

Submitted: 1/11/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

Division/Unit: DBM - Employee Benefits Division

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

Certificate ID: 177
MSA ID: SE55-2286

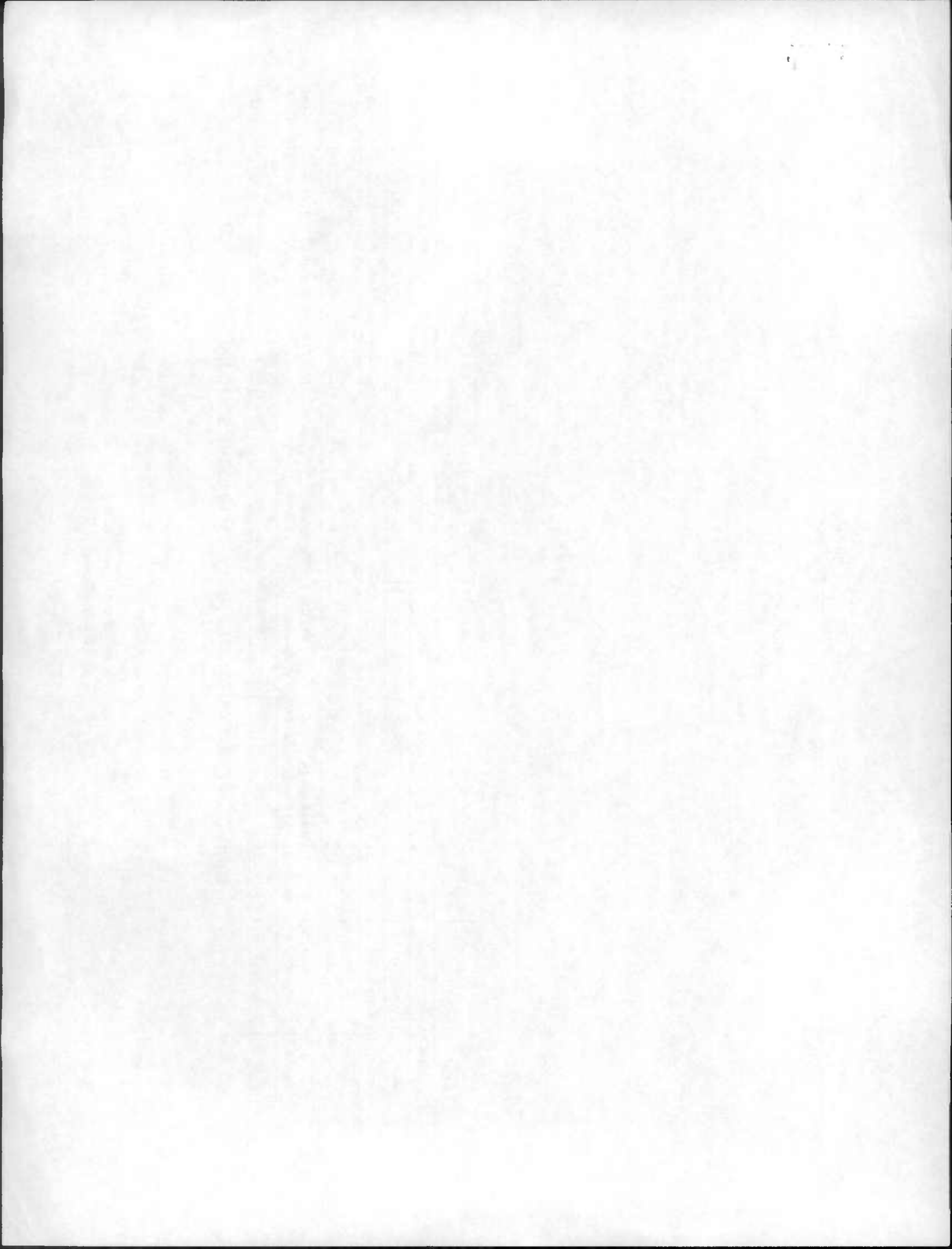
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
1	06W364 - Student Certification and Disability Determination Documents	4631 2483	1	2002-2003	11 cu ft.	01/01/2011	Recycle
2	06W369 - Direct Pay Documentation	4631 2483	4 2	2003	45 cu ft.	01/01/2011	Recycle
3	08W1007 - Batch Files for Enrollment Unit	2442 2483	4	2002-2003	49 cu ft.	01/01/2011	Recycle
4	08W1011 - Batch Files for Retirement Unit	2442 2483	6	2003	9 cu ft.	01/01/2011	Recycle
5	08W1012 - Correspondence for Customer Service Unit	2442 2483	5	2003	8 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ 1/11/2012
Signature Title Manager Date



DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT



Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. 06W364	Date Received 11-28-05
B. Division/Unit Employee Benefits Division / Dependent Verification Unit		Location Range Section	RM Code 03.02.01
C. Mailing Address 301 W. Preston Street, RM 510 Baltimore, MD 21201		16 19	No. of Cu. Ft. 11
D. Phone (410) 767-4775		Records Center Manager	
E. Agency Official		To Be Completed At State Records Management Center	
2. Box Number	3 Description of Records With Inclusive Dates Student Certification and Disability Determination Documents	4. Disposal Authority Schedule, Item No. Disposal Date	
Box #1 Box #2 Box #3 Box #4 Box #5 Box #6 Box #7 Box #8 Box #9 Box #10 Box #11	Fall 2002 Student certification for all plans Fall 2002 Student Certifications/ Spring 2003 No response reports Spring 2003 Student Information all plans MAMSI Health plan Fall 2002 information MAMSI/ CareFirst 2002 reports including disability information 2002 No response reports and plan updates – all plans Spring 2003 faxed student certs and reports – all plans Fall 2002 /Spring 2003 CareFirst reports Spring 2003 CareFirst POS/ BC letters and reports Fall 2003 Student letters –CareFirst PPO letters and reports Fall 2003 No Response reports	1631 item 1 1/2011	

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11-28-07

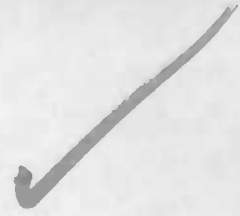
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DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT



Directions: Please Type or Print Clearly All Entries

A. Agency 1. Department of Budget and Management		Accession No. D6W369	Date Received 11-28-05
B. Division/Unit Office of Personnel Services and Benefits Employee Benefits Division		Location Range Section 16 19-20	RM Code 03.02.01
C. Mailing Address 301 West Preston Street - Room 510 Baltimore, Maryland 21201		No. of Cu. Ft. 45	
D. Phone 410-767-4690		Records Center Manager	
E. Agency Official Anne M. Seek		To Be Completed At State Records Management Center	

2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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2. Box Number	3. Description of Records With Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
	Year 2003 Direct Pay Documentation	Schedule # 1688 Item No.1 1631
1	Payment coupon	12/23/02 - 1/7/03
2	Payment coupon	1/8/03 - 1/29/03
3	Payment coupon	1/30/03 - 2/14/03
4	Payment coupon	2/19/03 - 3/4/03
5	Payment coupon	3/5/03 - 3/20/03
6	Payment coupons	3/21/03 - 4/7/03
7	Payment coupons	4/8/03 - 4/28/03
8	Payment coupons	4/29/03 - 5/12/03
9	Payment coupons	5/13/03 - 5/31/03
10	Payment coupons	6/1/03 - 6/17/03
11	Payment coupons	6/18/03 - 7/3/03
12	Payment coupons	7/4/03 - 7/23/03
13	Payment coupons	7/24/03 - 8/4/03
14	Payment coupons	8/5/03 - 8/15/03
15	Payment coupons	8/16/03 - 8/25/03
16	Payment coupons	8/29/03 - 9/10/03
17	Payment coupons	9/11/03 - 9/29/03
18	Payment coupons	9/30/03 - 10/10/03
19	Payment coupons	10/11/03 - 10/30/03
20	Payment coupons	10/31/03 - 11/12/03
21	Payment coupons	11/13/03 - 11/26/03
22	Payment coupons	11/28/03 - 12/12/03
23	Payment coupons	12/15/03 - 12/31/03
24	No-pay payment coupons	Year 2003
25	Positive File effective 1/1/03	Year 2003
26	COBRA/LAW apps	12/03 - 2/04
27	COBRA/LAW apps	3/1/03-5/31/03
28	COBRA/LAW apps	6/1/03 - 7/31/03
29	COBRA/LAW apps	8/1/03 - 11/31/03
30	Employee request COBRA/LAW	Year 2003

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DEPARTMENT OF GENERAL SERVICES
P. O. BOX (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

31	Weekly Payment COBRA/ Refund	Year 2003
32	Vendor Enrollment Reports	Year 2003
33	Vendor Weekly Payment Contractual/ returned Apps	Year 2003
34	HIPAA/FMLA Do not elect cobra	Year 2003
35	Reitree 2002 and Contract renewal	Year 2003
36	Notice to elect cobra	1/7/03 – 3/28/03
37	Notice to elect cobra	04/01/03 - 6/22/03
38	Notice to elect cobra	6/23/03 – 8/16/03
39	Notice to elect cobra	8/17/03 – 10/15/03
40	Notice to elect cobra	10/16/03 – 11/28/03
41	Notice to elect cobra	12/1/03 – 12/31/03
42	Employee request Address/Cancel/Change	Year 2003
43	Contract warning/cancel/contract end letters	Year 2003
44	Contract enrollment EN0301- - EN 0333	Year 2003
45	Contract enrollment EN0334 – EN0349	Year 2003

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RECORDS TRANSMITTAL AND RECEIPT



DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of Budget and Management		ACCESSION NO. 08W1007	DATE REC'D 4-23-08
B. DIVISION/UNIT Employee Benefits Division – Enrollment Unit			RM CODE 03.02.01
C. MAILING ADDRESS 301 W. Preston Street – Room 510 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 39 23-24	NO. OF CU. FT. 49
D. PHONE NO. 410.767.4775 4690		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Kelly Valentine</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
	Batch Files for Enrollment Unit		
	Batch Numbers	Dates	Disposal Date
1	7442; 8000-8022	2002; 2003	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy. 2442 item 4 1/2011
2	8023-8032	2003	
3	8033-8046	2003	
4	8047-8056	2003	
5	8057-8062	2003	
6	8063-8069	2003	
7	8070-8076	2003	
8	8077-8082	2003	
9	8083-8089	2003	
10	8090-8102	2003	
11	8103-8110	2003	
12	8111-8118	2003	
13	8119-8125	2003	
14	8126-8133	2003	
15	8134-8141	2003	
16	8144-8151	2003	
17	8152-8159	2003	
18	8160-8169	2003	
19	8172-8179	2003	
20	8180-8187	2003	
21	8188-8196	2003	
22	8197-8207	2003	
23	8208-8214	2003	
24	8214-8217	2003	
25	8218-8225	2003	
26	8228-8236	2003	
27	8237-8245	2003	
28	8245-8256	2003	
29	8257-8260	2003	
30	8263-8770	2003	



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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
<u>Batch Files for Enrollment Unit</u>		
<u>Batch Numbers</u> <u>Dates</u> <u>Disposal Date</u>		
31	8271-8774	2003
32	8277-8281	2003
33	8284-8287	2003
34	8288-8294	2003
35	8295-8300	2003
36	8301-8306	2003
37	8307-8314	2003
38	8315-8320	2003
39	8321-8327	2003
40	8328-8334	2003
41	8335 -8341	2003
42	8342-8348	2003
43	8349-8356	2003
44	8357-8363	2003
45	8364-9371	2003
46	8372-8380	2003
47	8382-8390	2003
48	8391-8399	2003
49	8340-8412	2003
Retain for 7 years and until IRS audit requirements have been fulfilled then destroy.		

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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. Department of Budget and Management		ACCESSION NO. 08W1011	DATE REC'D 4-23-08
B. DIVISION/UNIT Employee Benefits Division – Retirement Unit			RM CODE 03.02.01
C. MAILING ADDRESS 301 W. Preston Street – Room 510 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 20 28	NO. OF CU. FT. 9
D. PHONE NO. 410.767.4775 4690		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Kelly Valentine</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
	Batch Files for Retirement Unit		
	Batch Numbers	Dates	Disposal Date
1	RET 8004 - 8027	2003	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy.
2	RET 8028 - 8081	2003	
3	RET 8082 - 8133	2003	
4	RET 8134 - 8173	2003	
5	RET 8174 - 8223	2003	
6	RET 8224 - 8273	2003	
7	RET 8274 - 8328	2003	
8	RET 8330 - 8382	2003	
9	RET 8383 - 9028	2003	
			2442 Item 6 1/2011

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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. Department of Budget and Management		ACCESSION NO. 08W1012	DATE REC'D 4-23-08
B. DIVISION/UNIT Employee Benefits Division – Retirement Unit			RM CODE 03.02.01
C. MAILING ADDRESS 301 W. Preston Street – Room 510 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 20 28	NO. OF CU. FT. 8
D. PHONE NO. 410.767.4775 4690		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Jelly Valentine</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
	<u>Correspondence for Customer Service Unit</u>		
	<u>Batch Numbers</u>	<u>Dates</u>	<u>Disposal Date</u>
1	03.01.001 – 01.02.029	2003	Retain for 7 years and until IRS audit requirements have been fulfilled then destroy. 2442 Hom 5 1/2011
2	03.02.030 – 03.03.150	2003	
3	03.03.151 – 03.05.171	2003	
4	03.05.172 – 03.06.099	2003	
5	03.06.100 – 03.07.186	2003	
6	03.07.188 – 03.10.064	2003	
7	03.10.065 – 03.12.080	2003	
8	03.12.081 – 03.12.268	2003	

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Submitted: 1/12/2012

Jurisdiction: Maryland

Agency: Department of General Services,
Records Management Division

Division/Unit: MIA - Licensing Unit

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

Certificate ID: 181
MSA ID: SE55-2290

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	99W432 - Certificate of Qualification - TPA	1795	1	1998	7 cu ft.	01/01/2011	Recycle
2	99W433 - Certificates of Qualification - Title Corporation	1795	1	1998	9 cu ft.	01/01/2011	Recycle
3	99W434 - Certificates of Qualification - Title Attorneys	1795	1	1998	3 cu ft.	01/01/2011	Recycle
4	99W435 - Certificate of Qualification - Corporation and Partnership	1795	1	1998	44 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez

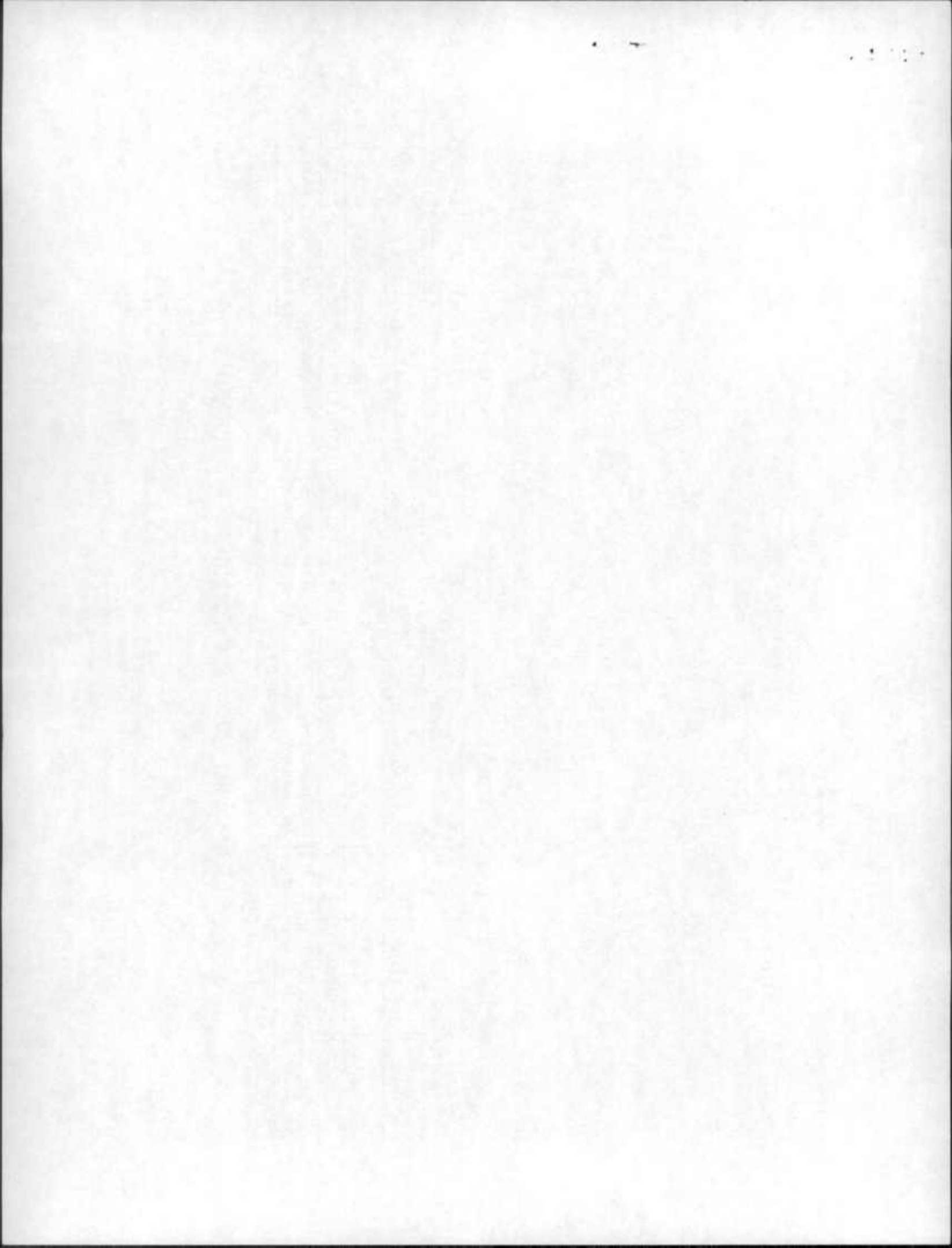
Manager

1/12/2012

Signature

Title

Date



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



DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05		ACCESSION NO.	DATE REC'D
1. MARYLAND INSURANCE ADMINISTRATION		99W432	12-8-98
B. DIVISION/UNIT			RM CODE
LICENSING UNIT			04.01.02
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
525 St. Paul Place Baltimore, MD 21202		RANGE SECTION(S)	
		15 20	7
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 468-2387			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
Mrs. Yvonne D. House Director		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<p>1998</p> <p>Certificates of Qualification - TPA</p> <p>BOX #1 A - B</p> <p>BOX #2 C - E</p> <p>BOX #3 F - HEA - SP</p> <p>BOX #4 HEA - Sy - MC</p> <p>BOX #5 N - S</p> <p>BOX #6 T - Z</p> <p>BOX #7 Cancelled/Mergers</p>	<p>1795</p> <p>Item #1</p> <p>January, 2011</p>

E.



DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05		ACCESSION NO.	DATE REC'D
1. MARYLAND INSURANCE ADMINISTRATION		99W433	12-8-98
B. DIVISION/UNIT			RM CODE
LICENSING UNIT			04.01.02
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
525 St. Paul Place Baltimore, MD 21202		RANGE SECTION(S)	
		49 28	9
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 468-2387			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
Mrs. Yvonne D. House Director		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1998 Certificates of Qualification - Title Corporations BOX #1 A's BOX #2 B's - COL BOX #3 COM - EQU BOX #4 EV - G BOX #5 H - MET BOX #6 MIC - P BOX #7 Title P - Miscl. BOX #8 Q - Title G BOX #9 Title E - Z	1795 Item #1 January, 2011

* Missing
Box # 9

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



RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05		ACCESSION NO.	DATE REC'D
1. MARYLAND INSURANCE ADMINISTRATION		99W434	12-8-98
B. DIVISION/UNIT			RM CODE
LICENSING UNIT			04.01.02
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
525 St. Paul Place Baltimore, MD 21202		RANGE SECTION(S)	
		15 20	3
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 468-2387			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
Mrs. Yvonne D. House Director		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1998 Certificates of Qualification - Title Attorneys 3 BOXES	1795 Item #1 January, 2011

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

E.



DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 23.26.01.05		ACCESSION NO.	DATE REC'D
1. MARYLAND INSURANCE ADMINISTRATION		99W435	12-8-98
B. DIVISION/UNIT			RM CODE
LICENSING UNIT			04.01.02
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
525 St. Paul Place Baltimore, MD 21202		RANGE SECTION(S)	
		18 34-35	44
D. PHONE NO.		RECORDS CENTER MANAGER	
(410) 468-2387			
E. AGENCY OFFICIAL		TO BE COMPLETED AT	
Mrs. Yvonne D. House Director		STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY: SCHEDULE, ITEM NO., DISPOSAL DATE
	1998 Certificate of Qualification Corporation and Partnership 44 BOXES	1795 Item #1 January, 2011

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20.30.40 21.10.00
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Submitted: 1/12/2012

Jurisdiction: Maryland

Agency: Department of General Services,
Records Management Division

Division/Unit: MIA - MD/PRA Oversight Unit

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

Certificate ID: 182

MSA ID: SE55-2291

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	07W367 - PRA Withdraws/PRA Outdates Withdraw/Medical Director Withdraws	2315	6 & 7	2005	13 cu ft.	01/01/2011	Recycle

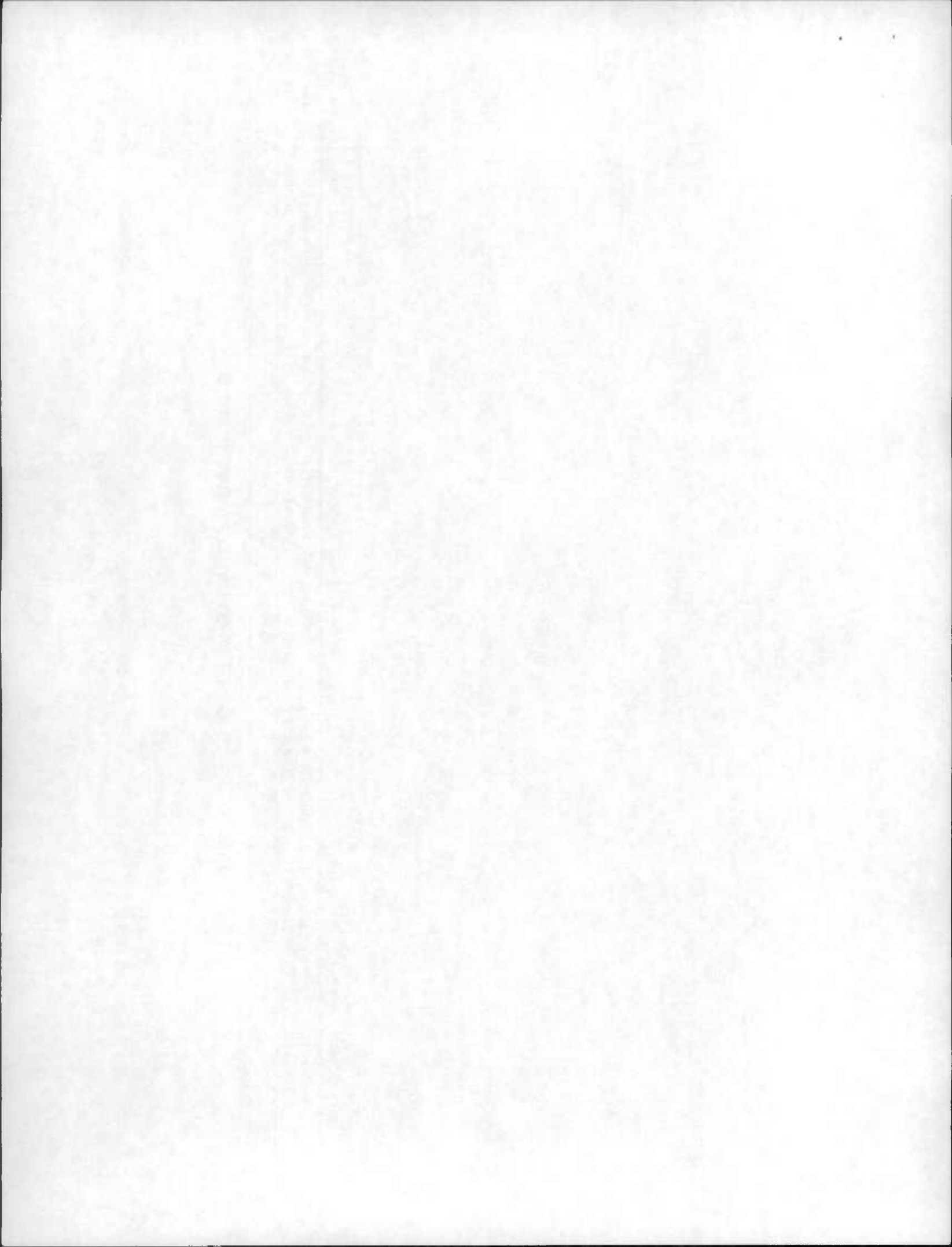
Destruction Certification

Gabriel P. Lopez Manager

Signature Title

1/12/2012

Date



RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Insurance Administration		ACCESSION NO. 07W367	DATE RECORDED December 31, 2005 11-1-06
B. DIVISION/UNIT MD/PRA Oversight Unit			RM CODE 04.01.09
C. MAILING ADDRESS 525 St. Paul Place Baltimore, MD 21202-2272		LOCATION RANGE SECTIONS 31 29	NO. OF CU. FT. 13
D. PHONE NO. 410-468-2226		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ellen Woodall, Director		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	PRA Withdraws 2005 Union Labor Life Insurance Company, Inc. UniPrise, Inc. (Vol. 1 - 4)	Schedule #2315 Item 6 & 7 Disposal after December 31, 2010	
2	PRA Outdates/Withdraws Alicare Medical Management, Inc. (Outdated) American Medical Security, Inc. Fortis Insurance Company (Outdated) Group Hospitalization Medical Services, Inc. (Outdated) Kanawha HealthCare Solutions, Inc. (Outdated) MedSolutions Medical Management (Outdated) National Capital PPO (Outdated) Physician's Review Network, Inc. (Outdated)	1/2011	
3	Medical Director Withdraws Thoburn Dadisman Denise Holland Michael Jenkin Ari Lieman Larry Oates Olakunle Olanyian Richard Raskin		



10/10/10

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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4	<p>PRA Outdates</p> <p>American Specialty Health Networks, Inc. (Outdated) Beech Street Corporation - Vol. 1 & 2 (Outdated) HealthCare Strategies, Inc. (Outdated) SHPS Health Management Solutions, Inc. (Outdated) Vision Service Plan, Inc. (Outdated)</p>	
5	<p>PRA Outdates/Withdraws</p> <p>American Medical Response of Connecticut, Inc. (Outdated) Corphealth, Inc. (Outdated) Coventry Health Care of Delaware, Inc. (Outdated) Delta Dental of Pennsylvania (Outdated) Fidelity Benefit Administrators, Inc. Mavrinac Associates, Inc. (Outdated) ValueOptions, Inc. (Outdated)</p>	
6	<p>PRA Outdates</p> <p>Anthem Services, Inc. (Outdated) FutureHealth Corporation (Outdated) Independence Health Care Management (Outdated) Mental Health Network, Inc. (Outdated) Private Healthcare Systems, Inc. (Outdated) Schaller Anderson of Arizona, LLC (Outdated) Schaller Anderson of Maryland, LLC (Outdated)</p>	
7	<p>PRA Outdates/Withdraws</p> <p>Behavioral Healthcare Options, Inc. Care Program (Spectera, Inc.) (vol. 1 & 2) (Outdated) CIGNA HealthCare Mid-Atlantic, Inc. (Outdated) Health Management Strategies International Highmark, Inc. (Outdated) P & R Dental Strategies, Inc. (Outdated)</p>	
8	<p>PRA Outdates/Withdraws</p> <p>APS Healthcare Bethesda, Inc. (Outdated) Humana Insurance Company (Vol. 1 & 2) (Outdated) Johns Hopkins HealthCare, LLC (Outdated) Med-Valu, Inc. (Outdated) Private Healthcare Systems, Inc. (Outdated)</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9	<p>PRA Outdates</p> <p>Ameritas Life Insurance Corp. (Outdated) CareFirst BlueChoice, Inc. (Outdated) CareFirst of Maryland, Inc. (Outdated) Cost Care, Inc. (Outdated) Health Cost Consultants, Inc. (Outdated) MCMC, LLC (Outdated) Mutual of Omaha Insurance Company/United of Omaha Life (Vol. 1 & 2) (Outdated)</p>	
10	<p>PRA Outdates</p> <p>Aetna Health Management, LLC (Vol. 1 - 5) (Outdated)</p>	
11	<p>PRA Outdates</p> <p>Aetna Health Management, LLC (Vol. 6 - 11) (Outdated)</p>	
12	<p>PRA Outdates</p> <p>Aetna Health Management, LLC (Vol. 13 - 15) (Outdated) Medical Review Institute of America, Inc. (Outdated)</p>	
13	<p>PRA Outdates/Withdraws</p> <p>Block Vision, Inc. (Outdated) CaremarkPCS Health, L.P. (Outdated) *Formerly Known as AdvancePCS Health, L.P. International Rehabilitation Associates, Inc. d/b/a Intracorp (Outdated) Medical Management and Rehabilitation Services Mental Health CaseManagement, Inc. National Health Services, Inc. (Vol. 1 & 2) The Dental Network, Inc. (Outdated)</p>	

R 31
S 29

Submitted: 1/11/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

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

Certificate ID: 176
MSA ID: SE55-2285

Division/Unit: COMP - Revenue Administration Division

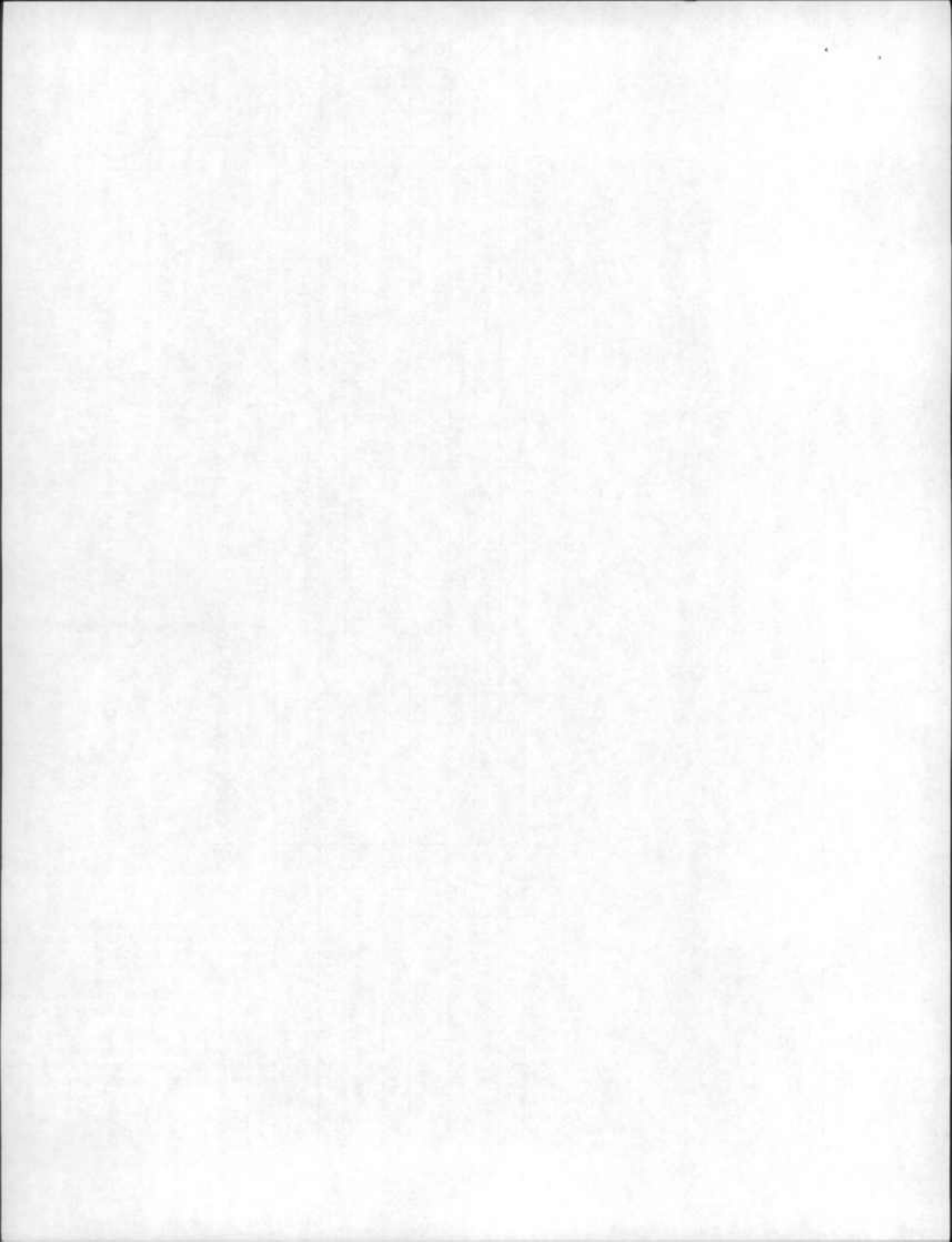
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
1	99W3 - Corporation Income Tax - 4 Millions	2462	38	1991	80 cu ft.	01/01/2011	Recycle
2	97W12 - Corporation Income Tax Return - 5 Millions	2462	38	1991	344 cu ft.	01/01/2011	Recycle
3	07W204 - W2'S	2462	39	2005	254 cu ft.	01/01/2011	Recycle
4	07W205 - Amended Returns-Individual & Fiduciary Income Tax Returns	2462	61	2004-2005	128 cu ft.	01/01/2011	Recycle
5	97W552 - Corporation - TSO Refiles	2462	38	1991	20 cu ft.	01/01/2011	Recycle
6	10W583 - Amended Returns	2462	61	2001-2005	3 cu ft.	01/01/2011	Recycle
7	07W557 - Amended Returns	2462	61	2005	24 cu ft.	01/01/2011	Recycle
8	10W386 - Individual Income Tax Returns	2462-A1	1	2008	2872 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ 1/11/2012
Signature Title Date



E

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



RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. 97W 3	DATE REC'D 7-30-96
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06.01
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 100 11-15	NO. OF CU. FT. 80
D. PHONE NO. (410) 974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN		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 - 80	Corporation 1991 4 Millions	<p>Item 37</p> <p>Sch 3786</p> <p>disposal date</p> <p>2010</p> <p>1/09 2462</p> <p>2350</p> <p>Sch # 37</p> <p>38</p> <p>Item # 37</p> <p>39</p> <p>1/11</p>

R-100

~~S-11-15~~

S-11-15

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-798-1379)
RECORDS TRANSMITTAL AND RECEIPT



DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY		ACCESSION NO. 97W12	DATE REC'D 7-30-96
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06.01
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND		LOCATION RANGE SECTION(S) 172 10-18	NO. OF CU. FT. 344
D. PHONE NO. (410) 974-3029		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN		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 - 344	1991 Corporation 5 Millions Corporation	# 29 Item 853 786 Sch 853-786 Disposal Date Jan. 2009 2011 2462-2350 Sche. # 2009 38 Item # 28 39 1/11

* R - ~~162~~ 172

S - ~~10~~ 10-18

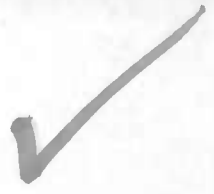
E-223 S-18-23

* Missing - 339, 340

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. COMPTROLLER OF MARYLAND		07W204	2-1-07
B. DIVISION/UNIT		07W204	RM CODE
Revenue Administration Division			05.06
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
110 CARROLL STREET ANNAPOLIS, MD 21411		RANGE SECTION(S)	
		51 9-15	254
D. PHONE NO.		RECORDS CENTER MANAGER	
410-206-7020			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
JOYCE A. BETHEL			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	W' 2'S 2005	
1-142	BEING 1-142	SCH 2071 2350
250-290	BACK 250-290	ITEM # 26 40
350-420	MAG MEDIA	DISPOSAL 1/2011
		2462
		Item 39

2-1-07

01M304 02-02

21 4-12 224

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 1. COMPTROLLER OF MARYLAND		ACCESSION NO. 07W205	DATE REC'D 2-1-07
B. DIVISION/UNIT Revenue Administration Division		07W205	RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD 21411			LOCATION RANGE SECTION(S) 110 10-13
D. PHONE NO. 410-206-7020		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL JOYCE A. BETHEL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 991-1117	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES AMENDED RETURNS- INDIVIDUAL & FIDUCIARY INCOME TAX RETURNS 12/30/04 - 12/30/05	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE SCH 2071 2350 ITEM # 43 56 DISPOSAL 4/2010 1/2011 2462 item 61	

2-1-01

02.02

DLM302

158

110 10-13

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



INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. COMPTROLLER OF THE TREASURY	ACCESSION NO. 97W 552	DATE REC'D 2-3-97
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION		RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MARYLAND	LOCATION RANGE SECTION(S) 14 20	NO. OF CU. FT. 20
D. PHONE NO. (410) 974-3029	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AGNES KEEN	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. Corp	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	TSO Refile	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 20	Corp	96C001 Batches A - F Thru 96C020 Batches A - F		Sch. 1786 2350 Item 29 39 Destroy 1/2011 2462 Item 38

per

R-14
S-20

PH 2.2

0.3 1.00 1.14

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. COMPTROLLER OF MARYLAND		ACCESSION NO. 10W583	DATE REC'D 2-8-10
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION			RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD 21411		RANGE 32	LOCATION SECTION(S) 26
D. PHONE NO. 410-206-7943		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL PEGGY LANGE		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
5041, 5043 & 5065 3 BOXES	<i>Corporation Returns</i> AMENDED RETURNS 2001 - 2005		SCHEDULE NO 2350 ITEM NO 56 DISPOSAL DATE 01/11 2462 item 61

R-32

S-26

4-5-8

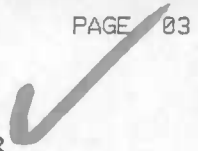
10-20

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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. COMPTROLLER OF MARYLAND		07W557	2-1-07
B. DIVISION/UNIT		07W557	RM CODE
Revenue Administration Division			05.06
C. MAILING ADDRESS		RANGE	NO. OF CU. FT.
110 CARROLL STREET ANNAPOLIS, MD 21411		43	24
D. PHONE NO.		LOCATION SECTION(S)	
410-206-7020		1	
E. AGENCY OFFICIAL		RECORDS CENTER MANAGER	
JOYCE A. BETHEL		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	
1-24	AMENDED RETURNS - 2005	SCH 2071 2350 ITEM #43 56 disposal 4/2010 1/2011 2462 Item 61	

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10-1-2

02-02 01M221

43 1 54

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. COMPTROLLER OF MARYLAND		ACCESSION NO. 10W386		DATE REC'D 2-8-10
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION				RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD. 21411		Boxes RANGE LOCATION SECTION(S) 1021 1 - 1021 - 24 - 1-25 1470 1022 - 2491 - 44 - 1-35 381 2492 - 2872 - 45 - 1-10		NO. OF CU. FT. 2872
D. PHONE NO. 410-260-7020				MANAGER
E. AGENCY OFFICIAL JOYCE BETHEL		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	
2872 INDIVIDUAL	2008 INDIVIDUAL TAX RETURNS (Personal)		SCHEDULE NO 2350 ITEM NO 46 DISPOSAL DATE 01/14 Change To Sche # 2462-A1 item 1 8/27/2010 * MISSING Box # 5	

1971

1972

1973

10W386

R-24 1-1021 = 1021

S-1-25

R-44 1022 - 2491 = 1470

S-1-35

R-45 S-1-10 2492 - 2872 = 38

Total = 2872

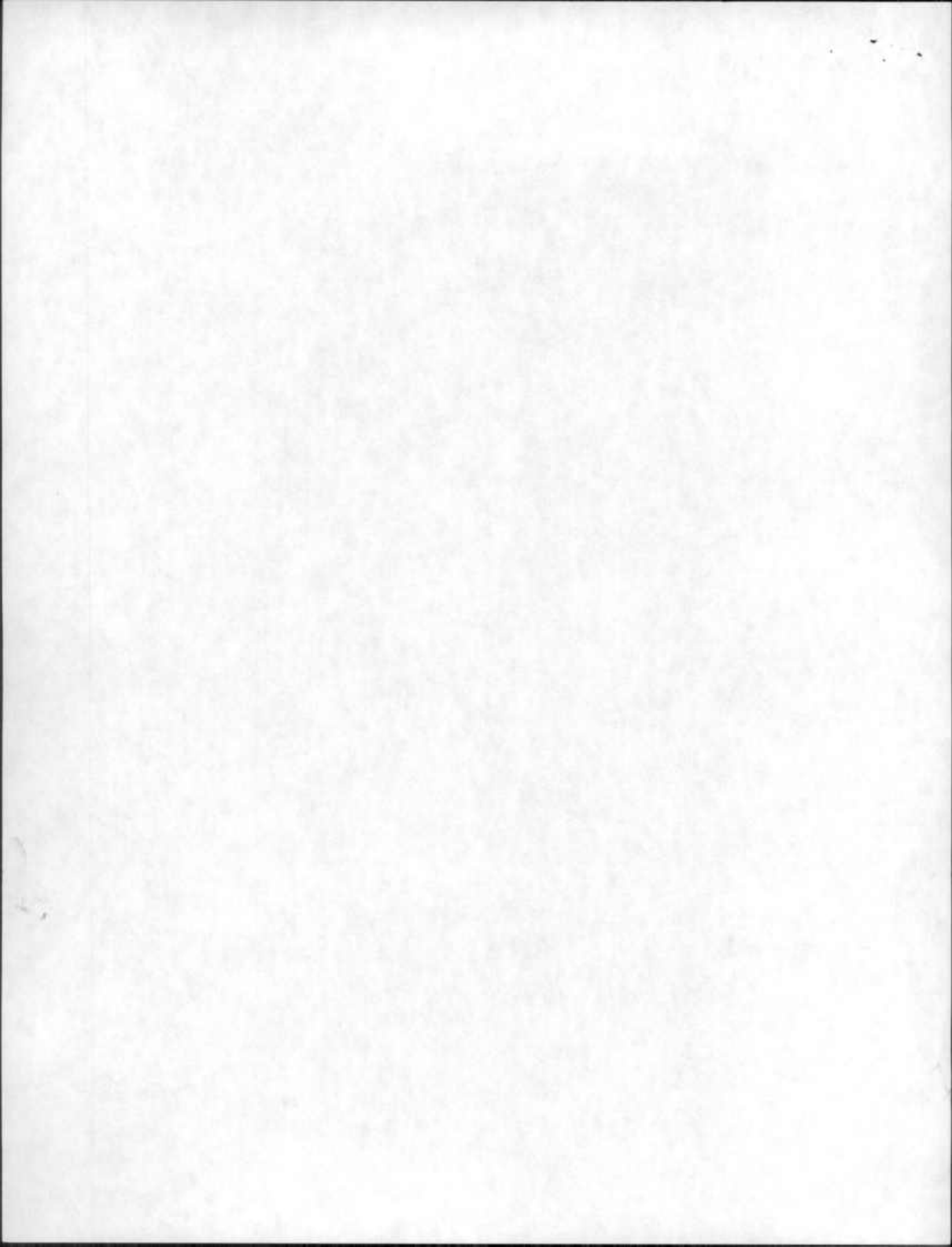
MISSING BOXES

5, ~~9~~

149

Empties R-45
S-10-13

100 Empties - R-45
S-23-25



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. COMPTROLLER OF MARYLAND		ACCESSION NO. 10W386		DATE REC'D 2-8-10
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION				RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD. 21411		BOXES 1 - 1021	RANGE 24	LOCATION SECTION(S) 1-25
		1470 1022 - 2491	44	1-35
D. PHONE NO. 410-260-7020		381 2492 - 2872	45	1-10
E. AGENCY OFFICIAL JOYCE BETHEL		NO. OF CU. FT. 2872		
		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	
2872 INDIVIDUAL	2008 INDIVIDUAL TAX RETURNS (Personal)		SCHEDULE NO 2350 ITEM NO 46 DISPOSAL DATE 01/14 Change To Sche # 2462-A1 item 1 8/27/2010 * MISSING Box # 5	

1981
1980
1979

104386

R-24 1-1021 = 1021

S-1-25

R-44 1022 - 2491 = 1470

S-1-35

R-45 S-1-10 2492 - 2872 = 38

Total = 2872

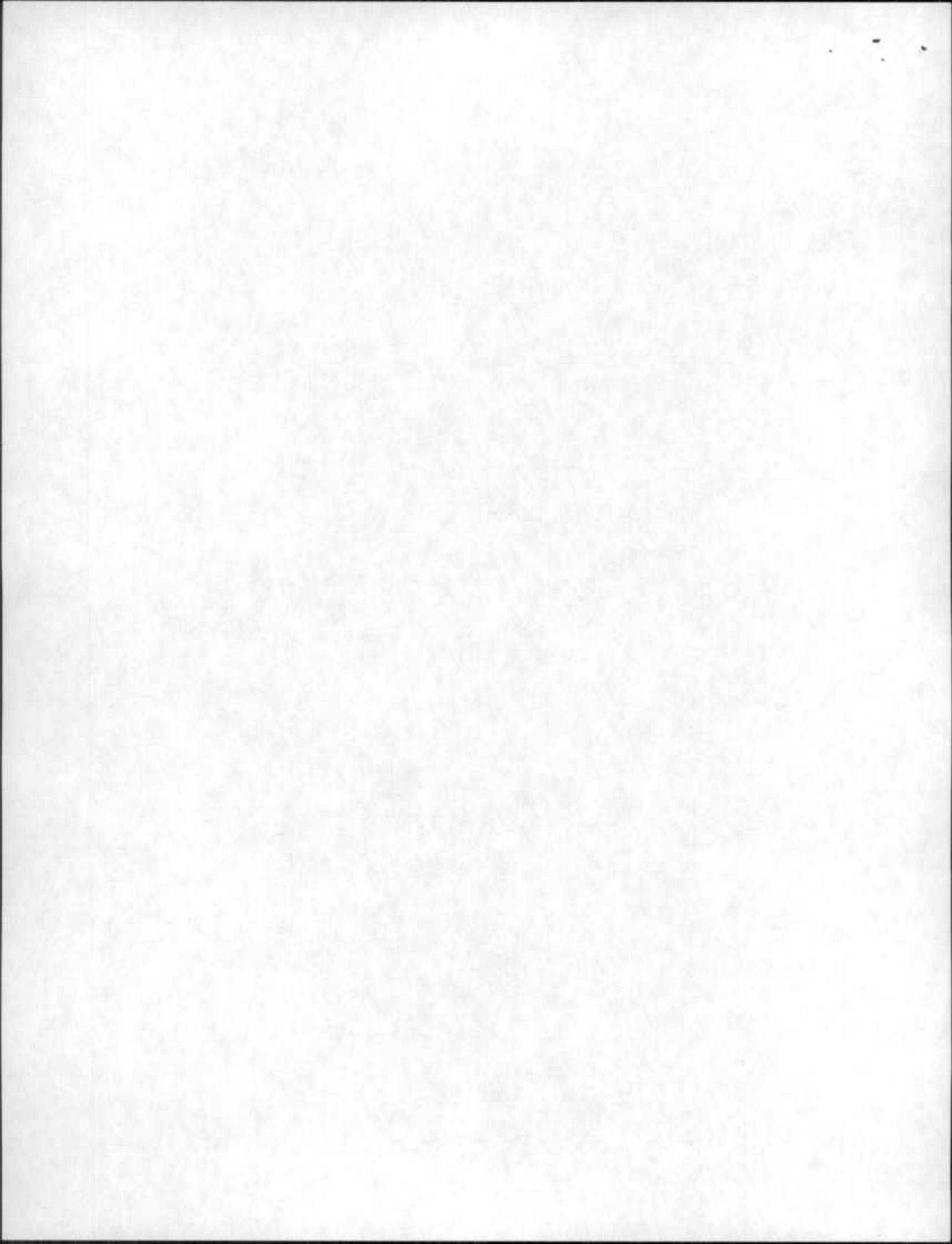
MISSING BOXES

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149

Empties R-45
S-10-13

100 Empties - R-45
S-23-25



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. COMPTROLLER OF MARYLAND		ACCESSION NO. 10W386		DATE REC'D 2-8-10
B. DIVISION/UNIT REVENUE ADMINISTRATION DIVISION				RM CODE 05.06
C. MAILING ADDRESS 110 CARROLL STREET ANNAPOLIS, MD. 21411		BOXES 1 - 1021	RANGE 24	LOCATION SECTION(S) 1-25
		1470 1022 - 2491	44	1-35
D. PHONE NO. 410-260-7020		381 2492 - 2872	45	1-10
E. AGENCY OFFICIAL JOYCE BETHEL		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
2872 INDIVIDUAL	2008 INDIVIDUAL TAX RETURNS (personal)			SCHEDULE NO 2350 ITEM NO 46 DISPOSAL DATE 01/14 change to Sche # 2462-A1 item 1 8/27/2010 * MISSING Box # 5

1001
1002
1003

104386

R-24 1-1021 = 1021

S-1-25

R-44 1022 - 2491 = 1470

S-1-35

R-45 S-1-10 2492 - 2872 = 38

Total = 2872

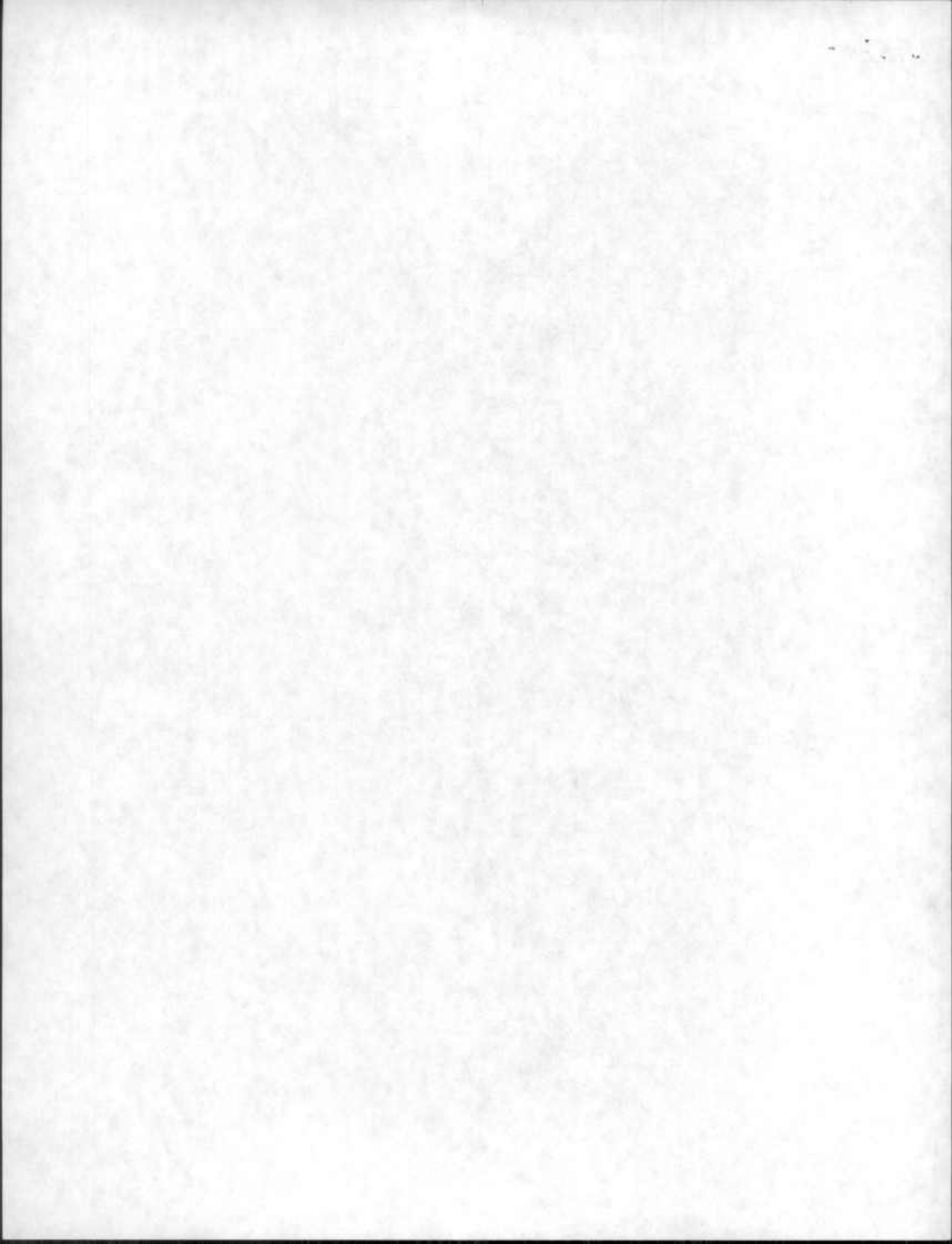
MISSING BOXES

S, ~~9~~

149

Empties R-45
S-10-13

100 Empties - R-45
S-23-25



Submitted: 1/12/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

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

Certificate ID: 183
MSA ID: SE55-2292

Division/Unit: DHCD - Maryland Housing Fund / Credit Assurance Div.

