHS (CONSTRUCTION PROGRESS)
- 4. DATES 1948-1954

DATE: 3/24/60
 LOT NO.: 200
 RANGE: 2-17 88
 SECTION(S): 17 88
 RECEIVED BY: J. Hirsch
 REMARKS:

5. SCHEDULE NO. 778	6. ITEM NO. 5	7. SCHEDULED DISPOSAL DATE PERMANENT 1955	8. ACTUAL DISPOSAL DATE
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9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

3 record center boxes arranged by name of project and chronologically therein.

box 23

10. NUMBER OF CUBIC FEET

3 CU. FT.

Signature of Agency representative: _____

Record Center representative: _____

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1949

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	Short Forms-Master Books	875	1	1948-1968	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1949	2	1-2

Disposal Authority

Sch. #875

Item #1

Description of Records:

Short Forms- Master Books - 1948-1968

Sincerely yours,

Paul C. Lomberson
Records Center Manager

State Records Center, Waterloo Maryland.

Phone 799-1379

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 2/4/72
Lot No.: 1949
Range: ~~10~~
Section(s) ~~7~~
shelf 3
Received by J. Huid
Remarks: R-33
S-15

- 1. Agency: Department of Public Improvements
- 2. Division: Construction Division
- 3. Record Title: Short Forms A
- 4. Inclusive Dates: 1948-1968

5. Schedule No. 75-99	6. Item No. #1	7. Scheduled Disposal Date: 1968	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

* Master books

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Mildred P. Jones

643-644

3/7

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #352

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	Engineers Monthly Reports	875	1	1949-1957	1	7-82	Recycled

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

Paul Lamborn
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
352	1	1.

Disposal Authority

Sch. #875 Item #1

Description of Records:

Engineer's Monthly Reports - 1949-1957

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

- 1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS
- 2. DIVISION FIELD DIVISION
- 3. RECORD TITLE ENGINEER'S MONTHLY REPORTS
- 4. DATES 1949 - 1957

DATE: 5/25/61
LOT NO.: 352
RANGE: ~~8~~ 8
SECTION(S): 17
RECEIVED BY: J. Hirsch
REMARKS:

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
88 875	21	PERMANENT 1967	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES.

10. NUMBER OF CUBIC FEET

1 record center box arranged alphabetically

1 Cu. Ft.

Signature of Agency representative:

Record Center representative:

✓

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. General Services

Reporting Agency

Construction Division

74B12

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	Old Photographs - Various Agencies & Institutions	778	4	1949-1960	1	7-82	Recycled

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



 Signature



 Title



 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Service-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
74B12	1	1

Disposal Authority

Sch. #778 Item #4

Description of Records:

Old Photographs of Various Agencies & Institutions 1949-1960

Sincerely yours,

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

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

DGS - Records Management
 Reporting Agency
Div.

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.				
1-6	Control Sheets (79A1)	150	1	FY 74-78	6	3-83	Recycled
1-3	Superseded Retention Schedule (78A92)	150	9-2	1974-77	3	3-83	Recycled
1	Disposal Copies (Certificate) (81A21)				1	3-83	Recycled
2	Source Bookkeeping Journal Invoices Worksheets (81A2A)	150	1	1979	2	3-83	Recycled
1	Disposal Certificate (74A16)			1950-73	1	3-83	Recycled
1	Old files (82W121A)	912	1	1974-80	1	3-83	Recycled

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

Paul C. Lamberson
 Signature

Records Center Manager
 Title

3-83
 Date

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

82w12B

9-17-81

1. From: (Name, Division, Address or Agency)

Records Center

Signature

PCH/gRB

Title

2. Building and Room

3. Phone

799-1379

4. To: State Records Center

Jessup

5. Signature: (Agency Official)

gRB.

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 No.)

R32
S31

Old files
Letters Sent
Youth Work Experience
Files + Reports 1974-1979
Trips Made
Reg. 1977-1980
F.Y. 1977
Monthly Reports 1974-1980
Bills

1983
9/2
#1

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

79A1

7/19/78

1. From: (Name, Division, Address or Agency)

Sue Waller
RECORDS MANAGEMENT DIVISION

Signature

Title

2. Building and Room

Treasury Bldg.
Room B-27

3. Phone

269-3017/3018

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

Sue Waller

6. No. of Cu.Ft.

6

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R 7
S 16

1
2
3
4
5&6

Control Sheets & Invoices for Fiscal Year 74
Control Sheets & Invoices for Fiscal Year 75 & Fiscal Year 76
Control Sheets & Invoices for Fiscal Year 76
" " " " " " 77
" " " " " " 78

150 #1
NEVER
1-7-79
912
#15
7-1-82

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center (2)

AND RECEIPT

Accession No.

Date Received

81 A 21

10-23-80

1. From: (Name, Division, Address or Agency)

Record Center
State Treasury Bldg. Annapolis

Signature

Paul C. Lamberson gfb

Title

Record Center - Manager

2. Building and Room

3. Phone

4. To: State Records Center

B-27

269-3017

Annapolis

5. Signature: (Agency Official)

6. No. of Cu.Ft.

Geni Rue Brown

1

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

1

Disposal Copies -
See Attached Sheet.

1980

(Use Plain Unlined Paper For Continuation Pages)

Anne Arundel County
 Assessment & Taxation
 Alcoholic Beverages
 Comptroller -
 Central Payroll
 Data Processing
 Gasoline Tax
 General Accounting
 Income Tax
 Retail Sales
 Treasurer
 Credit Union
 NECD
 General Director
 DHMH -
 Administration & Finance
 Crippled Children
 Special Operations
 Eastern Shore State Hospital
 Division of Vital Records
 University Hospital
 Human Relations
 Insurance -
 State Accident Fund and Dept
 PCS Fund
 State Law Consumer Protection
 Division of Securities
 Attorney General
 Licensing & Regulation -
 " Insurance Actuary Bureau
 State Insurance Complaint & Investigation
 Dept. Bakery Inspection Division
 Natural Resources -
 Chesapeake Affairs
 Fisheries Admin.
 Forest & Parks
 Licensing
 Police
 Wildlife Administration

Dept of Personnel - Admin
 State Planning Dept.
 Parole & Probation
 Juvenile Services
 P.S.C.
 " Transportation
 Public Works
 Correctional Camps
 House of Correction
 Md. Rating Commission
 Employee's Retirement System
 State Police
 Transportation
 Workmen's Compensation

AND RECEIPT

Accession No.

Date Received

81A29

10-28-80

1. From: (Name, Division, Address or Agency)
 Records Management Division
 Treasury Bldg. Room B-27
 Annapolis, Md.

Signature
Paul C. Lamberson

Title
Record Center - Manager

2. Building and Room
 Treasury Bldg.
 Room B-27

3. Phone
 269-3017

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)
 Irene Maxwell

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RTO
SIA

R116
S26

1

Source Bookkeeping Journal Mar. 1975 to June 1978
 Com Bookkeeping Journal 1970 - 1978
 Source- Microfilm Invoices and Worksheet
 1978-1979 In order by project Number
 Com - Invoices & worksheets for Income Tax
 July 1978 - June 1979

550 #1
7-1-82

2

Inventory control forms- Supply Log Sheets
 Com - Invoices & Worksheets June 1978-June 1979
 In alpha order by agency
 Including Gas Tax & Central Payroll

912 #13 - *7-1-82*

F

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

74A16

November 15, 1977

Signature

Title

Record Management Technician

1. From: (Name, Division, Address or Agency)

General Services
Record Management
Treasury Bldg. Rm. 302

2. Building and Room

3. Phone

269-3023

4. To: State Records Center

Annapolis

5. Signature: (Agency Official)

Philip F. Schneider

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 No.)

Range 3
Section 13

1

Disposal Certificates 1950 thru 1973

R116
S17

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Lot #10

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.				
1-20	Field Division-Field Engineers Weekly Reports, Contract Construction Data	875	1	1950-1957	20	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
10	20	1-20

Disposal Authority

Sch. #875 Item #1

Description of Records:

Field Division- Field Engineers Weekly Reports, Contract

Construction Data - 1950 1957

Sincerely yours,

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

Destroy
CB.

WATERLOO
RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY Department of Public Improvements
2. DIVISION Field Division
3. RECORD TITLE Field Engineers Weekly Reports-Contract
construction data
4. DATES 1950-1957

DATE: 6/17/59
LOT NO.: 10
RANGE: ~~8~~
SECTION(S): 16-17
RECEIVED BY: J. Saunders
REMARKS: R8
S7

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
88 875	2 1	Permanent 1967	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

20 record center boxes,
filed by name of agency
or insitution & project

10. NUMBER OF CUBIC FEET

Signature of Agency representative:

Record Center representative:

SW 3-5-74

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #278

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	Field File-Construction Projects	875	1	1952-1957	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
278	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Field File-Construction Projects - 1952-1957

Sincerely yours,

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

Destroy
C.P.

