

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. 93W1293	DATE REC'D 4-19-93
B. DIVISION/UNIT Business Office-Inmate accnts		LOCATION RANGE SECTION(S) 18 7	RM CODE 23.05.1101
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		NO. OF CU. FT. 5	
D. PHONE NO. 301-797-2250 Ext 320 <i>or Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Rose Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	F/Y 1989 COMMISSARY ACCOUNT CARDS 5 Boxes	July 2006	
1	Charles Abbott 194393 to MacClain Davis 193379	<i>1406-10</i>	
2	Otto Davis 185398 to James Hooper 191793	<i>5B</i>	
3	Everette Horseman 188920 to Sterling Myles 179335	<i>7/09</i>	
4	Michael Nailor 191914 to Donta Sylve 180881		
5	Johnnie Tabb 192201 to Jice Zimmerman 182486		

R-18
S-7-~~11~~



RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. <i>93W1294</i>	DATE REC'D <i>4-19-93</i>
B. DIVISION/UNIT Business Office-Inmate accnts		LOCATION RANGE SECTION(S) <i>18 7</i>	RM CODE <i>23.05.11.01</i>
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		NO. OF CU. FT. <i>2</i>	
D. PHONE NO. 301-797-2250 Ext 320 <i>on Sp 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Pre Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	INMATE LEDGERS AND CLERANCE SHEETS 2 boxes F/Y 1989 Charles Abbott 194393 to Michael Joynes 195276	July 2006 <i>1406-10</i> <i>5C</i> <i>7/09</i>	
2	Steven Kaham 188137 to Wayne Ziegler 187934		

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S-7



RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. 93W1295	DATE REC'D 4-19-93
B. DIVISION/UNIT Business Office-Inmate accounts			RM CODE 23.05.11.01
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) 18 7	NO. OF CU. FT. 3
D. PHONE NO. 301-797-2250 Ext 320 <i>or Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Rae Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	INMATE ACCOUNT LEDGERS F/Y 89 CLOSED OUT CARDS Nabil Abdullah 145587 to Derrick Fuqua 182322	July 2006 <i>1406-10</i> <i>SC</i> <i>7/09</i>	
2	Robert Gaines 173273 to Sterling Myles 179335		
3	Michael Nailer 191914 to Jice Zimmerman 182486		
(These are closed out cards before going to computer)			

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CPA/IN/EL

PI



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. 93W1296	DATE REC'D 4-19-93
B. DIVISION/UNIT Business Office-Inmate accnts			RM CODE 23-05-11-01
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) 18 7	NO. OF CU. FT. 3
D. PHONE NO. 301-797-2250 Ext 320 <i>on Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Rose Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	INMATE ACCOUNT LEDGERS F/Y 89 Active Ledgers for RCI before going on computer	July 2006 1406-10 5C 7/09
1	Eugene Abbott 176184 to Nathaniel Gross 173275	
2	Richard Haig 191327 to John Ryan 190916	
3	Ralph saah 183277 to Dennis Zovko 193372	

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES


A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. 93W 1297	DATE REC'D 4-19-93
B. DIVISION/UNIT Business Office-Inmate accnts			RM CODE 2305.11.01
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) 18 7-8	NO. OF CU. FT. 4
D. PHONE NO. 301-797-2250 Ext 320 <i>or Ext 357</i>		RECORDS CENTER MANAGER ✓	
E. AGENCY OFFICIAL <i>Rae Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	INMATE ACCOUNT LEDGERS F/Y 89 4 boxes Active legers for MCTC before going to computer	July 2006 1406-10 5c 7/09
1	Donald Abel 189455 to Michael Fuller 174412	
2	Paul Gabriszeski 168282 to Kenneth Kutcherman 189337	
3	Robert Lacey 194375 to David Ryan 186773	
4	Khamnol Sackpaseuth 183490 to Craig Zello 184570	

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S-7-8

STATION POSITION
8-15-81



RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ROXBURY CORRECTION INSTITUTION		ACCESSION NO. <i>93W1298</i>	DATE REC'D <i>4-19-93</i>
B. DIVISION/UNIT Business Office-Inmate accnts			RM CODE <i>23.05.11.01</i>
C. MAILING ADDRESS 18701 Roxbury Road Hagerstown, Maryland 21746		LOCATION RANGE SECTION(S) <i>18 8</i>	NO. OF CU. FT. <i>4</i>
D. PHONE NO. 301-797-2250 Ext 320 <i>or Ext 357</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Paul Light</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	INMATE ACCOUNT LEDGERS F/Y 89 4 boxes Active ledgers for MCI before going on computer	July 2006
1	Evan Abdullah 167273 to George Dyson 149650	<i>1406-10 5-C 7/09</i>
2	Pernell Eaddy 172683 to Walter Kyles 151876	
3	Warrem Lambert 188603 to Jerome Rustin 172222	
4	John Sakay 189477 to Keith Zebulum 188172	

R-18

S-8

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23.05.12.03 DPSCS

Reporting Agency

Eastern Correctional Institution
Personnel

Division or Unit

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

Prepare in duplicate

Retain one (1) copy and forward original to address at left.

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W1111	Personnel Files - Ex Employees who left employment	1406-15	1	FY 1989	4	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature _____ Records Center Manager Title _____ December 31, 2009 Date

RECORDS TRANSMITTAL AND RECEIPT

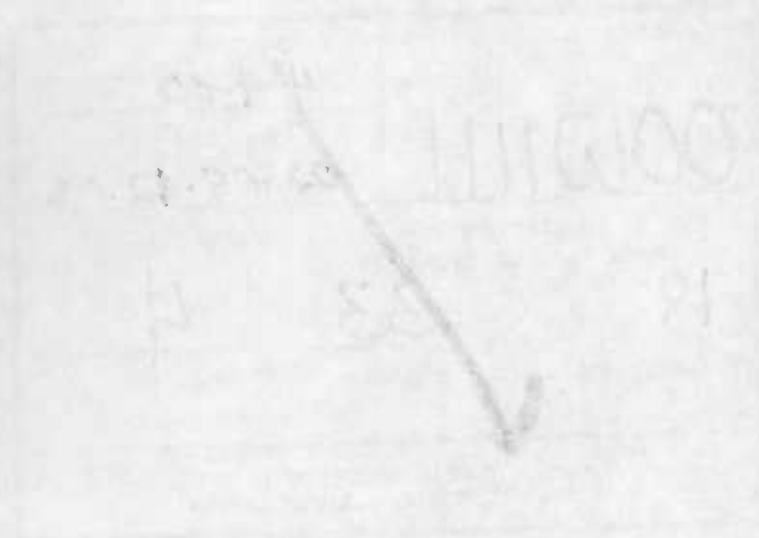
DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. EASTERN Correctional INST.		ACCESSION NO. 00W1111	DATE REC'D 4-4-00
B. DIVISION/UNIT DRSCS/ Division of Correction		LOCATION RANGE SECTION(S) 18 33	FM CODE 23.05.42.03
C. MAILING ADDRESS 30420 Revells Neck Rd. WESTOVER MD 21890			NO. OF CU. FT. 4
D. PHONE NO. 410-651-9000 X4379		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Laur M Dwyer		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	Personnel Files - Ex Employees who left employment 1989 (A-H)	Dispose YR 2009	
2	(H-L)	Item# - 1 Schedule - 1406-15	
3	(M-S)		
4	(S-W)		

R-18

S-33



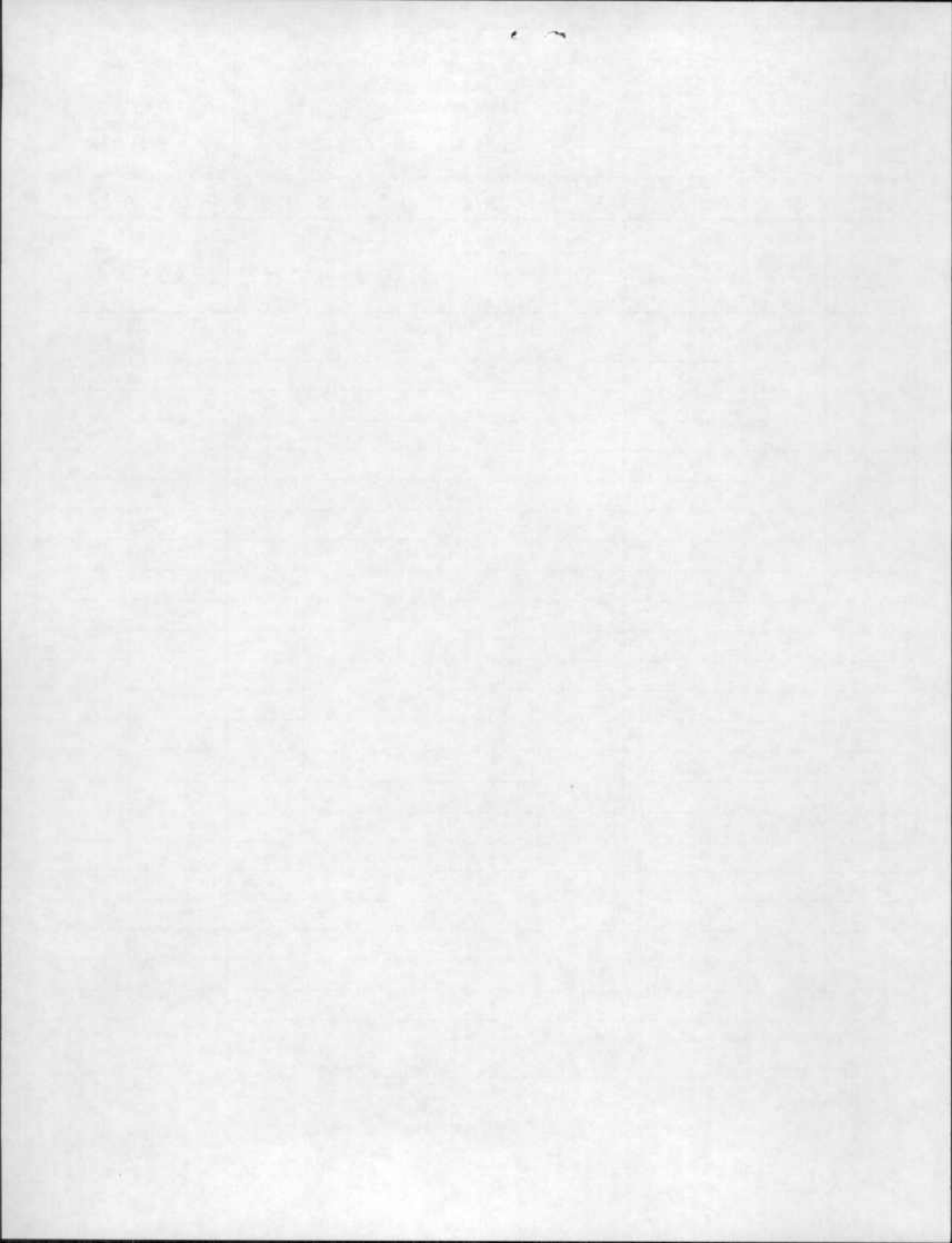
23.10.03	DPSCS	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Headquarters - Division of Correction Case Management			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
09W343	Institutional Administrative Remedy Files	1406-6	8	2004	1	7/2009	RECYCLE

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

_____ Charlie P. Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
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DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. HQ-DPSCS-DOC		Accession No. DAW343	Date Rec'd 10-27-08
B. Division/Unit Case Management Suite 310		Location Range Section(s)	RM Code 23.10.03
C. Mailing Address 6776 Reisterstown Rd Suite 310 Baltimore, MD 21215		34 ✓ 7	No. of Cu. Ft. 1
D. Phone No. 410-585-3335		Records Center Manager	
E. Agency Official		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
ID	All 2004 ARP Files	Schedule 1406-6 Item #8 Disposal Date 12/08 7/2009	

70-92-01

20-01-22

CHAS WAD

J P HE

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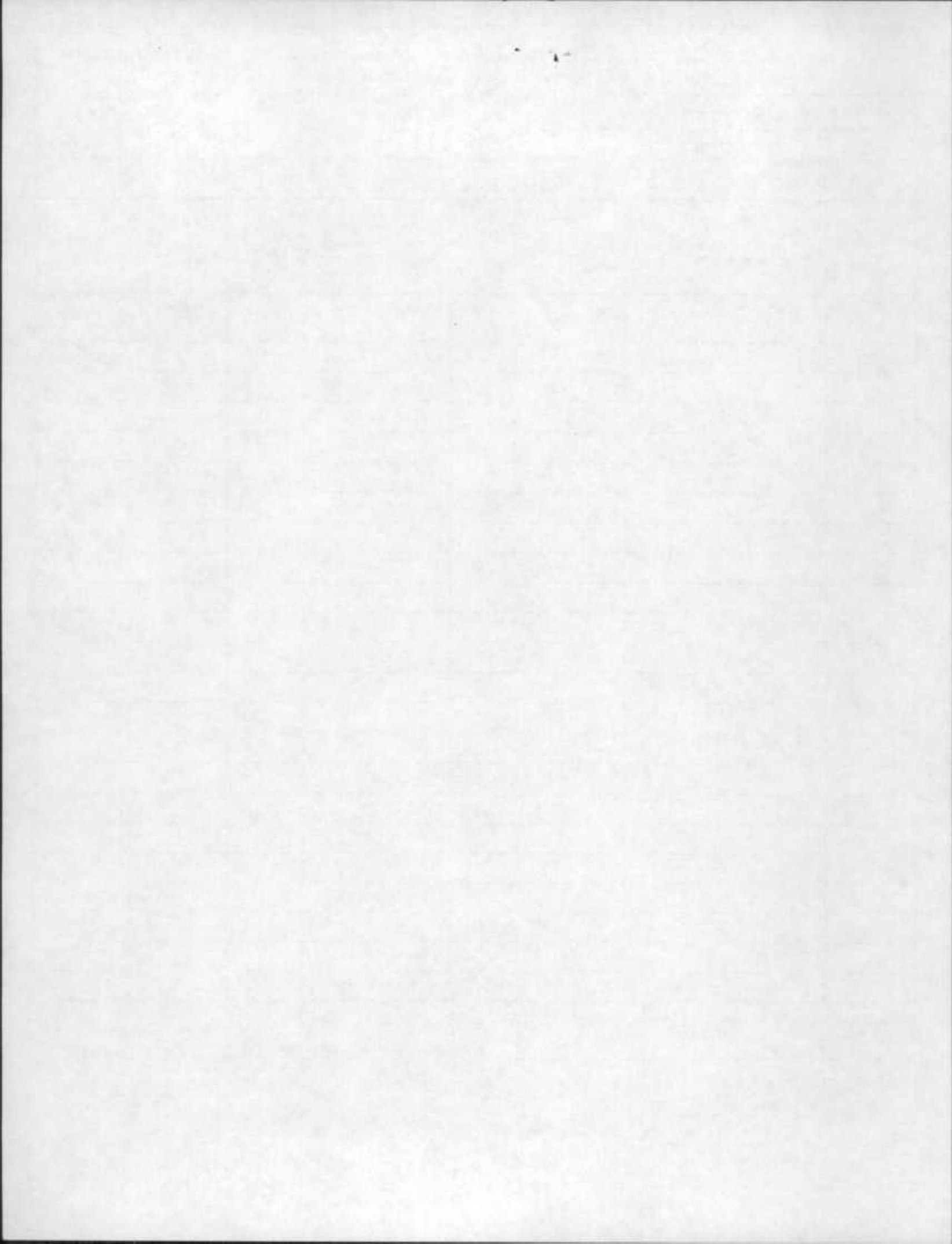
25.01	MSRA	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland State Retirement Agency			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
00W763	Investment / Accounting Records	1824	4b	1999	1	7/2009	RECYCLE
04W612	Accounting General Ledgers	1824	4b	FY 1998 - FY 2001	59	7/2009	RECYCLE

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

_____ Charlie P Lopez _____ December 31, 2009
 Signature Title Date



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

Proof

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. <i>00W763</i>	DATE REC'D <i>12-20-99</i>
B. DIVISION/UNIT		LOCATION PAGE SECTION(S) <i>107 3</i>	FM CODE <i>25-01</i>
C. MAILING ADDRESS STATE RETIREMENT AGENCY 120 EAST BALTIMORE STREET BALTIMORE, MARYLAND 21202-1600		NO. OF CU. FT. <i>1</i>	
D. PHONE NO. 410 625 5555 1 800 492 5909		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
<i>1</i>	<i>Inv./acct. 1/99-5/99 COMM PAPER</i>	<i>Sch # 1824 7/2009 Item #</i>

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RECEIVED

DEC 8 1998

RECORDS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

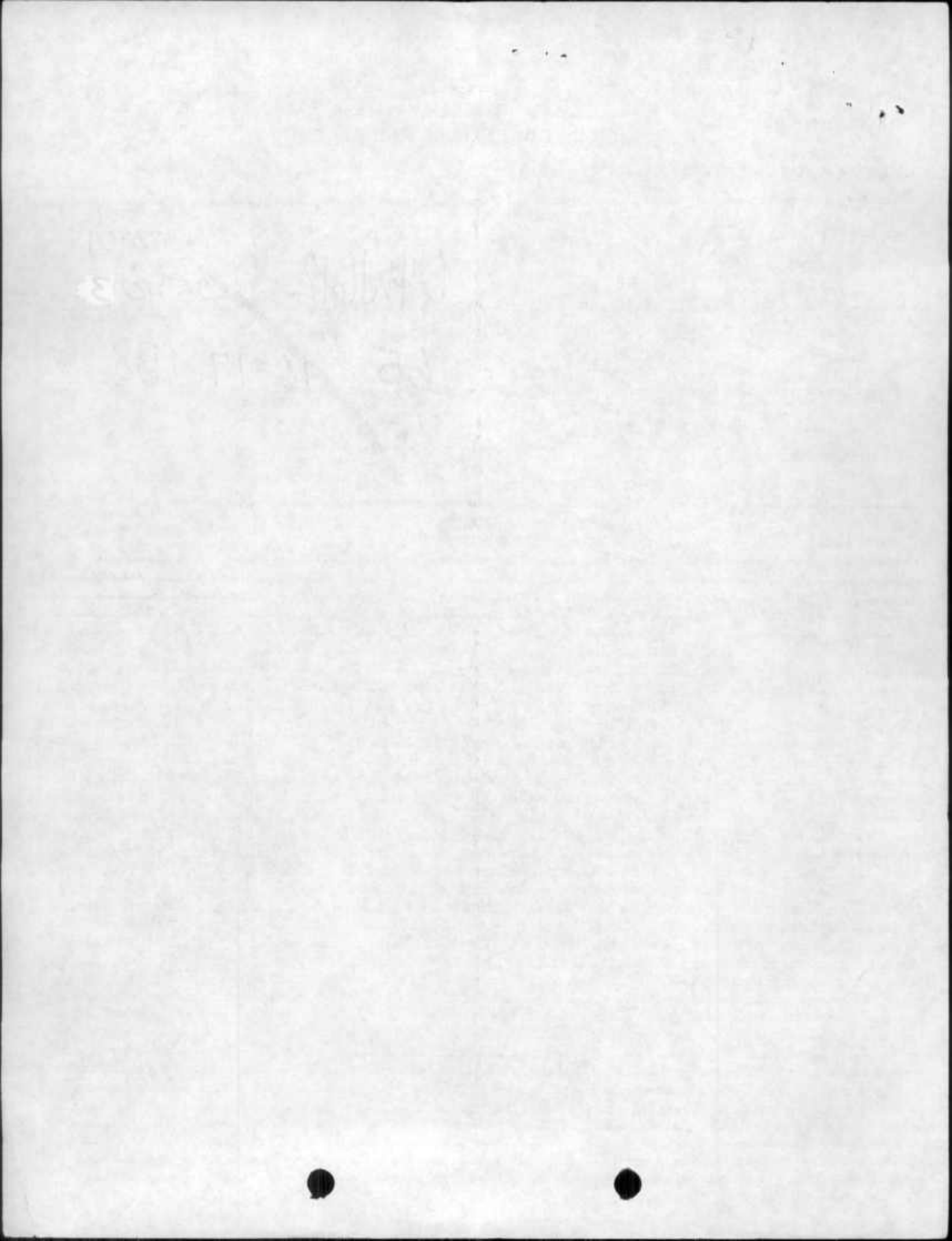
RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MSRA		ACCESSION NO. Q4W612	DATE REC'D 1-23-04
B. DIVISION/UNIT Accounting		LOCATION RANGE SECTION(S) 65 16-17	RM CODE 25.01
C. MAILING ADDRESS 120 East Balt. more street Baltimore, MD. 21202		NO. OF CU. FT. 58	
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		<i>Sched # 1824</i>
		<i>Trans # 4B</i>
1	Accounting Gen. Ledger 7/98 to	7/04
2	" Payment Vouchers FY 98-FY 99	7/06
3	" " " Dec-Jan FY 01	7/05
4	" " " 4/00-7/00	7/07
5	" " " Jul FY 01 - Sept 00	7/07
6	" Journal 5/00-6/01 FY 00-FY 01	7/25
7	" Benefit 6/96-11/96 FY 96-97	7/05
8	" Journal Vouchers 6/98-5/99 FY 99	7/04
9	" Payment Vouchers 12/99-4/00	7/07
10	" Dedicated Bond Journals 2000-2001	7/04
11	" Payment Vouchers 2/01-4/01 FY 01	7/08
12	" Cash Receipts Listing 1/01-4/01	7/04
13	" Bank Stmt-Pd listing + 015 8/97-12/97	7/04
14	" Cash Receipts Listing 9/00-12/00 FY 01	7/04
15	" Cash Receipts Transmittals 6/00	7/04
16	" Receipt Statements - Refunds 5/97-6/97	7/05
17	" Payment Voucher 4/00-6/00 FY 00	7/08
18	" " 2/00-3/00 FY 00	7/08
19	" Cash Receipts Listing 6/00-8/00 FY 00	7/04
20	" Transmittals FY 01	7/04
21	" Daily Receipts Trans. 7/99-1/00 FY 00	7/04
22	" Cancelled CKs, Receipts MTA Return CK 7/99-6/00	7/04
23	" DAFR 130-2251-8901-2261 7/99-6/00	7/04
24	" Daily Receipts Trans. 2/00-3/00 FY 00	7/04
25	" Trans. FY 01	7/04
26	" T106-T120 Closing FY 00-01	7/04
27	" Trans. 7/99-6/00 FY 00	7/04
28	" FY 01 Int.	7/04