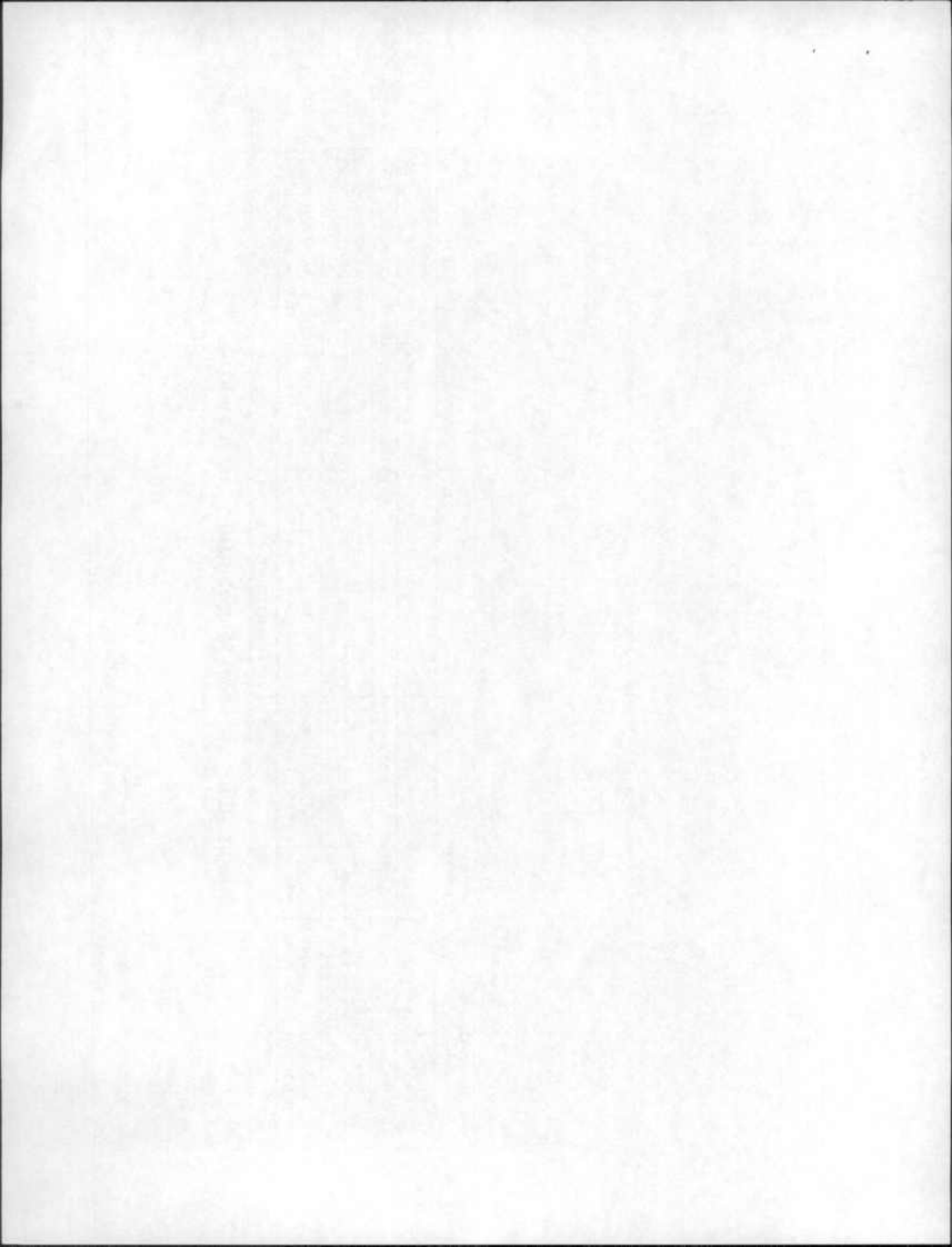
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
1	04W702 - Paid Offs Loans	2213	4	2003	50 cu ft.	01/01/2011	Recycle
2	06W741 - Industrial/Modular Bldg plans	2212	1	FY 2000	2 cu ft.	01/01/2011	Recycle
3	06W742 - Industrialized / Modular Bldg Plans	2212	1	1999-2000	3 cu ft.	01/01/2011	Recycle
4	06W779 - Industrialized/Modular Manufacturers Insignia	2212	2	2000	1 cu ft.	01/01/2011	Recycle
5	08W911 - Multi Family - Monthly Operating Statements	2213	5	FY 2007	94 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez Manager 1/12/2012
Signature Title Date





Handwritten text, possibly a name or address, located in the upper left quadrant of the page.

Handwritten text, possibly a date or a short note, located in the middle left section of the page.

Handwritten text, possibly a signature or a name, located in the lower right quadrant of the page.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1593

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HOUSING MARYLAND HOUSING FINANCE
AGENCY DIVISION OF CREDIT ASSURANCE

Item No.	Description	Retention
4	PAYOFFS 12/31/2003	RETAIN FOR 7 YEARS THEN DESTROY 12/31/2010

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

3/15/04 *Sandra Kunkel* Administrative Officer

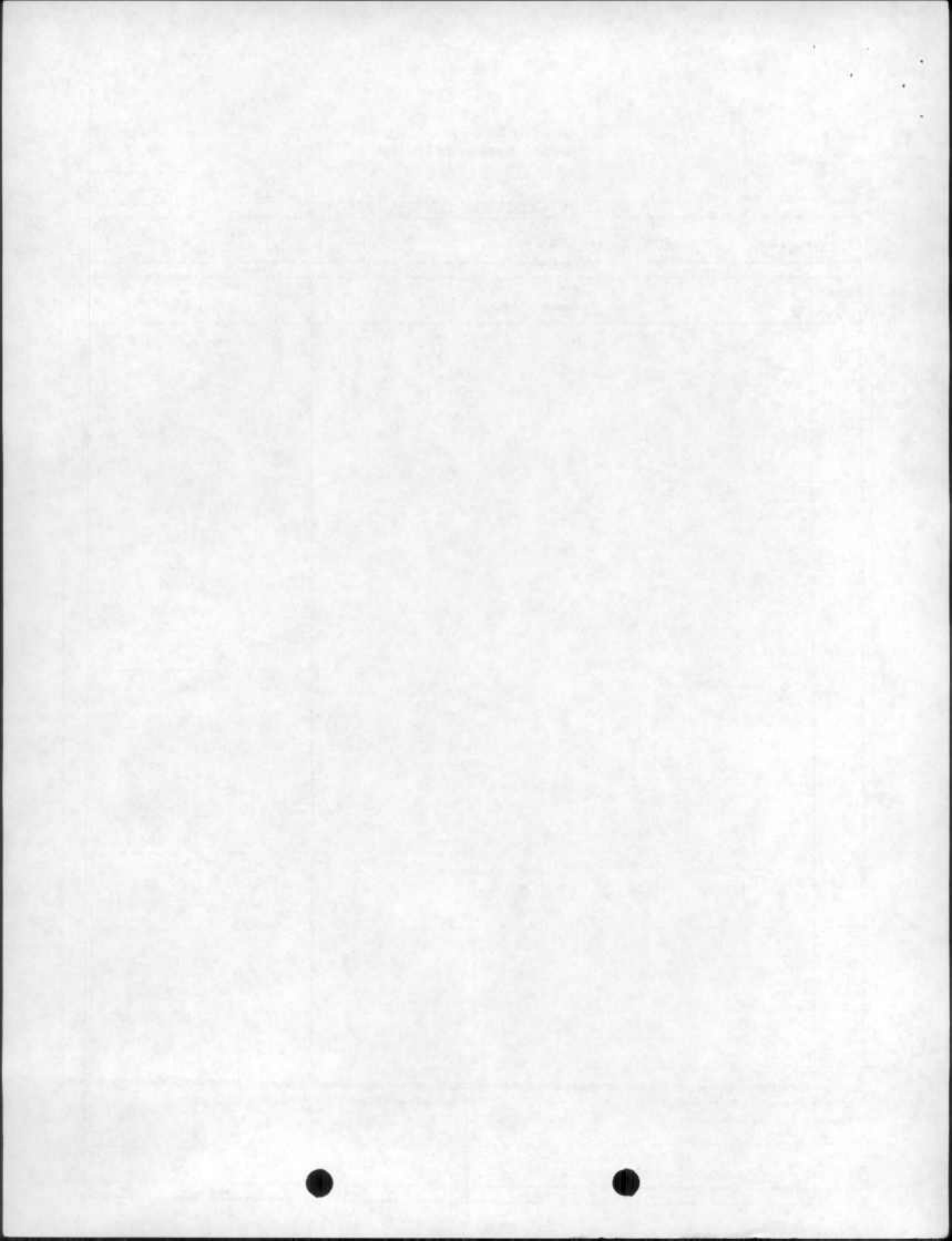
Date

Signature

Title

Date

State Archivist



Listing of Files Archived in the Cage - Page

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As of: March 2, 2004

<p><u>Box 64 Paid Off Loans</u> Historic Oella (See also Box 73 Paid Off)</p>	<p><u>Box 65 Paid Off Loans</u> Disabled Veterans</p>	<p><u>Box 66 Paid off Loans</u> McNasby's Oyster Company Legion Home of Lonconing GG & L Limited Partnership Albin, Leon & Beverly Vagabond Players</p>
<p><u>Box 67 Paid Off Loans</u> Feldman, Jay Evering & Loughlin Beall, Joann Sommers & Sommers</p>	<p><u>Box 68 Paid Off Loans</u> Bull, William Mole, Howel & Janice Les Mar L.P. Purnell Building</p>	<p><u>Box 69 Paid Off Loans</u> Fair, Allen Chadwick House The Convent Delta House Hope, Inc.</p>
<p><u>Box 70 Paid Off Loans</u> Abate, Samuel Clayton / Hughes Hughes, P.W. & C.G. League, J.A. & C.W. Compton School</p>	<p><u>Box 71 Paid Off Loans</u> The Willows (See also Box 72 Paid Off Loans)</p>	<p><u>Box 72 Paid Off Loans</u> Greenwood Gardens The Willows (See also Box 71 Paid Off Loans)</p>
<p><u>Box 73 Paid Off Loans</u> K & S Associates Main street Restoration (McKoewn) Historic Oella (See also 64 Paid Off Loans)</p>	<p><u>Box 74 Paid Off Loans</u> De Paul Street Ashburton Apts</p>	<p><u>Box 75 Paid Off Loans</u> S.C.R.P. Inc. (Airport Housing Relocation) Rafailides, Thomas</p>
<p><u>Box 76 Paid Off Loans</u> Bishop's Garth</p>	<p><u>Box 77 Paid Off Loans</u> NRS Townhomes I</p>	<p><u>Box 78 Paid Off Loans</u> Ridgely's Delight Ring House (See also Box 79 Paid Off Loans)</p>
<p><u>Box 79 Paid off Loans</u> Ring House (See also Box 78 Paid Off Loans)</p>	<p><u>Box 80 Paid Off Loans</u> Storch Woods II</p>	<p><u>Box 81 Paid Off Loans</u> Sunshine Village</p>
<p><u>Box 82 Paid Off Loans</u> Alice Anne</p>	<p><u>Box 83 Paid Off Loans</u> Pooks Hill RDC Foods Inc.</p>	<p><u>Box 84 Paid Off Loans</u> Palmer House</p>
<p><u>Box 85 Paid Off Loans</u> Harvey Johnson Towers</p>	<p><u>Box 86 Paid Off Loans</u> Rutka & Weadock Ashbury Management Ridgeway F. Stanley</p>	<p><u>Box 87 Paid Off Loans</u> Charles Landing South</p>

Listing of Files Archived in the Cage - Page

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As of: March 2, 2004

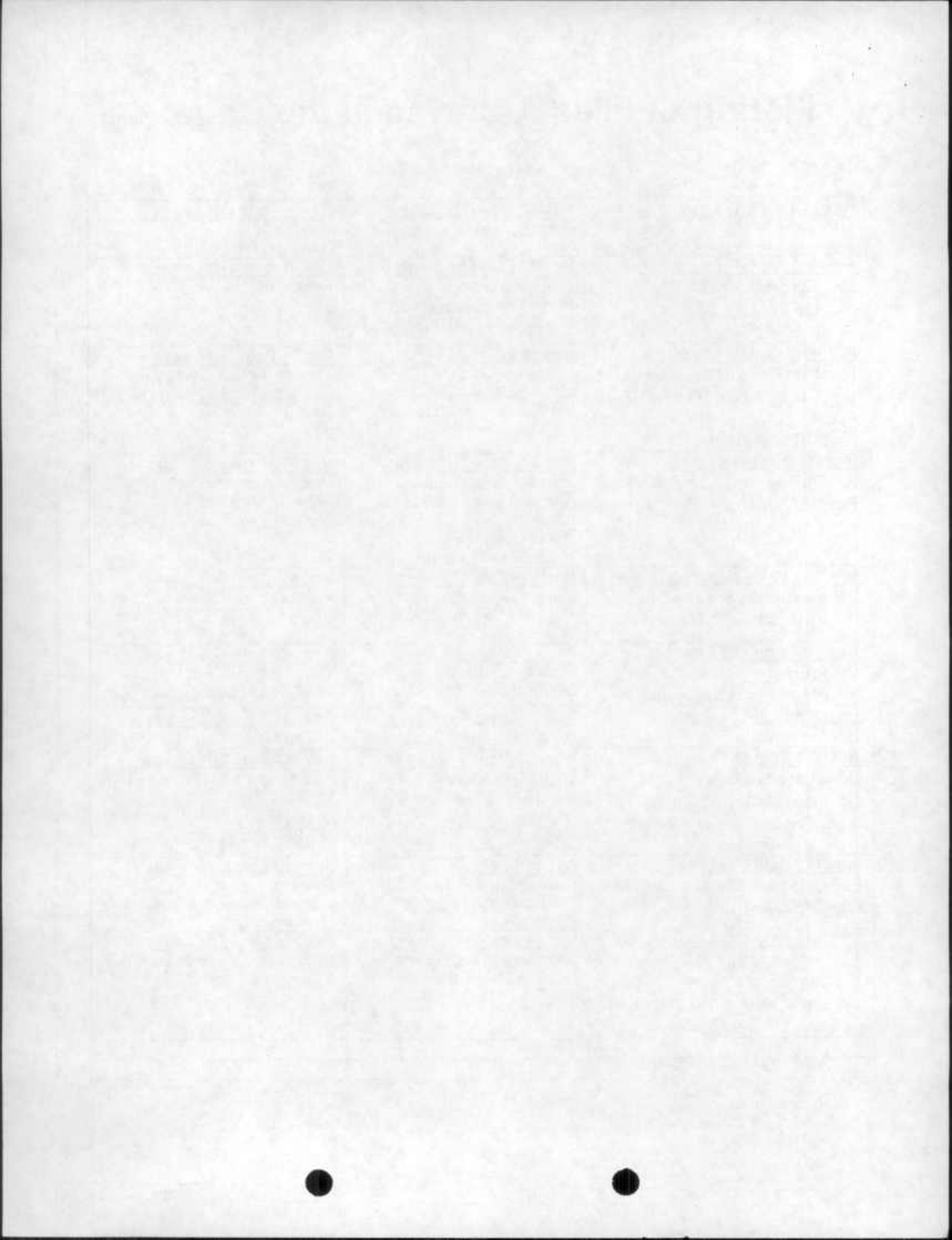
	Elkton Project Hrybyk, William & Regina	
<u>Box 88 Paid Off Loans</u> Country Hill (Also see Box 97 Paid Off Loans) Gilbert House	<u>Box 89 Paid Off Loans</u> Country Place Frederick Rehab	<u>Box 90 Paid Off Loans</u> Elizabeth Court / Hagerstown (Also See Box 97 Paid Off Loans)