✓ ref

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS

2. DIVISION FIELD DIV.

3. RECORD TITLE FIELD FILE - CONSTRUCTION PROJECTS

4. DATES 1952-1957

DATE: 12-30-60

LOT NO.: 278

RANGE: *2-8*

SECTION(S) *17-8*

RECEIVED BY: J. Hirsch

REMARKS:

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
99 875	81	PERMANENT 1967	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

2 record center boxes arranged alphabetically

2Cu. Ft.

Signature of Agency representative:

Record Center representative:

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. General Services

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Construction Division

Lot #869

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.				
1-2	General Correspondence	875	1	1952-1960	2	7-82	Recycled

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

Paul Lombardi
 Signature

Record Center Manager
 Title

7/12/82
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St. - Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
869	2	1-2

Disposal Authority

Schedule #875 Item #1

Description of Records:

General Correspondence - 1952 - 1960

Sincerely yours,

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

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 8/3/64
 Lot No.: 869 ✓
 Range: ~~16~~ H R 32
 Section(s) ~~15~~ 4 S 21
 shelf 3
 Received by: J. Hirsch
 Remarks:
 R 32
 S 21

1. Agency: Department of Public Improvements
2. Division: Construction Division
3. Record Title: General Correspondence *
4. Inclusive Dates: 1952 - 1960

5. Schedule No. <u>99 S 71</u>	6. Item No. <u>2</u>	7. Scheduled Disposal Date: <u>Permanent</u>	8. Actual Disposal Date:
-----------------------------------	-------------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

* Short Form Contracts, Weekly Reports, Inspectors Reports, Change Orders
 State Office Buildings, Baltimore
 Employment Security Building
 Patuxent Institution

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

G. O. Billmire 806-807

Destroy
C.B.

0 ✓

367

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #255

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	Photographs (Construction Progress)	778	4	1953-1955	1	7-82	Recycled

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

Paul Lamberson
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date July 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St. - Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
255	1	1

Disposal Authority

Sch. #778 Item #1

Description of Records:

Photographs (Construction Progress) 1953- 1955

Sincerely yours,

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

Destroy

10/11/66

CPS

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

- 1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS
- 2. DIVISION FIELD DIV.
- 3. RECORD TITLE PHOTOGRAPHS (CONSTRUCTION PROGRESS)
- 4. DATES 1953-1955

DATE: 10/11/66
 LOT NO.: 255
 RANGE: 2-8
 SECTION(S): 17-8
 RECEIVED BY: J. Hirsch
 REMARKS:

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
<u>778</u>	<u>54</u>	PERMANENT <u>1955</u>	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES.

1 record center box arranged by name of project and chronologically therein.

box 24

Signature of Agency representative:

10. NUMBER OF CUBIC FEET

1 Cu. Ft.

Record Center representative:

✓

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, General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1917

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	Progress Photographs	778	4	1953-1969	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
1917	2	1-2

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photographs - 1953 - 1969

Sincerely yours,

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

Destroy
EP

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 11/11/71

Lot No.: 1917

Range: 107

Section(s) 25

Received by: J. Hirsch

Remarks:
R107
S25

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: Progress Photographs
- 4. Inclusive Dates: 1953 - 1969

5. Schedule No. 778	6. Item No. 54	7. Scheduled Disposal Date: Permanent 1969	8. Actual Disposal Date:
------------------------	-------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

99/#5
Perm.

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Melva Jones

8288-8289

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #603

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	Short Form Contracts	875	1	1954-1959	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services -Construction Division
301 W. Preston St.-Rm. 1307
Balto., MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
603	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Form Contracts - 1954 - 1959

Sincerely yours,

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

Destroy
CPB

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 1/23/63

Lot No.: 603 ✓

Range: ~~26~~ / 10

Section(s) ~~26~~ 156

Received by: J. Hirsch

Remarks:
R32
S15

1. Agency: Department of Public Improvements
2. Division: Construction Division
3. Record Title: Short Form Contracts
4. Inclusive Dates: 1954 - 1959

5. Schedule No. 875 <u>99</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>1971 Permanent</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box arranged by name of Agency or institution and then by project number.

10. Quantity and type of filing equipment released:
- a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
G. O. Billmire

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. General Services
 Reporting Agency

Construction Division
 Division or Bureau

Lot #932

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	General Correspondence	875	1	1955-1962	1	7-82	Recycled

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

Paul Lombardi
 Signature

Record Center Manager
 Title

7/12/82
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
932	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

General Correspondence - 1955- 1962

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 11/19/64
Lot No.: 932 ✓
Range: ~~26~~ 10
Section(s) ~~2-6~~
shelf 2-6
Received by: J. Hirsch
Remarks:
R-32
S-15

CP

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

1. Agency: Department of Public Improvements
2. Division: Construction Division
3. Record Title: General Correspondence *
4. Inclusive Dates: 1955 - 1962

5. Schedule No. <u>99-1-71</u>	6. Item No. <u>2-1</u>	7. Scheduled Disposal Date: <u>Permanent 1970</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 1 record center box
- * Short Form Contracts and Weekly Reports
- Western Maryland State Hospital
- Salisbury State College
- State Roads Commission
- Welfare

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

G. O. Billmire *628*

3/77

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 General Services

Reporting Agency

Construction Division

Lot. #1627

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.				
1-5	Fire Inspection Folder	867	3	1955-1968	5	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1627	5	1-5

Disposal Authority

Sch. #867 Item #3

Description of Records:

Fire Inspection Folder - 1955-1968

Sincerely yours,

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

Detroit
C.B.

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 1/21/70

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

Lct No.: 1627

Range: ~~1-14~~ *14*

Section(s) ~~2-2~~
Shelver 1-2

Received by: J. Hirsch

Remarks: *R34*
S23

1. Agency: Dept. of Public Improvements

2. Division: Property Acquisition Div.

3. Record Title: Fire Inspection Folder

4. Inclusive Dates: 1955 - 1968

5. Schedule No. <i>8-67</i>	6. Item No. <i>3</i>	7. Scheduled Disposal Date: <i>1975</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

5 record center boxes

* Daily File for Land Transfers

10. Quantity and type of filing equipment released:

a. File drawers, letter-size _____ c. Transfiles _____

b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

4161 - 4165

3/77



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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #702

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.				
60-61	Capital Improvements Program	843-6	1	1956-1958	2	7-82	Recycled

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

Paul Chamberlain
 Signature

Records Center Manager
 Title

7/12/82
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
702	2	60-61

Disposal Authority

Sch. #843-6 Item #1

Description of Records:

Capital Improvements Program - 1956 -1958

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 8/29/63

Lot No.: 702

Range: ~~41-4211#~~

Section(s) ~~42~~
Shelf 4

Received by: J. Hirsch

Remarks: Schedule
Pending

R34
S22

- 1. Agency: Department of Public Improvements
- 2. Division: Office
- 3. Record Title: Capital Improvements Program
- 4. Inclusive Dates: 1956 - 1958

5. Schedule No. <i>843-6</i>	6. Item No. <i>1</i>	7. Scheduled Disposal Date: <i>1968</i>	8. Actual Disposal Date:
---------------------------------	-------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

- * Box Number - 60 - years 1956 - 57
- 61 - years 1958

10. Quantity and type of filing equipment released:

a. File drawers, letter-size _____ c. Transfiles _____

b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

Edwin J. Trixler *41 31 - 41 32*

3/77



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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #594

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	General Correspondence, Weekly Reports, Short Forms Contracts	875	1	1956-1959	1	7-82	Recycled

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

Paul Lamberson
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
594	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

General Correspondence, Weekly Reports, Short Forms Contracts

1956 - 1959

Sincerely yours,

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

D. J. ...
C.P.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 12/20/62

Lot No.: 594

Range: ~~14~~

Section(s) ~~2~~
Shelves 1

Received by: *J. Husick*

Remarks: *234*
523



1. Agency: Department of Public Improvement
2. Division: Construction Division
3. Record Title: General Correspondence, Weekly Reports, Short Form Contracts *
4. Inclusive Dates: 1956 - 1959

5. Schedule No. <u>80-8781</u>	6. Item No. <u>21</u>	7. Scheduled Disposal Date: <u>Permanent 1269</u>	8. Actual Disposal Date:
--------------------------------	-----------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box arranged by name of agency or institution and project.

* Military, Department of State Police, Crownsville State Hospital, Boy's Village
Coppin State Teachers College

10. Quantity and type of filing equipment released:

- | | |
|------------------------------------|--------------------------|
| a. File drawers, letter-size _____ | c. Transfiles _____ |
| b. File drawers, legal-size _____ | d. Other (specify) _____ |

11. Signature of Agency representative:

Geo. Bellamy

4169

3/77

ml

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1884

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	Progress Photographs	778	4	1956-1961	1	7-82	Recycled

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


 Signature


 Title


 Date

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. General Services

Reporting Agency

Construction Division 75B45

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.				
1-7	General Construction Loans	777	8	1961-1963	7	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
75B45	7	1-7

Disposal Authority

Sch. #777/8

Description of Records:

See Attached Transmittals

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75845

10/17/74

1. FROM: (Name and Division of Transferring Agency)

General Services - Acctg. Div.
Gen'l. Construction Loan

Signature
James P. Stykiest

Title
Clerk III

2. Address of Agency:
301 W. Preston St.
Balto., Md. 21201

3. TO: STATE RECORDS CENTER

Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.