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

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DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. M.S.R.A.		ACCESSION NO. 04W612	DATE REC'D 1-23-04
B. DIVISION/UNIT Accounting			RM CODE 25.03
C. MAILING ADDRESS 120 East Balt. More St. Baltimore, MD. 21037		LOCATION RANGE SECTION(S) 65 16-17	NO. OF CU. FT. 58
D. PHONE NO. 410 625-5575		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy G. Sykes		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
29	Accounting Trans Fy 01	2004
30	" Daily Receipts Trans 4/00-5/00 Fy 00	2004
31	" Trans. DAFR 2271-8901-T100 Fy 00	2004
32	" Accts. Payable Trans Fy 00	2004
33	" Reference Files Invoices 5-4 7/99-6/00	2004
34	" Reference Files - Inter. Trans 7/99-6/00	2004
35	" TRANS. Fy 00 Accts Payable	2004
36	" Ref. Files, Invoices Working Fund 7/99-6/00	2004
37	" " " A-I 7/99-6/00	2004
38	" Trans - Fy 01	2004
39	" Benefit statement Outstanding list 1/96-6/96	7/04
40	" " " 7/95-12/95	7/04
41	" Journal Vouchers 5/99 5/00	7/04
42	" Payment Voucher 7/98-10/99 Fy 98	7/06
43	" " " 10/98-3/98 Fy 98	7/06
44	" " " 11/02-00 Fy 00	7/09
45	" Cash Receipt Listing 0/00 5/00 Fy 00	7/04
46	" Benefit statement 7/96 5/97 Fy 97	7/06
47	" Cash Receipts Listing 11/99 1/00 Fy 00	7/04
48	" 1st money order 9/30/98-8/13/01 Fy 98	7/06
49	" General Ledger 7/00-6/01	7/05
50	" Cash Receipt Listing 5/01-6/01	7/04
51	" Cash Flow Recomm- 2000-2001	7/04
52	" Payment Vouchers 5/00 10/00 Fy 00	7/09
53	" " " 5/01-6/01 Fy 01	7/08
54	" General Ledger 7/99-6/00	7/06
55	" " " Fy 98	7/04
56	" Payment Vouchers 7/99-12/99 Fy 99	7/06
57	" " " 9/01-11/01 Fy 01	7/08
58	" Cash Receipts Listing 7/99-10/00	7/04

R-65

S-16-17

(R-65 S-17-18)
12 SPACES

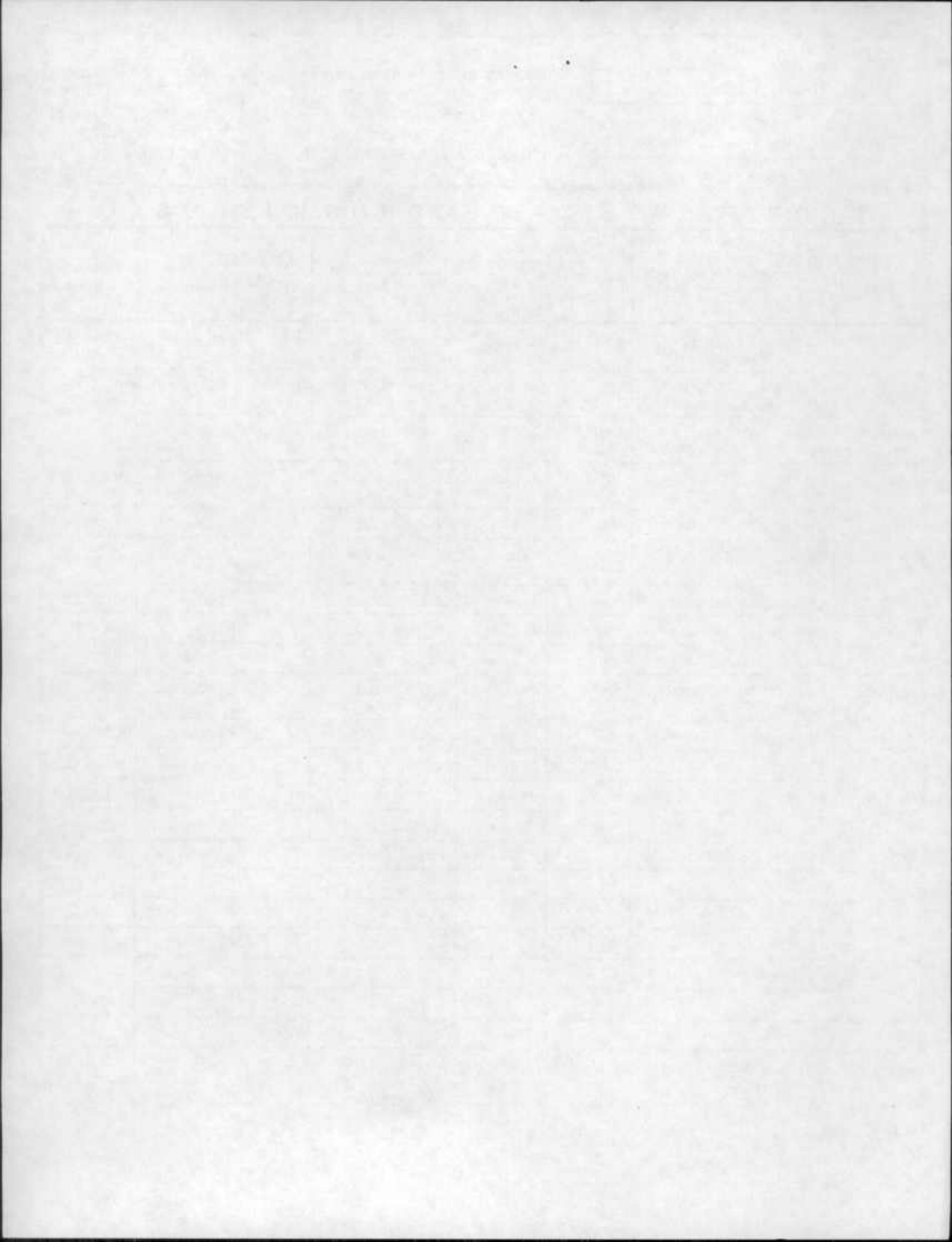
26.01.06.00	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Transit Administration Office of Engineering - Construction			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
03W87	Contract No. T-0583-0140 MARC Platform Shelters	1001	All Items	12/1999 - 5/2002	1	7/2009	RECYCLE
03W88	Contract No. T-0313-0140 MARC Laurel Station Parking	1001	All Items	1/2001 - 5/2002	1	7/2009	RECYCLE
03W89	Contract T-0313-0140, T- 0448-0140, T-0276-0140	1001	All Item	2/1998 - 7/2002	1	7/2009	RECYCLE
04W419	Contract NO. MTA T-0237- 0140	1001	All Item	2/2000 - 6/2002	4	7/2009	RECYCLE
04W433	Contract No. T-0234-0140	1001	All Items	3/1999 - 1/2002	1	7/2009	RECYCLE
04W434	Contract No. MTA-T-0455- 0140	1001	All Items	1/1999 - 6/2002	1	7/2009	RECYCLE
04W435	Contract No. T-0213-0240	1001	All Items	9/1999 - 5/2002	1	7/2009	RECYCLE
04W436	Contract No. T-0453-0140	1001	All Items	10/1999 - 5/2002	1	7/2009	RECYCLE
04W437	Contract No. T-0453-0140	1001	All Items	10/1999 - 5/2002	1	7/2009	RECYCLE
04W440	Contract No. MTA T-0227- 0240 Metro Tunnel	1001	All Items	2/2000 - 9/2002	1	7/2009	RECYCLE
04W441	Contract No. T-0237-0140	1001	All Items	2/2000 - 6/2002	1	7/2009	RECYCLE
04W443	Contract No. T-0455-0140	1001	All Items	10/1999 - 9/2002	1	7/2009	RECYCLE
05W600	Contract No. 0071-0240	1001	All Items	12/1999 - 12/2002	2	7/2009	RECYCLE
05W603	Contract No. T-0823-0140	1001	All Items	1/2001 - 1/2002	1	7/2009	RECYCLE
05W604	Contract No. T-0213-0240	1001	All Items	4/2000 - 5/2002	1	7/2009	RECYCLE

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

Charlie P Lopez _____ Signature	Records Center Manager _____ Title	December 31, 2009 _____ Date
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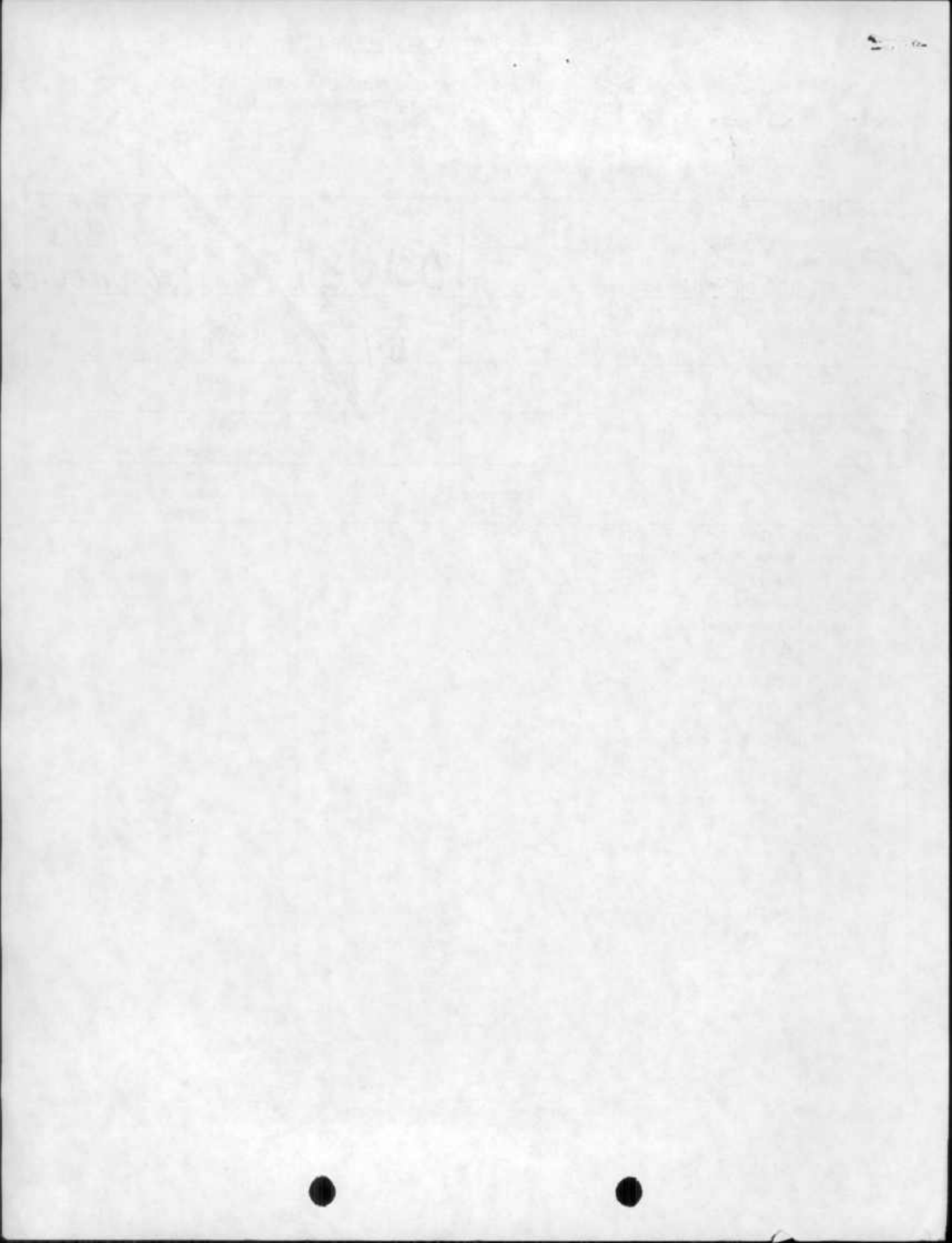


RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 03W87	DATE REC'D 8-14-02
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 54 SECTION(S) 3	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 1 of 1	Contract No. T-0583-0140 12/99 - 5/02 MARC Platform Shelters Field Files: CCR/CN Certified Payroll Change Order # 001 Closeout Contract Specifications Book Correspondence Diary Engineers Estimate Faxes Inspector Daily Reports Inspectors Project Folder Key Personnel Ledger Memos Miscellaneous Work Allowance Notes Notes of Pre-Construction Meetings Notice of Award Notice to Proceed Pay Estimates 1 - 4 Photos Preconstruction Documents Progress Meetings 1 - 9 RFI's (Request For Information) Shop Drawings	Schedule # 1001 All Items July 2009	



Box 1 of 1 Status Reports
(continued) Subcontractors
 Submittals

MARC Files:

General
Pay Estimates
Spec Book

Changes & Claims:

CCR/CN # 001
C.O. # 001
Closeout

R-54

S-3

2010

RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 03W88	DATE REC'D 8-14-02
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 54 SECTION(S) 25	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 1 of 1	MARC Laurel Station Parking Expansion-Demolition Project Contract No. T-0313-0140 1/16/01 - 5/01/02 Drawings Spec Book Project Photos Item Ledger Inspector Daily Reports (IDR) Semi-final & Final Acceptance Final Payment Submittal Miscellaneous Project Key Personnel Addenda Contract Documents Submittals Office Equipment NTP Pre-Construction Conference Change Order Progress Payment Nos. 1, 2, 3 Status Reports Subcontractor Approval Forms Permit Information FRI Log No. 001 - Mobilization No. 003 - Engineer's Office Type 1 Equipment No. 004 - Demolition	Schedule # 1001 All Items July, 2009	

92/50

Box 1 of 1 No. 006 Chain Link Fence
Continued Contractor to RE
MTA to RE
RE to Contractor
L.O.T. to Contractor
L.O.T. to MTA
L.O.T. to SHA
L.O.T. from Contractor

R-54

S-25

RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 03W189	DATE REC'D 8-14-02
B. DIVISION/UNIT TDD/Office of Engineering-Construction			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 17 SECTION(S) 4	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	T-0313-0140 1/01 - 7/02 Laurel MARC Sta. Parking Expansion-Demolition Project General Change Order No. 001 (Changes & Claims) Closeout	Schedule # 1001 All Items July 2009
	T-0448-0140 9/99 - 7/02 Twin Oaks Road Maintenance & Parking General Pay Estimates Spec Book C.O. No. 1 (Changes & Claims) Closeout	
	T-0276-0140 2/98 - 6/02 Slope Protection Repairs @ North Avenue Specs Incoming Correspondence Outgoing Correspondence Memorandum Pay Estimates Change Order Nos. 1, 2 & 3 Claim Spec Booklet TRL Files Spec Book Change Order No. 3 (Changes & Claims) Closeout	

R-17

S-4

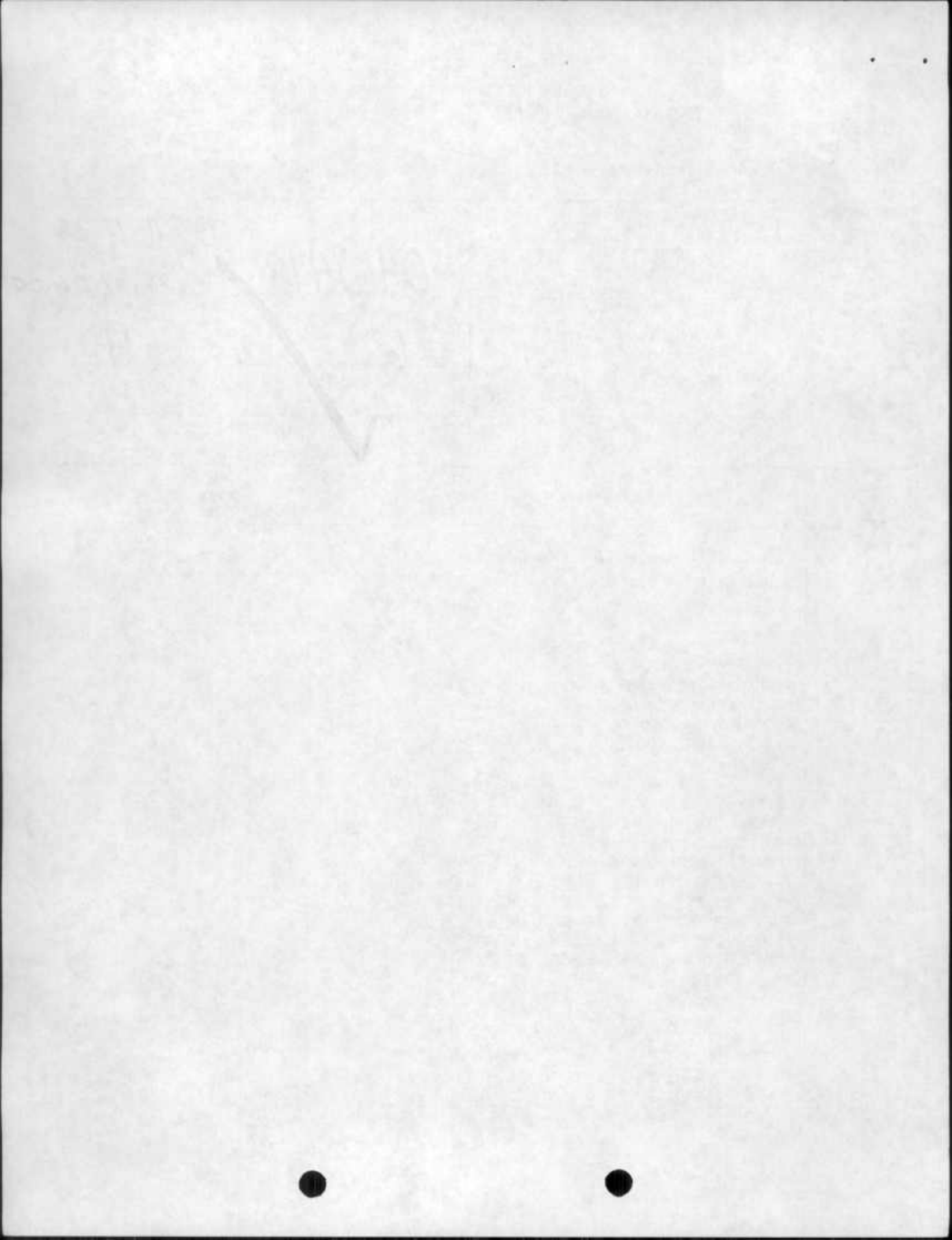
RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 04W419	DATE REC'D 11-18-03
B. DIVISION/UNIT Office of Engineering-Construction			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 6 SECTION(S) 3	NO. OF CU. FT 4
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 1 OF 4	Old Court & Milford Mill Platform Rehabilitation Contract No. MTA T-0237-0140 02/00 - 06/02 CONTRACT SPECIFICATION BOOK ITEM LEDGER EMERGENCY TELEPHONE NUMBERS CONTRACT DOCUMENTS LETTER OF INTENT / BID TABS PRE-CONSTRUCTION MEETING NOTICE TO PROCEED SCHEDULE MEETINGS STATUS REPORTS PROGRESS MEETING MINUTES - VOL. I PROGRESS MEETING MINUTES - VOL. II GENERAL CORRESPONDENCE SPEED LETTERS CORRESPONDENCE MTA TO SCHLOSSER - VOL. I CORRESPONDENCE MTA TO SCHLOSSER - VOL. II CORRESPONDENCE SCHLOSSER TO MTA - VOL. I CORRESPONDENCE SCHLOSSER TO MTA - VOL. II CORRESPONDENCE SHCLOSSER TO MTA - VOL. III CORRESPONDENCE SHCLOSSER SUPT. TO RE REQUESTS FOR INFORMATION CORRESPONDENCE JMT TO MTA CORRESPONDENCE SPEARS/VOTTA TO MTA CORRESPONDENCE RE TO MTA - VOL. I CORRESPONDENCE RE TO MTA - VOL. II CORRESPONDENCE RE TO MTA - VOL. III CORRECPONDENCE RE TO MTA - VOL. IV	Schedule # 1001 All Items July 2009