Listing of Files Archived in the Cage - Page

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As of: March 2, 2004

<u>Box 91 Paid Off Loans</u> Guilford Gardens	<u>Box 92 Paid Off Loans</u> Heritage House Heritage Park	<u>Box 93 Paid Off Loans</u> Hickory Hill Newtowne Apts
<u>Box 94 Paid Off Loans</u> Park Heights (See also Box 100 Paid Off Loans) Forest Oaks Towers	<u>Box 95 Paid Off Loans</u> Poppleton Co-op Riverview Gardens I (See also Box 98 Paid Off Loans)	<u>Box 96 Paid Off Loans</u> Rock Hall Shady Grove
<u>Box 97 Paid Off Loans</u> Elizabeth Court / Hagerstown (See also Box 90 Paid Off Loans) Country Hill (See also Box 88 Paid Off Loans)	<u>Box 98 Paid Off Loans</u> Riverview Gardens I (See also Box 95 Paid Off Loans) Southern High School	<u>Box 99 Paid Off Loans</u> Timothy House / Annapolis (See also Box 101 Paid Off Loans)
<u>Box 100 Paid Off Loans</u> Park Heights (See also Box 94 Paid Off Loans)	<u>Box 101 Paid Off Loans</u> Timothy House / Annapolis (See also Box 99 Paid Off Loans) Upton Courts (See also Box 102 Paid Off Loans)	<u>Box 102 Paid Off Loans</u> Upton Courts (See also Box 101 Paid Off Loans) Woods Edge II
<u>Box 103 Paid Off Loans</u> Village House (See also Box 104,105,106 Paid Off Loans)	<u>Box 104 Paid Off Loans</u> Village House (See also Box 103,105,106 paid Off Loans)	<u>Box 105 Paid Off Loans</u> Village House (See also Box 103,104,106 Paid Off Loans)
<u>Box 106 Paid Off Loans</u> Village House (See also Box 103,104,105 Paid Off Loans)	<u>Box 107 Paid Off Loans</u> Drexel Park III (See also Box 108 Paid Off Loans)	<u>Box 108 Paid Off Loans</u> Drexel Park III (See also Box 107 Paid Off Loans)
<u>Box 109 Paid Off Loans</u> Headen House	<u>Box 110 Paid Off Loans</u> Huntington Apartments	<u>Box 111 Paid Off Loans</u> Baldwin Manor
<u>Box 112 Paid Off Loans</u> Hanna, John & Jean Hampden Mall Rock Creek (See also Box 116 Paid Off Loans)	<u>Box 113 Paid Off Loans</u> Friendship Arms (See also Box 114 Paid Off Loans)	<u>Box 114 Paid Off Loans</u> Friendship Arms (See also Box 113 Paid Off Loans) Locust House (See Also Box 115 Paid Off Loans)
<u>Box 115 Paid Off Loans</u> Locust House (See also Box 114 Paid Off Loans)	<u>Box 116 Paid Off Loans</u> Rock Creek (See also Box 112 Paid Off Loans)	<u>Box 117 Paid Off Loans</u> New Hope Village Mazurek, Andrew & Joanne Maguire, John R.
<u>Box 118 Paid Off Loans</u> BMW Associates Carleton, John Rosemary Village (See Also Box 119 Paid Off Loans)	<u>Box 119 Paid Off Loans</u> Rosemary Village (See also Box 118 Paid Off Loans)	<u>Box 120 Paid Off Loans</u> Hickory Ridge Place (Old file)



DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1593

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HOUSING

MARYLAND HOUSING FINANCE
DIVISION OF CREDIT ASSURANCE

AGENCY

DIVISION

Item No.	Description	Retention
4	PAYOFFS 12/31/2003	RETAIN FOR 7 YEARS THEN DESTROY 12/31/2010

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

3/15/04 *[Signature]* Administrative
Officer

Date State Archivist

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 HOUSING & COMMUNITY DEVELOPMENT		Accession No.	Date Rec'd RM Code
B. Division/Unit MARYLAND HOUSING FUND DIVISION OF CREDIT ASSURANCE		Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address 100 COMMUNITY PLACE CROWNSVILLE MD 21032		Records Center Manager	
D. Phone No. 410 514 7374		To Be Completed At State Records Management Center	
E. Agency Official			

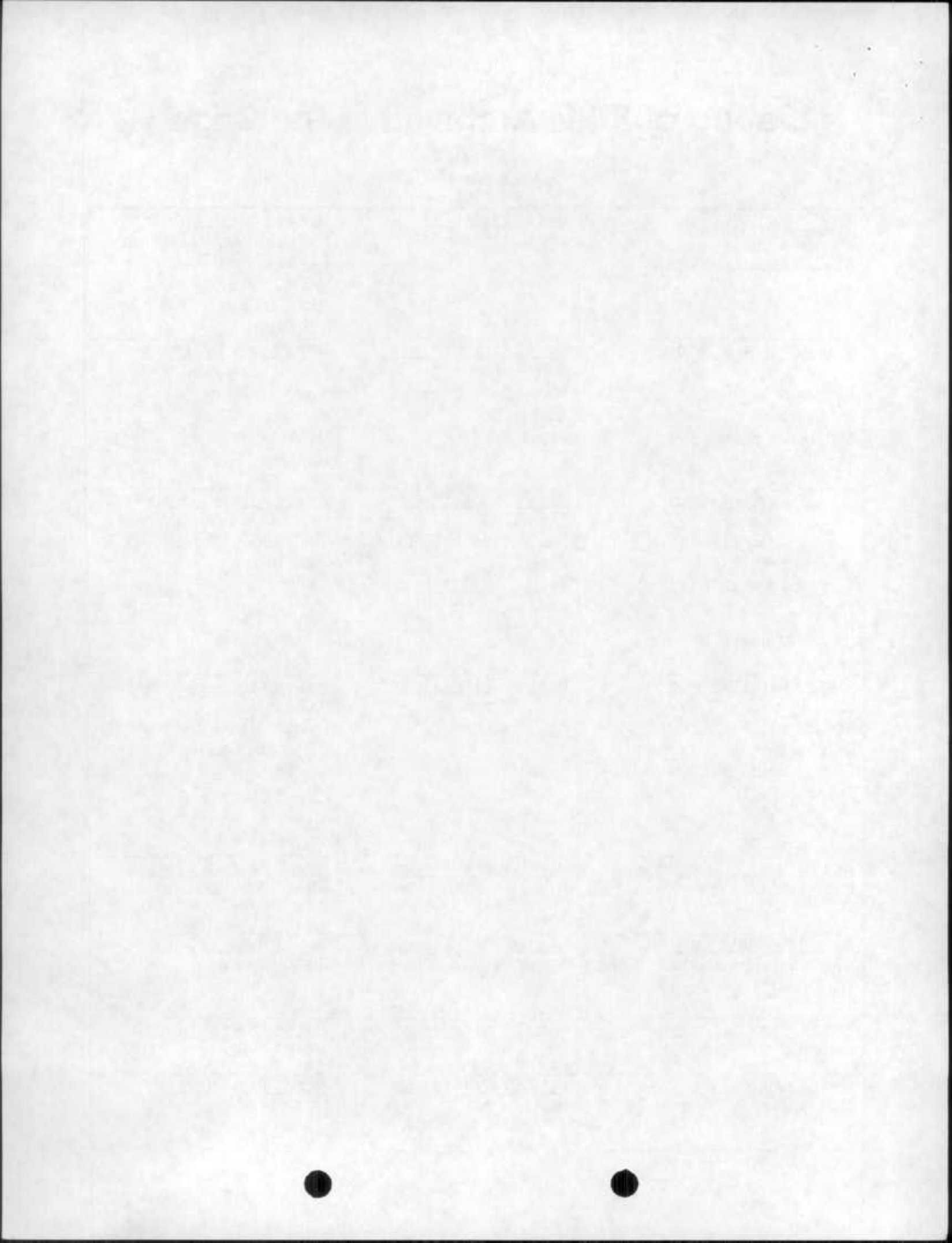
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
71-120	PAYOFFS 12/31/2003	RETAIN FOR 7 YEARS THEN DESTROY 12/31/2010 Schedule 1593 item 6

Listing of Files Archived in the Cage - Page

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As of: March 2, 2004

<p><u>Box 64 Paid Off Loans</u> Historic Oella (See also Box 73 Paid Off)</p>	<p><u>Box 65 Paid Off Loans</u> Disabled Veterans</p>	<p><u>Box 66 Paid off Loans</u> McNasby's Oyster Company Legion Home of Lonconing GG & L Limited Partnership Albin, Leon & Beverly Vagabond Players</p>
<p><u>Box 67 Paid Off Loans</u> Feldman, Jay Evering & Loughlin Beall, Joann Sommers & Sommers</p>	<p><u>Box 68 Paid Off Loans</u> Bull, William Mole, Howel & Janice Les Mar L.P. Purnell Building</p>	<p><u>Box 69 Paid Off Loans</u> Fair, Allen Chadwick House The Convent Delta House Hope, Inc.</p>
<p><u>Box 70 Paid Off Loans</u> Abate, Samuel Clayton / Hughes Hughes, P.W. & C.G. League, J.A. & C.W. Compton School</p>	<p><u>Box 71 Paid Off Loans</u> The Willows (See also Box 72 Paid Off Loans)</p>	<p><u>Box 72 Paid Off Loans</u> Greenwood Gardens The Willows (See also Box 71 Paid Off Loans)</p>
<p><u>Box 73 Paid Off Loans</u> K & S Associates Main street Restoration (McKoewn) Historic Oella (See also 64 Paid Off Loans)</p>	<p><u>Box 74 Paid Off Loans</u> De Paul Street Ashburton Apts</p>	<p><u>Box 75 Paid Off Loans</u> S.C.R.P. Inc. (Airport Housing Relocation) Rafailides, Thomas</p>
<p><u>Box 76 Paid Off Loans</u> Bishop's Garth</p>	<p><u>Box 77 Paid Off Loans</u> NRS Townhomes I</p>	<p><u>Box 78 Paid Off Loans</u> Ridgely's Delight Ring House (See also Box 79 Paid Off Loans)</p>
<p><u>Box 79 Paid off Loans</u> Ring House (See also Box 78 Paid Off Loans)</p>	<p><u>Box 80 Paid Off Loans</u> Storch Woods II</p>	<p><u>Box 81 Paid Off Loans</u> Sunshine Village</p>
<p><u>Box 82 Paid Off Loans</u> Alice Anne</p>	<p><u>Box 83 Paid Off Loans</u> Pooks Hill RDC Foods Inc.</p>	<p><u>Box 84 Paid Off Loans</u> Palmer House</p>
<p><u>Box 85 Paid Off Loans</u> Harvey Johnson Towers</p>	<p><u>Box 86 Paid Off Loans</u> Rutka & Weadock Ashbury Management Ridgeway F. Stanley</p>	<p><u>Box 87 Paid Off Loans</u> Charles Landing South</p>

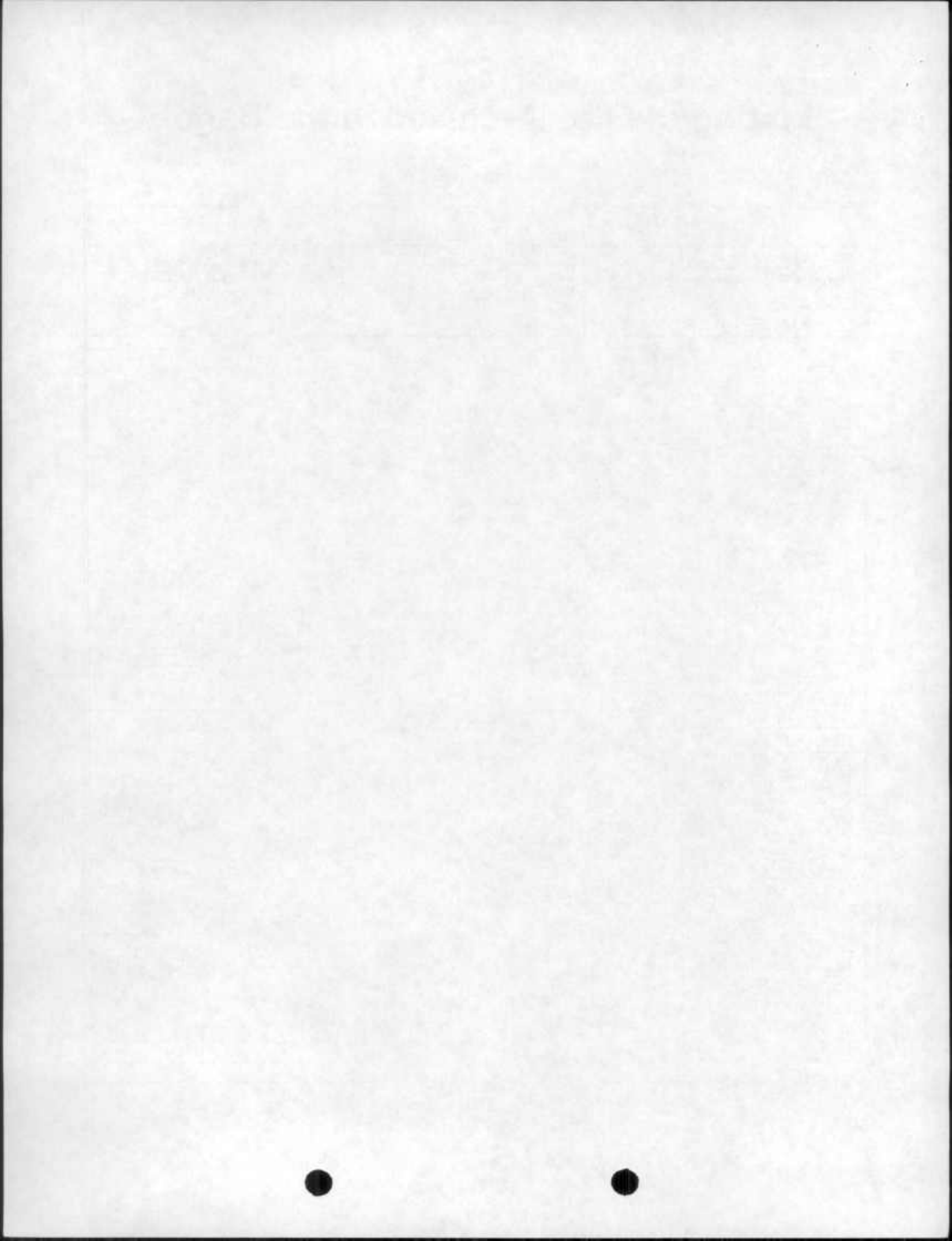


Listing of Files Archived in the Cage - Page

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As of: March 2, 2004

	Elkton Project Hrybyk, William & Regina	
<u>Box 88 Paid Off Loans</u> Country Hill (Also see Box 97 _Paid Off Loans) Gilbert House	<u>Box 89 Paid Off Loans</u> Country Place Frederick Rehab	<u>Box 90 Paid Off Loans</u> Elizabeth Court / Hagerstown (Also See Box 97 Paid Off Loans)