B-2

6. Telephone No.

383-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Section 2 shelves 1-2

*R108
51*

#1
#2
#3
#4
#5
#6
#7

General Construction Loan of 1961 item 1 thru 50, County Jail Loan of 1961, Nursing Home Loan of 1961, Mt. St. Mary's College Loan of 1961
General Con. Loan of 1961, items 51 thru 146
Gen. Con. Loan of 1962, items 1 thru 70
Gen. Con. Loan of 1962, items 71 thru 147
Gen. Con. Loan of 1962, items 148 thru 159
Provident Hosp. Loan of 1962, Balto. City Jail Loan of 1962, Washington College Loan of 1962, Gen. Con. Loan of 1963, items 166 thru 177
St. John's College 1963
Gen. Con. Loan of 1963, items 1 thru 104
Gen. Con. Loan of 1963, items 105 thru 165

7 Record Center Boxes

*777/8
Jan 1978*

(Use Plain Unlined Paper For Continuation Sheets)

Memo of Adj.

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1285

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 Schd. No.	Item No.				
1-2	Capital Improvements Program	808	12	1961-1965	2	7-82	Recycled

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

Paul Lamborn
Signature

Record Center Manager
Title

2/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.-Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1285	2	1-2

Disposal Authority

Sch. #808 Item #12

Description of Records:

Capital Improvements Program - 1961 -1965

Sincerely yours,

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

Destroy
C/B

2 copies

0

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 5/31/67

Lot No.: 1285

Range: ~~HR32~~ *HR32*

Section(s) ~~HR32~~ *HR32*
Shelf 2

Received by: *J. Hurick*

Remarks: *R32*
R32

- 1. Agency: Department of Public Improvements
- 2. Division: Architectural Division
- 3. Record Title: Capital Improvements Program
- 4. Inclusive Dates: 1961 - 1965

5. Schedule No. <u>888</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>1980</u>	8. Actual Disposal Date:
----------------------------	-----------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box). Numerical listing (continued)

2 record center boxes

Box 108
109

10. Quantity and type of filing equipment released:

a. File drawers, letter-size 2 c. Transfiles _____

b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:
William F. Lee 3/6/68

814-815

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1442

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	Short Forms, Contracts, Weekly Reports, Concrete Reports, Steel Reports, General Correspondence	875	1	1961-1965	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1442	1	1

Disposal Authority

Sch. #875/1

Description of Records:

Short Forms, Contracts, Weekly Reports, Concrete Reports, Steel
Reports- General Correspondence = 1961-1965

Sincerely yours,

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

Destroy
COB

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 8/14/68

Lot No.: 1442

Range: ~~27-10~~

Section(s) ~~5-6~~
~~shelf 2~~

Received by: J. Hirsch

Remarks:
R-32
S-15

- 1. Agency: Dept. of Public Improvements
- 2. Division: Construction
- 3. Record Title: General Correspondence *
- 4. Inclusive Dates: 1961 - 1965

5. Schedule No. <u>875</u>	6. Item No. <u>21</u>	7. Scheduled Disposal Date: <u>1975 Permanent</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Short Forms, Contracts, Weekly Reports, Concrete Reports, Steel Reports

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

632

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1083

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	Short Forms	875	1	1962-1963	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1083	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - 1962-1963

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL SHEET

C.B.

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 11/23/65

Lot No.: 1083 ✓

Range: ~~10~~

Section(s) 6
~~Shelf 2~~

Received by: *J. Hirsch*

Remarks:
R-32
S-15

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1962 - 1963

5. Schedule No. <i>875</i>	6. Item No. <i>21</i>	7. Scheduled Disposal Date: <u>Permanent 1973</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box
 University of Maryland
 UB-601 John Eager Howard Hall
 U-595-613 & 612 Cumberland Hall and West Dining Hall
 U. B-555-591 Alts. & Adds to Hospital and J-621-622
 Denton Hall and Dining Hall

Mrs. Jones

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Garrett O. Bellmire
per. Mrs. Jones

633

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1124

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	Short Forms-General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports	875	1	1962-1963	1	7-82	Recycled

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

Paul Chamber

Signature

Record Center Manager

Title

7/12/82

Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1124	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms- General Correspondence, Concrete Reports, Steel
Reports, Field Engineers, Weekly Reports - 1962-1963

Sincerely yours,

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

P. Perry
C/B

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 3/5/66
 Lot No.: 1124
 Range: ~~29-11~~
 Section(s) ~~57~~
~~shelf~~ 2
 Received by: J. Hirsch
 Remarks:
 R-32
 S-19

1. Agency: Department of Public Improvements
2. Division: Construction
3. Record Title: Short Forms *
4. Inclusive Dates: 1962 - 1963

5. Schedule No. <u>99 8 75</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>Permanent 1974</u>	8. Actual Disposal Date:
-----------------------------------	-------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports

Mrs. Jones

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Mildred Perry Jones

697

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1932

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	Minutes of Board of Public Works	843-6	1	Jan. 1962 - Dec. 1965	1	7-82	Recycled

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


 Signature


 Title


 Date

C-13-
(3)
PV

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

80B23

2-5-80

Signature

Francis A. Johnson

Title

1. From: (Name, Division, Address or Agency)
DEPT. GENERAL SERVICES.
ENGINEERING & CONSTRUCTION
301 W. PRESTON ST. BALT. COMPLEX

2. Building and Room

SB# 1 - 1405

3. Phone

383-3477
7289

4. To: State Records Center

MAY 1979

5. Signature: (Agency Official)

Allan D. Schwartz

6. No. of Cu.Ft.

(50)

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

*RX
S4
R37
S28*

1	FILE # 1 THRU 5 - INCL. DATES JAN.69 THRU DEC.78
2	FILE # 1 THRU 5 CONT.
3	FILE # 6 " " " " " "
4	FILE # 7 - FILE #8 " " " " " "
5	FILE #9 THRU 13 " " " " " "
6	FILE # 14 " " " " " "
7	FILE # 14 THRU #17 " " " " " "
8	FILE # 17 THRU 18 " " " " " "
9	FILE # 19 " " " " " "
10	FILE # 23 " " " " " "
11	" " " " " "
12	" " " " " "
13	" " " " " "
14	FILE # 24 INCLUSIVE DATES JAN.69 THRU MAY. 1979
15	FILE # 24 " " " " " "
16	FILE # 26 " " " " " "
17	FILE # 26 " " " " " "
18	FILE # 26 " " " " " "
19	FILE # 27,28,29,& 30 " " " " " "
20	FILE # 31 & 32 " " " " " "
21	FILE # 32 CONT. 33 & 34 " " " " " "
22	FILE # 34 CONT. " " " " " "
23	FILE 35 THRU 38. " " " " " "
24	FILE # 38 CONT & 39, 40 " " " " " "
25	FILE # 41 " " " " " "

*Schedule 808
Item 6
Non-Record
Material*

*Book Files
(No Specs)*

(Use Plain Unlined Paper For Continuation Pages)

RECORDS TRANSMITTAL

Complete at State Records Center

AND RECEIPT

Accession No.

Date Received

SUB 23

2-5-80

Signature

Francis J. ...

Title

1. From: (Name, Division, Address or Agency)
 DEPT. GENERAL SERVICES
 ENGINEERING & CONSTRUCTION - Rm 1405
 301 W. PRESTON ST - BALT. COMPLEX

2. Building and Room

3. Phone

S.B. #1 - RM-1405

383-3477
7289

4. To: State Records Center

MAY 1979

5. Signature: (Agency Official)

Allen D. Schwartz

6. No. of Cu.Ft.

50 cu ft

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

RN
54

26	FILE #41 CONT. DATES JAN.69 THRU MAY, 1979
27	FILE # 42,43,44,45 & PART FILE 46 " "
28	FILE #46 CONT. & FILE 47 & 48 " "
29	FILE #49 THRU 55 INCLUSIVE " "
30	FILE #56 THRU 64 - INCLUSIVE " "
31	FILE #65 & 66 " "
32	FILE #68 THRU 82 " "

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1923

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	Projects bid from year 1970, Bid sheets, copy of Inventory Adv.-Letters etc.=Sangston Office	778	10	1970	1	7-82	Recycled!

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St. - Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1923	1	1

Disposal Authority

Sch. #778 Item #10

Description of Records:

Projects bid from year 1970, Bid sheets, copy of Inventory Adv.
Letters etc.= Sangston Office

Sincerely yours,

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

~~Destroy~~
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 12/2/71

Lot No.: 1923

Range: 107 - 27

Section(s): Shelf 11

Received by: J. Hirsch

Remarks:

- 1. Agency: General Services
- 2. Division: Design & Planning
- 3. Record Title: Projects Folders * (DP.1)
- 4. Inclusive Dates: 12-1970 - 1-1971

5. Schedule No. <u>728</u>	6. Item No. <u>10</u>	7. Scheduled Disposal Date: <u>Indefinite</u>	8. Actual Disposal Date:
-------------------------------	--------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* from which Projects are bid from year 1970

bid sheets, copy of Inventory adv. Letters etc.