2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>BOX 1 OF 4</p> <p>BOX 2 OF 4</p>	<p>Old Court & Milford Mill Platform Rehabilitation Contract No. MTA T-0237-0140 CORRESPONDENCE RE TO MTA - VOL. V CORRESPONDENCE RE TO MTA - VOL. VI CORRESPONDENCE RE TO JMT IN-HOUSE MEMORANDUMS MTA IN-HOUSE MEETINGS MEMORANDUMS TO FILE INTER-OFFICE MEMORANDUMS SUBCONTRACTOR APPROVALS CONTRACTOR'S APPLICATION FOR PAYMENT ESTIMATE WORK SHEETS CONTRACTOR'S PROGRESS PAYMENT CLOSE OUT DOCUMENTS RED TAG REQUESTS - VOL. I RED TAG REQUESTS - VOL. II RED TAG REQUESTS - VOL. III NON-COMPLIANCE REPORTS SURVEY NOTES SUBMITTAL LOG TRANSMITTALS RE TO CONTRACTOR TRANSMITTALS CONTRACTOR TO RE TRANSMITTALS TO DESIGN CONSULTANT - VOL. I TRANSMITTALS TO DESIGN CONSULTANT - VOL. II TRANSMITTALS TO DESIGN CONSULTANT - VOL. III TRANSMITTALS TO DESIGN CONSULTANT - VOL. IV TRANSMITTALS TO DESIGN CONSULTANT - VOL. V TRANSMITTALS TO DESIGN CONSULTANT - VOL. VI MATERIAL DELIVERY TICKETS - GENERAL ITEMS MATERIAL DELIVERY TICKETS - CONCRETE TICKETS - VOL. I MATERIAL DELIVERY TICKETS - CONCRETE TICKETS - VOL. II CONCRETE PLACEMENT CHECKLISTS CONCRETE CYLINDER BREAKS MATERIAL DELIVERY TICKETS - ELECTRICAL TEST REPORTS ELECTRICAL - MEGGER REPORTS MATERIAL DELIVERY TICKETS - SNOW MELT CABLE TEST REPORTS SNOW MELT CABLE - MEGGER REPORTS PUNCH LIST INSPECTOR'S DAILY REPORTS - VOL. I INSPECTOR'S DAILY REPORTS - VOL. II INSPECTOR'S DAILY REPORTS - VOL. III</p>	<p>Schedule # 1001 All Items</p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 3 OF 4	<p>Old Court & Milford Mill Platform Rehabilitation Contract No. MTA T-0237-0140 INSPECTOR'S DAILY REPORTS - VOL. IV INSPECTOR'S DAILY REPORTS - VOL. V INSPECTOR'S DAILY REPORTS - VOL. VI INSPECTOR'S DAILY REPORTS - VOL. VII INSPECTOR'S DAILY REPORTS - VOL. VIII INSPECTOR'S DAILY REPORTS - VOL. IX INSPECTOR'S DAILY REPORTS - VOL. X C.O. NO. 001 TRANSFORMER AND FEEDER CHANGES C.O. NO. 002 ADDITIONAL COSTS AND TIME IN PHASES III & IV C. O. NO. 003 ADDITIONAL CONCRETE PLANT OPENINGS C. O. NO. 004 SUPPLEMENTAL ELECTRIC WORK AT PLATFORMS C. O. NO. 005 FINAL BID QUANTITY ADJUSTMENTS CN/CCR 001 OFFICE FURNITURE CN/CCR 002 PLATFORM ELECTRICAL REPLACEMENT CN/CCR 003 FIBREGLASS ANGLES AT ELEVATORS & ESCALATORS CN/CCR 004 PLATFORM CRACKREPAIRS CN/CCR005 ELASTOMERIC FLASHING - MILFORD MILL CN/CCR 006 FIBREGLASS ANGLE CAULKING CN/CCR007 PLATFORM ELEVATIONS CN/CCR 008 PLATFORM DECKING CN/CCR009 TRANSFORMER & POWER FEED SNOW MELT SYSTEM CN/CCR 011 TRANSFORMER FENCE CN/CCR 012 FURNISH & INSTALL INDICATOR LIGHTS CN/CCR 013 SNOW MELT TUBING TIE DOWNS CN/CCR 014 CHIPPING FOR SNOW MELT TIE DOWNS CERTIFIED PAYROLLS - GENERAL CERTIFIED PAYROLLS - SCHLOSSER - VOL. I CERTIFIED PAYROLLS - SCHLOSSER - VOL. II CERTIFIED PAYROLLS - DECA, INC. CERTIFIED PAYROLLS - KEYSTONE PLUS CERTIFIED PAYROLLS - BLUMENTHAL-KAHN CERTIFIED PAYROLLS - ELION CONCRETE CERTIFIED PAYROLLS - CITY GENERAL CERTIFIED PAYROLLS - GENESIS STEEL CERTIFIED PAYROLLS - ENGINEERED PLASTICS CERTIFIED PAYROLLS - BAYTOWN COATINGS</p>	<p>Schedule # 1001 All Items</p>
BOX 4 OF 4	<p>APPROVED SUBMITTALS - VOL. I APPROVED SUBMITTALS - VOL. II APPROVED SUBMITTALS - VOL. IV</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 4 OF 4	<p>Old Court & Milford Mill Platform Rehabilitation Contract No. MTA T-0237-0140 APPROVED SUBMITTALS - VOL. V APPROVED SUBMITTALS - VOL. VI APPROVED SUBMITTALS - VOL. VII APPROVED SUBMITTALS - VOL. VIII APPROVED SUBMITTALS - VOL. IX SUBMITTALS PENDING - VOL. I SUBMITTALS PENDING - VOL. II SUBMITTALS PENDING - VOL. III SUBMITTALS PENDING - VOL. III SUBMITTALS PENDING - VOL. IV SUBMITTALS PENDING - VOL. V SUBMITTALS PENDING - VOL. VI SUBMITTALS PENDING - VOL. VII CONTRACTOR'S SCHEDULE / UPDATES - VOL. I CONTRACTOR'S SCHEDULE / UPDATES - VOL. II CONTRACTOR'S SCHEDULE / UPDATES - VOL. III CONTRACTOR'S SCHEDULE / UPDATES - VOL. IV PROGRESS PHOTOGRAPHS / NEGATIVES</p>	<p>Schedule # 1001 All Items</p>

R-6

S-3



RECORDS TRANSMITTAL AND RECEIPTS

EX

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 04W433		DATE REC'D 11-18-03
B. DIVISION/UNIT Office of Engineering/Construction Division		LOCATION 32 RANGE 30 SECTION(S)		FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Deno S. Yenias, Manager				
2. BOX NUMBERS 1 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE Contract No. T-0234-0140 03/23/99-01/03/02 Rogers Avenue Double Crossover Refurbishment <i>Field Office</i> <i>Notice to Proceed</i> <i>Sub-Contractor/MBE Report</i> <i>Bid Tabs</i> <i>Insurance/Bond</i> <i>Emergency Phone Numbers</i> <i>Status Reports</i> <i>Incoming Correspondence</i> <i>Outgoing Correspondence</i> <i>RFI's</i> <i>Schedule</i> <i>Submittals</i> <i>Progress Meetings</i> <i>Transmittals</i> <i>Certified Payrolls</i> <i>Action Items</i> <i>Errors & Omissions</i> <i>IDR's</i> <i>Red Tags</i> <i>LB Foster Shop Drawings</i> <i>Invoices</i> <i>Interoffice</i> <i>Ledger Book</i> <i>Meeting Minutes</i> <i>CCR/CN/CO</i> <i>Action Items</i> <i>Close Out Docs</i> <i>Specification</i>		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items July 1, 2009	

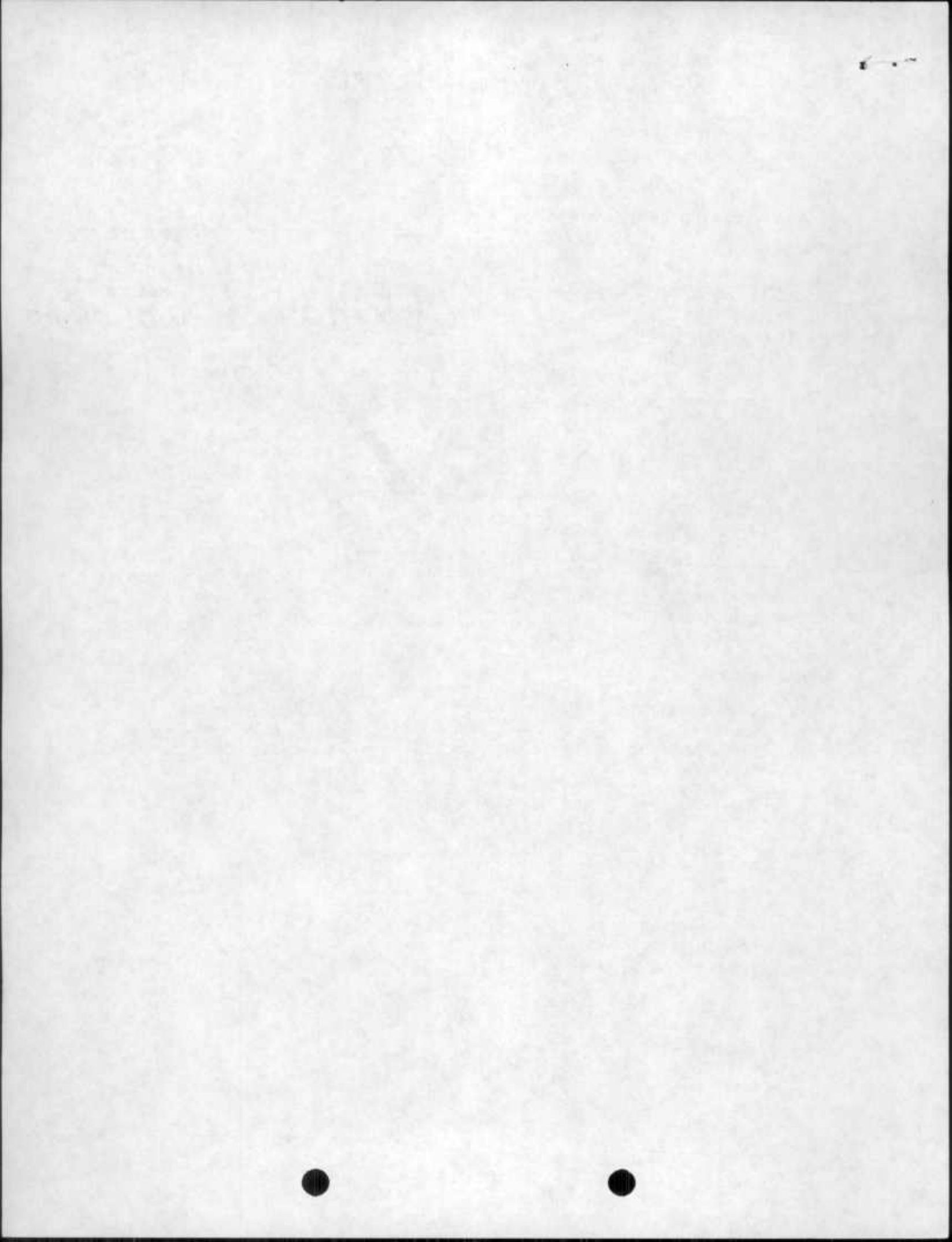
RECORDS TRANSMITTAL AND RECEIPTS

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DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Maryland Transit Administration	ACCESSION NO. 04W434	DATE REC'D 11-18-03
DIVISION/UNIT Office of Engineering/Construction	LOCATION RANGE SECTION(S) 32 30	FM CODE 26.01.06.00
MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202	NO. OF CU. FT 1	
PHONE NO. 410-767-3328	RECORD CENTER MANAGER	
AGENCY OFFICIAL Deno S. Yenias	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 1	Direct Fixation Fastener Replacement Baltimore Metro Northwest Line Contract No. MTA- T-0455-0140 01/99 - 06/02 File Index Action Items General Contract Data Transmittals from Contractor Correspondence from Contractor Facsimile from Contractor Incoming from Contract Administration Incoming from Facilities Engineering Incoming from MTA Incoming from Others Transmittals to Contractor Correspondence to Contractor Facsimile to Contractor Red Tags / Work Block Outages Outgoing to Construction Management Outgoing to Contract Administration Outgoing to Facilities Engineering Outgoing to MTA Outgoing to Others Subcontractor General Information Correspondence from SubContractor Correspondence to SubContractor Request for Information Change Notices Change Notice No.1 Change Notice No.2	Schedule No. 1001 All Items July 2009

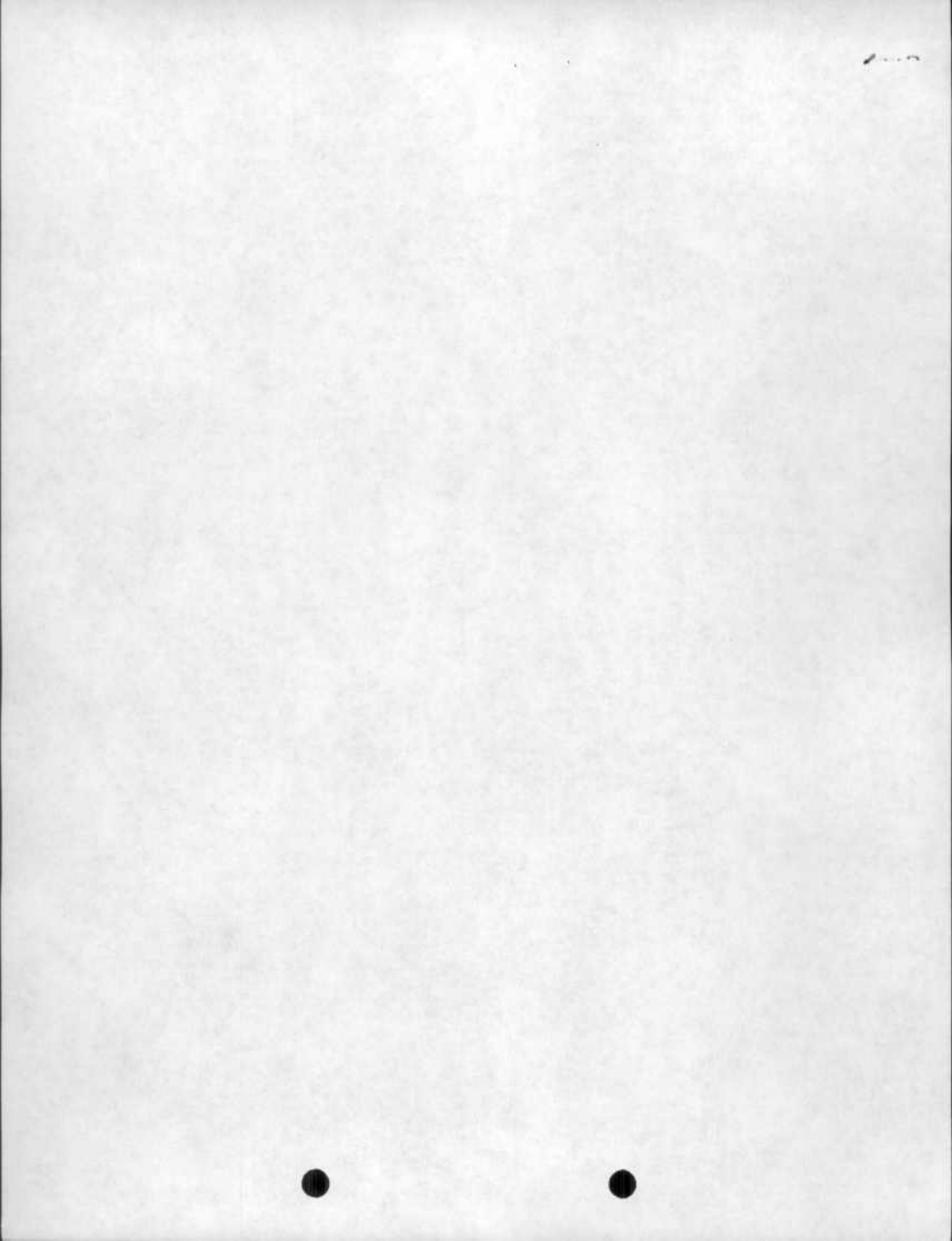


Direct Fixation Fastener Replacement
Baltimore Metro Northwest Line
Contract No. MTA- T-0455-0140

Schedule No. 1001
All Items

01/99 - 06/02

1 of 1 Change Notice No.3
Change Notice No.4
Change Notice No.5
Change Notice No.6
Change Notice No.7
Change Notice No.8
Change Notice No.9
Change Notice No.10
Change Notice Register
Change Order
Change Order No.1
Change Order No.2
Submittals
Material Sources
Other Sources
Safety with Citations and Inspections
Insurance (General)
Insurance Certificate
Monthly Status Reports
Contractor's Progress Schedule & CPM
Meetings
Progress Payments
Progress No.001 To 011
Pay Items
Certified Payrolls – Prime
Certified Payrolls – Subcontractor
Inspector's Daily Reports
Miscellaneous
Close-out Documentation
Project Photos
Lanier Claim Against Bullock
Track Punchlists
Contract Ledger
Contract Drawings
Contract Specifications



RECORDS TRANSMITTAL AND RECEIPTS

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E

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A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 04W435	DATE REC'D 11-18-03
B. DIVISION/UNIT Office of Engineering-Construction			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 32 SECTION(S) 30	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

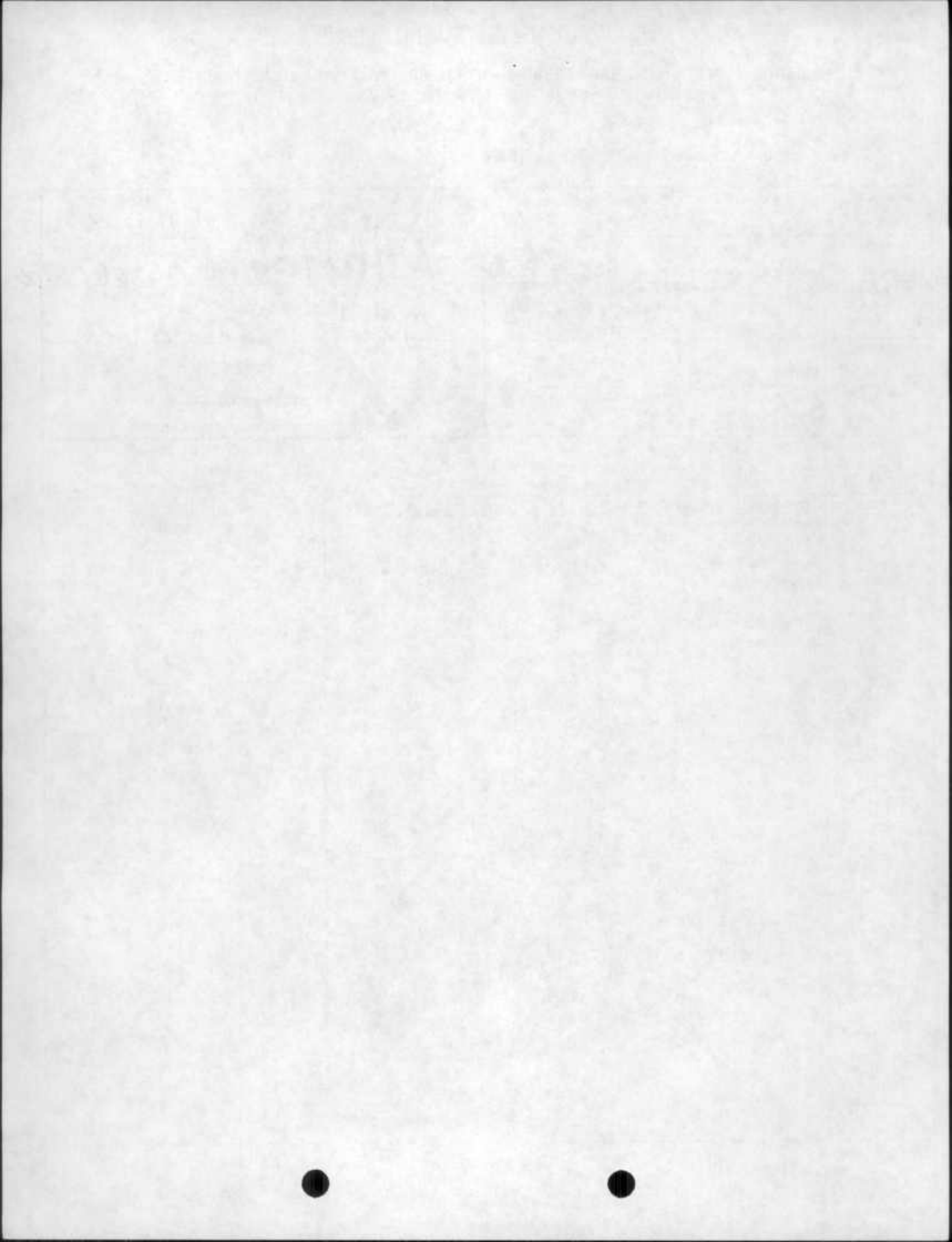
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 1 of 1	<p>Contract No. T-0213-0240 9/99 - 5/02 Freight Bridge Rehab. for Bridges 65.35, 65.4 & 67.1 Field Files: Addendum No. 1 Audit CCR/CN No. 1 Change Orders Contract Documents Contract Drawings Contract Specifications Book Contract Status Reports Correspondence Incoming Correspondence Outgoing Diary Faxes Inspector Daily Reports Inspector's Project Book Ledger Notes Notice to Proceed Pay Estimates 1-8 Photos Progress Meetings 1-9 Requests For Information Schedule Submittals Tests</p>	<p>Schedule # 1001 All Items July, 2009</p>

RECORDS TRANSMITTAL AND RECEIPTS

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A. AGENCY		ACCESSION NO.		DATE REC'D
1.	Mass Transit Administration	04W436		11-18-03
B. DIVISION/UNIT	Office of Engineering/Construction Division			FM CODE
C. MAILING ADDRESS	6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202	LOCATION	RANGE	SECTION(S)
D. PHONE NO.	410-767-3328		32	30
E. AGENCY OFFICIAL	Deno S. Yenias, Manager	RECORD CENTER MANAGER		
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 Box	Contract No. T-0453-0140 Metro TC&C Room & HVAC Replacement Field Office: Specifications Specifications IDR's Ledger Items 001-019 Drawings		10/19/99-5/28/02 SCHEDULE #1001 All Items July 1, 2009	