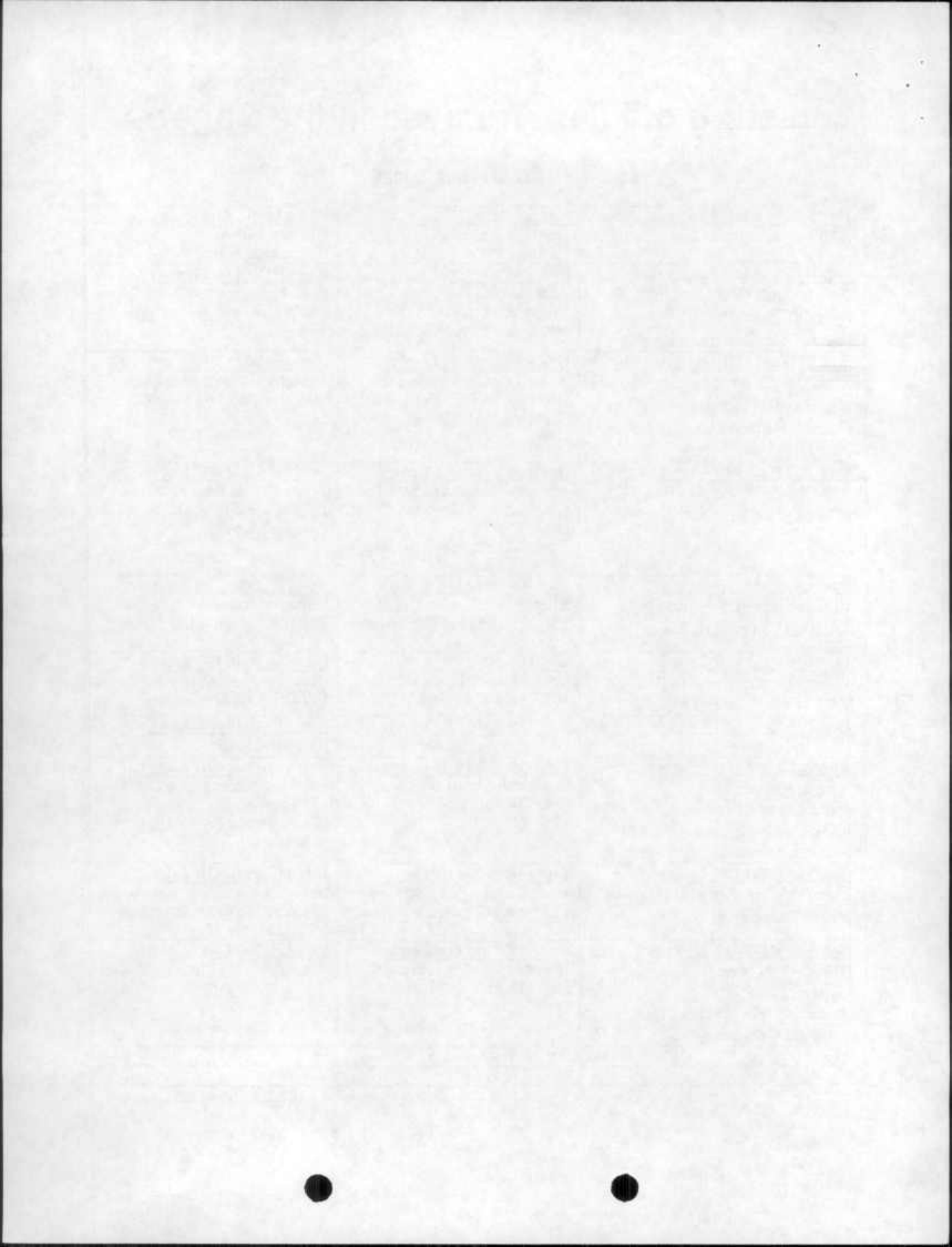


Listing of Files Archived in the Cage - Page

32

As of: March 2, 2004

<u>Box 91 Paid Off Loans</u> Guilford Gardens	<u>Box 92 Paid Off Loans</u> Heritage House Heritage Park	<u>Box 93 Paid Off Loans</u> Hickory Hill Newtowne Apts
<u>Box 94 Paid Off Loans</u> Park Heights (See also Box 100 Paid Off Loans) Forest Oaks Towers	<u>Box 95 Paid Off Loans</u> Poppleton Co-op Riverview Gardens 1 (See also Box 98 Paid Off Loans)	<u>Box 96 Paid Off Loans</u> Rock Hall Shady Grove
<u>Box 97 Paid Off Loans</u> Elizabeth Court / Hagerstown (See also Box 90 Paid Off Loans) Country Hill (See also Box 88 Paid Off Loans)	<u>Box 98 Paid Off Loans</u> Riverview Gardens I (See also Box 95 Paid Off Loans) Southern High School	<u>Box 99 Paid Off Loans</u> Timothy House / Annapolis (See also Box 101 Paid Off Loans)
<u>Box 100 Paid Off Loans</u> Park Heights (See also Box 94 Paid Off Loans)	<u>Box 101 Paid Off Loans</u> Timothy House / Annapolis (See also Box 99 Paid Off Loans) Upton Courts (See also Box 102 Paid Off Loans)	<u>Box 102 Paid Off Loans</u> Upton Courts (See also Box 101 Paid Off Loans) Woods Edge II
<u>Box 103 Paid Off Loans</u> Village House (See also Box 104,105,106 Paid Off Loans)	<u>Box 104 Paid Off Loans</u> Village House (See also Box 103,105,106 paid Off Loans)	<u>Box 105 Paid Off Loans</u> Village House (See also Box 103,104,106 Paid Off Loans)
<u>Box 106 Paid Off Loans</u> Village House (See also Box 103,104,105 Paid Off Loans)	<u>Box 107 Paid Off Loans</u> Drexel Park III (See also Box 108 Paid Off Loans)	<u>Box 108 Paid Off Loans</u> Drexel Park III (See also Box 107 Paid Off Loans)
<u>Box 109 Paid Off Loans</u> Headen House	<u>Box 110 Paid Off Loans</u> Huntington Apartments	<u>Box 111 Paid Off Loans</u> Baldwin Manor
<u>Box 112 Paid Off Loans</u> Hanna, John & Jean Hampden Mall Rock Creek (See also Box 116 Paid Off Loans)	<u>Box 113 Paid Off Loans</u> Friendship Arms (See also Box 114 Paid Off Loans)	<u>Box 114 Paid Off Loans</u> Friendship Arms (See also Box 113 Paid Off Loans) Locust House (See Also Box 115 Paid Off Loans)
<u>Box 115 Paid Off Loans</u> Locust House (See also Box 114 Paid Off Loans)	<u>Box 116 Paid Off Loans</u> Rock Creek (See also Box 112 Paid Off Loans)	<u>Box 117 Paid Off Loans</u> New Hope Village Mazurek, Andrew & Joanne Maguire, John R.
<u>Box 118 Paid Off Loans</u> BMW Associates Carleton, John Rosemary Village (See Also Box 119 Paid Off Loans)	<u>Box 119 Paid Off Loans</u> Rosemary Village (See also Box 118 Paid Off Loans)	<u>Box 120 Paid Off Loans</u> Hickory Ridge Place (Old file)



DGS 550-1
Rev. 8/2000

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

1593

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO.

11

Dept. of Housing & Community Development

Division of Credit Assurance
(Maryland Housing Fund)

AGENCY

DIVISION

Item
No.

Description

Retention

1. GENERAL CORRESPONDENCE

File contains correspondence of a general nature not relating to any specific category, i.e., original incoming letters, and copies of outgoing correspondence pertaining to the various projects.

Screen annually, destroying material no longer needed for current business.

2. LEGAL CORRESPONDENCE

File contains legal documents, deeds, contracts, amendments to contracts and other miscellaneous materials providing legal support of various projects.

Retain for 45 years from issue date of the bonds under which the projects were funded, then destroy.

3. FORECLOSURES & WRITE OFFS

Duplicate of attorney's files plus mortgage insurance claims, final correspondence with servicer and 1099A IRS forms.

Retain for 7 years, then destroy.

4. PAYOFFS

Release of original documents and cancellation of mortgage insurance claims, final correspondence with servicer and 1099A IRS forms.

Retain for 7 years, then destroy.

5. MONTHLY OPERATING STATEMENTS

Contains proposed budget, inspections, initial status, returns on equity, and other miscellaneous material reported monthly by the projects.

Retain for 3 years, then destroy.

6. AUDIT REPORT

Annual Financial Statement for the project.

Retain for 40 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Director

Schedule Authorized by Hall of Records Commission

8/11/00

Roy A. Kueie

MF Asset Mngt

Date

Signature

Title

Date

State Archivist



RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Item No.	Description	Retention
7.	<u>RENTAL ADJUSTMENT FILES</u> Provides unit composition, rents and applicable income limits. Provides income analysis to adjust Section 8 rents as required by HUD.	Retain for 10 years, then destroy.
8.	<u>CHECK LOG RECORDS</u> Log of all checks received by Housing Management and remittance to the proper finance department.	Retain for 3 years, then destroy.
9.	<u>RESERVE FOR REPLACEMENT</u> Contains material related to funds released for improvement to the projects.	Retain for 10 years, then destroy.
10.	<u>APPRAISAL REPORT</u> Estimate of value on property.	Retain for 40 years, then destroy.
11.	<u>FIST (FAMILIES INSISTING ON SAFE TENANCIES) AGREEMENTS</u> Landlord's Participation Agreements for FIST Program.	Retain for 5 years, then destroy.
12.	<u>FIST PROGRAM INFORMATION</u> General activities of the FIST Program including correspondence, legislation, conferences, etc.	Screen annually, destroying material no longer needed for business.
13.	<u>CONSTRUCTION DRAWS</u> Disbursement of loan proceeds for construction of project.	Retain for 47 years, then destroy.

165
3-5-6

50 boxes

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 1. Department of Housing and Community Development		ACCESSION NO. 06W741	DATE REC'D 4-28-06
B. DIVISION/UNIT DCA Codes			RM CODE 06.03.00
C. MAILING ADDRESS 100 Community Place Crownsville, Maryland 21032		LOCATION RANGE SECTION(S) 3 19	NO. OF CU. FT 2
D. PHONE NO. 410-514-70947217		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Crystal W. Davenport/Charles Cooke		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	
108 121	Industrial/Modular Bldg plans - FY 2000	1661 3212 Item 1 Disposal date 12/31/2010 4/2011	

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19-23-44
19-23-44
19-23-44

19-23-44

19-23-44



Listing of Files Codes to Jessup - Page 1

As of: February 2, 2006

Box 108, IB Files

Manufacturer Plans

Penn Lyon 2000

~~2010~~ 2011

Box 121, IB Files

Manufacturer Plans

Mark Line 2000

~~2010~~ 2011

R-3

S-19

11-5-21

10-18-21

10-23-21

3

4

5

Codes Files

Box 219, IB Files

Manufacturer Plans

Williams Scottsman 1999

Sun 1999

Madison 2000

PDC 2000

PBS 2000

Kontek 2000

Destroy ~~2010~~ 2011

Box 220, IB Files

Manufacturer Plans

Penn Lyon 2000

Kontek 2000

Commercial Group 2000

Madison 2000

Destroy ~~2010~~ 2011

Box 221, IB Files

Manufacturer Plans

Miller 2000

PDC 2000

Destroy ~~2010~~ 2011

R-3

S-19

1000



✓

E-1

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. Department of Housing and Community Development		ACCESSION NO. 06W779	DATE REC'D 4-28-06
B. DIVISION/UNIT Division of Credit Assurance Codes Administration		RM CODE 06.03.00	NO. OF CU. FT 1
C. MAILING ADDRESS 100 Community Place Crownsville, Maryland 21032		LOCATION RANGE SECTION(S) 1 26	RECORDS CENTER MANAGER
D. PHONE NO. 410-514-7094/410-514-7217		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL Crystal W. Davenport/Charles Cooke			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
184	Industrialized/Modular Manufacturers Insignia 2000 Retain for 10 years	2010 1661 Item # 2 Disposal 2010- 4/2011	

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3

10-10-10
10-10-10

10-10-10

10-10-10



Listing of Codes Files to Jessup - Page 1

As of: February 7, 2006

	<p><u>Box 184, IM Files</u> <u>General Info and Insignia</u> Kanti Patel 1998 – 2000</p> <p>Destroy 2010 2011</p>	
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R-1

S-26

10
11
12



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 1. Department of Housing and Community Development		ACCESSION NO. 08W911	DATE REC'D 4-14-08
B. DIVISION/UNIT Division of Credit Assurance - Multi Family			RM CODE 06.03.00
C. MAILING ADDRESS 100 Community Place Crownsville, Maryland 21032		LOCATION RANGE SECTION(S) 49-86 56 25-26 -38 87-143 56 28-29 -56	NO. OF CU. FT 94
D. PHONE NO. 410-514-7094 or 410-514-7374		RECORDS CENTER MANAGER 94	
E. AGENCY OFFICIAL Crystal W. Davenport or Betty Hinkle		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	
49 - 143	Monthly Operating Statements Nov 2007 FY2007 Note: Box 139 - Not used.	Item #5, Schedule 2213 Retain for three years then destroy Disposal date: 12/01/2010 1/2011	

10-11-44
 10-11-44
 HP 10-11-44
 10-11-44
 10-11-44

Box #'s	Project Name	Project ID #r	Initial Closing
49	Morningside Senior Hsg (Files 1 thru 7)	1741	2002
49	2015 Marbury Court	1756	2004
49	11131 Slalom La	1794	2005
49	502 S. Tollgate Rd	1842	2006
50	23 Rollwin Rd	928	2002
50	12614 Black Saddle Lane	1671	2001
50	11415 Applegarth Way	1677	2002
50	Morningside Senior Hsg (File 8)	1741	2002
51	14000 Eagle Ct	1568	2001
51	3927 Wendy Lane	1676	2001
51	8021 Ridgely Oak Rd	1653	2002
51	Broadway Homes (Files 1 thru 7)	1615	2002
52	1625 Shookstown Rd	1569	2001
52	Broadway Homes (File 8)	1615	2002
53	Woodside Gardens	1629	2002
54	Woods Edge III	137	2001
55	Victory Terrace	1617	2002
56	Windsor Valley III	1590	2001
56	2716 Shanandale Dr	1670	2001
57	Victoria Park Jaycees Senior	1623	2002
58	Villas at Whitehall	1587	2001
59	Waters Tower Senior (File 1 thru 7)	1598	2001
59	5721 Sweet Wind Place	1667	2003
59	2710 Hardy Ave	1679	2003
59	944 Druid Hill Ave	1710	2003
59	392 Kimwood Road	1713	2003
60	Waters Tower Senior (File 8 & binders)	1598	2001
61	Woodside Manor	1580	2001
62	11507 Colts Neck Rd(binder left out of first shipment)	1861	2006
62	Springfield Manor	1637	2003
62	221 Broad St	1714	2002
62	11333 Amberlea Farm Dr	1673	2002
63	Snow Hill Senior	1688	2003
64	Westover Manor (Files 1 thru 7)	1627	2003
65	101B Pasture Side Place	1669	2002
65	Westover Manor (File 8 & binders)	1627	2003
66	1218 Magness Ct	1664	2001
66	Shriner's Court	1694	2003
67	4136 The Alameda	1647	2001
67	1918 Greengage Rd	1650	2001
67	Salisbury Commons	1635	2003
68	Barrington Apts	1692	2003
69	20554 Lowfield Dr	1675	2001
69	4618 Craddock Ave	1648	2002
69	Cascades, The	1686	2003
70	Bon Secours Chesapeake Apts.	1683	2003
71	529 Forest Lane	1649	2001
71	17712 Mill Creek Dr	1567	2001
71	31994 Mt. Hermon Rd	1681	2002
71	Bloomsbury Square	1631	2003

72	606 Locust St	1708	2003
72	Edmondson Commons (Files 1-7)	1632	2003
72	13809 Old Columbia Pike	1718	2003
72	1110 Bentalou St	1711	2003
73	Edmondson Commons (File 8)	1632	2003
73	117 Seminary Ave	1655	2003
73	10943 Trotting Tidge Way	1668	2003
74	Greenwood Terrace	1633	2003
75	Clare Courts Apartments	1697	2003
76	Queens Manor Garden Apts (File 8 & Binder)	1634	2003
76	River Bay Townhomes	1638	2003
77	Queens Manor Garden Apts (Files 1-7)	1634	2003
77	Park View at Snowden (Files 1-7)	1684	2003
78	Pratt St. Transitional Housing (Files 1-7)	1543	2001
78	Park View at Snowden (Files 8 & Binders)	1684	2003
79	Pratt St. Transitional Housing (File 8 & Binder)	1543	2001
79	Pembridge Square Apts (File 8 & Binders)	1682	2003
80	Pumphrey House	1577	2001
80	Cassel Ridge East (File 8 & binder)	1685	2003
81	17409 Park Mill Dr	1672	2002
81	149 W. Earleigh Hts Rd	1644	2002
81	Parkland Village	1695	2003
82	Princess Anne Townhomes (File 1 thru 7)	1599	2001
83	Princess Anne Townhomes (File 8)	1599	2001
84	Pleasant Manor	324	2003
85	909 Wampler Lane	1658	2002
85	24 Brownfield Loop	1660	2001
85	Cassel Ridge East (Files 1 thru 7)	1685	2003
86	Park View at Ellicott City (Files 1 -7)	1578	2001
86	Salony House Phase II (File 1 - 7)	1585	2001
87	Park View at Ellicott City (File 8)	1578	2001
87	Salony House Phase II (File 8)	1585	2001
87	413 Robena Way	1806	2002
88	Spring Ridge Senior	1591	2001
89	Mount Rainier Artist	1616	2002
89	3905 Darleigh Rd	1654	2002
90	Hagerstown Robinwood Sr. (Files 1 thru 7)	1689	2003
91	Hagerstown Robinwood Sr. (File 8 & binders)	1689	2003
92	Calvert Heights (File 8)	359	2001
92	1216 Magness Ct.	1663	2001
92	Selborne House at Dorsey Hall II (File 1 - 7)	1603	2002
93	St. Paul Senior Living (Files 1 -6)	1600	2001
93	Bon Secours Smallwood Summit (File 8)	1612	2001
93	Selborne House at Dorsey Hall II (File 8 & binder)	1603	2002
94	St. Paul Senior Living (File 8)	1600	2001
94	302 Barksdale Dr	1665	2002
94	18604 Winding Creek Dr	1678	2002
95	Mt. Rainier Community Housing	1698	2003
96	3001 Calverton Blvd	1674	2001
96	Royal Oaks (Files 1 -7)	1576	2001
97	Royal Oaks (Files 8 and binders)	1576	2001
97	510 Geneva Dr	1566	2000



98	Spellman House	1621	2002
99	Bon Secours Smallwood Summit (Files 1-7)	1612	2001
99	500 Westside Blvd	1651	2001
100	Calvert Heights (File 1-7)	359	2001
101	Ahepa Senior Housing	1593	2001
102	Chapline House (File 1-7)	1586	2003
103	Chapline House (File 8)	1586	2003
104	Oak Grove Manor	1691	2003
105	Heritage Crossing (File 1-7)	1582	2001
106	Heritage Crossing (File 8)	1582	2001
107	The Chateau (files 1-7)	1610	2002
108	The Chateau (files 8)	1610	2002
109	Charles R. Uncles Senior	1575	2001
110	Coel Grant Higgs Senior Apts	1583	2001
111	Cherry Hill Senior Apts	1592	2001
112	Homes at the Glen	1595	2002
113	Caritas House	1594	2001
114	Hickory Ridge Place	1622	2002
115	1792 Valleyside Dr	1798	2005
115	Homes at Berlin (File 1-7)	1619	2002
116	Homes at Berlin (File 8)	1619	2002
116	MPDU I - VII (files 1-2)	778	2002
117	MPDU I - VII (files 3-7, 8-0)	778	2002
118	Gateway Village III (Files 1-7)	1573	2001
119	Gateway Village III (Files 8)	1573	2001
119	Marwood Senior (File 1-7)	1581	2001
120	Marwood Senior (file 8)	1581	2001
121	Pinewood East	1618	2002
122	MPDU I-VII (File 1-7)	778	2002
123	Great Hope Homes (file 8)	1588	2001
123	Francis Scott Key (File 1-7)	1604	2001
124	Gardens of Traville Sr (File 7)	1624	2002
124	Francis Scott Key (File 8)	1604	2001
125	Great Hope Homes (file 1-7)	1588	2001
126	Fairspring Senior (File 1-7)	1597	2001
127	Fairspring Senior (File 8)	1597	2001
127	Anchor House	886	1997
127	Cecil County Mens Shelter	896	2002
127	Stepping Stones	609	2002
127	Fairspring Senior Living	1597	2001
128	Terrapin Grove I & II (File 1-7)	1602	2001
129	Parkway Apts (File 1-7)	1605	2002
130	Glen Creek Apts (File 1-7)	1589	2001
131	Glen Creek Apts (File 8)	1589	2001
131	Harlem Gardens Sr. (File 8 & binders)	1601	2002
132	Park View at Furnace Branch	1626	2002
133	Harlem Gardens Sr. (File 1-7)	1601	2002
134	Parkway Apts (File 8)	1605	2002
134	Tanglewood Apts (Files 1-7)	1727	2001
134	Flag House Courts (file 8)	1636	2002
134	Hickory Ridge Place (File 8)	1622	2002
135	Parklane Apts (all)	1584	2001