Sangston Office

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Flonnie Croxton

8357

3/77

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. General Services

Reporting Agency

Construction Division

Lot. #1946

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	U. of MD-School of Dentistry	875	1	1970-1971	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St., Rm 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1946	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

U. of MD - School of Dentistry 1970-1971

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSFERAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 2/8/72
Lot No.: 1946
Range: ~~2-10~~
Section(s) ~~6~~
Received by: J. Throck
Remarks: R32
S15

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: U of Md. School of Det. Study
- 4. Inclusive Dates: 1970-1971

5. Schedule No. 75	6. Item No. 12	7. Scheduled Disposal Date: 1980	8. Actual Disposal Date:
--------------------	----------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record Center box

2 Short Forms

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Mildred O. Jones

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. General Services

Reporting Agency

Plans & Specifications 75W189

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.				
1-5	Contract Bidding Folders	778	10	Jan.-Dec. 1972	5	4-82	Recycle

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

Paul Lambert
 Signature

Record Center Manager
 Title

7/19/82
 Date

C.B.

AND RECEIPT

Pryor

Accession No.

751187

Date Received

4-16-75

From: (Name, Division, Address or Agency)

Dept. of General Services Plans & Specifications
 101 West Preston Street
 Baltimore, Maryland, 21201

Signature

Title

Record Management Technician

2. Building and Room

3. Phone

4. To: State Records Center

WATERLOO

5. Signature: (Agency Official)

6. No. of Cu.Ft.

5

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>R-15 S-15</p>	<p>5</p>	<p>Record center Boxes. Contract Bidding Folder Jan - Dec 1972</p>	<p>1977 778/10 Jan 1978</p>

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

74B13

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	Folder Files	808		1972-1973	8	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
74B13	8	1-8

Disposal Authority

Sch. #808

Description of Records:

Folder Files - 1972- 1973

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL AND RECEIPT

C.R.B.

To Be Completed At State Records Center

Accession No.

Date Records Received

74B-13

5/20/74

1. PROM: (Name and Division of Transferring Agency)
General Services
Design and Construction

Signature
Joseph H. Hirsch

Title
Public Records Assistant

2. Address of Agency:
301 W. Preston St.
Baltimore, Md. 21201

3. TO: STATE RECORDS CENTER
Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.
B-4

6. Telephone No.
383-2097

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range ~~33~~ 34/35
Section 34/1
Shelves ~~34~~

1 - 8

8 Record Center Boxes
Folder Files: 1972 - 1973

~~99~~ 808
Non-Record

Braxton

~~44~~ 4578 - 4585

3/77

(Use Plain Unlined Paper For Continuation Sheets)

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. General Services
 Reporting Agency

Construction Division 78B154
 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	Contractor's Bidding Folders	778	10	Jan.-Dec. 1973	2	7-82	Recycled

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

Paul Lamborn
 Signature

Record Center Manager
 Title

7/12/82
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
78B154	2	1-2

Disposal Authority

Sch. #778/10

Description of Records:

Contractor's Bidding Folders - Jan. - Dec. 1973

Sincerely yours,

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

Suppose

Accession No.

Date Received

78B154

November 18, 1977

Signature

Title
Record Management Technician

1. From: (Name, Division, Address or Agency)
General Services
Design & Construction
Plans & Specifications

2. Building and Room
State Office Bldg.

3. Phone

4. To: State Records Center

Baltimore

5. Signature: (Agency Official)

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~Range 8
Section 1
Shelf 7~~

1
2

Contractor's Bidding folders (A-P32)
Contractor's Bidding folders (P52-Z)
January - December 1973

778/10

Jan 1979

*R32
56*

(Use Plain Unlined Paper For Continuation Pages)

143-144

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. General Services

Reporting Agency

Construction Division

75B26

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	Payroll Folders	778	9	1/28/73 to 4/30/74	8	7-82	Recycled

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

Paul Lamborn
Signature

Record Center Manager
Title

2/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
75B26	8	1-8

Disposal Authority

Sch. #778 Item #9

Description of Records:

See Attached Transmittal

Sincerely yours,

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

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75B26

2/2/74

Destry

1. FROM: (Name and Division of Transferring Agency)

General Services
Payroll

Signature

James F. Stymiest

Title

Clerk III

2. Address of Agency:

301 W. Preston St.
Balto., Md. 21201

3. TO: STATE RECORDS CENTER

Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.

B-8

6. Telephone No.

383-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

Range E
Section 3
Shelves 4-5

1 (#192) ✓
2 (#193) ✓
3 (#194) ✓
4 (#195) ✓
5 (#196) ✓
6 (#197) ✓
7 (#198) ✓
8 (#199) ✓

8 Record Center Boxes
Dept. of Health & Mental Hygiene- Payroll folder MB-651 Community Mental Health & Retardation Center- Baltimore, 1/2^o/73 to 4/30/74
Payroll Folders
" "
" "
" "
" "
" "
" "

778/9
Jan. 1978

*R106
531*

(Use Plain Unlined Paper For Continuation Sheets)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

77B68

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	Contractors Bidding Folders	778	10	Jan.-Dec. 1974	2	7-82	Recycled

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


Signature


Title


Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
77B68	2	1-2

Disposal Authority

Sch. #778/10

Description of Records:

Contractors Bidding Folders

Jan. - Dec. 1974

Sincerely yours,

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

C.B. AND RECEIPT *Dwyer*

Accession No.

Date Received

77B68

December 27, 1976

1. From: (Name, Division, Address or Agency)
Dept. of General Services Plans & Specifications
301 West Preston Street
Baltimore, Maryland 21201

Signature

Title
Record Management Technician

2. Building and Room
State Office Bldg.
Room 1404

3. Phone
383-3995

4. To: State Records Center
Baltimore

5. Signature: (Agency Official)
Kathryn E. Walsh

6. No. of Cu.Ft.
2 cu.ft.

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>Range 25 Section 4 R32 526</p>	2	<p>Contractor's Bidding Folders January thru December, 1974 (A to P-21) (P-21 to Z)</p>	<p>1981 778/10 Jan 1980</p>

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

79B60

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	Contractor's Bidding Folders	778	10	Jan.-Dec. 1975	2	7-82	Recycled

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

Paul Gambino
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St. - Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 1982
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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
79B60	2	1-2

Disposal Authority

Sch. #778/10

Description of Records:

Contractor's Bidding folders

Jan. - Dec. 1975

Sincerely yours,

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

Disposal RECEIPT

Accession No.

Date Received

79B60

12/1/78

Signature

Title

Service Specialist I

1. From: (Name, Division, Address or Agency)
 Dept. of General Services
 Plans and Specifications
 301 W. Preston St., Balto., Md. 21201

2. Building and Room
 State Office Bldg.
 Room 1404

3. Phone
 383-3995

4. To: State Records Center

5. Signature: (Agency Official)

Fran Vebstedt

6. No. of Cu.Ft.

2

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
<p>RK S 2 R108 S19</p>	<p>1 2</p>	<p>Contractor's Bidding folders (A to P-8) Contractor's Bidding folders (P-16 to W) (Jan. thru Dec., 1975)</p>	<p>5 years 5 years 778/10 Jan '81</p>

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

80B11

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	Contractor's Bidding Folders	778	10	Jan.-Dec. 1976	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
80B11	2	1-2

Disposal Authority

Sch. #778/10

Description of Records:

Contractor's Bidding Folders Jan. - Dec. 1976.

Sincerely yours,

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

RECORDS TRANSMITTAL

AND RECEIPT

Accession No.

Date Received

80 B 11

11/6/79

Signature

Title

Francis J. [unclear]

1. From: (Name, Division, Address or Agency)

Dept. of General Services
Plans and Specifications
301 W. Preston St., Balto., Md. 21201

2. Building and Room

State Office Bldg.
Room 1404

3. Phone

383-3995

4. To: State Records Center

5. Signature: (Agency Official)

Frank Vehrstedt

6. No. of Cu.Ft.

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~R 33~~
~~S 3~~
~~Sect 3~~

1
2

Contractor's Bidding folders (XAG to P-65)
(Jan. thru Dec., 1976)
Contractor's Bidding folders (XR to Z)
(Jan. thru Dec., 1976)

778/10
5 years
5 years

Jan '82

S 3
R 33

1410-1411

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

75B22

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	Payrolls	778	9		2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
75B22	2	1-2

Disposal Authority

Sch. #778/9

Description of Records:

Payrolls

Sincerely yours,

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

C.B.

Disposal

RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75B22

8/1/74

1. FROM: (Name and Division of Transferring Agency)

General Services

Signature

James F. Styniest

Title

Clerk III

2. Address of Agency:
301 W. Preston St.
Balto., Md. 21201

3. TO: STATE RECORDS CENTER

Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.