RECORDS TRANSMITTAL AND RECEIPTS

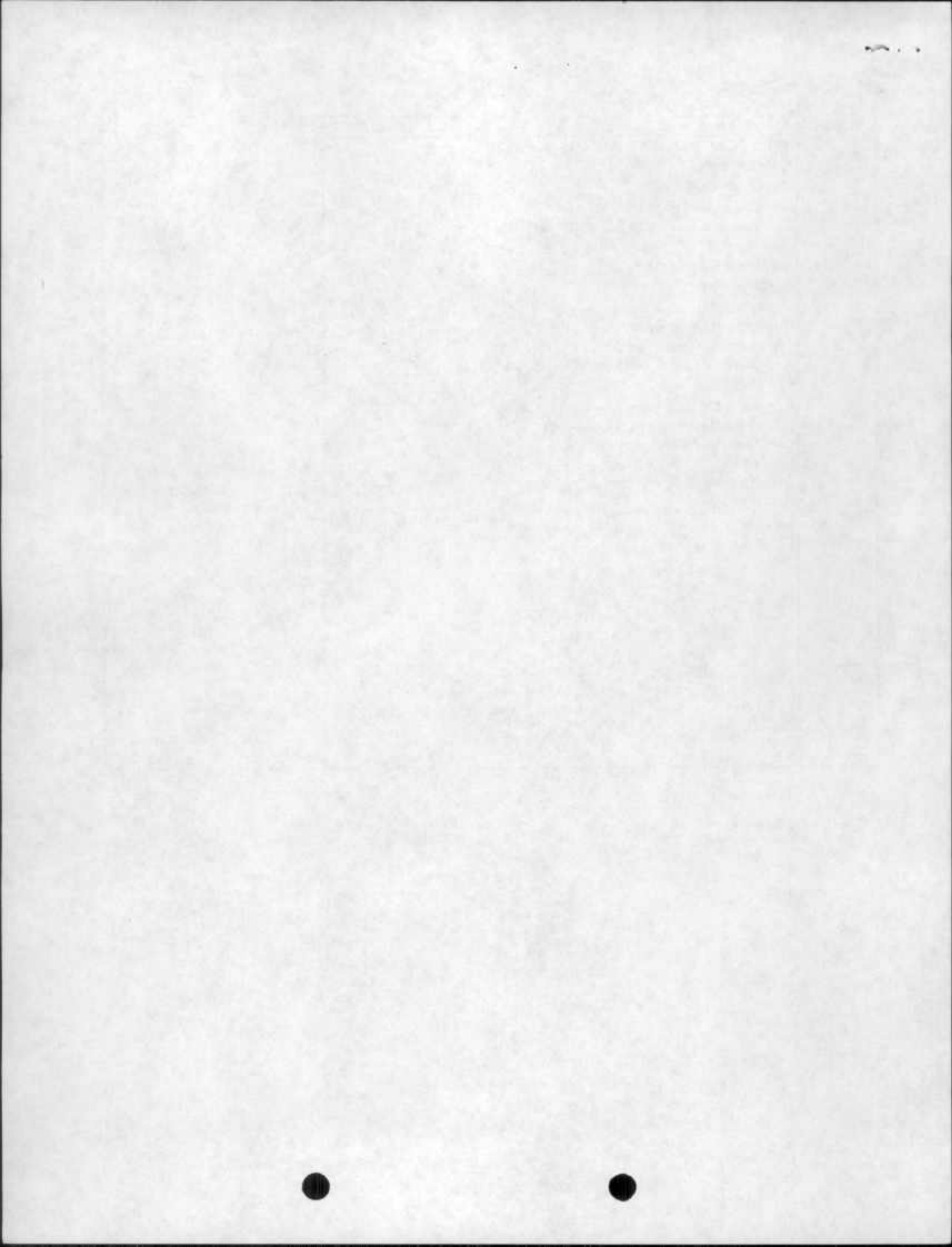
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DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 04W437	DATE REC'D 11-18-03
B. DIVISION/UNIT Office of Engineering/Construction Division			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION RANGE 32 SECTION(S) 30	NO. OF CU. FT. 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias, Manager		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE Contract No. T-0453-0140 10/19/99-5/28/02 Metro TC&C Room & HVAC Replacement <i>Field Office:</i> <i>File Index</i> <i>Action Items</i> <i>General Contract Data</i> <i>MBE Package</i> <i>Facimiles from Contractor</i> <i>Transmittals from Contractor</i> <i>Correspondence from Contractor</i> <i>Incoming from Construction Management</i> <i>Incoming from Facilities Eng./Sidhu Assoc. Consultant</i> <i>Incoming from MTA</i> <i>Incoming from Others</i> <i>Incoming from Contractor</i> <i>Incoming from Consulting Engineer</i> <i>Transmittals to Contractor</i> <i>Correspondence to Contractor</i> <i>Facsimiles to Contractor</i> <i>Outgoing to Construction Management</i> <i>Outgoing to Facilities Engineering/Sidhu Assoc. Consultant</i> <i>Outgoing to MTA</i> <i>Subcontractor-General Information</i> <i>Correspondence from Subcontractors</i> <i>RFI's</i> <i>Responses to RFI'S</i> <i>Potential Change Items</i> <i>Progress payments</i> <i>Pay Items</i> <i>Submittals</i> <i>Other Tests Reports</i> <i>Accident Reports</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items July 1, 2009	

Continued to page 2

1 Box	Contract No. T-0453-0140 Metro TC&C Room & HVAC Replacement <i>Field Office:</i> <i>Insurance General</i> <i>Monthly Status Report</i> <i>Contractor's Progress Schedule & CPM Meetings</i> <i>Electrical Submittals</i> <i>Certified Payrolls</i> <i>Miscellaneous</i> <i>Pre-construction Data</i> <i>Close-out Documentation</i> <i>A/C Disconnects & Data Junction Boxes Lists</i> <i>Pre-Con Photos</i> <i>Spare Parts</i> <i>Install Duct Heater at OCC</i> <i>Certified Payrolls-Subcontractors</i> <i>CN 001</i> <i>CN 002</i> <i>CN 003</i> <i>CN 004</i> <i>CN 005</i>	10/19/99-5/28/02	SCHEDULE #1001 All Items July 1, 2009
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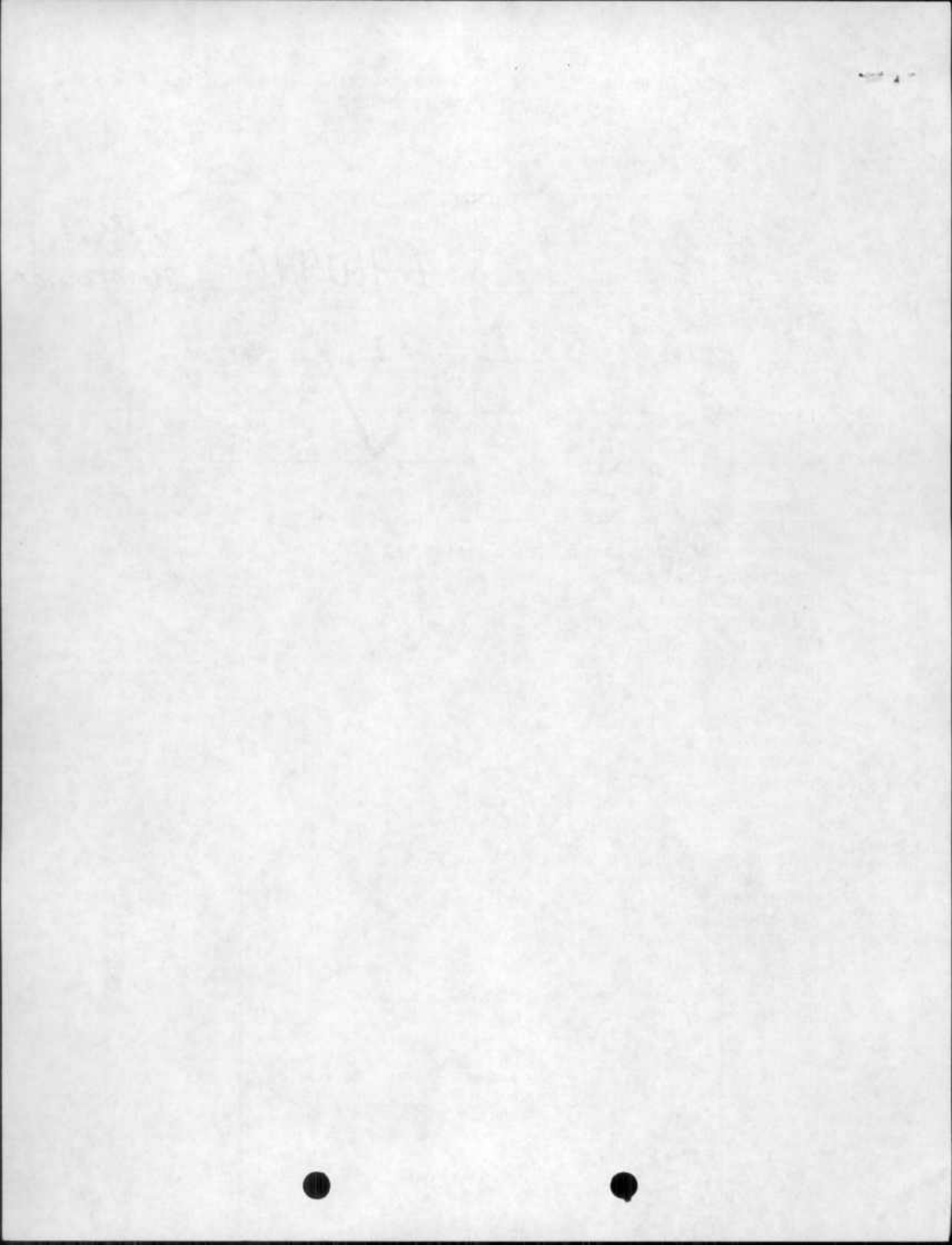
RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">04W440</div>		DATE REC'D <div style="font-size: 1.5em;">11-18-03</div>	
B. DIVISION/UNIT Office of Engineering-Construction		LOCATION RANGE SECTION(S) <div style="font-size: 1.5em;">32 31</div>		FM CODE <div style="font-size: 1.5em;">26.01.06.00</div>	
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT. <div style="font-size: 2em;">1</div>	
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL Deno S. Yenias		(Large checkmark)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 1 OF 1	METRO TUNNEL: CROSS PASSAGE DOOR REPLACEMENT Contract No. MTA T-0227-0240 02/00 - 09/02 CONTRACT SPECIFICATION BOOK CONFORMED SIGNED CONTRACT DOCUMENTS LETTER OF INTENT / BID TABS PRE-CONSTRUCTION MEETING MINUTES NOTICE TO PROCEED SCHEDULE MEETING MINUTES CONTRACTOR'S SCHEDULE STATUS REPORTS PROGRESS MEETING MINUTES ISSUES MEETING MINUTES CORRESPONDENCE FROM MTA TO SYSTEM 42 CORRESPONDENCE FROM SYSTEM 42 TO MTA CORRESPONDENCE FROM SYSTEM 42 TO RE CORRESPONDENCE FROM SYSTEM 42 R.F.I.'S CORRESPONDENCE FROM RE TO MTA IN HOUSE MTA MEMORANDUMS MEMORANDUMS TO FILE CONTRACTOR'S APPLICATION FOR PAYMENT CONTRACTOR'S PROGRESS PAYMENT ITEM LEDGER CHANGE ORDER NO. 001 FINAL BID QUANTITY ADJUSTMENT CLOSE OUT DOCUMENT FILE	Schedule # 1001 All Items July 2009



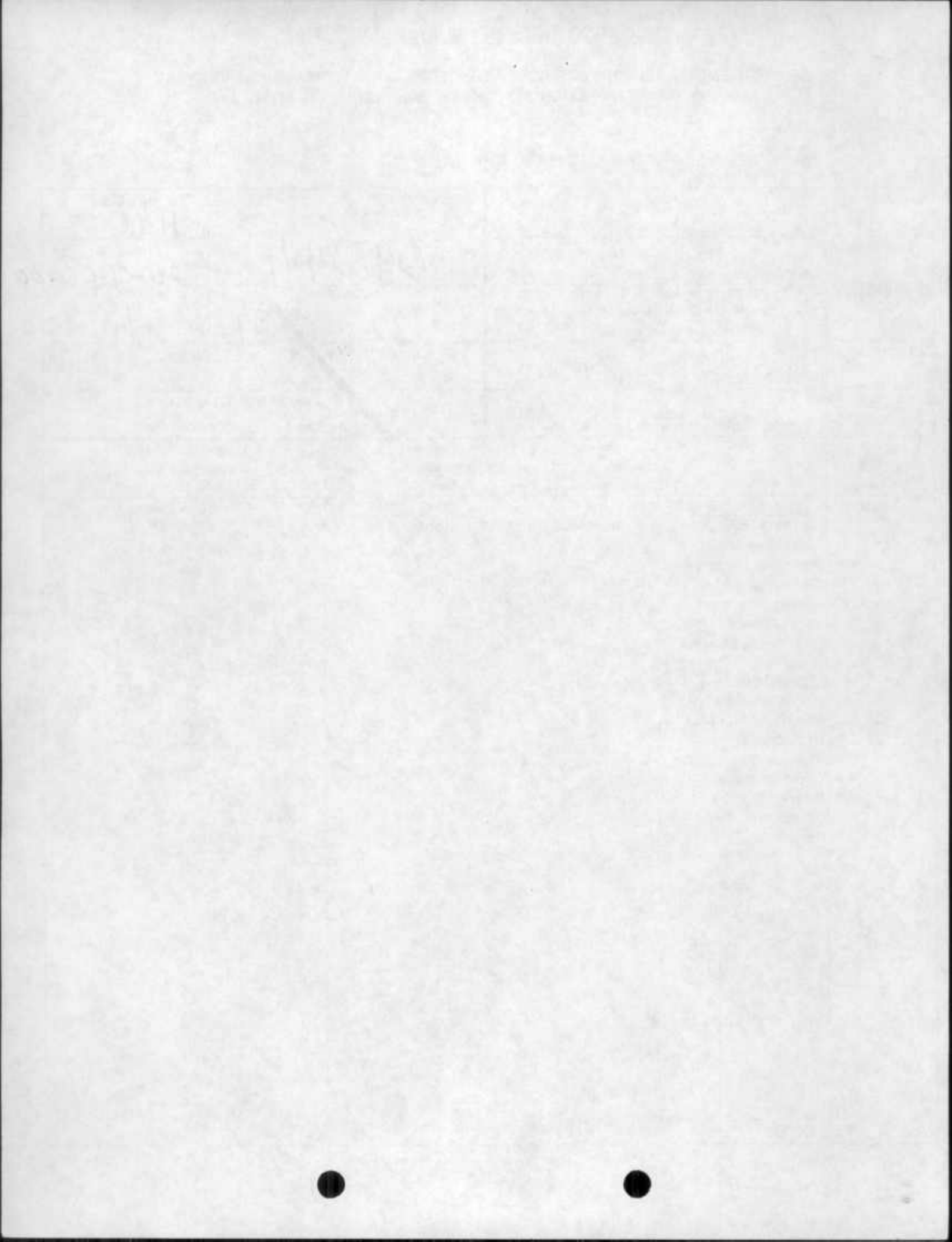
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX 1 OF 1	<p>FURNISH & INSTALL FLOOR COATING SYSTEMS BUSH BUS DIVISION-WASHINGTON BLVD. COMPLEX Contract No. MTA T-0852-0140 06/02 - 10/02 CONTRACT SPECIFICATION BOOK CONFORMED CONTRACT DOCUMENTS LETTER OF INTENT / BID TABS CONTRACT ADDENDA PRE-CONSTRUCTION MEETING MINUTES NOTICE TO PROCEED STATUS REPORTS PROGRESS MEETING MINUTES CORRESPONDENCE MTA TO CONTRACTOR CORRESPONDENCE CONTRACTOR TO MTA CORRESPONDENCE CONTRACTOR SUPT. TO RE CORRESPONDENCE RE TO MTA TRANSMITTALS RE TO MTA TRANSMITTALS CONTRACTOR TO RE TRANSMITTALS RE TO MTA TRANSMITTALS MTA TO RE MEMORANDUM TO FILE INTER-OFFICE MEMORANDUMS IN-HOUSE MEMORANDUMS SUB-CONTRACTOR APPROVAL CONTRACTOR'S PROGRESS PAYMENT ESTIMATE WORK SHEETS ITEM LEDGER CN/CCR 001 R & R PORTION OF EXISTING CONCRETE FLOOR CN/CCR 002 INSTALL DOOR LOOP CLOSE OUT PACKAGE FILE CHANGE ORDER NO. 001 FINAL BID QUANTITY ADJUSTMENT MATERIAL DELIVERY TICKETS MATERIAL TEST RESULTS PUNCH LIST FLOOR COATING AS-BUILT DRAWINGS FLOOR COATING INSPECTOR'S DAILY REPORTS CERTIFIED PAYROLLS - PIONEER CERTIFIED PAYROLLS - EPF APPROVED SUBMITTALS SUBMITTALS - PENDING</p>	<p>Schedule # 1001 All Items</p>

RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 04W441		DATE REC'D 11-18-03
B. DIVISION/UNIT Office of Engineering/Construction Division		LOCATION RANGE 32 SECTION(S) 31		FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT. 1
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Deno S. Yenias, Manager				
2. BOX NUMBERS 1 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE Contract No.: T-0237-0140 2/2/00-6/27/02 Contract Title: Metro Platform Rehab-Old Ct. & Milford Mill Sta. <i>Main Files</i> <i>Incoming</i> <i>Outgoing</i> <i>Interoffice</i> <i>Miscellaneous</i> <i>Meeting Minutes</i> <i>RFI's</i> <i>Submittals</i> <i>Action Items</i> <i>Pay Certs-Invoices</i> <i>CCR/CN/CO</i> <i>Specification</i> <i>Contract Docs</i> <i>Change Orders</i> <i>Closeouts</i> <i>Photos</i>		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCHEDULE #1001 All Items July 1, 2009	



RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1.	Mass Transit Administration	04W443	11-18-03
B. DIVISION/UNIT	Office of Engineering/Construction Division		FM CODE
C. MAILING ADDRESS	6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202	RANGE 32	NO. OF CU. FT 1
D. PHONE NO.	410-767-3328	LOCATION SECTION(S) 31	
E. AGENCY OFFICIAL	Deno S. Yenias, Manager	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1 Box	Contract No.: T-0455-0140 Contract Title: Direct Fixation Fastners Replacement Main Files Incoming Outgoing Interoffice Miscellaneous Meeting Minutes RFI's Submittals Action Items Pay Certs-Invoices CCR/CN/CO Specification Contract Docs Change Orders Closeout Docs	10/12/99-9/23/02 SCHEDULE #1001 All Items July 1, 2009	

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

E

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W1600		DATE REC'D 12.14.04
B. DIVISION/UNIT Office of Engineering/Construction Division		LOCATION 34 RANGE SECTION(S) 19		FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street, Construction William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT. 2
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Deno S. Yenias, Manager				
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
Box 1 of 2	Contract No. 0071-0240 12/6/99-12/31/02 Furnish & Install 50 Bus Shelters Field Office Files File Index Minor Priviledge Permits Site Lists Approved Shelter Site Permits Shelter Site Sketches Property Owners Approval for Installation of Bus Shelters Site Plans & Drawings Action Items General Contract Data Transmittals from Contractor Correspondence from Contractor Facimilies from Contractor Incoming from Contracts Administration Incoming from Facilities Engineering Incoming from MTA Incoming from Others Transmittals to Contractor Correspondence to Contractor Facimilies to Contractor Outgoing to Construction Management Outgoing to Facilities Engineering Outgoing to MTA Outgoing to Others Memos to File Right of Way Agreements & Permits Utilities Subcontractors General Information Correspondence from Subcontractors see page 2	SCHEDULE #1001 All Items July 1, 2009		

100-100-100
100-100-100

100-100-100



05W600

Box 1 of 2	Contract No. 0071-0240 Furnish & Install 50 Bus Shelters <i>Field Office Files</i> <i>Correspondence to Subcontractors</i> <i>Change Notices</i> <i>Change Notice Register</i> <i>Change Notice #001-011</i> <i>Change Orders</i> <i>Submittals</i> <i>Material Resources</i> <i>Concrete Mix Tickets</i> <i>Insurance General</i> <i>Bonds</i> <i>Monthly Status Reports</i> <i>Contractor's Progress Schedule & CPM</i> <i>Meetings</i> <i>Progress Payments #001-012</i> <i>Pay Items</i> <i>Inspector's Daily Reports (First Set)</i> <i>Inspector's Daily Reports (Second Set)</i> <i>Inspector's Daily Reports (Third Set)</i> <i>Miscellaneous</i> <i>Close Out Documentation</i> <i>Project Photos</i> <i>Contract Specifications</i>	12/6/99-12/31/02	SCHEDULE #1001 All Items July 1, 2009
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RECORDS TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W600		DATE REC'D
B. DIVISION/UNIT Office of Engineering/Construction Division		LOCATION 34 RANGE SECTION(S) 19		FM CODE
C. MAILING ADDRESS 6 Saint Paul Street, Construction William Donald Schaeffer Tower Baltimore, Maryland 21202		RECORD CENTER MANAGER		NO. OF CU. FT
D. PHONE NO. 410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Deno S. Yenias, Manager				
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
Box 2 of 2	Contract No. 0071-0240 Furnish & Install 50 Bus Shelters Field Office Files All Shelter Sites	12/6/99-12/31/02	SCHEDULE #1001 All Items July 1, 2009	