136	orchard Mews (File 1-7)	1613	2002	
137	Orchard Mews (File 8)	1613	2002	
137	Magnolia Meadows	1628	2002	
138	Greenbriar Court (File 1-7)	1620	2002	
139	Cottages at River House (File 1-7)	1625	2002	
140	Magnolia Meadows (file 1-7)	1628	2002	
141	Gardens of Traville Sr (file 8)	1624	2002	
141	Cottages at River House (File 8)	1625	2002	
141	Greenbriar Court (File 8)	1620	2002	
142	Gardens of Traville Sr (File 1-6)	1624	2002	
143	Flag House Courts (file 1-7)	1636	2002	

R-56
S-25-26 (Boxes 49-86) — 38

R-56
S-28-29 (Boxes 87-143) — 56


94

Note: Box 139 - NOT IN USE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 25.002.01		06.03.03 ACCESSION NO. 87W875		DATE REC'D 4-22-87
b) AGENCY Department of Economic and Community Development		LOCATION - RANGE 9		SECTION(S) 32
c) DIVISION/UNIT Rental Housing Programs (RHP) Community Development Administration (CDA)		NO. OF CU. FT. 6		RECORDS CENTER MANAGER
d) MAILING ADDRESS 45 Calvert Street Room 310 3rd Floor Annapolis, Maryland 21401		e) AGENCY OFFICIAL  Patricia J. Payne, Director, RHP		PHONE NO. (301) 974-2122
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)		
CS - 101	Each box contains the following files for a project as indicated: 1. Construction File 2. Cost Certification File 3. Photographs File Drexel III (1,2) Rosemary's Village (1) The Graw (2) Alexander House (1,2,3) Burn Brae (1,2) Calvert County (1,2,3) Emerson House (1,2,3)	Jan. 2011 1223 - #3E 2011, #922, Items 7,9		
CS - 102	Federalsburg (2,3) Greenbelt (1,2,3) Hyattsville (2,3) Lakeview (2,3) Locust House (2) Londonderry (2,3)	2011, #922, Items 7,9,1		



18-06-13 07:30 AM

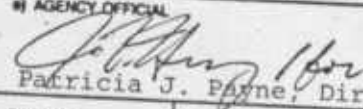
2000



RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 25.002.01		ACCESSION NO.	DATE REC'D
b) AGENCY Department of Economic and Community Development		LOCATION - RANGE SECTION(S) NO. OF CU. FT.	
c) DIVISION/UNIT Rental Housing Programs (RHP) Community Development Administration (CDA)			
d) MAILING ADDRESS 45 Calvert Street Room 310 3rd Floor Annapolis, Maryland 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL  Patricia J. Payne, Director, RHP		PHONE NO. (301) 974-2122	
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)	
CS - 103	Each box contains the following files for a project as indicated: 1. Construction File 2. Cost Certification File 3. Photographs File Longreach Knolls (2) Longwood (2,3) Mt. Royal Towers (2) Owen Brown (2,3) Palmer Apts (2) Park Heights (1,2) Parkwood I (1,2)	2011, \$992, Items 7,9,	
CS - 104	Storchwoods (1,2) Taney (2,3) Timothy House (2) Walker Mews (2,3) Cambridge (1,2,3) Charles Landing South (1,2) Chimneys at Cradlerock (1)	2011, #992, Items 7,9,	



87-3W-875

R-9

S-32

Boxes - 101 - thru - 106

Submitted: 1/12/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

Division/Unit: MSDE - Office of Child Care - Aberdeen

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

Certificate ID: 185
MSA ID: SE55-2293

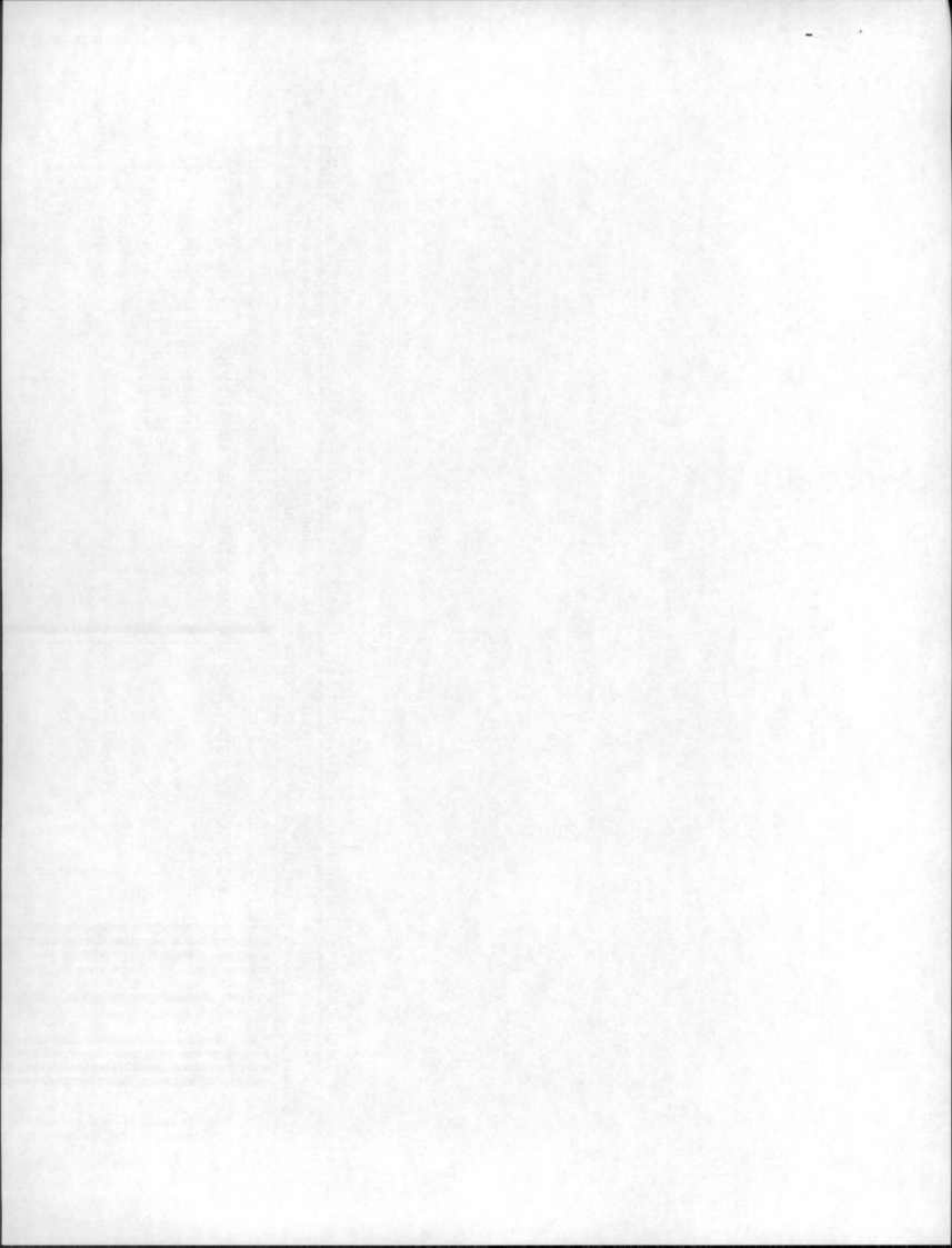
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	08W113 - Family Day Care Registration Records	1778	21	2005	7 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ 1/12/2012
Signature Title Manager Date



E



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 793-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS: PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE RECD
1 MD. State Dept. of Education		08W113	8/16/07
B. DIVISION UNIT			RM CODE
Office of Child Care - Region XI			07.15.01
C. MAILING ADDRESS		LOCATION	NO. OF CU. FT.
413 W. BEL AIR AVENUE ABERDEEN, MD 21001		RANGE SECTION(S)	
		5 34	7
D. PHONE NO.		RECORDS CENTER MANAGER	
410-272-5358			
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
GARY KOSYJANA			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1,2,3,4,5 6,7	FAMILY DAY CARE REGISTRATION RECORDS 01/2005 through 12/2005	1778-21 01/2011

R. 5

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8/1/18
10/12/18

DRUMS

7 34 5

Submitted: 1/12/2012

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

Certificate ID: 186

Jurisdiction: Maryland

MSA ID: SE55-2294

Agency: Department of General Services,
Records Management Division

Division/Unit: MSDE - Office of Child Care - Elllicott City

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization			Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed			
1	07W123 - Closed Family Day Care Homes	2005 1778	4778 21	24 - 2005	4 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez

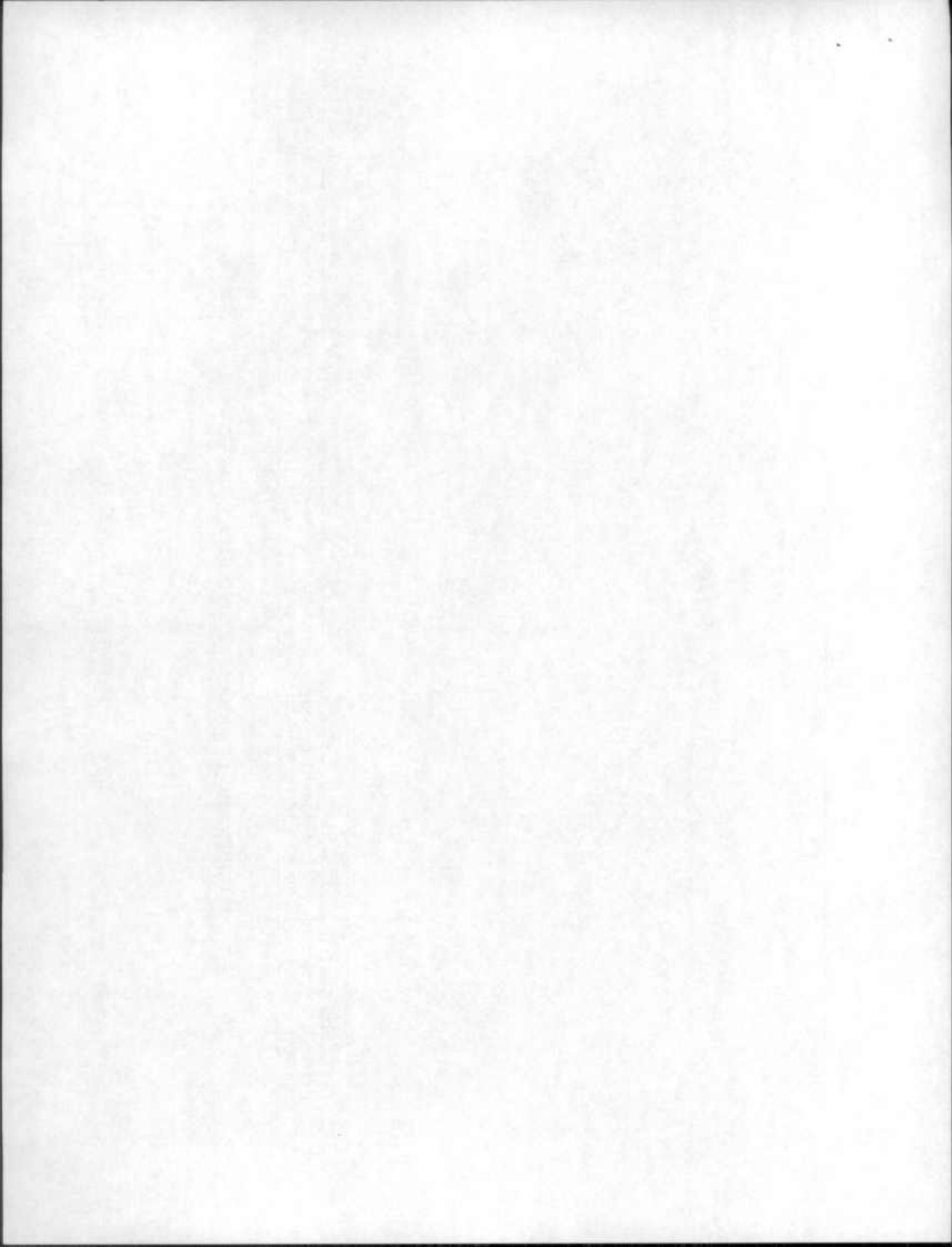
Manager

1/12/2012

Signature

Title

Date



RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS.- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MSDE - Office of Child Care		ACCESSION NO:	DATE RECD 9-7-06
DIVISION/UNIT Early Childhood Development		07W123	RM CODE 07.15.03
MAILING ADDRESS 3300 North Ridge Road, Suite 190 Ellicott City, MD 21043			LOCATION RANGE 5 SECTION(S) 3
PHONE NO. 410-750-8771		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Louis A. Valenti, Jr. Regional Manager		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NUMBER DISPOSAL DATE
	<u>Closed Family Day Care Homes - 1/1/2005 -12/31/05</u>	1778;- Schedule #1778
		1778; Item # 21
		1778; July 2010
1	Ai - Hed	1778; 11/2011
2	Hen - Rai	1778;
3	Raj - Tow	1778;
4	Was - You	1778;
		1778;
		1778;
		1778;
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		1778;
		1778;

R-5

S-3

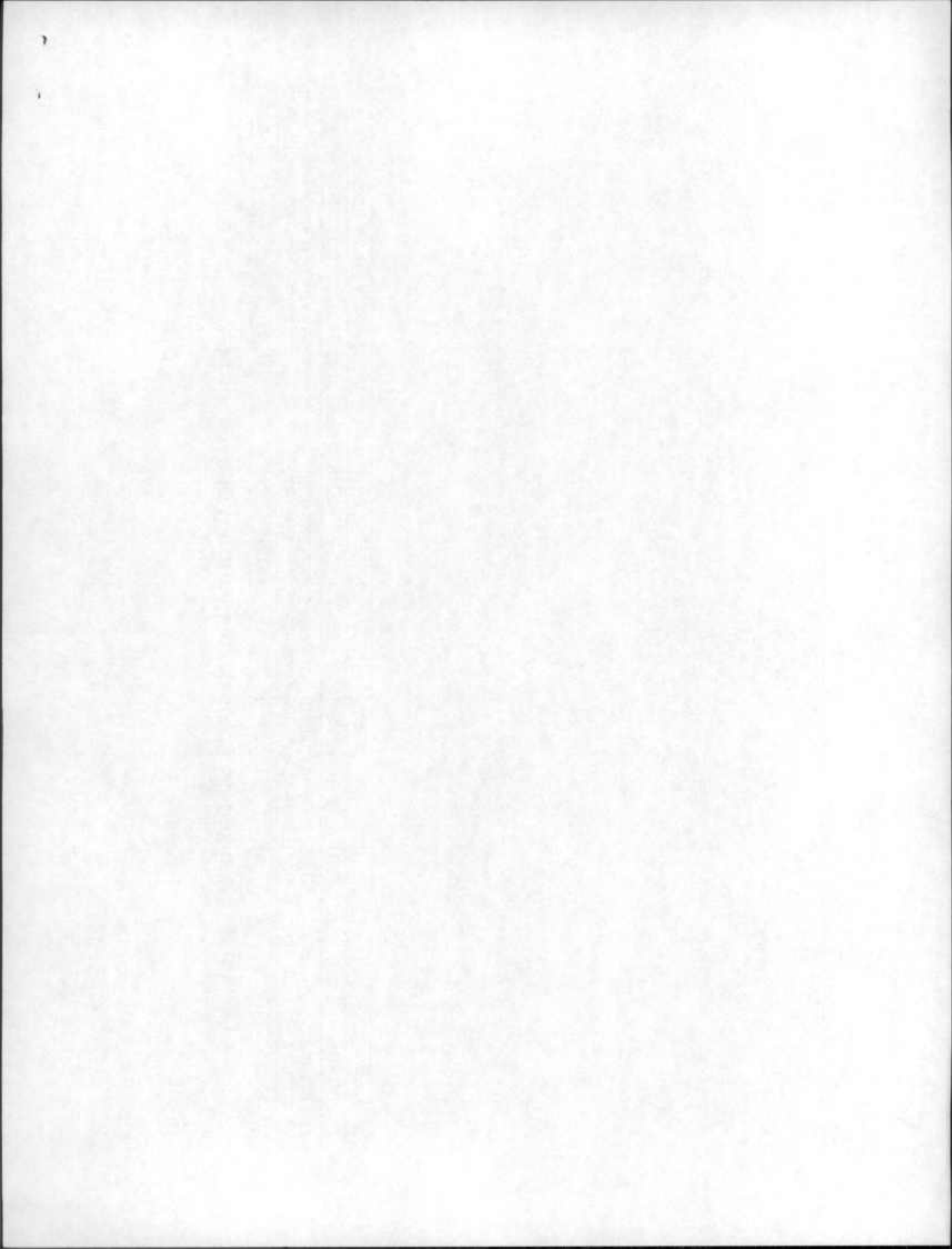
10-1-9

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DIMITS

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RECORDS TRANSMITTAL AND RECEIPT

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



INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MSDE	ACCESSION NO: 07W143	DATE RECD 9-11-06
DIVISION/UNIT OFFICE OF CHILD CARE-REGION 4		RM CODE 07.15.05
MAILING ADDRESS 807 Brightseat Road Landover, MD 20785	LOCATION RANGE SECTION(S) 166 14	NO OF CU, FT 11
PHONE NO. (301) 333-6946	RECORDS CENTER MANAGER <i>Kimberly Chambers</i>	
AGENCY OFFICIAL Evelyn Adebisi	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