B-8

6. Telephone No.

393-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

~~Range E~~
~~Section 3~~
~~Shelf 6~~

1 (#176)

2 Record Center Boxes
Payrolls for Central Laboratory and office building Central Utilities Plant

2 (#177)

Payrolls for Morgan State College expanded gym, student union building, education bldg.

3.178

778/9
1978

R-106
S-31

8137-81388139

(Use Plain Unlined Paper For Continuation Sheets)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

75B21

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.				
1-3	Folder Files #9, #10, #11	808	6		3	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
75B21	3	1-3

Disposal Authority

Sch. #808 Item #6

Description of Records:

Folder Files - #9, #10, #11

Sincerely yours,

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

CB
RECORDS TRANSMITTAL AND RECEIPT

To Be Completed At State Records Center

Accession No.

Date Records Received

75B21

8/1/74

Dispose

1. **FROM:** (Name and Division of Transferring Agency)
 General Services
 Construction and Design

Signature
 James F. Styniest
 Title
 Clerk III

2. Address of Agency:
 301 W. Preston St.
 Balto., Md.

3. **TO:** STATE RECORDS CENTER
 Baltimore Records Center

4. Agency Official (Signature)

Schwartz

5. Building & Room No.
 B-8

6. Telephone No.
 393-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

~~Range E~~
 Section 3
 Shelves 6-7

1-3

3 Record Center Boxes
 Folder Files
 #9, #10, #11

dispose- 1975

*Superseded by
 808 / 6
 Non-Record
 material*

*R-106
 S-30*

8134-8136

(Use Plain Unlined Paper For Continuation Sheets)

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. General Services

Reporting Agency

Construction Division

75B20

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.				
1-4	Progress Photographs	778	4		4	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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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
75B20	4	1-4

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photographs

Sincerely yours,

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

CB
RECORDS TRANSMITTAL AND RECEIPT
Disposal

To Be Completed At State Records Center

Accession No.

Date Records Received

75B20

8/1/74

1. FROM: (Name and Division of Transferring Agency)
 General Services
 Construction and Design

Signature
 James F. Stymiest

Title
 Clerk III

2. Address of Agency:
 301 W. Preston St.
 Balto., Md. 21201

3. TO: STATE RECORDS CENTER
 Baltimore Records Center

4. Agency Official (Signature)

5. Building & Room No.
 B-8

6. Telephone No.
 383-2086

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No)

Range E
 Section 3
 Shelf 7

1-4

4 Record Center Boxes
 Progress Photographs

~~99~~ 5
~~Retain~~
 Permanently
 778/4
 1974

(R106
 530-31)

(Use Plain Unlined Paper For Continuation Sheets)

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. General Services

Reporting Agency

Construction Division

Division or Bureau

75B79

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.				
1-6/ 12-16	Engineering & Construction Folders	Non-Record			11	7-82	Recycled

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

Paul Lamborn
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
75B79	11	1-6/ 12-16

Disposal Authority

Non-Record

Description of Records:

Engineering & Construction Folders

Sincerely yours,

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

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

75B79

1. From: (Name, Division, Address or Agency)

Signature

Dept. General Services
Engineering & Construction

Title

2. Building and Room

3. Phone

4. To: State Records Center

5. Signature: (Agency Official)

6. No. of Cu.Ft.

11

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-33
S-26

1-6
12-16

Engineering & Construction
Engineering & Construction

(Use Plain Unlined Paper For Continuation Pages)

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. General Services

Reporting Agency

Construction Division

75B73

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	Progress Photos	778	4		1	7-82	Recycled

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

Paul Lombason
Signature

Record Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.-Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 1982
They will be destroyed as scheduled if no reply is received within one
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side. Include also a new disposal date for these records.

Accession or Lot Number	Cubic Feet	Box Numbers
75B73	1	1

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photos

Sincerely yours,

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

RECORDS TRANSMITTAL

AND RECEIPT

Complete at State Records Center

Accession No.

Date Received

75B73

1. From: (Name, Division, Address or Agency)

Dept. General Services
Design of Construction

Signature

Title

2. Building and Room

3. Phone

4. To: State Records Center

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 No.)

R-33
S-26

1

Progress Photos

Sch. #778 Item #4

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Balto., MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1884	1	1

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photographs - 1956-1961

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 9/10/71
Lot No.: 1884
Range: 107-
Section(s) *25/12*
Shelf
Received by: J. Hirsch
Remarks:
R107
525

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: Progress Photographs
- 4. Inclusive Dates: 1956 - 1961

5. Schedule No. <i>778-99</i>	6. Item No. <i>45</i>	7. Scheduled Disposal Date: <u>Permanent</u> <i>1961</i>	8. Actual Disposal Date:
----------------------------------	--------------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Mildred Jones *8287*

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1563

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	Progress Photographs of Work Projects	778	4	1956-1963	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1563	1	1

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photographs of Work Projects - 1956-1963

Sincerely yours,

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

Destroy
CB

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS
2. DIVISION CONSTRUCTION DIV.
3. RECORD TITLE PROGRESS PHOTOGRAPHS OF WORK PROJECTS
4. DATES 1956-1963

DATE: 8-13-69
LOT NO.: 1563
RANGE: ~~3~~
SECTION(S): ~~7~~
RECEIVED BY:
REMARKS: *R26*
S14

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
99 <i>778</i>	54	PERMANENT <i>1963</i>	

NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

1 record center box
Boys Village-Patuxent
D.M.V. - STATE POLICE STATE HOUSE
ANNAPOLIS

Signature of Agency representative:

Record Center representative:

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #574

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	University of MD, & Educational Misc.	875	1	1957-1958	1	7-82	Recycled

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

Paul Lamberson
 Signature

Record Center Manager
 Title

7/12/82
 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
574	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

University of MD, & Educational M,sc. - 1957- 1958

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

(Prepare in Triplicate)

1. AGENCY DEPT. OF PUBLIC IMPROVEMENTS

2. DIVISION CONSTRUCTION DIV.

3. RECORD TITLE UNIVERSITY OF MD, & EDUCATIONAL MISC.

4. DATES 1957-1958

DATE: 10-19-62

LOT NO.: 574

RANGE:

SECTION(S): 18

RECEIVED BY: J. Hirsch

REMARKS: R8
S8

5. SCHEDULE NO.	6. ITEM NO.	7. SCHEDULED DISPOSAL DATE	8. ACTUAL DISPOSAL DATE
875	1	1970 PERMANENT	

9. NUMERICAL LISTING BY BOX NUMBER, SHOWING MAJOR FILE BREAKS AND INCLUSIVE DATES

10. NUMBER OF CUBIC FEET

1 record center box arranged by name of agency ~~XXXXXXXXXX~~ and project.

General correspondence.

- Contents of box: UMB -54-02 B^B
- UMB -49-05 A
 - UMB 54- 02 A
 - UMCP -57-02
 - UMCP -57-04
 - UMCP 57-01
 - UMCP -54-02
 - UMCP 54-03
 - UM-S-56-01
 - UMP-54-02
 - UMCP-57-02
 - MC-55-04
 - EB-54-03
 - PDD-55-02
 - PDD-49-01

Signature of Agency representative:

Record Center representative:

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. General Services

Reporting Agency

Construction Division

Lot #712

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	General Correspondence - Steel Reports, Inspection Reports, Change Orders, Concrete Test Reports, Elevator Certificates	875	1	1957-1960	1	7-82	Recycled

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


 Signature


 Title

7/12/82
 Date

Destroy
C.P.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 9/16/63

Lot No.: 712

Range: 10

Section(s) 6
Staff 2

Received by: *J. Hirsch*

Remarks:
R-32
S-15

1. Agency: Department of Public Improvements
2. Division: Construction Division
3. Record Title: General Correspondence *
4. Inclusive Dates: 1957 to 1960

5. Schedule No. <i>E-75</i>	6. Item No. <i>1</i>	7. Scheduled Disposal Date: <i>1270</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Steel Reports, Inspection Reports, Change Orders, Concrete Test Reports, Elevator Certificates

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Barrett O. Billman *630*
(per m.f.)

347



DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
712	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

General Correspondence 1957 - 1960

Steel Reports, Inspection Reports, Change Orders, Concrete Test

Reports, Elevator Certificates

Sincerely yours,

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

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1103

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	Short Forms-General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports	875	1	1958-1963	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1103	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - General Correspondence, Concrete Reports, Steel
Reports, Field Engineers, Weekly Reports - 1958-1963

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 1/27/66

CB

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

Lot No.: 1103 ✓
Range: *H-7* R32

Section(s) *4* S21
Sheet 2
Received by: *J. Huich*

Remarks:
R32
S21

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1958 - 1963

5. Schedule No. <i>875</i>	6. Item No. <i>18</i>	7. Scheduled Disposal Date: <i>Permanent 1974</i>	8. Actual Disposal Date:
----------------------------	-----------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports.