R-304

319

WILSON
M. WILSON

EX

RECORDS-TRANSMITTAL AND RECEIPTS

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.		DATE REC'D
1. Maryland Transit Administration		05W/603		12.14.04
B. DIVISION/UNIT				FM CODE
Office of Engineering/Construction Division		34 RANGE		26.01.06.00
C. MAILING ADDRESS		LOCATION	SECTION(S)	NO. OF CU. FT
6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202			19	1
D. PHONE NO.		RECORD CENTER MANAGER		
410-767-3328		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL				
Deno S. Yenias, Manager				
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
1 BOX	Contract No. T-0823-0140 Repairs to Brush Tunnel for WMSR Main Office INCOMING CORRESPONDENCE OUTGOING CORRESPONDENCE OTHER CORRESPONDENCE PRECONTRACT DATA FINAL CONTRACT DATA PROGRESS PAYMENTS SUBCONTRACTORS DRAWINGS SPECIFICATIONS CCR/CN/CO CLOSEOUT	1/29/01-1/31/02 SCHEDULE #1001 All Items July 1, 2009		

R-34

S-19

10-10-30

10-10-30

10-10-30

10-10-30

EX

RECORDS TRANSMITTAL AND RECEIPTS

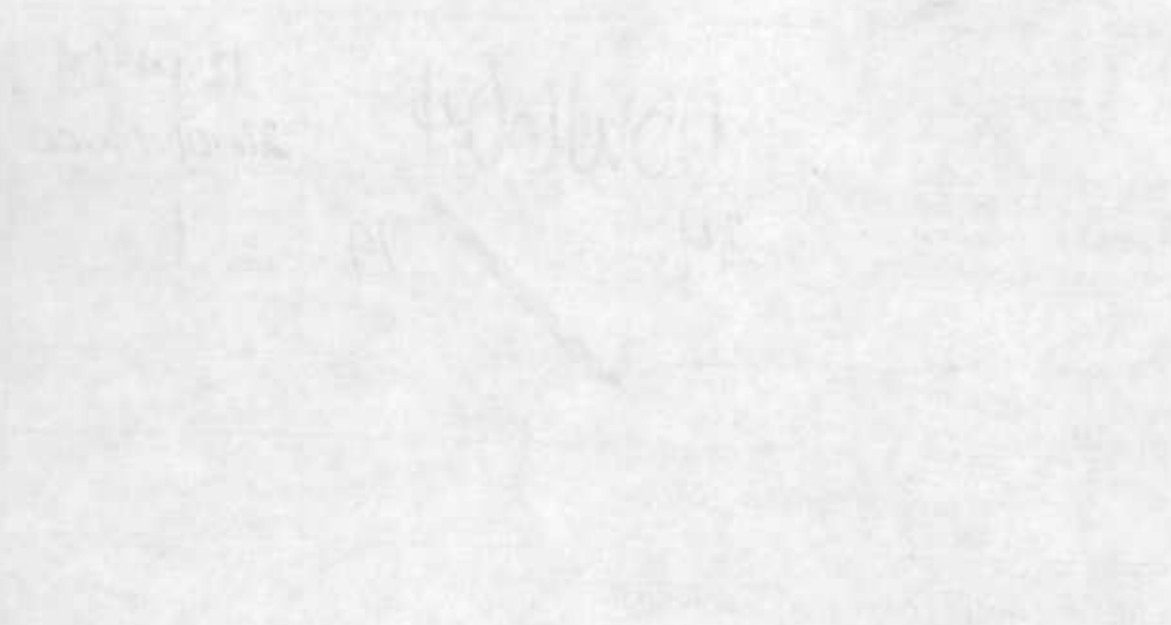
DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE - 799-1379)

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transit Administration		ACCESSION NO. 05W604	DATE REC'D 12.14.04
B. DIVISION/UNIT Office of Engineering/Construction Division			FM CODE 26.01.06.00
C. MAILING ADDRESS 6 Saint Paul Street, 7th Floor William Donald Schaeffer Tower Baltimore, Maryland 21202		LOCATION 34 RANGE SECTION 19	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias, Manager		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 BOX	Contract No. T-0213-0240 4/3/00-5/9/02 Freight Bridge Rehab of Bridges WALKERSVILLE/FREDERICK Main Office INCOMING CORRESPONDENCE OUTGOING CORRESPONDENCE PRECONTRACT DATA FINAL CONTRACT DATA SURVEYS MATERIAL ACCEPTANCE /TESTS PROJECT RECORDS & DATA MASTER AGREEMENTS/PERMITS DBE/EEO MONITORING SUBCONTRACTORS SPECIFICATIONS/DRAWINGS CHANGE ORDERS CLOSEOUT	SCHEDULE #1001 All Items July 1, 2009

R-34
S-19



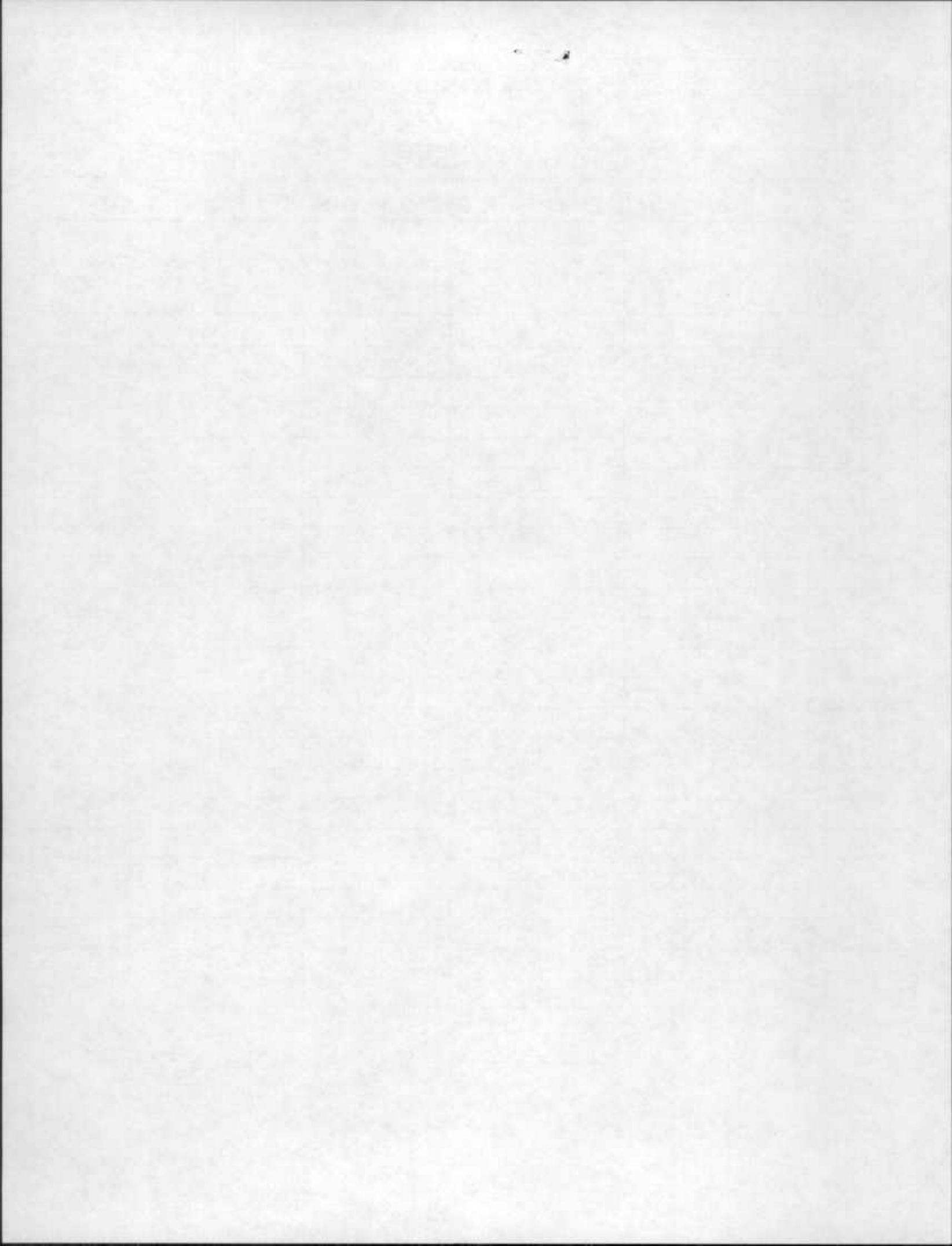
26.01.06.01	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Transit Administration Office of Finance			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
95W947	Grant Accounting Invoices	992	1b	FY 1984 - FY 1985	4	7/2009	RECYCLE
06W991	Account Payable - Vouchers	992	1a	FY 2000 - FY 2003	13	7/2009	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>December 31, 2009</u> Date
-------------------------------------	--	----------------------------------




E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. MASS TRANSIT/ADMINISTRATION		95W947	2-2-95
B. DIVISION/UNIT			RM CODE
FINANCE - GRANT ACCOUNTING			26.01.06.01
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
1515 WASHINGTON BLVD		RANGE SECTION(S)	4
BALTIMORE, MD 21230		109 10-11	
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 333-4802		 TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL			
<i>James Renner</i>			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		SCHEDULE 992
		ITEM NO. 1B
		DISPOSAL DATE
42	GRANT ACCOUNTING INVOICES - FY'84 & '85 Z-281-283/Z001-044	JUNE 30, 2009
43	" " " " Z-045---Z-109	"
44	" " " " Z-110---Z-168	"
45	" " " " Z-169---Z-229	"

R-109

S-10-11

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD, 20784 (TELEPHONE-799-1679)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Maryland Transit Administration 26.01.06.01		ACCESSION NO. 06W991	DATE REC'D 5-22-06
B. DIVISION/UNIT Finance/ Accounts Payable		LOCATION RANGE SECTION(S) 17 5	RM CODE 26.01.06.01
C. MAILING ADDRESS 6 Saint Paul Street Finance Dept., 4th Floor Baltimore, Maryland 21202		NO. OF CU. FT. 13	
D. PHONE NO. (410) 767-3716 <i>Iran Rodriguez</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Jacqueline V. Coates</i> Jacqueline V. Coates		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	2.	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES.	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
			Schedule 992 Item No. 1A Disposal Date 09/09
1	FY03	1/P Vouches J3000046--J3000242	<i>MISSING Box 1 7/2009</i>
2	"	" 283- " 528	"
3	"	" 529- " 759	"
4	"	" 760- " 1033	"
5	"	" 135- " 1253	"
6	"	" 1261- " 1472	"
7	"	" 1473- " 1745	"
8	"	" 1746- " 1975	"
9	"	" 1976- " 2203	"
10	"	" 2216- " 2460	"
11	"	" 2462- " 2702	"
12	"	" 2727- " 2916	"
13	"	" 2917- " 3219	"
14	"	" 3221- " 3474	"
1	FY00	" " Delay invoices August-03	<i>MISSING Box #1</i>

10-20-2

10-20-2

10-20-2

10-20-2

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10-20-2



26.01.06.02	MDOT
Reporting Agency	
Maryland Transit Administration Purchasing Department	
Division or Unit	

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

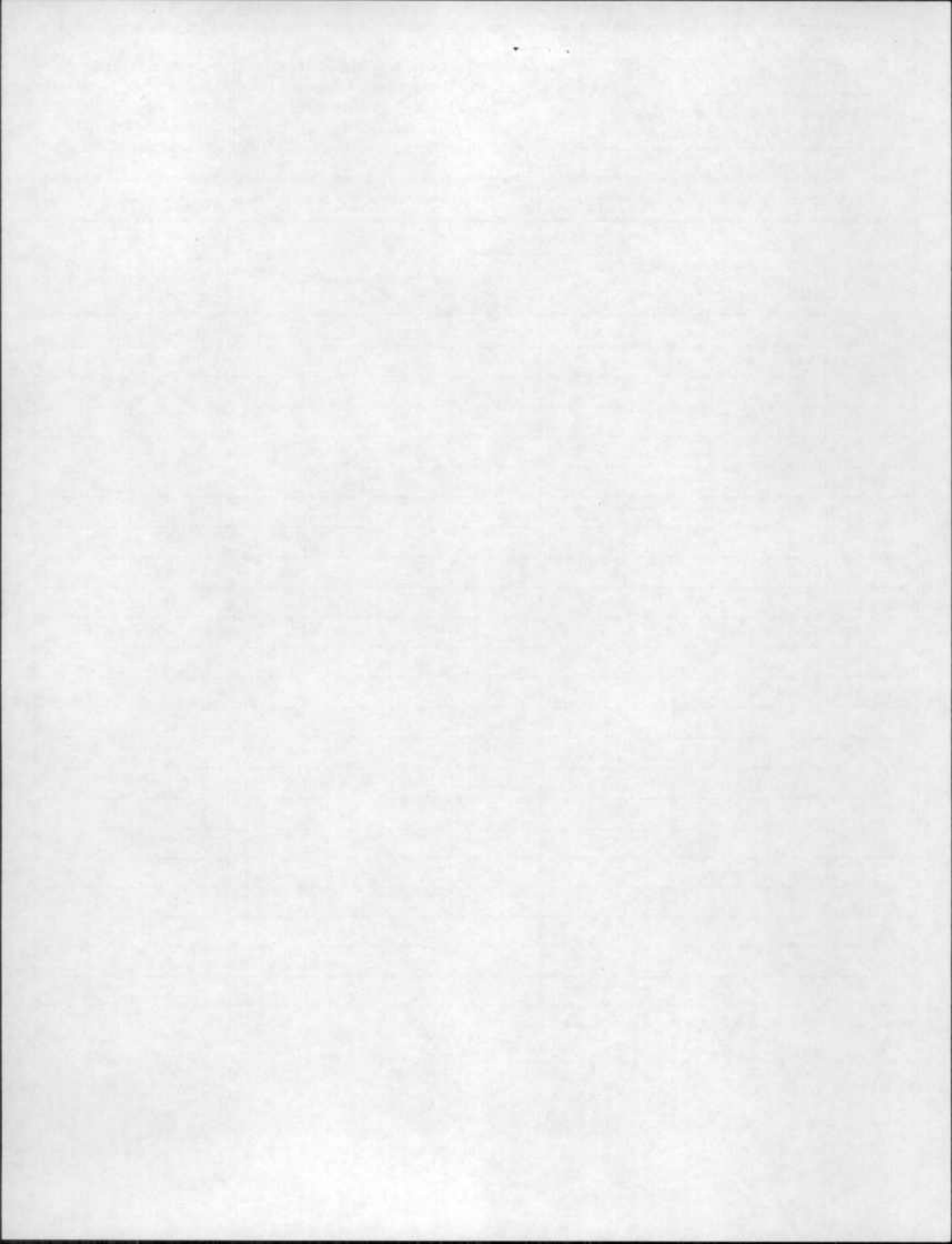
Prepare in duplicate
 Retain one (1) copy and
 forward original to
 address at left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
07W152	Purchase Orders	1061	C	FY 2002	8	7/2009	RECYCLE

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

_____ Charlie P Lopez _____ December 31, 2009
 Signature Title Date



EX

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1.		ACCESSION NO. 07W152	DATE REC'D 9-12-06
B. DIVISION/UNIT MARYLAND TRANSIT ADMINISTRATION			RM CODE 26-01-06-02
C. MAILING ADDRESS PURCHASING DEPARTMENT		LOCATION RANGE SECTION(S) 10 10	NO. OF CU. FT. 8
D. PHONE NO. 1231 S. MONROE ST. BALTIMORE, MARYLAND 21230		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL 410 454-7017 <i>Cynthia Nurse</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	PURCHASE ORDERS 7/1/2001 through 6/30/2002		
1 of 8	A - B	SCHEDULE 1061 ITEM C	
2 of 8	C - F	XXXXXXXXXX	
3 of 8	G - K	7/2009	
4 of 8	L - MIK		
5 of 8	MILL SUPPLY - NABI		
6 of 8	NABI - O		
7 of 8	P - STATE OF MD.		
8 of 8	STATE OF MD - Z		

9-12-02

02.02.02

DIMIER

8

10



MARYLAND TRANSIT ADMINISTRATION

PURCHASING DEPARTMENT

1331 S. MONROE ST.
BALTIMORE, MARYLAND 21230

410 454-7017

RON ETZEL, CHIEF OF PURCHASING

PURCHASE ORDERS 7/1/2001through 6/30/2002

1 of 8	A - B	SCHEDULE 1061
2 of 8	C - F	ITEM C
3 of 8	G - K	JUNE, 2004
4 of 8	L - MIK	
5 of 8	MILL SUPPLY - NABI	
6 of 8	NABI - O	
7 of 8	P - STATE OF MD	
8 of 8	STATE OF MD - Z	

R 10
S 10

26.01.15	MDOT
Reporting Agency	
Office of Minority Business Enterprise	
Division or Unit	

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

Prepare in duplicate

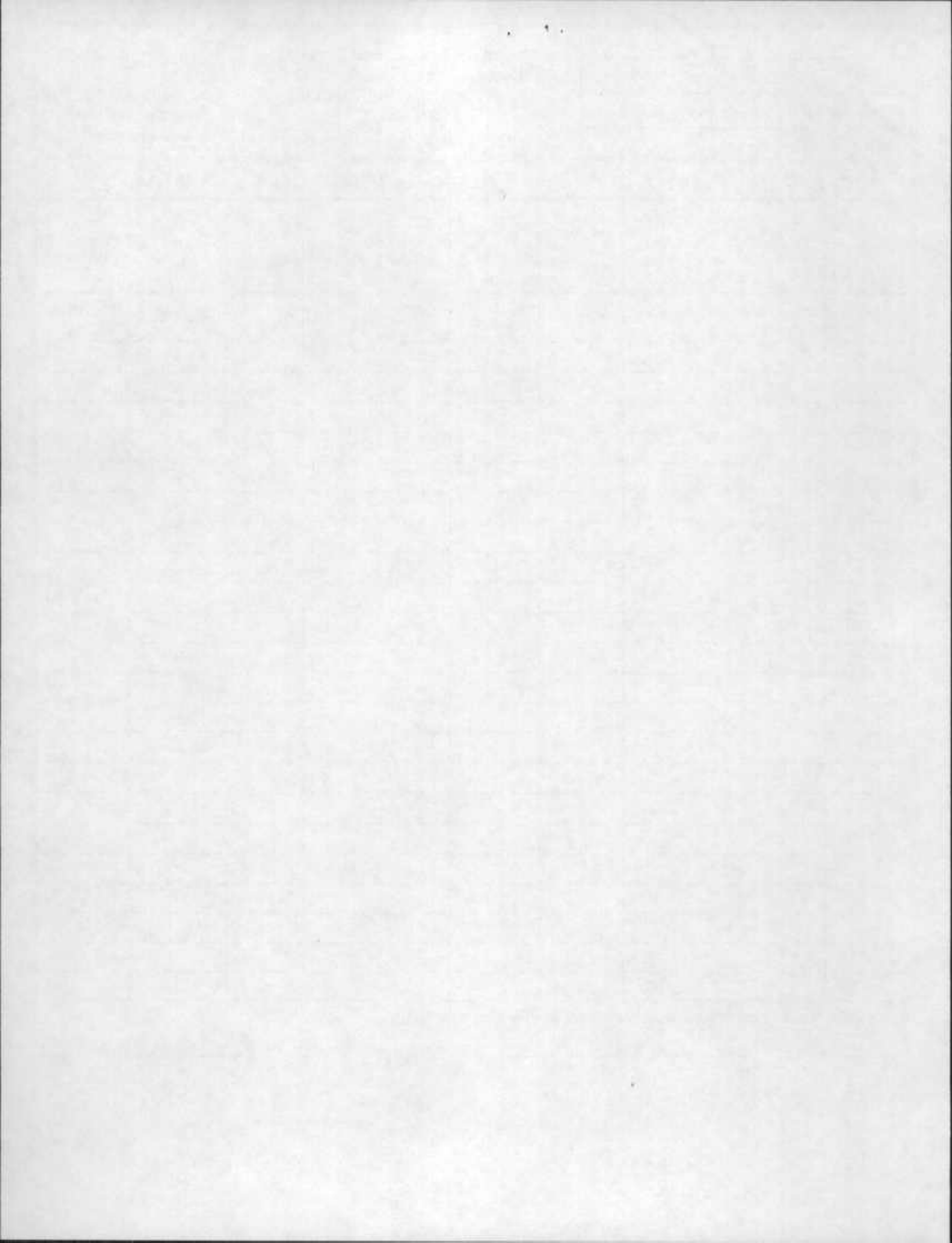
 Retain one (1) copy and
 forward original to
 address at left.

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
04W940	Minority Business Enterprise Case Files	1980	2	2003 - 2004	53	7/2009	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>December 31, 2009</u> Date
-------------------------------------	--	----------------------------------



EX

DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Transportation		Accession No. <i>04W940</i>	Date Rec'd <i>5-11-04</i>
B. Division/Unit Office of Minority Business Enterprise		Location Range Section(s) <i>104 1-2</i>	RM Code <i>26-01-15</i>
C. Mailing Address 7201 Corporate Center Drive Hanover, Maryland 21076		No. of Cu. Ft. <i>53</i>	
D. Phone No. 410-865-1265		Records Center Manager	
E. Agency Official Catherine M. Svoboda		To Be Completed At State Records Management Center	
2. Box Numbers 01 - 53	3. Description of Records with Inclusive Dates See Attached Records <i>2003</i>		4. Disposal Authority Schedule, Item No. Disposal Date Schedule 1980 Item 2 <i>July 2009</i> <i>* MISSING</i> <i>Box # 1 & 2</i>

R-104
S-1-2

(MISSING boxes 1-2)

Query2

10/31/2003

NAME	STORBOX
ALL-PRO PLACEMENT SERVICE, INC.	1
BWOSS, INC.	1
J.A. MCMAHON, INC.	1
K & K CONTRACTING SERVICES, INC.	1
MEHTA, REKHA LILI	1
ODYSSEY TECHNOLOGIES, INC.	1
OROSCO FENCING MAINTENANCE SERVICE, INC.	1
SOG BUSINESS ENTERPRISES, INC.	1
STANDARD TILE & MARBLE CO., INC.	1
SYSCOM SERVICES, INC.	1

Query2

10/31/2003

NAME	STORBOX
JARMON'S CONSTRUCTION	2
TRANSPORTATION & TRANSIT ASSOCIATES, INC.	2

Query2

10/31/2003

NAME	STORBOX
BROCK-ADAMS FUEL CO.	3
CAMPBELL, JOHN	3
COMPASSIONATE NURSING & HEALTH CARE AGENCY	3
K & A MEDICAL REVIEW SERVICES, LLC	3
L & K ELECTRIC SUPPLY COMPANY, LTD	3
L & K MANAGEMENT, INC.	3
LAPSHARON ASSOCIATES, INC.	3
POTOMAC TERMITE & PEST MANAGEMENT	3
ROHIN, ELIAS	3
SWANK SIGN ERECTION, INC.	3
WARDIES CONSTRUCTION, INC.	3
YGG GRAPHICS	3

NAME	STORBOX
AREAWIDE ELECTRONIC SECURITY SYSTEMS, INC.	4
BETHLEHEM CONSTRUCTION COMPANY, INC.	4
C & T EXCAVATING/DEMOLITION	4
CAVALIER CONSTRUCTION & INDUSTRIAL CORPORATION	4
CROSS MANAGEMENT SERVICES, INC.	4
DGD ENTERPRISES, INC.	4
ECONOMIC INTERNATIONAL CONSTRUCTION CO., INC.	4
GOLDEN HEARTS, INC.	4
HGH BUSINESS TECHNOLOGIES, INC.	4
JLM CONSULTING, LLC	4
JRMC PROFESSIONAL MANAGEMENT SERVICES	4
KINOO, INC.	4
NATIONAL PROTECTION CONSULTANTS	4
NEXT LEVEL CLEANING SERVICES	4
PIPPINS TRUCKING, INC.	4
PRECISION CONSTRUCTION & DESIGN FIRM, LLC	4
RESIDENTIAL CONSTRUCTION CONSULTING	4
RESTAURANT EQUIPMENT SALES, INC.	4
SAN'S & SONS'S TRUCKING	4
WADEN SUPPLY COMPANY, INC.	4
WARD COUNSELING ASSOCIATES	4

NAME	STORBOX
DELMAR SYSTEMS, INC.	5
EDM & ASSOCIATES, INC. DBA	5
FELICIANO, PHILLIP L., P.C.	5
GLOBAL EXCHANGE, INC.	5
HILL, JOHN G. TRUCKING, INC.	5
INTERNATIONAL TECHNOLOGY, INC.	5
J & P MANAGEMENT SERVICES, INC.	5
JAY'S TRANSPORT	5
SYSTEMS AND SOLUTIONS INC.	5
THORPE INTERNATIONAL, INC.	5
VINNIE'S EXPRESS PLUMBING CORPORATION	5

Query2

10/31/2003

NAME	STORBOX
ART, COMP & DESIGN COMPANY	6
KALEN CORPORATION, THE	6
MARIKINA ENGINEERS & CONSTRUCTION CORP.	6
NFD, INC.	6
T & T NEW LIFE ROOFING CO.	6
WALDEN, DR. EMERSON C., M.D.	6
WELDING TRAINING AND CERTIFICATION, INC.	6
WELLS CONSTRUCTION CO., INC.	6
WORKPLACE INNOVATIONS, INC.	6

Query2

10/31/2003

NAME	STORBOX
BEAUTIFUL GARDENS	7
BRYSON, NANCY	7
CONNOR, N. L. & ASSOCIATES, INC.	7
KLI, INC.	7
NETWORK RECRUITERS, INC.	7
ORTEGA CONSULTING	7
ROBERTSON, LESLIE E. ASSOCIATES	7

Query2

10/31/2003

NAME	STORBOX
AAA PROTECTIVE AGENCY, INC.	8
ADUROM TECHNOLOGIES, LLC	8
ADVANCED TRANSPORTATION PLANNING OPERATION	8
AFFORDABLE HOUSING CONSULTANT	8
ANDREA'S DESIGNS	8
APPLIED ARCHAEOLOGY AND HISTORY ASSOCIATES, INC.	8
BALTECH SOLUTIONS, INC.	8
BG RECORDS	8
BROTHERS ON THE MOVE/DBA MID-EASTERN TELEPHONE CO	8
CAPITOL CONSTRUCTION, LLC	8
CITYWIDE BUS COMPANY, INC.	8
COMPUTER DIRECTIONS/QM INC.	8

Query2

10/31/2003

NAME	STORBOX
ABBASI AND INGRAM, INC.	9
ACUSYS, INC.	9
B.M.S., INCORPORATED	9
BAY AREA RESEARCH, INC.	9
BERTEC COMMUNICATIONS SERVICES, INC.	9
BIRMINGHAM ENGINEERING & CONSTRUCTION CONSULTANT	9
CAITLIN ENTERPRISES, LLC	9
CAPTREE CHEMICAL CORPORATION	9
CAREERS USA, INC.	9

Query2

10/31/2003

NAME	STORBOX
CDA SERVICES, INC.	10
CONQUEST SYSTEMS, INC.	10
DASAN INCORPORATED	10
DAYE DELIVERY SERVICE, INC.	10
DELMARVA ABSTRACTORS	10
DUNCAN, NUNEZ & ASSOCIATES	10
DURRUTHY, STEPHANIE, MD, PA	10
ELS PROPERTY MANAGEMENT, INC.	10
GABRIELLI, JULIE E., AIA	10
GLOBAL COMPUTER CONSULTANTS, INC.	10
GOSLEE ROOFING & SHEET METAL, INC.	10
INSYDE HEALTH, INC.	10

Query2

10/31/2003

NAME	STORBOX
INTERNATIONAL COMPUTERS & TELECOMMUNICATIONS INC.	11
ISI PROFESSIONAL SERVICES OF MARYLAND, INC.	11
JONES ELECTRIC CO.	11
KOBA INSTITUTE, INC.	11
LEFT BRAIN/RIGHT BRAIN, INC.	11
MATTHEWS, SHERRY INC.	11

Query2

10/31/2003

NAME	STORBOX
MAZOR, LOUIS, INC.	12
MCLAUGHLIN, MEL CO.	12
MESA INFORMATION CORPORATION	12
NATIONAL ARTISTS CORPORATION	12
NAYDEN, SUE	12
PHOTOGRAPHICS	12
POTTS & SON, INC.	12
PRESERVATION ARCHIVES, INC.	12
RELLIM DEVELOPMENT, LLC	12
RMR SYSTEMS, INC.	12
SHAH, KIRAN , M.D.	12

Query2

10/31/2003

NAME	STORBOX
3E TECHNOLOGIES, INC	13
MILLER, WILLIAM D. II, LLC	13
NATIONAL CORRECTIONS & REHABILITATION CORPORATION	13
OTIS & ASSOCIATES, P.C., CPA	13
PREFERRED BUSINESS PRODUCTS	13
QSS GROUP, INC.	13
SIGHTHOUND, INC.	13
SMART I.T. TRAINING, INC.	13
SMITH, G.L. & SONS, INC.	13
SOTO-LEESON LAUNDRY SERVICES, INC.	13
SYSNET AMERICA, INC.	13

Query2

10/31/2003

NAME	STORBOX
CARLAGRAPHY	14
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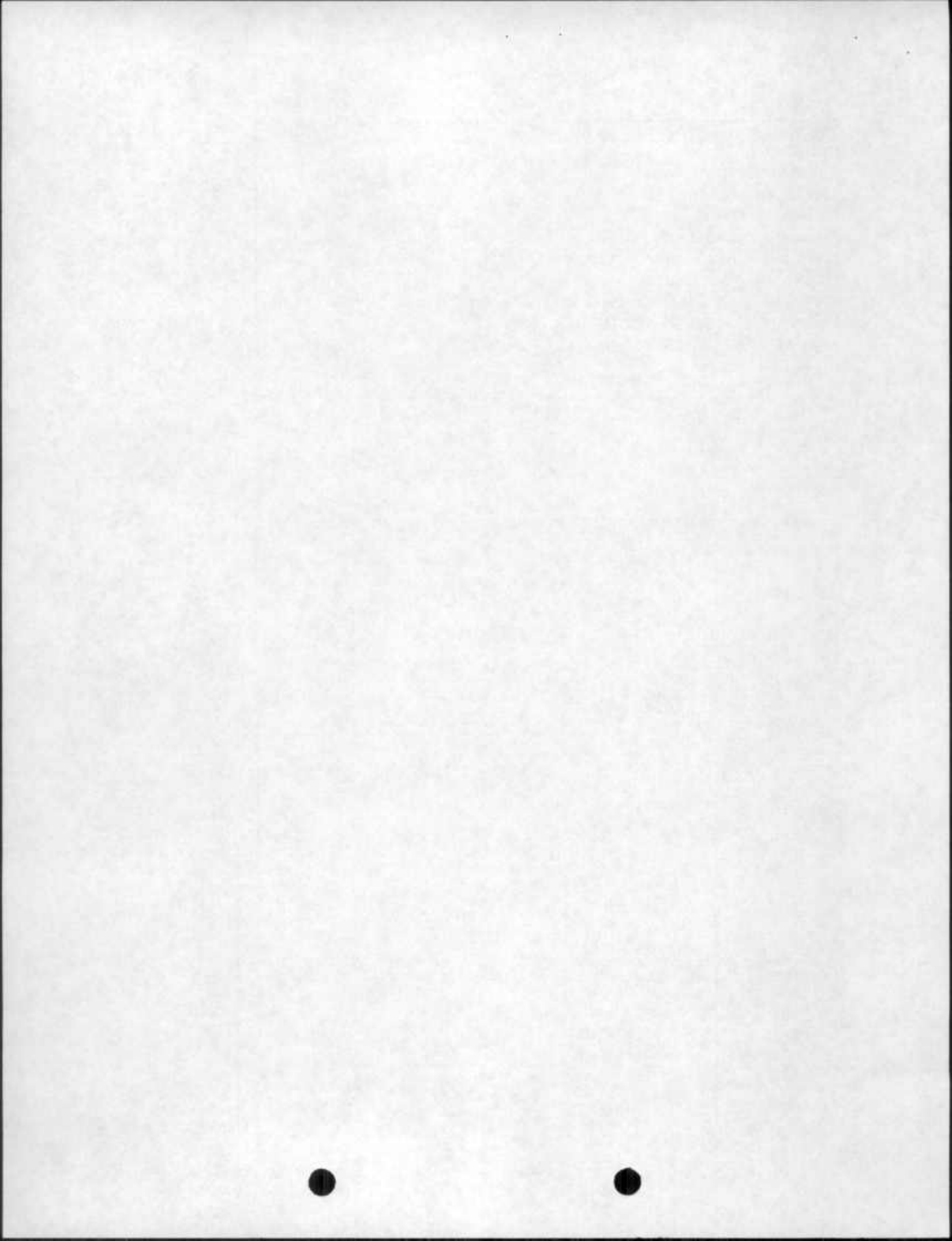
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26.02.06	MDOT
Reporting Agency	
Motor Vehicle Administration Vehicle Services Title File	
Division or Unit	

Department of General Services
 Records Management Division
 7275 Waterloo Road (Rte. 175)
 P.O. Box 275
 Jessup, Maryland 20794-0275

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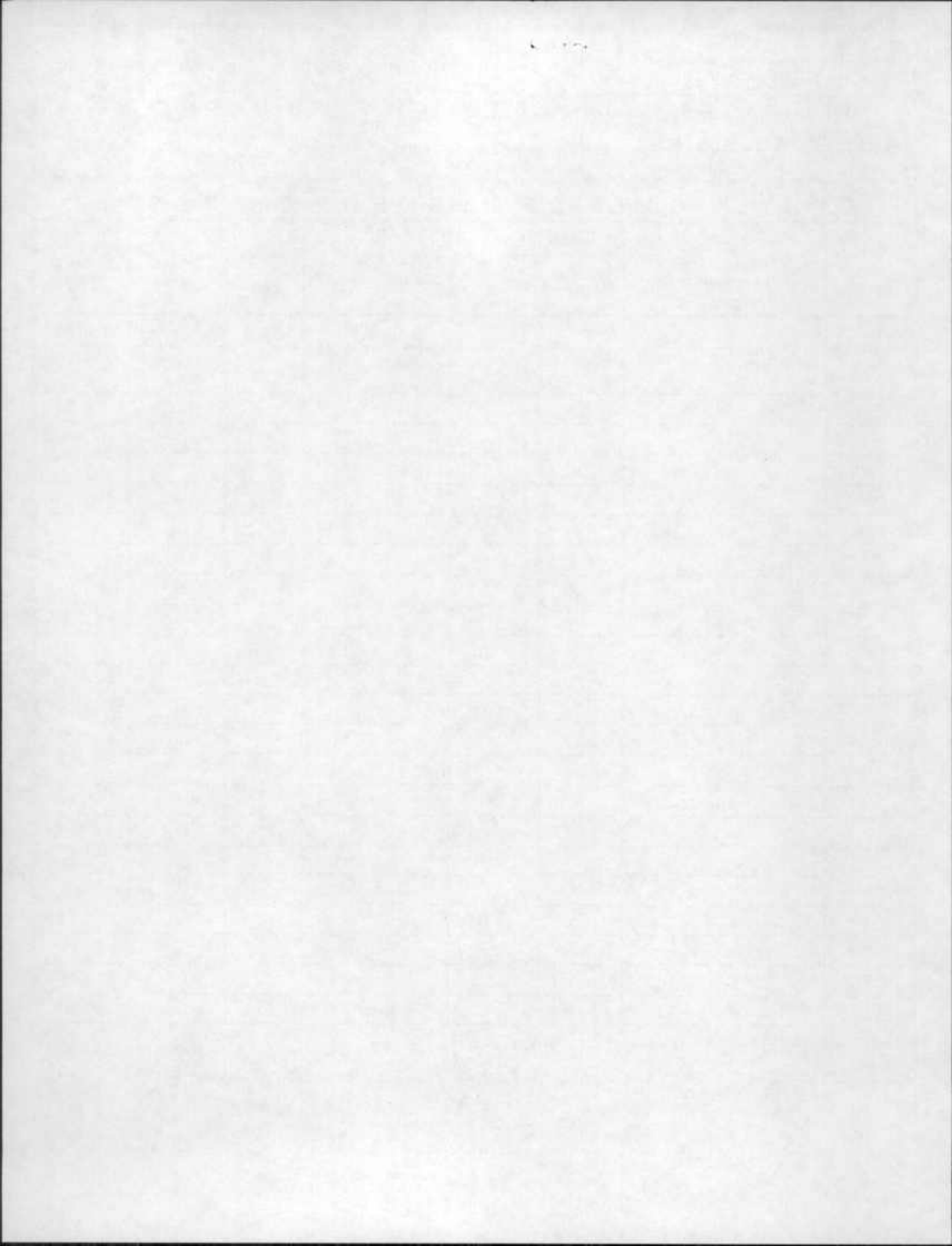
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C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W341	45 Day Permits	1716	3	9/2002 - 5/2003	5	7/2009	RECYCLE
07W515	Stolen and Recovered Reports	1716-A1	14	1/2006	2	7/2009	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 31, 2009 Date
---------------------------------------	--	------------------------------------



DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2905000		ACCESSION NO.	DATE REC'D
1. Motor Vehicle Administration		06W341	11-16-05
B. DIVISION/UNIT Vehicle Services Title File			RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E.. Glen Burnie, MD 21062		RANGE 10	LOCATION SECTION(S) 35
D. PHONE NO. 410-787-2931		NO. OF CU. FT. 5	
E. AGENCY OFFICIAL Betty Keogh, Section Manager <i>Betty Keogh</i>		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
	45 DAY PERMITS		
20.	5826838 - 5902802 (09/02 - 10/02)	1716, 3, July., 09	
22.	58's series (05/02 - 01/03)		
23.	59's series (11/02 - 03/03)		
24.	58's series (02/03 - 04/03)		
25.	59's series (03/03 - 05/03)		

R-10

S-35

11-10-55
11-10-55

11-10-55



E

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. MOTOR VEHICLE ADMINISTRATION		07W515	12-13-06
B. DIVISION/UNIT			RM CODE
VEHICLE SERVICES			26-02-06
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
6601 RITCHIE HIGHWAY, N.E. GLEN BURNIE, MARYALND 21062		RANGE SECTION(S)	
		40 11	2
D. PHONE NO.		RECORDS CENTER MANAGER	
410-787-2931			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
BETTY KEOGH, SECTION MANAGER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
7 7A	Stolen and Recovered Reports January 2006 January 2006	1716-A1 #14 July 2009

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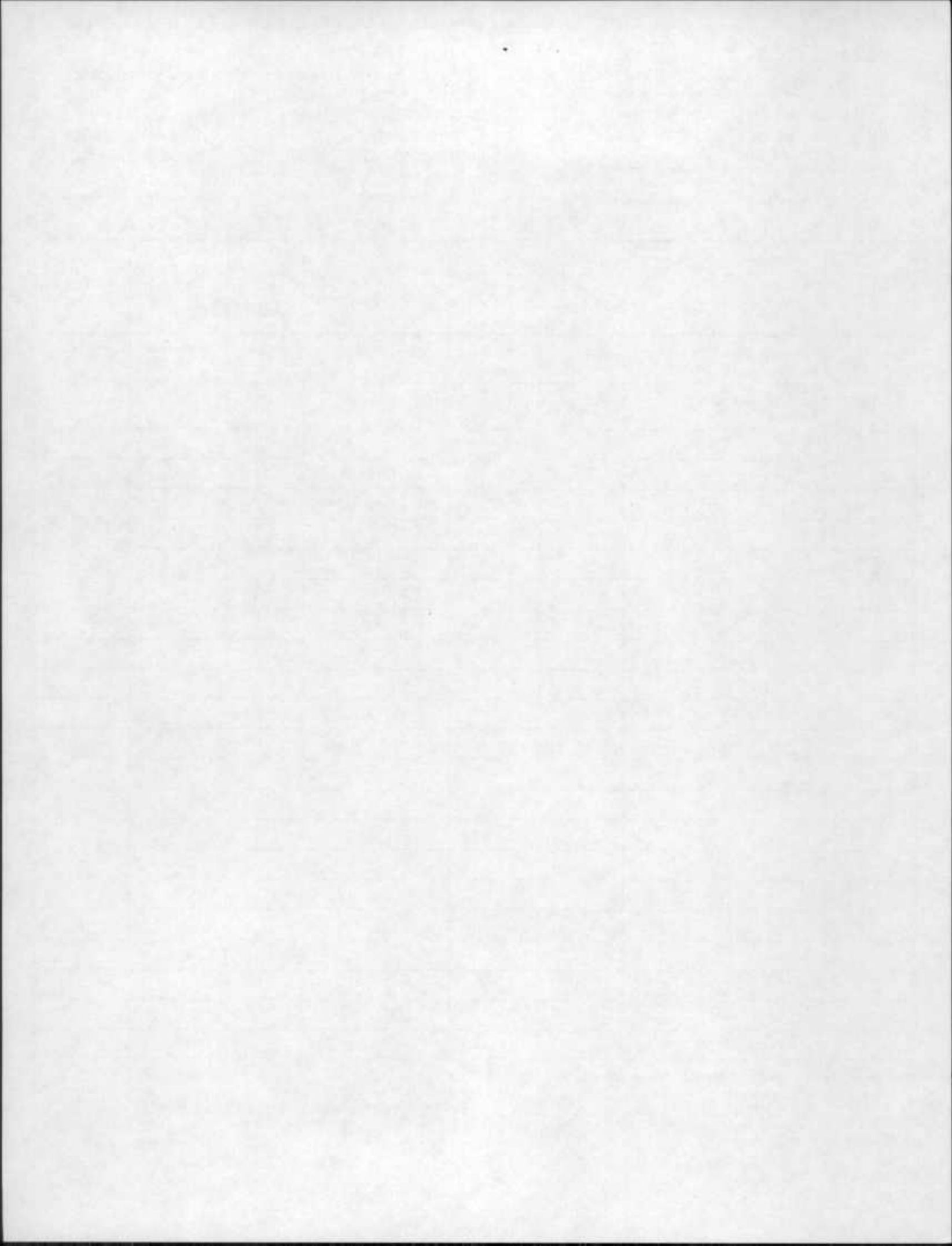
26.02.18	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
Motor Vehicle Administration Human Resources - Recruitment and Examinations			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
08W1022	Applications and Test Materials	2402	1, 2	6/2005 - 12/2005	10	7/2009	RECYCLE
08W1023	Applications and Test Materials	2402	1, 2	1/2005 - 11/2006	10	7/2009	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 31, 2009 Date
------------------------------	---------------------------------	---------------------------