Mrs. Jones

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Garrett O. Bellmire
DRP

822

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #690

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.				
59	Capital Improvements	843-6	1	1959 to 1960	1	7-82	Recycled

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

Paul Lamborn
Signature

Records Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
690	1	59

Disposal Authority

Sch. #813-6 Item #1

Description of Records:

Capital Improvements - 1959 to 1960

Sincerely yours,

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

*Destroy
CIB.*

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 7/31/63

Lot No.: 690

Range:

Section(s)

shelf

Received by:

J. Husid

Remarks:

*R34 schedule
S19 Pending*

1. Agency: Department of Public Improvement

2. Division: Office

3. Record Title: Capital Improvements

4. Inclusive Dates: 1959 to 1960

5. Schedule No. <u>84.3-6</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1970</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box.

BOX 59

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size 1/2 drawer
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Edwin J. Laska

3964

3/77



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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #827

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.				
1-3	**Also Short Form Contracts, Weekly Reports, General Correspondence	875	1	1959-1961	3	7-82	Recycled

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

Paul Lambert
Signature

Record Center Manager
Title

7/12/82
Date

Destroy
CR

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 4/6/64 ✓
Lot No.: 827 ✓
Range: ~~10~~
Section(s) ~~6~~
Shelf 5
Received by: *J. H. H. H.*
Remarks:
R-32
3-15

- 1. Agency: Department of Public Improvements
- 2. Division: Construction Division
- 3. Record Title: General Correspondence *
- 4. Inclusive Dates: 1959 - 1960, 1960 - 1961

5. Schedule No. <i>99 & 75</i>	6. Item No. <i>1</i>	7. Scheduled Disposal Date: <i>Permanent 1971</i>	8. Actual Disposal Date:
---------------------------------------	-------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

* Also Short Form Contracts, Weekly Reports

BOXES No. 1 -

- Frostburg State College 1959 - 1960
- Morgan State College
- Maryland Penitentiary
- Bowie State College
- Boys' Village of Maryland

2 -

- State Police 1959 - 1961
- Military
- Patuxent Institution
- Montrose School for Girls
- Md. Training School for Boys
- U. of Maryland
- Princess Anne State College

3 -

- 1960 - 1961
- Forest & Parks
- Dept. of Correction
- Coppin State College
- School for the Deaf
- Bowie State College
- Crownsville State Hospital
- Perkins
- Eastern Shore
- Montebello State Hospital
- Henryton State Hospital, also Health Dept.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Garrett O. Billmore
611-613 (m. Jones)

367

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
Dept. General Services- Construction Division
To: 301 W. Preston St. - Rm. 1307
Balto., MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
827	3	1-3

Disposal Authority

Sch. #875 Item #1

Description of Records:

**Also Short Form Contracts, Weekly Reports- General Correspondence

1959,-1961

Sincerely yours,

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

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1013

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	Construction-Short Forms	875	1	1959-1962	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1013	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Construction - Short Forms - 1959 - 1962

Sincerely yours,

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

*Destroy
c/s:*

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 5/13/65

Lot No.: 1013 ✓

Range: ~~10~~

Section(s) ~~17~~
Sheet 3

Received by: *J. Husch*

Remarks:
*R-32
S-15*

- 1. Agency: Department of Public Improvements
- 2. Division: Construction
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1959 - 1962

5. Schedule No. <u>875</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>Permanent</u> <i>(1973)</i>	8. Actual Disposal Date:
----------------------------	-----------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes arranged by name of agency or institution and then by project number.

* also Engineers Reports, Daily Correspondence, Weekly Progress Reports, Test Reports.

Mrs. Jones

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
Go B. Jones

641-642

3/7

MLL

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. General Services
 Reporting Agency

Construction Division

Division or Bureau

Lot #833

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	General Correspondence	875	1	1960-1961	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
Dept. General Services-Construction Division
To: 301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
833	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

General Correspondence - 1960 - 1961

Sincerely yours,

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

Destroy
CP

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 4/27/64
Lot No.: 833
Range: ~~10~~ R32
Section(s) ~~4~~ S21
shelf 5
Received by: J. Hirsch
Remarks:
R32
S21

- Agency: Department of Public Improvements
- Division: Construction Division
- Record Title: General Correspondence *
- Inclusive Dates: 1960 - 1961

5. Schedule No. <u>99 of 75</u>	6. Item No. <u>21</u>	7. Scheduled Disposal Date: <u>Permanent 1971</u>	8. Actual Disposal Date:
------------------------------------	--------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Short Form Contracts, Weekly Reports, Concrete Test Reports, Steel Reports

Annapolis; Research & Education; Reformatory for Males; Springfield State Hospital; Rosewood State Hospital; Salisbury State College; Western Maryland State Hospital; Towson State Teachers College; University of Maryland.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

G. O. Billmire

802

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1567

PREPARE IN DUPLICATE

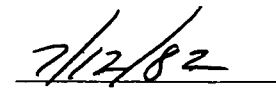
Retain one copy and forward original to above address

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.				
101-102	Board of Public Works Meeting Minutes and DPI Agendas	777	3	1/4/60 - 12/10/62	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
1567	2	101-102

Disposal Authority

Sch. #777 Item #3

Description of Records:

Board of Public Works Meeting Minutes and DPI Agendas

1/4/60 - 12/10/62

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 8/18/69
Lot No.: 1567 ✓
Range: ~~26~~ H R32
Section(s) ~~2~~ 4 S21
Shelf 4
Received by: J. Hirsch
Remarks: R32
S21

1. Agency: Department of Public Improvements
2. Division: Accounting Office
3. Record Title: Bd. of Public Works Meeting Minutes and
4. Inclusive Dates: DPI. Agendas 1/4/60 - 12/10/62

5. Schedule No. <u>777</u>	6. Item No. <u>3</u>	7. Scheduled Disposal Date: <u>1977</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes
Box No. 101 - 102

10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
Stella Miser 797-798

3/77

✓

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1513

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.				
1-3	Correspondence, Progress Photographs, New York Worlds Fair	875	1	1960-1966	3	7-82	Recycled

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

Paul Campbell
Signature

Records Center Manager
Title

7/12/82
Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St. Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1513	3	1-3

Disposal Authority

Sch. #875 Item #1

Description of Records:

Correspondence, Progress Photographs, New York Worlds Fair

1960-1966

Sincerely yours,

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

Destroy
CB

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 2/26/69 ✓

Lot No.: 1513 ✓

Range: ~~26~~ 10

Section(s) 26
~~Shelves 34~~

Received by:

Remarks:
R-32
S-15

1. Agency: Dept. of Public Improvements
2. Division: Construction Div.
3. Record Title: Correspondence *
4. Inclusive Dates: 1960-1966

5. Schedule No. <u>99</u>	6. Item No. <u>1**</u>	7. Scheduled Disposal Date: <u>1976 Permanent</u>	8. Actual Disposal Date:
---------------------------	------------------------	---	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

* also Photographs

Boxes 1. Correspondence

2. Progress Photographs sched. 99 Item #1 - **

3. New York Worlds Fair

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____ c. Transfiles _____
- b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

624-626

317

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1932	1	1

Disposal Authority

Sch. #843-6 Item #11

Description of Records:

Minutes of Board of Public Works - Jan. 1962 - Dec. 1965

Sincerely yours,

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

Destroy
C.P.R.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 12/17/71
Lot No.: 1932
Range: ~~26~~ H R32
Section(s) ~~1~~ H 924
shelf 2
Received by: J. Hirsch
Remarks:
R32
521

- 1. Agency: Department of Public Improvements
- 2. Division: Office
- 3. Record Title: Minutes of Board of Public Works
- 4. Inclusive Dates: Jan. 1962 - Dec. 1965

5. Schedule No. <i>543-6</i>	6. Item No. <i>4</i>	7. Scheduled Disposal Date: Non Scheduled 1975	8. Actual Disposal Date:
---------------------------------	-------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box
Box 106

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) 1 Box

11. Signature of Agency representative:
F. Bampton *823*

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1271

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	Short Forms-Weekly Reports, Concrete Reports, Steel Reports	875		1963-1964	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1271	2	1-2

Disposal Authority

Sch. #875

Description of Records:

Short Forms - Weekly Reports, Concrete Reports, Steel Reports,

1963-1964

Sincerely yours,

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

District
CPB

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 3/21/67

Lot No.: 1271

Range: ~~19~~ 19 35

Section(s) ~~4~~ 4 1
Shelves

Received by: *J. Hurid*

Remarks:

R35
S1

- 1. Agency: Department of Public Improvements
- 2. Division: Construction Division
- 3. Record Title: Short Forms
- 4. Inclusive Dates: 1963 - 1964

5. Schedule No. <u>99 875</u>	6. Item No. <u>2</u>	7. Scheduled Disposal Date: <u>Permanent 1975</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

Weekly Reports
Concrete Reports
Steel Reports

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Miriam Jones *4616 - 4617*

3/27



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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1664