DEPARTMENT OF GENERAL SERVICES – STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 08W1022	DATE REC'D 4-25-08
B. DIVISION/UNIT Human Resources – Recruitment and Examinations			RM CODE 2602.18
C. MAILING ADDRESS Room 101 6601 Ritchie Highway NE Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 6 21	NO. OF CU. FT. 10
D. PHONE NO. (410) 787-7719		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Patricia Bess, Division Manager Lori Loder (410) 768-7044		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 of 10 *****	APPLICATIONS CA-III Document Examiner (06/05-11/05) *****	2402 – 1 Jan, 2009 7/2009 *****	
2 of 10 *****	APPLICATIONS CA-III Document Examiner (07/05-12/05) *****	2402 – 1 Jan, 2009 *****	
3 of 10 *****	APPLICATIONS CA-III Advanced Worker (08/05) DLA-I Frederick P/T (09/05) DLA-III (09/05) CA-I Mailroom – Contractual (09/05) Transportation Facility Maintenance Worker – White Oak (05/05) CA-III Lead Worker (07/05) *****	2402 – 1 Jan, 2009 July 2009 *****	
4 of 10 *****	APPLICATIONS Maintenance – Loveville (03/05) REU Assistant – Contractual (08/05) Building Services Worker II (09/05) Office Appliance Clerk III (10/05) CA-IV Supervisory – White Oak (11/05) Architect II (09/05) DLA-III – White Oak (12/05) CA-II – Glen Burnie (11/05) Training Specialist (06/05) *****	2402 – 1 Jan, 2009 *****	
5 of 10 *****	APPLICATIONS AND TEST MATERIALS CA-I – White Oak – Test Materials (11/05) Driver Education Coordinator Adm II (08/05) Assistant Branch Manager I – Glenmont (09/05) Quality Assurance Supervisor Contractual (05/05) CA-I Contractual – Ad Proofs (09/05) *****	2402 – 1, 2 Jan, 2009 *****	

4-22-03

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08/10/22

10/22/03

DEPARTMENT OF GENERAL SERVICES – STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

(CONTINUATION SHEET)

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

ACCESSION NUMBER _____

(Assigned at State Records Center)

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
6 of 10	APPLICATIONS Comm Supervisor (07/05) Administrator IV (07/05) Quality Assurance Supervisor – Contractual (07/05) Quality Assurance Supervisor – Open and Continuous (01/06) Vehicle Compliance Agent I (10/05) VEIP (10/05) VEIP Station Representative (05/05) VEIP (02/05) VEIP (06/05) VEIP (03/05)	2402 – 1 Jan, 2009
7 of 10	APPLICATIONS Police Officer III (12/05) Clerical Assistant – Human Resources P/T (10/05) Teletype Operator (09/05) Administrative Assistant III – Contractual (09/05) CA-IV Senior Document Examiner (10/05) CA-IV Senior Document Examiner (07/05) Admin Officer III (10/04) DLA-III (10/04) Database Specialist II (03/05) Admin III (04/05) Admin II (04/05)	2402 – 1 Jan, 2009
8 of 10	TEST MATERIALS CA-I and DLA-I – Test (12/05) CA-I and DLA-I – Test (11/04)	2402 – 2 Jan, 2009
9 of 10	Customer Service Skills Assessment (CSSA 04/05-09/05)	2402 – 2 Jan, 2009
10 of 10	Customer Service Skills Assessment (CSSA 08/05-12/05)	2402 – 2 Jan, 2009

R-6

S-2

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 08W1023	DATE REC'D 4-25-08
B. DIVISION/UNIT Human Resources – Recruitment and Examinations			RM CODE 26.02.18
C. MAILING ADDRESS Room 101 6601 Ritchie Highway NE Glen Burnie, MD 21062		RANGE 6	LOCATION SECTION(S) 2
D. PHONE NO. (410) 787-7719		NO. OF CU. FT. 10	
E. AGENCY OFFICIAL Patricia Bess, Division Manager Lori Loder (410) 768-7044		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 of 10	APPLICATIONS CA-III – White Oak (01/05) DLA-III Lead Worker (05/05) CA-II P/T (01/06) DLA-III Lead Worker (12/05) CA-II (09/05) DLA-III – Annapolis (10/05) Administrative Officer II Training (06/05) Personnel Officer II (09/05) Section Manager (Acting Capacity) Business Licensing (12/05) APPLICATIONS - <i>continued</i> Section Manager Central Programs (02/06) Teletype Operator (02/06) Personnel Officer II 0 Glen Burnie (02/06) Building Services Worker I (03/06) Police Officer (01/06)	2402 – 1 Jul, 2009	
2 of 10	APPLICATIONS MVA Vehicle Compliance Agent III (03/06) Transportation Engineer Manager II (01/06) Transportation Facility Worker III – Largo (03/06) CA-I Contractual – Gaithersburg (01/06) Transportation Facility Worker III – Loveville (05/06) CA-I Contractual – Glen Burnie (12/05) CA-I Contractual – Glen Burnie (01/06) VEIP Rep (09/05) CA-I – White Oak (11/05) CA-I (12/05) CA-I – White Oak (10/05) CA-I (09/05)	2402 – 1 Jul, 2009	
3 of 10	APPLICATIONS AND TEST MATERIALS Senior Document Examiner – Applications (05/05) CSSA – Test (04/05) CSSA – Largo – Test (04/06) CSSA – Glen Burnie – Test (03/06)	2402 – 1, 2 Jul, 2009	

11-22-01
11-22-01

11-22-01
11-22-01



RECORDS TRANSMITTAL AND RECEIPT

(CONTINUATION SHEET)

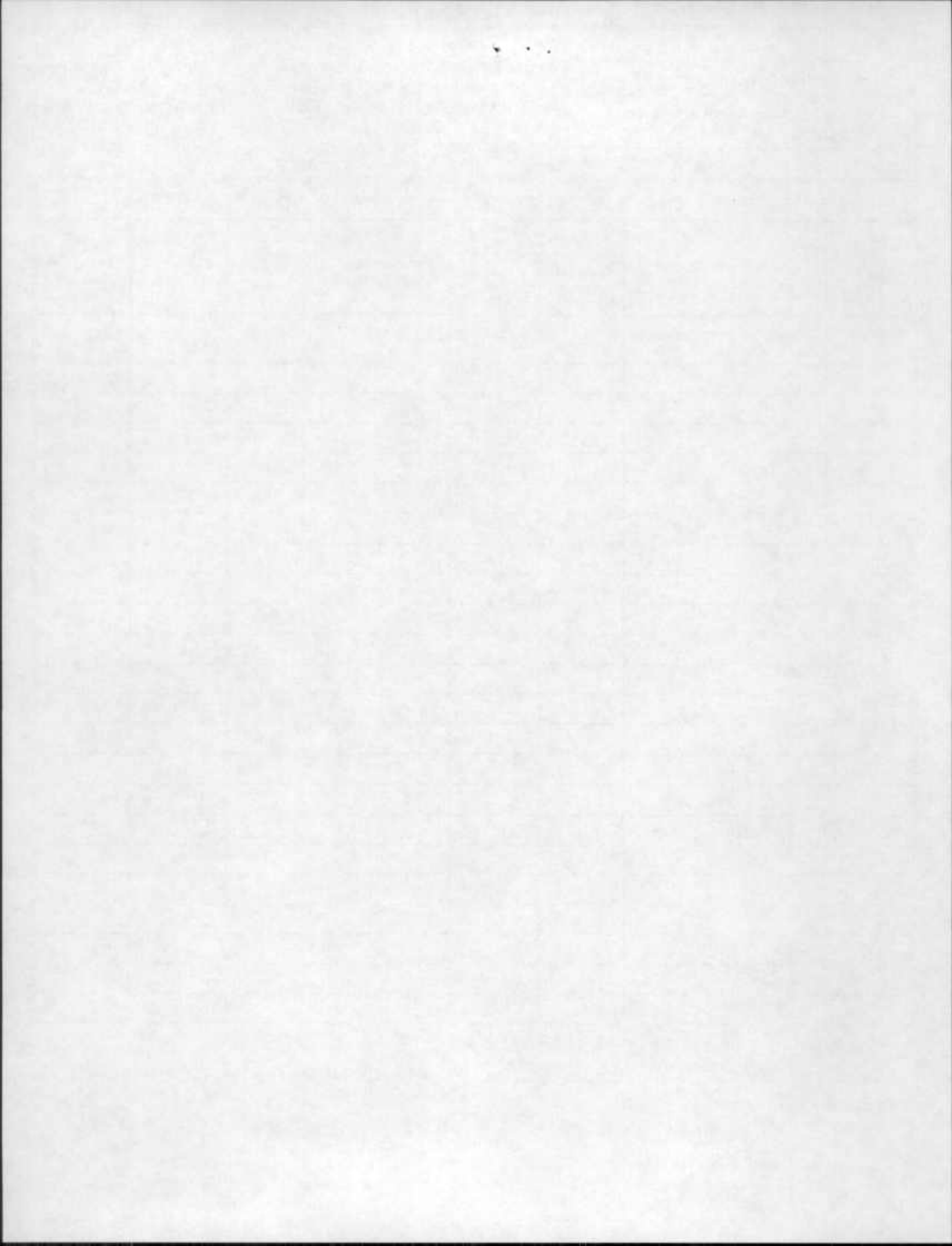
DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

ACCESSION NUMBER _____
(Assigned at State Records Center)

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4 of 10	APPLICATIONS CA-I Contractual (07/05) Senior Document Examiner (02/06) CA-IV Senior Document Examiner (04/05) CA-IV Senior Document Examiner (05/05) CA-IV Senior Document Examiner – Open and Continuous (07/05) CA-I and DLA-I Southern Maryland Recruitment (11/04) CA-I and DLA-I White Oak (02/05) Customer Service Investigator III (12/04)	2402 – 1 July, 2009
5 of 10	APPLICATIONS CA-III Document Examiner (01/06-03/06)	2402 – 1 Jul, 2009
6 of 10	APPLICATIONS AND TEST MATERIALS Personnel Officer II – Exam Dev Specialist (10/05) Instructional Program Compliance Specialist (11/05) CA-II (04/06) Adm Officer II – Operations Training Specialist (06/06) Maintenance Chief (06/06) Class & Comp Manager – Personnel Adm II (06/06) Project Manager – Driver Ed Program (06/06)	2402 – 1, 2 Jul, 2009
7 of 10	APPLICATIONS AND TEST MATERIALS MVA Investigator (06/06) Box 1 of 2	2402 – 1, 2 Jul, 2009
8 of 10	APPLICATIONS AND TEST MATERIALS MVA Investigator (06/06) Box 2 of 2	2402 – 1, 2 Jul, 2009
9 of 10	APPLICATIONS AND TEST MATERIALS MVA Vehicle Compliance Agent I (10/05, 01/06, 02/06, 03/06) CA-IV Senior Document Examiner (02/06, 03/06, 04/06)	2402 – 1, 2 Jul, 2009
10 of 10	APPLICATIONS AND TEST MATERIALS CA-IV Senior Document Examiner (04/06) CA-IV Supervisory (12/05) EEO Trainee – Contractual (11/06)	2402 – 1, 2 Jul, 2009

R-6

S-7



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 72.0 26.03.02 S.H.A.		ACCESSION NO. 00W 24	DATE REC'D 7-23-99
B. DIVISION/UNIT CONSTRUCTION INSPECTION DIVISION		LOCATION RANGE SECTION(S) 7 16	RM CODE 26.03.02
C. MAILING ADDRESS 707 N. CALVERT STREET BALTIMORE, MARYLAND 21202		NO. OF CU. FT. 21	
D. PHONE NO. (410) 545-0380		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RICHARD WEDDLE, CHIEF OF C.I.D.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
781-782	STA'S 1990-1991	SCHEDULE 1539
783-788	CONSTRUCTION CONTRACT FILES 1988-1998	ITEM #1
789-790	YELLOW TIMESHEETS 1994-1996	SCHEDULE 1539
791-792	ASSIGNMENT LIST 1994-1996 & OVERTIME FILES	ITEM #2
793-795	CONSULTANT INSPECTION CONTRACTS 1985-1986	SCHEDULE 1539
796-799	CONSTRUCTION CONTRACT FILES	ITEM #3
800	ASSIGNMENT LIST	SCHEDULE 1539
801	YELLOW TIMESHEETS 1998	ITEM #3
		SCHEDULE 1539
		ITEM #3
		7/09

R7
S16

STREET
DOWN THE WOOD
15-11-77

RECEIVED
FEB 11 1977
FBI - NEW YORK

RECEIVED
FEB 11 1977
FBI - NEW YORK

26.03.05	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Office of Finance			
Division or Unit			

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

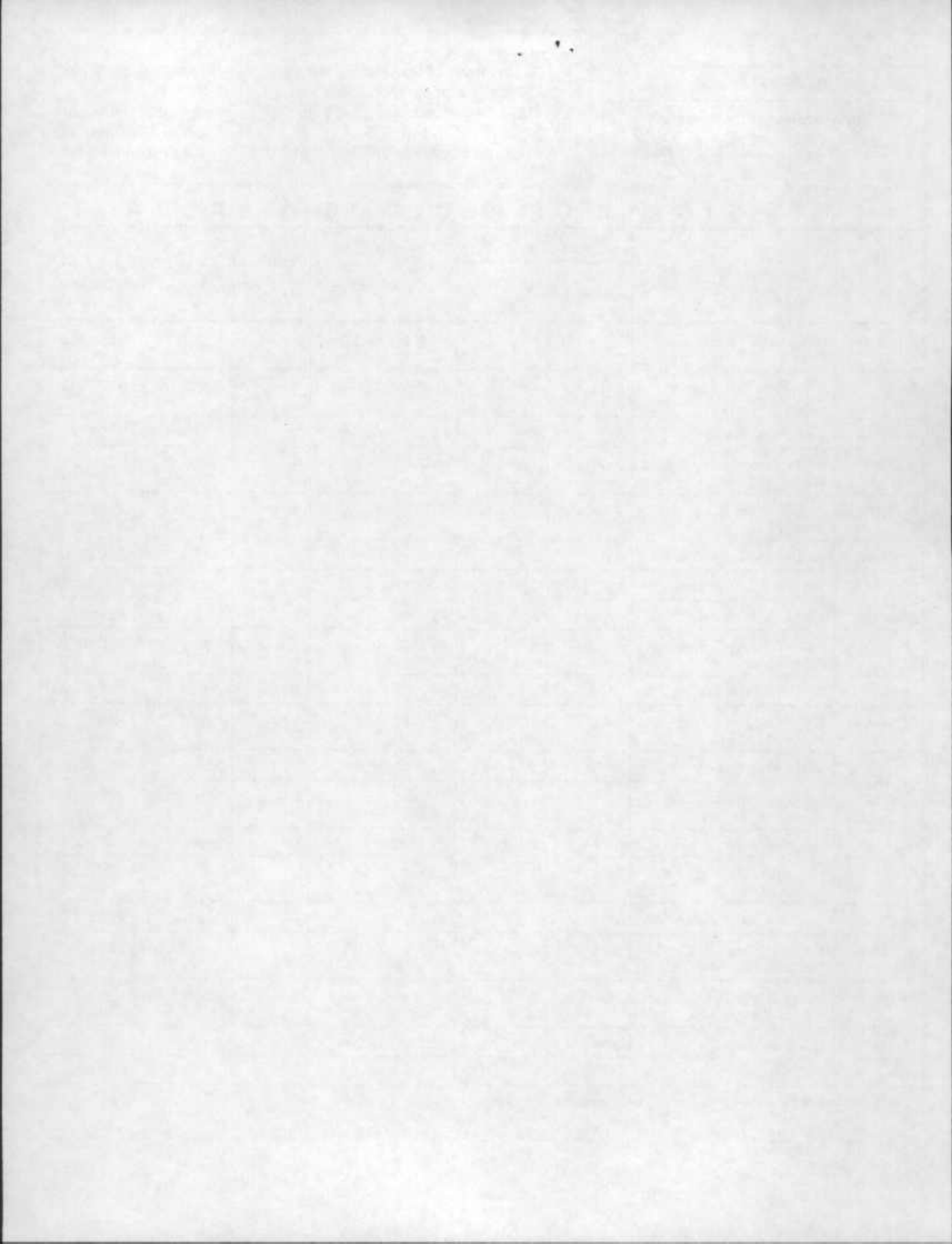
No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
87W568	Final Contract Books and Folders	897	1	FY 1984 - FY 1985	38	7/2009	RECYCLE
03W181	Payroll Journal - Gross & Deductions	1813	7	1997 - 5/2002	45	7/2009	RECYCLE
05W1132	Cash Receipts Back up	1811	3	FY 2002	13	7/2009	RECYCLE
06W1037	OFIT/GL Interagency Expend Trans, Control Reports	2401	1	FY 2002	9	7/2009	RECYCLE
06W1065	Paid Accidents / Cash Receipt Back up	2394	2	2001	4	7/2009	RECYCLE
06W1066	Paid Accident / Cancelled	2394	2	2002	1	7/2009	RECYCLE
06W1067	R&D / Cashiers Office	2394	5	8/2001-5/2002	1	7/2009	RECYCLE
07W610	R&D / Cashiers Office	2395	1	FY 2002	1	7/2009	RECYCLE
08W443	FARS - OFIT/GL Interagency Expenditures	2401	1	FY 2002	6	7/2009	RECYCLE
08W444	OFIT/FARS P/R Register	2401	5	FY 2002	1	7/2009	RECYCLE
08W445	FARS Year End Closed Books	2401	7	FY 2002	2	7/2009	RECYCLE
08W446	OFIT/FARS J/E'S	2401	3	FY 2002	3	7/2009	RECYCLE
08W719	Payroll Revolving Cancelled Expense Checks	2396	1	12/2001 - 5/2002	1	7/2009	RECYCLE
08W720	Specifications & Cash Receipts	2396	2, 3, 5	FY 2002	6	7/2009	RECYCLE
08W722	Payroll Revolving Cancelled Expense Checks	2396	1	10/2002 - 12/2002	1	7/2009	RECYCLE
08W1293	Outdoor Advertising - Scanned	2394	3	FY 2000	1	7/2009	RECYCLE
08W1294	Cash Receipts and Specifications Check Copies	2396	1	FY 2002	1	7/2009	RECYCLE
08W1295	Contractor Information, Delivery Receipts	2396	2	FY 2002	1	7/2009	RECYCLE
08W1296	COS Transport Recon	2396	1	FY 2001 - FY 2002	1	7/2009	RECYCLE

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

Charlie P Lopez
Signature

Records Center Manager
Title

December 31, 2009
Date



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 29.02.01	ACQUISITION NO. 26.03.05	DATE REC'D 1-19-87
2. AGENCY State Highway Administration	LOCATION - 87W568	NO. OF CU. FT. 38
3. DIVISION/UNIT Office of Finance & Program Management	LOCATION - 34 4-5	NO. OF CU. FT. 38
4. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202	RECORDS CENTER MANAGER ✓	
5. AGENCY OFFICIAL William R. Burdette	PHONE NO. 659-1442	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

B. BOX NUMBERS	C. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 ✓	Final Contract Books and Folders Box 182	897 872-1 1/07AR
2 ✓	" " " " Box 179	" " "
3 ✓	" " " " Box 207	" " "
4 ✓	" " " " Box 181	" " "
5 ✓	" " " " Box 171	" " "
1/08 6 ✓	Closed Billwork Projects Box 219	" " "
1/08 7 ✓	Billwork Box 177	Disposal " Boxes
8 ✓	Final Contract Books and Folders Box 199	" " "
9 ✓	" " " " Box 184	" " "
10 ✓	" " " " Box 174	1, 2, 3, 4, 5, 8, 9, 10,
11 ✓	" " " " Box 202	" " "
12 ✓	" " " " Box 200	11, 12, 13, 14, 15
13 ✓	Contract Books Only Box 211	" " "
14 ✓	Final Books and Folders Box 178	18, 19, 20, 21, 22,
15 ✓	Contract Books Only Box 206	23, 24, " 25,
1/05 16 ✓	Closed BW Projects Box 170	27, 28, 29, " 30, 31,
1/09 17 ✓	Federal Aid Rental Files	" " "
18 ✓	Final Contract Books & Folders Box 201	32, 33, 34, 35, 36
19 ✓	" " " " Box 212	" " "
20 ✓	" " " " Box 197	" " "
21 ✓	" " " " Box 198	" " "
22 ✓	" " " " Box 180	" " "
23 ✓	" " " " Box 176	" " "
24 ✓	" " " " Box 183	1/2007
25 ✓	Contract Books Only Box 205	" " "
1/08 26 ✓	Closed BW Projects Box 196	" " "
27 ✓	Fixed Asset Condemnation Rpts and Entries FY 1984 Box 213	1/2008
28 ✓	Fixed Asset Condemnation Rpts and Entries FY 1985 Box 214	" " "

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 878, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 29.02.01		ACCESSION NO. 87W568	DATE REC'D 1-19-87 26.03.05
b) AGENCY State Highway Administration		LOCATION - FLOOR 34	SECTIONS 4-5
c) DIVISION/UNIT Office of Finance & Program Management		NO. OF CU. PT 38	
d) MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL William R. Burdette William R. Burdette		PHONE NO. 659-1442	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
B. BOX NUMBERS	C. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)	
29 / 30 / 31 / 32 / 33 / 34 / 35 / 36 / 11/0 37 / 11/0 38 /	Final Contract Books and Folders Box 218 Final Contract Books and Folders Box 204 Contract Books Only Box 208 Contract Books Only Box 209 Final Contract Books and Folders Box 220 Contract Books Only Box 210 Final Contract Books and Folders Box 203 Final Contract Books and Folders Box 217 Closed RW Auth All Years G to Sm Box 216 Closed RW Auth All Years ATO F Box 215	897-1 1/07AR "	

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R34
S4-5

87W568

38 Boxes
78-91-1

87W568
88 2-4 88

PARTIAL DISPOSAL

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT - SHA		ACCESSION NO. 87W568	DATE REC'D 1-08-07
B. DIVISION/UNIT Office of Finance			RM CODE 26.03.05
C. MAILING ADDRESS 707 N. Calvert St. Baltimore, Md 21202		LOCATION RANGE SECTION(S) 34 4-5	NO. OF CU. FT. 31
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Boxes	Partial Disposal ONLY 1, 2, 3, 4, 5, 8, 9, 10 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25 27, 28, 29, 30, 31, 32, 33, 34, 35, 36	897-1 1/2007 DISPOSED 1/19/07 DCW & G.H.