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.				
103-104	Board of Public Works Minutes and DPI	777	3	Jan. 1963, June 1964-July 1964 - Dec. 1965	2	7-82	Recycled

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


Signature


Title


Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
1664	2	103-104

Disposal Authority

Sch. #777 Item #3

Description of Records:

Board of Public Works Minutes and DPI. - Jan. 1963 - June 1964-

July 1964 - Dec. 1965

Sincerely yours,

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

Destroy

2 copies

0 ✓

C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 6/3/70

Lot No.: 1664 ✓

Range: ~~26~~ *H* R32

Section(s) ~~2~~ *H* S21
shelf ₃

Received by: J. Hirsch

Remarks:
R32
S21

1. Agency: Department of Public Improvements
2. Division: Accounting Office
3. Record Title: Board of Public Works Minutes and DPI.
Jan 1, 1963 - Jun 1964 Agendas
4. Inclusive Dates: July 1964 - Dec. 1965

5. Schedule No. <i>277</i>	6. Item No. <i>3</i>	7. Scheduled Disposal Date: <i>1980</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

- Box No. 103
- Box No. 104

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Stella Miser *808-809*

3/72

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1408

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	Short Forms-General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports	875	1	1964-1965	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St. - Rm 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1408	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms- General Correspondence, Concrete Reports, Steel
Reports, Field Engineers, Weekly Reports - 1964-1965

Sincerely yours,

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

RECORDS TRANSMITTAL SHEET

Destroy
C.B.

- Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by Record Center:

Date: 4/17/68

Lot No.: 1408

Range: ~~27-10~~

Section(s) ~~7-4-6~~

~~shelf~~
Received by: 3

Remarks:

R-32
S-15

1. Agency: Dept. of Public Improvements

2. Division: Construction Div.

3. Record Title: Short Forms *

4. Inclusive Dates: 1964-1965

5. Schedule No. <i>875</i>	6. Item No. <i>12</i>	7. Scheduled Disposal Date: <i>1976 Permanent</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* General Correspondence, Concrete Reports, Steel Reports, Field Engineers, Weekly Reports

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

627

317

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. General Services
 Reporting Agency

Construction Division Lot. #1532
 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	Short Forms Contracts-Weekly Inspector's Reports, Concrete & Steel Reports, Short Form Con- tracts, & Change Orders	_875	1	1964-1965	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. of General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1532	1	1

Disposal Authority

Sch. #875

Item #1

Description of Records:

Short Forms Contracts- Weekly Inspector's Reports, Concrete &
Steel Reports, Short Form Contracts, & Change Orders 1964-1965

Sincerely yours,

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

*Destroy
C.B.*

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by Record Center:
 Date: 5/5/69
 Lot No.: 1532
 Range: 11 R32
 Section(s): Shelf 2 04 S21
 Received by:
 Remarks:
R32 S21

1. Agency: Dept. of Public Improvements
2. Division: Construction Div.
3. Record Title: Short Form Contracts*
4. Inclusive Dates: 1964 -1965

5. Schedule No. <u>875</u>	6. Item No. <u>12</u>	7. Scheduled Disposal Date: <u>1977 Permanent</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Weekly Inspector's Reports; Concrete & Steel Reports, Short Form Contracts, & Change Orders

Mrs. Jones

10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
816

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1856

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.				
1-3	Short Forms	875	1	1964-1968	3	7-82	Recycled

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


Signature


Title


Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82.
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
1856	3	1-3

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - 1964- 1968

Sincerely yours,

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

Destroy

RECORDS TRANSMITTAL SHEET

JB

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
 Record Center:
 Date: 8/19/71 ✓
 Lot No.: 1856 ✓
 Range: ~~26-11~~
 Section(s) ~~1-2~~
~~Shelf 1~~
 Received by: J. Hirsch
 Remarks:
 R-32
 S-20

- 1. Agency: Department of General Services
- 2. Division: Dept. of Public Improvements (Construction)
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1964 - 1968

5. Schedule No. <u>875-99</u>	6. Item No. <u>1-2</u>	7. Scheduled Disposal Date: <u>Permanent</u>	8. Actual Disposal Date: <u>1979</u>
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

3 record center boxes

* Weekly Reports, Concrete, Steel Reports etc.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

William F. Lee

743-745

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1870

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	Short Forms-Weekly Reports, Concrete, Steel Products et.	875	1	1964-1968	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1870	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - Weekly Reports, Concrete, Steel Products etc.

1964-1968

Sincerely yours,

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

Destroy
CB

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by Record Center:
Date: 8/30/71
Lot No.: 1870 ✓
Range: 26 <i>HR32</i>
Section(s) 1 <i># 521</i>
<i>Shelf</i> 4 <i>4</i>
Received by: J. Hirsch
Remarks:

- 1. Agency: Department of General Services
- 2. Division: Construction
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1964 - 1968

5. Schedule No. <u>875</u>	6. Item No. <u>99</u>	7. Scheduled Disposal Date: <u>Permanently 1979</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

* Weekly Reports, Concrete, Steel Products etc.

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

Richard Jones
803-804

3h7

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1945

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	Progress Photographs	778	4	1964-1970	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 21, 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
1945	2	1-2

Disposal Authority

Sch. #778 Item #4

Description of Records:

Progress Photographs - 1964 - 1970

Sincerely yours,

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

Destroy
EP:

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 2/8/72
Lot No.: 1945
Range: ~~2711~~ R32
Section(s) ~~5~~ # S21
Shelf 3
Received by: J. Hirsch
Remarks: R32
S21

1. Agency: Department of Public Improvement
2. Division: Construction
3. Record Title: Progress Photographs
4. Inclusive Dates: 1964-1970

5. Schedule No. <u>778</u>	6. Item No. <u>45</u>	7. Scheduled Disposal Date: <u>Remained (1970)</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Mildred P. Jones

810-811

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1950

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	Short Forms-General Correspondence, weekly reports	875	1	1964-1971	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1950	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - General Correspondence, Weekly Reports-1964-1971

Sincerely yours,

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

Destroy
CR

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: *2/9/72*
Lot No.: *1950*
Range: ~~*5-11*~~ *R32*
Section(s) ~~*5-4*~~ *S21*
Shell
Received by: *J. Hirsch*
Remarks:

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

1. Agency: *Department of General Services*
2. Division: *Construction Division*
3. Record Title: *Short Forms &*
4. Inclusive Dates: *1964-1971*

5. Schedule No. <i>75-49</i>	6. Item No. <i>21</i>	7. Scheduled Disposal Date: <i>Permanent (1980)</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 record center boxes

** General Correspondence, Weekly Reports.*

10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

Mildred P. Jones *799-800*

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1781

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	Spring Grove, Springfield, Rosewood Henryton, Princess Anne, Morgan, School for Deaf, Towson, Frost- burg, Coppin, Bowie, Perkins, Montebello-Hospitals	875	1	1965-1966	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm, 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1781	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Spring Grove, Springfield, Rosewood, Henryton, Princess Anne.

Morgan, School for Deaf, Towson, Frostburg, Coppin, Bowie,

Perkins, Montebello - Hospitals - 1965-1966

Sincerely yours,

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

Destroy
CP

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 4/6/71
Lot No.: 1781
Range: <i>HR32</i>
Section(s) <i>4SR1</i>
<i>Shelf 2</i>
Received by: J. Hirsch
Remarks:

- 1. Agency: Department of Public Improvements
- 2. Division: Construction Division
- 3. Record Title: Hospitals *
- 4. Inclusive Dates: 1965 - 1966

5. Schedule No. <u>875</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1776</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box). Numerical listing (continued)

1 record center box

- * Spring Grove, Springfield, Rosewood, Henryton, Princess Anne, Morgan, School for Deaf, Towson, Frostburg, Coppin, Bowie, Perkins, Montebello

3/77

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

JLB

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1564

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	Short Forms	875	1	1965-1967	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1564	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - 1965- 1967

Sincerely yours,

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

RECORDS TRANSMITTAL SHEET

To be completed by
 Record Center:
 Date: 8/13/69 ✓
 Lct No.: 1564 ✓
 Range: ~~2~~ H R32
 Section(s) ~~4~~ S21
 Shoff 5
 Received by:
 Remarks:
 R32
 S21

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

- 1. Agency: Dept. of Public Improvements
- 2. Division: Construction Div.
- 3. Record Title: Short forms
- 4. Inclusive Dates: 1965 - 1967

5. Schedule No. <u>75-99</u>	6. Item No. <u>1</u>	7. Scheduled Disposal Date: <u>1977 Permanent</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

8/2

3/77

Destroy
CB

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. General Services

Reporting Agency

Construction Division

Lot #1882

Division or Bureau

PREPARE IN DUPLICATE

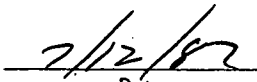
Retain one copy and forward original to above address

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	Short Forms-Steel Reports, Inspectors Reports	875	1	1966-1968, 1971	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1882	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms- Steel Reports, Inspector's Reports - 1966-1968, 1971

Sincerely yours,

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

*Destroy
C.B.*

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 9/10/71

Lot No.: 1882

Range: ~~2733~~

Section(s) ~~520~~
Shelf 3

Received by: J. Hirsch

Remarks:

- 1. Agency: Department of General Services
- 2. Division: Construction
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1966 - 1968, 1971

5. Schedule No. <i>8 75</i>	6. Item No. <i>21</i>	7. Scheduled Disposal Date: <u>Permanent 1979</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

- 2 record center boxes
- * Steel Reports, Inspectors' Reports

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

3/77
Waldred Jones ~~2302~~ 2302-2303

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1688

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	Short Forms-Concrete Test Reports, Steel Test Reports, Weekly field inspector reports	875	1	1966-1968	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1688	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms- Concrete Test Reports, Steel Test Reports,

Weekly field inspector reports. 1966-1968

Sincerely yours,

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

Destroy
C/B

RECORDS TRANSMITTAL SHEET

To be completed by
Record Center:
Date: 8/21/70 ✓

Lot No.: 1688 ✓

Range: ~~27~~ H R32

Section(s) ~~4~~ # S21
Sheet 5

Received by: J. Hirsch

Remarks:
R32
S21

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

- 1. Agency: Dept. of Public Improvements
- 2. Division: Construction Division
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1966 - 1968

5. Schedule No. <u>875</u>	6. Item No. <u>15</u>	7. Scheduled Disposal Date: <u>Permanent</u> <i>(1978)</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Concrete Test Reports
Steel Test Reports

Weekly Field Inspector Reports

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

805

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #1689

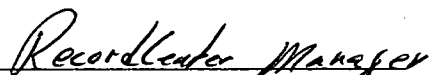
PREPARE IN DUPLICATE

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	Agendas for Board of Public Works	843-6	3	June 20, 1967- Feb. 17, 1970	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
1689	1	1

Disposal Authority

Sch. #843-6 Item #3

Description of Records:

Agendas for Board of Public Works - June 20, 1967 - Feb. 17, 1970

Sincerely yours,

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

Destroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 8/21/70

Lot No.: 1689

Range: ~~2~~ *10*

Section(s) ~~7~~ *7*
Shelf 7

Received by: J. Hirsch

Remarks:
R-32
S-15

- 1. Agency: Dept. of Public Improvements
- 2. Division: Administration
- 3. Record Title: Agendas for Board of Public Works
- 4. Inclusive Dates: June 20, 1967 - Feb. 17, 1970

5. Schedule No. <i>8-27-6</i>	6. Item No. <i>3</i>	7. Scheduled Disposal Date: <i>Non-Scheduled</i>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

* Agendas for Board of Public Works Meetings

Box 105

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
634

3/77

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. General Services

Reporting Agency

PREPARE IN DUPLICATE

Retain one copy and forward original to above address

Construction Division

Lot #2144

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.				
1-13	Folder File (Design & Construction)			Nov.1967-June 1973	13	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

Mr. John Hartlove
To: Dept. General Services - Construction Division
301 W. Preston St. - Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
2144	13	1-13

Disposal Authority

See Attached Transmittal

Description of Records:

Folder File - Nov. 1967 - June 1973 (Design & Construction)

Sincerely yours,

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

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 8/15/73
Lot No.: 2144
Range: ~~24~~
Section(s) 2
Shelves 3-5
Received by: J. Hirsch
Remarks: R32
S23-24

1. Agency: Department of General Services
2. Division: Design & Construction
3. Record Title: Folder File *
4. Inclusive Dates: November 1967 - June 1973

5. Schedule No. <u>99</u>	6. Item No. <u>8</u>	7. Scheduled Disposal Date: <u>Jan. 1973</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

Non-Record

13 Record Center boxes

* Correspondence, Brochures & Blue prints

939
927

12

10. Quantity and type of filing equipment released:
a. File drawers, letter-size _____ c. Transfiles _____
b. File drawers, legal-size _____ d. Other (specify) _____

11. Signature of Agency representative:

Floris B. Braxton

927-939

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #1956

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	Short Forms-Weekly Reports	875	1	1968-1970	1	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD

Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
1956	1	1

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - Weekly Reports 1968-1970

Sincerely yours,

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

Destroy
C.R.

0

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 3/17/72
Lot No.: 1956
Range: ~~2-11~~
Section(s) ~~2-1~~
shelf 2
Received by: *J. Hirsch*
Remarks:
R-32
S-19

- 1. Agency: Dept. of General Services
- 2. Division: Construction Division
- 3. Record Title: Short Forms *
- 4. Inclusive Dates: 1968-1970

5. Schedule No. <u>2099</u>	6. Item No. <u>2</u>	7. Scheduled Disposal Date: <u>Permanent (1980)</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

1 record center box

** Weekly Reports*

10. Quantity and type of filing equipment released:

- a. File drawers, letter-size _____
- b. File drawers, legal-size _____
- c. Transfiles _____
- d. Other (specify) _____

11. Signature of Agency representative:

JONES

698

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot. #2053

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	Short Forms	875	1	1969-1971	2	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 14, 1982

To: Mr. John Hartlove
Dept. General Services- Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on June 14, 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
2053	2	1-2

Disposal Authority

Sch. #875 Item #1

Description of Records:

Short Forms - 1969-1971

Sincerely yours,

Paul C. Lamberson
Records Center Manager

State Records Center, Waterloo Maryland.
Phone 799-1379

D. Atroy
C.B.

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by Record Center:
Date: 2/8/73
Lot No.: 2053
Range: 20 32
Section(s) 4 31 <i>shelf 3</i>
Received by: J. Hirsch
Remarks:

- 1. Agency: Department of General Services
- 2. Division: Construction
- 3. Record Title: Short Forms
- 4. Inclusive Dates: 1969 - 1971

5. Schedule No. <u>75-99</u>	6. Item No. <u>21</u>	7. Scheduled Disposal Date: <u>Reassessment (1971)</u>	8. Actual Disposal Date:
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9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

2 Record Center boxes

Jones

- 10. Quantity and type of filing equipment released:
 - a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:
1318-1319

3/77

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. General Services

Reporting Agency

Construction Division

Division or Bureau

Lot #2122

PREPARE IN DUPLICATE

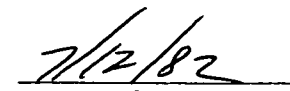
Retain one copy and forward original to above address

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.				
1-4	Folder Files	808	6	7/69-7/30/71	4	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

The records described below are eligible for disposal on 6-21-82. 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
2122	4	1-4

Disposal Authority

Sch. #808 Item #6

Description of Records:

Folder Files - 7/69 - 7/30/71

Sincerely yours,

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

CB

Dispose

RECORDS TRANSMITTAL SHEET

Prepare in triplicate after records have been received and labeled. Two copies will be returned to the Agency, one copy to be retained by Agency as its receipt, and the other to be signed and returned to the Record Center.

To be completed by
Record Center:
Date: 6/20/73
Lot No.: 2122
Range: K
Section(s) ~~9~~
Shelves ~~14~~
Received by:
Remarks: R108
S30

- 1. Agency: General Services
- 2. Division: Design and Construction
- 3. Record Title: Folder Files
- 4. Inclusive Dates: 7/69 - 7/30/71

5. Schedule No. <u>99</u>	6. Item No. <u>1 & 2</u>	7. Scheduled Disposal Date: Permanent	8. Actual Disposal Date:
------------------------------	---------------------------------	--	--------------------------

9. Numerical listing by box number, showing major file breaks, inclusive dates (each box).

Numerical listing (continued)

Superseded by Sched 808/6 Non-Record Material

Drawings, Blueprints, Brochures, Correspondence

- Box 1 : TS - 652 Women's Dormitory, Salisbury State College
- TS - 675 Women's Dormitory " " "
- Box 2 : T - 654 Towson State College, Fine Arts Building
- Box 3 : T - 673 Administration Building, Towson State College
- T - 692 Dormitory " " "
- T - 682 Science Building " " "
- Box 4 : US - 668 Academic Bldg. #2, Univ. of Md. Balto. Co.
- U - 684 Undergraduate Library, Univ. of Md. College Park

10. Quantity and type of filing equipment released:
- a. File drawers, letter-size _____
 - b. File drawers, legal-size _____
 - c. Transfiles _____
 - d. Other (specify) _____

11. Signature of Agency representative:

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. General Services

Reporting Agency

Construction Division

80B23

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.				
1-32	File Folders	808	6	Jan. 1969 - Dec. 1978	32	7-82	Recycled

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


 Signature


 Title


 Date

DEPARTMENT OF GENERAL SERVICES
Records Management Division
State Records Center

Date May 21, 1982

Mr. John Hartlove
To: Dept. General Services-Construction Division
301 W. Preston St.- Rm. 1307
Baltimore, MD
Subject: Disposal Clearance

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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
80B23	32	1-32

Disposal Authority

Sch. #808 Item #6

Description of Records:

File Folders- Jan. 1969 - Dec. 1978

Sincerely yours,

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