4-08-07

WCT - 2HA

87W568

Office of Finance

21

24

for W. Colwell et.

Baltimore Mt. View

897-1

Partial Disposal only

1/2007

E

RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. State Highway Administration		Accession No. 03W181	Date Rec'd 9-18-02
			RM Code 26.03.05
B. Division/Unit Office of Finance and Information Technology		Location Range 14 Section(s) 23-24	No. of Cu. Ft. 45
C. Mailing Address 707 N. Calvert St. Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410-545-5770		To Be Completed At State Records Management Center	
E. Agency Official			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
1.	Payroll Journal – Gross & Deduction Pay #26 (1997)	1813-7	1/2004
2.	Payroll Journal – Gross & Deduction Pay 19 8/23/00-9/5/00	1813-7	1/2008
3.	Payroll Journal – Gross & Deduction Pay 20 9/6/00-9/19/00	1813-7	1/2008
4.	Payroll Journal – Gross & Deduction Pay 21 9/20/00-10/3/00	1813-7	1/2008
5.	Payroll Journal – Gross & Deduction Pay 22 10/4/00-10/17/00	1813-7	1/2008
6.	Payroll Journal – Gross & Deduction Pay 23 10/18/00-10/31/00	1813-7	1/2008
7.	Payroll Journal – Gross & Deduction Pay 24 11/1/00-11/14/00	1813-7	1/2008
8.	Payroll Journal – Gross & Deduction Pay 25 11/15/00-11/28/00	1813-7	1/2008
9.	Payroll Journal – Gross & Deduction Pay 01 12/13/00-12/26/00	1813-7	1/2008
10.	Payroll Journal – Gross & Deduction Pay 02 12/27/00-01/09/01	1813-7	7/2008
11.	Payroll Journal – Gross & Deduction Pay 03 1/10/01-01/23/01	1813-7	7/2008
12.	Payroll Journal – Gross & Deduction Pay 04 01/24/01-02/06/01	1813-7	7/2001
13.	Payroll Journal – Gross & Deduction Pay 05 02/07/01-02/20/01	1813-7	7/2008
14.	Payroll Journal – Gross & Deduction Pay 06 02/21/01-03/06/01	1813-7	7/2008
15.	Payroll Journal – Gross & Deduction	1813-7	

July 2009

** Missing*

Boxes 12-19

Box 28

July 2009

19.05.30
H. 45.5. H

P

19.05.30
19.05.30
19.05.30
19.05.30
19.05.30

	Pay 07 03/07/01-03/20/01	7/2008
16.	Payroll Journal – Gross & Deduction Pay 08 03/21/01-04/03/01	1813-7 7/2008
17.	Payroll Journal – Gross & Deduction Pay 09 04/04/01-04/17/01	1813-7 7/2008
18.	Payroll Journal – Gross & Deduction Pay 10 04/18/01-05/01/01	1813-7 7/2008
19.	Payroll Journal – Gross & Deduction Pay 11 05/02/01-05/15/01	1813-7 7/2008
20.	Payroll Journal – Gross & Deduction Pay 12 05/16/01-05/29/01	1813-7 7/2008
21.	Payroll Journal – Gross & Deduction Pay 13 05/30/01-06/12/01	1813-7 7/2008

DGS 550-5 (Rev. 12/88)

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<u>Box</u>	<u>Description</u>	<u>Item # and Disposal Date</u>
22	Payroll Journals – Gross & Deduction Pay 14 06/13/01-06/26/01	1813-7 7/2008
23	Payroll Journals – Gross & Deduction Pay 15 06/27/01-07/10/01	1813-7 1/2009
24	Payroll Journals – Gross & Deduction Pay 16 07/11/01-07/24/01	1813-7 1/2009
25	Payroll Journals – Gross & Deduction Pay 17 07/25/01-08/07/01	1813-7 1/2009
26	Payroll Journals – Gross & Deduction Pay 18 08/08/01-08/21/01	1813-7 1/2009
27	Payroll Journals – Gross & Deduction Pay 19 08/22/01-09/04/01	1813-7 1/2009
28	Payroll Journals – Gross & Deduction Pay 20 09/05/01-09/18/01	1813-7 1/2009
29	Payroll Journals – Gross & Deduction Pay 21 09/19/01-10/02/01	1813-7 1/2009
30	Payroll Journals – Gross & Deduction Pay 22 10/03/01-10/16/01	1813-7 1/2009
31	Payroll Journals – Gross & Deduction Pay 23 10/17/01-10/30/01	1813-7 1/2009
32	Payroll Journals – Gross & Deduction Pay 24 10/31/01-11/13/01	1813-7 1/2009
33	Payroll Journals – Gross & Deduction Pay 25 11/14/01-11/27/01	1813-7 1/2009
34	Payroll Journals – Gross & Deduction Pay 01 12/12/01-12/25/01	1813-7 1/2009
35	Payroll Journals – Gross & Deduction Pay 02 12/26/01-01/08/02	1813-7 7/2009
36	Payroll Journals – Gross & Deduction Pay 03 01/09/02-01/22/02	1813-7 7/2009
37.	Payroll Journals – Gross & Deduction Pay 04 01/23/02-02/05/02	1813-7 7/2009
38	Payroll Journals – Gross & Deduction Pay 05 02/06/02-02/19/02	1813-7 7/2009
39	Payroll Journals – Gross & Deduction Pay 06 02/20/02-03/05/02	1813-7 7/2009
40	Payroll Journals – Gross & Deduction Pay 07 03/06/02-03/19/02	1813-7 7/2009
41	Payroll Journals – Gross & Deduction Pay 08 03/20/02-04/02/02	1813-7 7/2009
42	Payroll Journals – Gross & Deduction	1813-7

SECRET

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43	Pay 09 04/03/02-04/16/02	7/2009
	Payroll Journals – Gross & Deduction	1813-7
	Pay 10 04/17/02-04/30/02	7/2009
44	Payroll Journals – Gross & Deduction	1813-7
	Pay 11 05/01/02-05/14/02	7/2009
45	Payroll Journals – Gross & Deduction	1813-7
	Pay 12 05/15/02-05/28/02	7/2009

R-14
S-23-24

MISSING
12-19-28

E

RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1. SHA		Accession No. 05W1132	Date Rec'd 4-20-05
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Range 3	Location Section(s) 4-5
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202			No. of Cu. FL 13
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
150	Cash Receipts Back Up FY 2002 07/02/01-07/31/01	2009-1811	7/2009 Item # 3
151	Cash Receipts Back Up FY 2002 08/01/01-08/31/01	2009-1811	
152	Cash Receipts Back Up FY 2002 09/04/01-09/28/01	2009-1811	
153	Cash Receipts Back Up FY 2002 10/01/01-10/31/01	2009-1811	
154	Cash Receipts Back Up FY 2002 11/01/01-11/30/01	2009-1811	
155	Cash Receipts Back Up FY 2002 12/03/01-12/31/01	2009-1811	
156	Cash Receipts Back Up FY 2002 01/02/02-01/31/02	2009-1811	
157	Cash Receipts Back Up FY 2002 02/01/02-02/28/02	2009-1811	
158	Cash Receipts Back Up FY 2002 03/01/02-03/14/02	2009-1811	
159	Cash Receipts Back Up FY 2002 03/15/02-03/29/02	2009-1811	
160	Cash Receipts Back Up FY 2002 04/01/02-04/30/02	2009-1811	
161	Cash Receipts Back Up FY 2002 05/01/02-05/31/02	2009-1811	
162	Cash Receipts Back Up FY 2002 06/03/02-06/28/02	2009-1811	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Maryland State Highway Administration		Accession No. 06W1037	Date Rec'd 5-31-06
B. Division/Unit FARS - Financial Accounting and Reporting		Location Range Section(s) 32 7	RM Code 26.03.05
C. Mailing Address 707 North Calvert Street		No. of Cu. Ft. 9	
D. Phone No. 410-545-5693		Records Center Manager	
E. Agency Official		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
2	FY2002 - OFIT/GL Interagency Expend Trans(05/02 - 06/02)	2401; June 2009	
3	FY2002 - OFIT/GL Interagency Expend Trans(04/02 - 05/02)	2401; June 2009	
24	FY2002 - OFIT/GL Interagency Expend Trans(04/01 - 05/01)	2401; June 2009	
26	FY2002 - OFIT/GL Interagency Expend Trans(11/01 - 12/01)	2401; June 2009	
29	FY2002 - OFIT/GL Interagency Expend Trans(07/01 - 08/01)	2401; June 2009	
30	FY2002 - OFIT/GL Interagency Expend Trans(01/02 - 02/02)	2401; June 2009	
32	FY2002, 2003 - Control Reports DAFR7200, 2271	2401; June 2009	
39	FY2002 - DAFR2021 (9/02 - 12/02)	2401; June 2009	
44	FY2002 - Control Reports DAFR7200	2401; June 2009	
		item 1 7/2009	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1065	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Section(s) 23 <input checked="" type="checkbox"/> 21	RM Code 03-05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		Range 23	No. of Cu. Ft. 4
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	

173	Pd Accidents Inv.6/01-3/02/AA007066 - AA008149	Not Scanned	03/08 - 2394
191	Pd/ Cancelled AA006500 - AA006699/ 2/08/01-3/21/01	Not Scanned	03/08 - 2394
205	Cash Receipt Back Up - 3/6/01-3/2/01	Not Scanned	03/08 - 2396
208	Cash Receipt Back Up - 2/12/01-03/5/01	Not Scanned	03/08 - 2396

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1066	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) 23 / 21	RM Code 26-03-05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 1	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	

197 Pd/ Cancelled AA007750 - AA007999/ 1/7/02-2/20/02

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 06W1067	Date Rec'd 5-31-06
B. Division/Unit R&D/Cashiers Office		Location Range Section(s) 23 21	RM Code 26-03-05
C. Mailing Address 707 North Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 1	
D. Phone No. 410 - 545 - 5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. 07W610	Date Rec'd 3/14/07
		✓	RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office			Location Section(s) 9
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Range 100	
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
72	BW999 AC001005-AC005260 FY02	Scanned	2009-2396 Item 1 7/2009

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Maryland State Highway Administration	Accession No.	Date Rec'd
	08W443	10/15/07
B. Division/Unit FARS (Financial Accounting and Reporting)	Location	RM Code
	Range Section(s)	26.03.05
C. Mailing Address 707 N. Calvert Street	26 15 ✓	No. of Cu. Ft. 6
D. Phone No. 410-545-5693	Records Center Manager	
E. Agency Official	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date
6	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (02/02-03/02)	2401; July 2009 <i>item 1</i>
7	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (08/01-09/01)	2401; July 2009
8	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (12/01-01/02)	2401; July 2009
9	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (10/01-11/01)	2401; July 2009
10	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (03/02-04/02)	2401; July 2009
11	FY 2002-OFIT/GL INTER-AGY. EXPENDITURES (06/02-06/02)	2401; July 2009 <i>item 1</i>

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Maryland State Highway Administration		Accession No. 08W444	Date Rec'd 10/15/07
B. Division/Unit FARS (Financial Accounting and Reporting)		Location Range Section(s) 8 35	RM Code 26.03.05
C. Mailing Address 707 N. Calvert Street		No. of Cu. Ft. 1	
D. Phone No. 410-545-5693		Records Center Manager	
E. Agency Official		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
12	FY 2002-OFIT/FARS P/R REGISTER (07/2001-06/2002)	2401; July 2009 <i>item 5</i>	
		Item 5	

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Maryland State Highway Administration		Accession No. 08W445	Date Rec'd 10/15/07
			RM Code 26.03.05
B. Division/Unit FARS (Financial Accounting and Reporting)		Location Range Section(s) 33 / 6	No. of Cu. Ft. 2
C. Mailing Address 707 N. Calvert Street		Records Center Manager	
D. Phone No. 410-545-5693		To Be Completed At State Records Management Center	
E. Agency Official			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
13	FY 2002-OOF/FARS YEAR END CLOSE BOOKS (1 OF 2)	2401; July 2009	
14	FY 2002-OOF/FARS YEAR END CLOSE BOOKS (2 OF 2)	2401; July 2009	
		<i>1 item 7</i>	
		Item 7	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. Maryland State Highway Administration		Accession No. 08W446	Date Rec'd 10/15/07
			RM Code 26.03.05
B. Division/Unit FARS (Financial Accounting and Reporting)		Location Range Section(s) 35 14	No. of Cu. Ft. 3
C. Mailing Address 707 N. Calvert Street		Records Center Manager	
D. Phone No. 410-545-5693		To Be Completed At State Records Management Center	
E. Agency Official			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
15	FY 2002- OFIT/FARS J/E'S (BATCH 352 - ---)	2401; July 2009	
16	FY 2002- OFIT/FARS J/E'S (Batch 103 - 351)	2401; July 2009	
17	FY 2002- OFIT/FARS J/E'S (Batch 100-102)	2401; July 2009	
		<i>item 2</i>	
		ITEM 2	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. 08W719	Date Rec'd 3-18-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Range 10	Location Section(s) 2
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202			No. of Cu. Ft. 1
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
301	Payroll Revolving Cancelled Expense Checks -12/31/2001 - 05/2002	07/2009-2396 <i>item 1</i>	
		Item 1	

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. 08W720	Date Rec'd 3-18-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Location Section(s) 10 ✓ 2	No. of Cu. Ft. 6
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Records Center-Manager	
D. Phone No. 410-545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jackie Steffy/Norman Gabriel			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
✓ 304	Specifications & Cash Receipts Copies - 07/01/2001 - 06/30/2002	07/2009-2396	
✓ 306	J/E Kick out Error & Corrections - 07/1999 - 06/2002	07/2009-2394	
314	Cashier's Office (R & D) Cash Receipts Deposit Slips (FMIS 86 Screens)- 03/2002-06/2002	07/2009-2396	
✓ 326	Cashiers Office Daily Cash Receipts Logs - 01/02/2002 - 06/28/2002	07/2009-2396	
✓ 340	Daily Cash Receipts Reconciliation - FMIS to COS-07/01/00 - 06/25/2002	07/2009-2396	
357	Specifications and Cash Receipts Check Copies - 03/2002 - 06/2002	07/2009-2396	
			Items 2, 3 & 5

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

Agency 1.SHA		Accession No. 08W722	Date Rec'd 3-18-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Range 10	Location Section(s) 2
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202			No. of Cu. Ft. 1
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
349	Payroll Revolving Cancelled Expense Checks 10/2002 - 12/2002	07/2009-2396 Item 1	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1. SHA		Accession No. 08W1293	Date Rec'd 6-24-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Location Range Section(s) 4 19	No. of Cu. Ft. 1
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410-545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jackie Steffy/Norman Gabriel			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
68 A	Outdoor Advertising AF000001 - AF000549 4/30/00 FY00 Scanned	7/09-2394 - 3 7/2009	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1.SHA		Accession No. 08W1294	Date Rec'd 6-24-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Location Range Section(s) 4 14	No. of Cu. Ft. 1
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410-545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jackie Steffy/Norman Gabriel			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
408	Cash Receipts and Specifications Check Copies 11/01 - 2/02 FY02	2/09- 2036 2396 Item 1 7/2009	

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RECORDS TRANSMITTAL AND RECEIPT
 DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1.SHA		Accession No. 08W1295	Date Rec'd 6-24-08
B. Division/Unit R&D - Cashiers Office		Location Range Section(s) 4 14	RM Code 26.08.05
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		No. of Cu. Ft. 1	
D. Phone No. 410-545-5703		Records Center Manager	
E. Agency Official Jackie Steffy/Norman Gabriel		To Be Completed At State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
431	See List: Contractor Information, Delivery Receipts, Rental Acct, Paid Payroll Advance, Working Fund 7/01 - 5/02 FY02	5/09-2396 - 2 7/2009	

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RECORDS TRANSMITTAL AND RECEIPT
DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 410-799-1930)

Directions: Please Type or Print Clearly All Entries

A. Agency 1.SHA		Accession No. 08W1296	Date Rec'd 6-24-08
			RM Code 26.03.05
B. Division/Unit R&D - Cashiers Office		Location Range Section(s) 4 14	No. of Cu. Ft. 1
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202		Records Center Manager	
D. Phone No. 410-545-5703		To Be Completed At State Records Management Center	
E. Agency Official Jackie Steffy/Norman Gabriel			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No., Disposal Date	
435	COS Transport Recon 7/00 - 3/02 FY01, 02	3/09-2396 - 3 7/2009	

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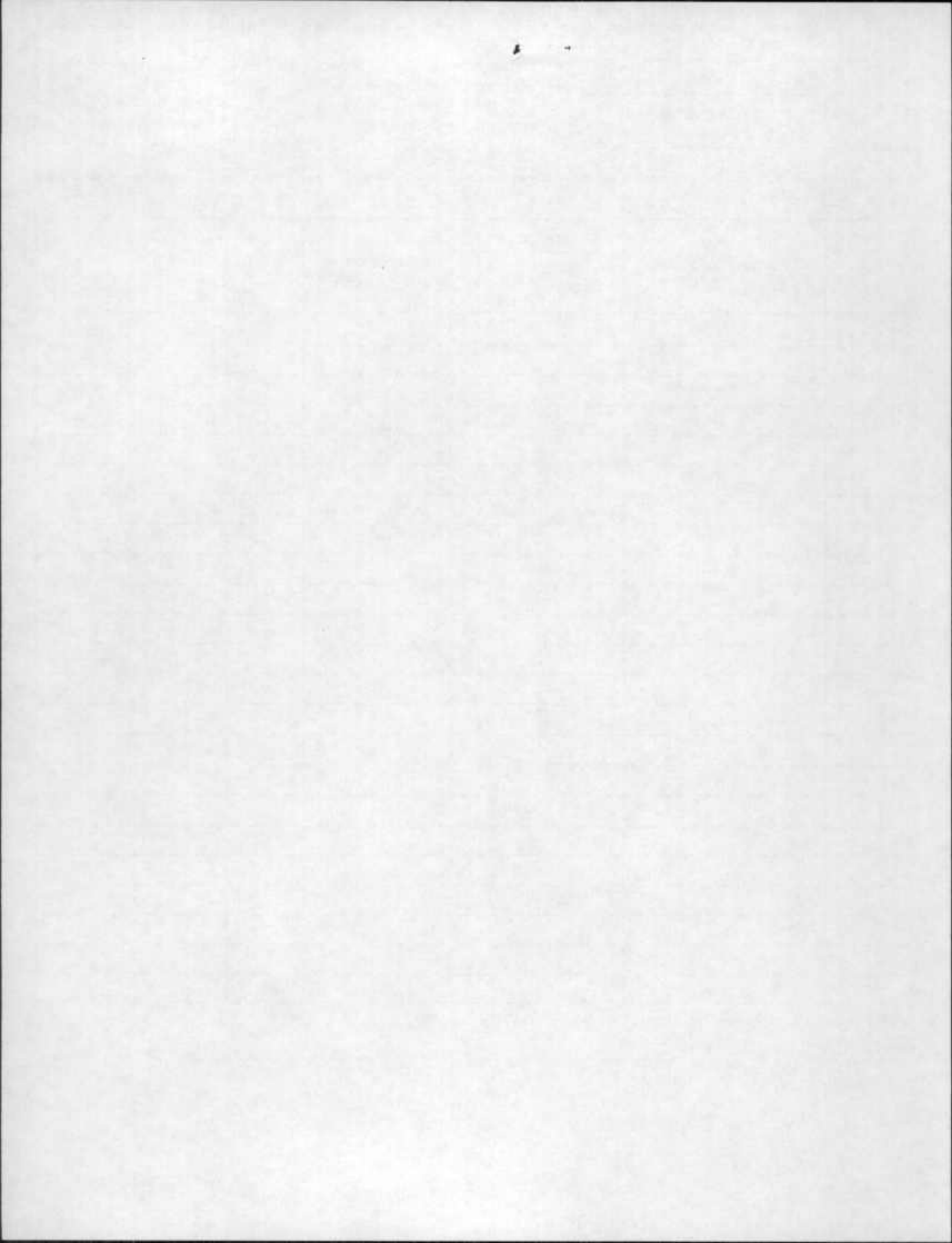
26.03.10	MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency			
State Highway Administration Legal Division			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
06W6	Invoices	2320	23F	2003	3	7/2009	RECYCLE

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

Charlie P Lopez	Records Center Manager	December 31, 2009
Signature	Title	Date



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DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE: 410-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

1. A. Agency: State Highway Administration B. Division/ Unit: Legal C. Mailing Address 707 N. Calvert Street Baltimore, MD 21202 D. Phone No. 410-545-0054 E. Agency Official Elizabeth Hansbury (smf)	Accession No. 06W6	Date Rec'd 7-1-05	
		RM Code 26.03.10	
	Range 128	Location Section(s) 14	No. of Cu. Ft. 3
	Records Center Manager <div style="text-align: center;"> To Be Completed At State Records Management Center </div>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule No., Item No. & Disposal Date
4046-4048	3 boxes of invoices from the year 2003	Schedule No. 2320 Item No. 23F Disposal date: 7/2009

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