QUANTITY	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NUMBER DISPOSAL DATE
11	Closed Family Child Care Records 1/05-12/05	1778; January, 2011
1	A - Bar	1778;
2	Bau - Gumb	1778;
3	Curt - Fowl	1778; <i>Item 21</i>
4	Fra - Holt	1778;
5	Hop - Jones, Paulette	1778;
6	Kar - Mun	1778;
7	Mc - Jackson, Lorette	1778;
8	Rai - Skip	1778;
9	Smith, Johnnie - Thomas, Ruth	1778;
10	Thompson - White	1778;
11	Williams - Zellars	1778;
		1778;
		1778;
		1778;
		1778;
		1778;
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		1778;
		1778;
		1778;



R-166

S-14

19-11-64

19-11-64

DEPT. OF

11

11

11

Submitted: 1/12/2012

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

Certificate ID: 188

Jurisdiction: Maryland

Department of General Services,
Records Management Division

MSA ID: SE55-2296

Agency: Department of General Services,
Records Management Division

Division/Unit: MSDE - Office of Child Care - Rockville

Page: 1 of 1

Proposal and Certificate of Records Disposition

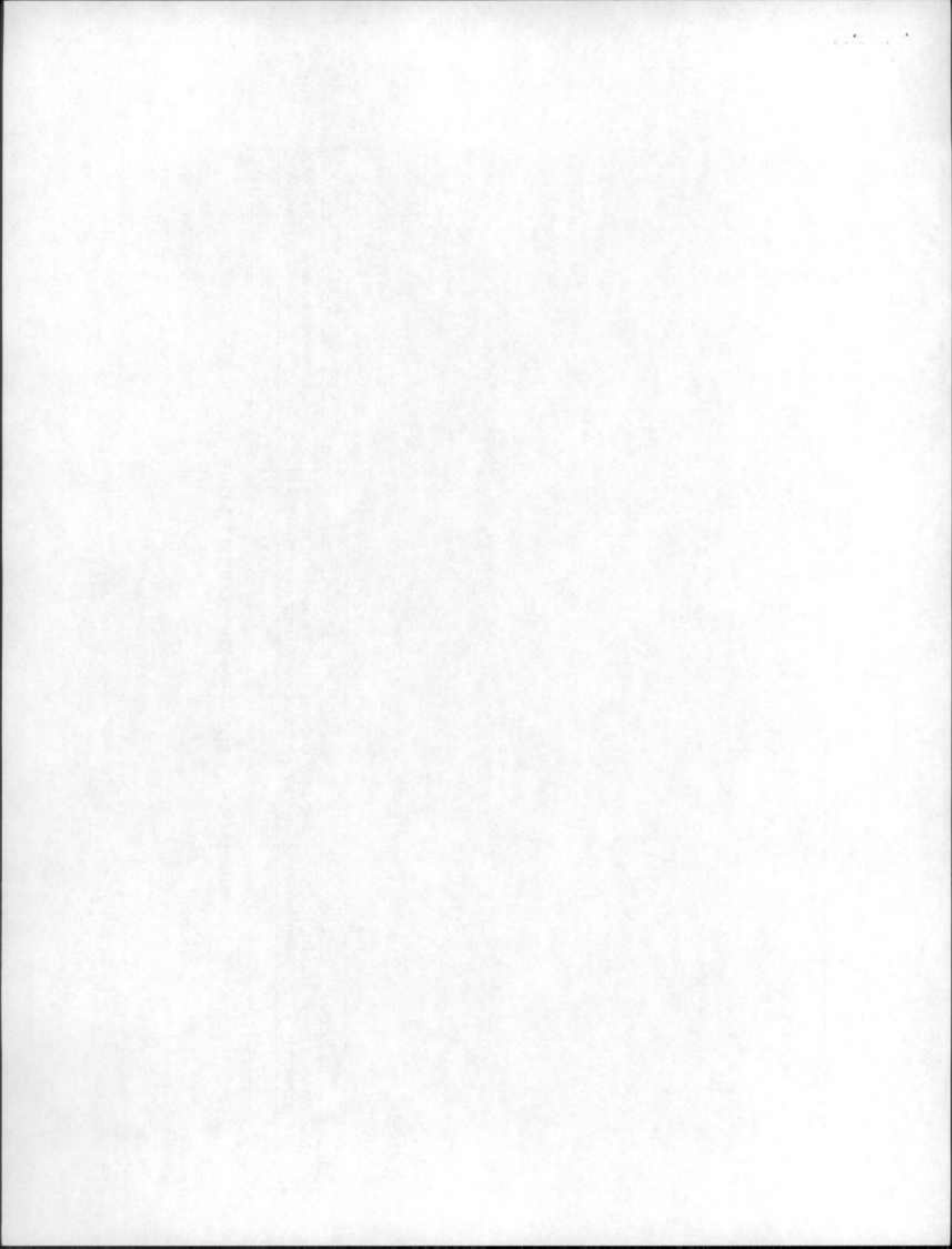
Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	07W76 - Closed Child Care Case Records	1778	21	2005	15 cu ft.	01/01/2011	Recycle

Destruction Certification

 Gabriel P. Lopez
 Signature

 Manager
 Title

 1/12/2012
 Date



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



INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND STATE DEPARTMENT OF EDUCATION		ACCESSION NO. 07W76	DATE REC'D 8-18-06
B. DIVISION/UNIT OFFICE OF CHILD CARE-REGION 5			RM CODE 07.15.07
C. MAILING ADDRESS 51 MONROE PLACE, STE.#200 ROCKVILLE, MD, 20850		LOCATION RANGE SECTION(S) 7 2	NO. OF CU. FT. 15
D. PHONE NO. 240.314.1403		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Carl Egan</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	AHMED, M. - BRISCOE, R. (2005) CASE RECORDS	1778:	ITEM #21
#2	CARRION, R. - COOPER, S. (2005) CASE RECORDS	1778:	JAN. 2011
#3	CARRADO, J. - GONZALES, X. (2005) CASE RECORDS	1778:	
#4	HACKER, J. - JONES, S. (2005) CASE RECORDS	1778:	
#5	JUAREZ, M. - MARCINKO, A. (2005) CASE RECORDS	1778:	
#6	MARTIN, C. - MOUGHAN, S. (2005) CASE RECORDS	1778:	
#7	MONTGOMERY, C. - PEFAURE, C. (2005) CASE RECORDS	1778:	
#8	PINTO, T. - ROWSHAN, M. (2005) CASE RECORDS	1778:	
#9	SHAMIM, I. - TEHRANI, F. (2005) CASE RECORDS	1778:	
#10	THOMAS, W. - SORIANO, W. (2005) CASE RECORDS	1778:	
#11	ACADEMY CDC-- CHILD DEV. CTR. 1&2 (2005) CASE RECORDS	1778:	
#12	CHILDREN IN THE SHOE- CREATIVE ART STUDIO (2005) CASE RECORDS	1778:	
#13	CREATIVE ENRICH. @ DARNESTOWN-- HAR TZEON (2005) CASE RECORDS	1778:	
#14	JUST KIDDING 1&2 - SUE'S DC (2005) CASE RECORDS	1778:	
#15	SUGAR PLUMS - WEE CARE CC (2005) CASE RECORDS	1778:	

R-53-17SPALS

R 7
02

DATE	DESCRIPTION	AMOUNT	BALANCE
1970-1-1	OPENING BALANCE		
1970-1-15	SALES		
1970-1-20	PAYROLL		
1970-1-25	RENT		
1970-1-31	CLOSING BALANCE		



Submitted: 1/12/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

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

Certificate ID: 189
MSA ID: SE55-2297

Division/Unit: DEED - Administration / Office of General Services

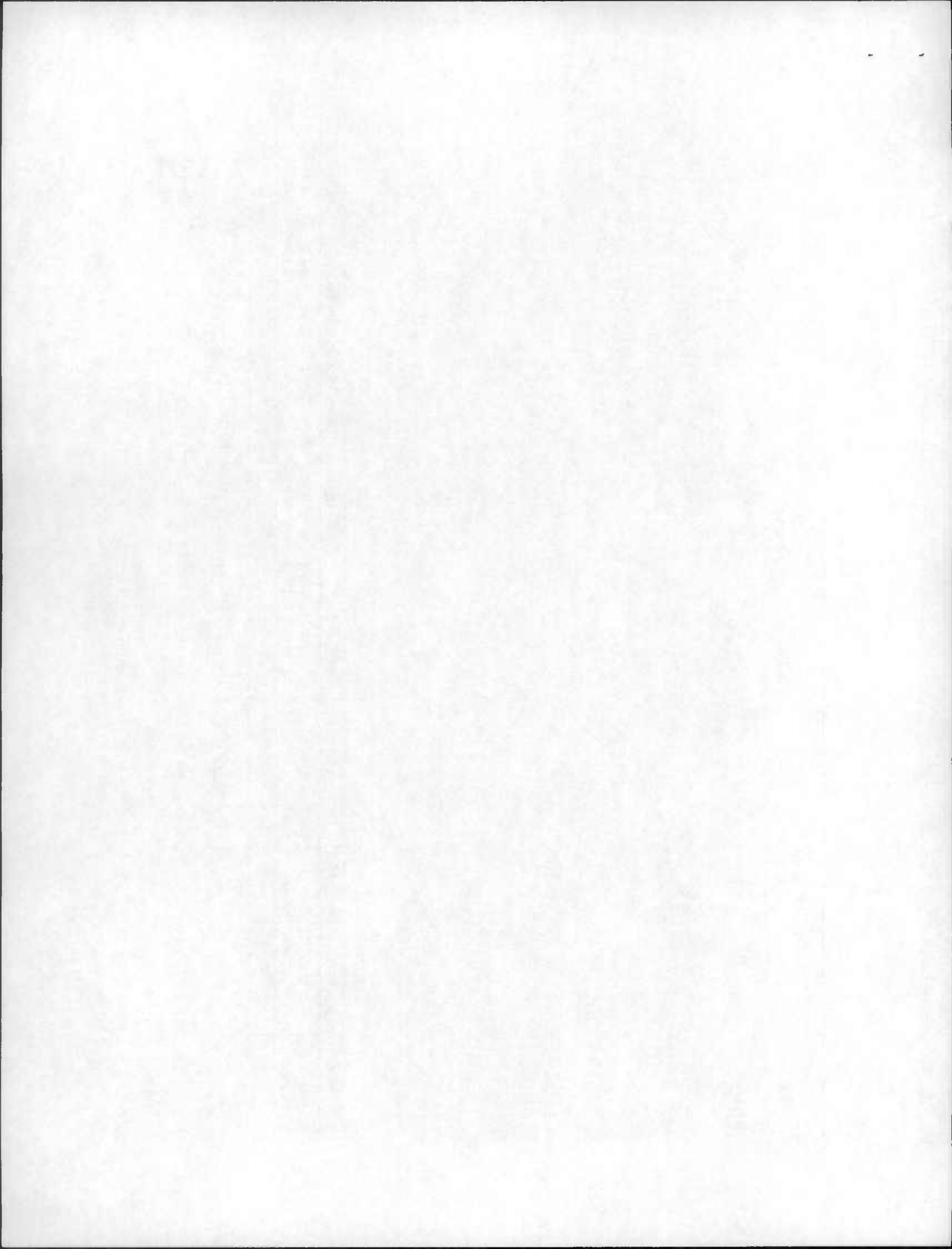
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization			Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.					
1	92W754 - MIDFA Uninsured Credit Files	1164	1 A.2		1986-1990	7 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez Manager 1/12/2012
Signature Title Date



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES



AGENCY Dept. of Economic & Employment Development 0804

DIVISION/UNIT
Division of Administration
Office of General Services

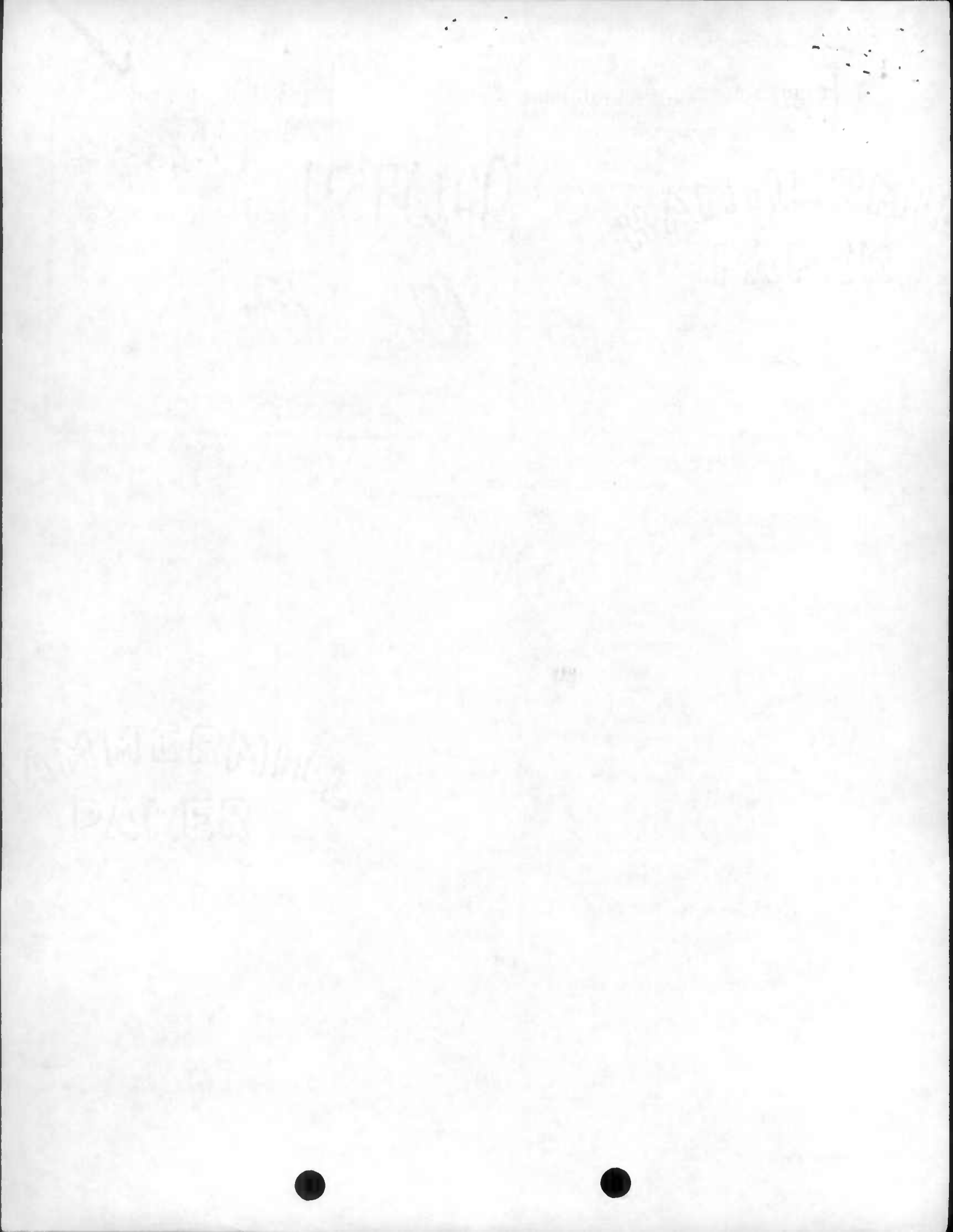
MAILING ADDRESS
1100 N. Eutaw Street
Room 616
Baltimore, Maryland 21201

PHONE NO.
333-7532

AGENCY OFFICIAL Gerri Cooper
For: MIDFA ADM-Evelyn Rogers-333-6414

ACCESSION NO. 92W754	DATE REC'D 1-23-92
	RM CODE 08.01 08.06
LOCATION RANGE SECTION(S) 17 12	NO. OF CU. FT. 7
RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	22nd Floor-Redwood	
	MIDFA Uninsured Credit Files 1986 - 1990	
1	# 301 Gold Bond Ice Cream of Md. 326 Gold Bond Ice Cream of Md. 129 PowRmatic Corporation	Schedule #1164 Item 1A.2 1/2011 ↓
2	# 156 Automated Graphic Systems, Inc. 316 Blue Diamond Company 292 Butler International (Misc. File) 175 Custom Printing Company 176 M.S. Ginn & Co. (Misc. File) 252 Maryland Precision Spring Co.	
3	# 186 Johnson & Towers, Inc. of Balto. 300 Hobelmann Port Services 233 Delmarva Sash & Door & Back Up File	
4	# 306 Historic Inns of Annapolis & Back Up Files	
5	# 306 Historic Inns of Annapolis Back Up Info. 323 Durrett Sheppard Steel, Inc. C1035(22) Master Power, Inc.	



6 # C1032(18) LUI-Laminates/Crystal Towers, Inc.
257 Products Support, Inc.
297 Stewart Warehousing, Inc.

7 # 155 Watson Automotive, Inc.
258 Wolk Press, Inc.

Schedule # 1164

Item 1 A.2



R-17

S-12

Submitted: 1/12/2012

Jurisdiction: Maryland

Agency: Department of General Services,
Records Management Division

Division/Unit: DBED - Office of Finance / FPAA

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

Certificate ID: 190

MSA ID: SE55-2298

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization			Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.					
1	07W597 - MIDFA Claim Paid Files	2203	5		1994-1998	6 cu ft.	01/01/2011	Recycle

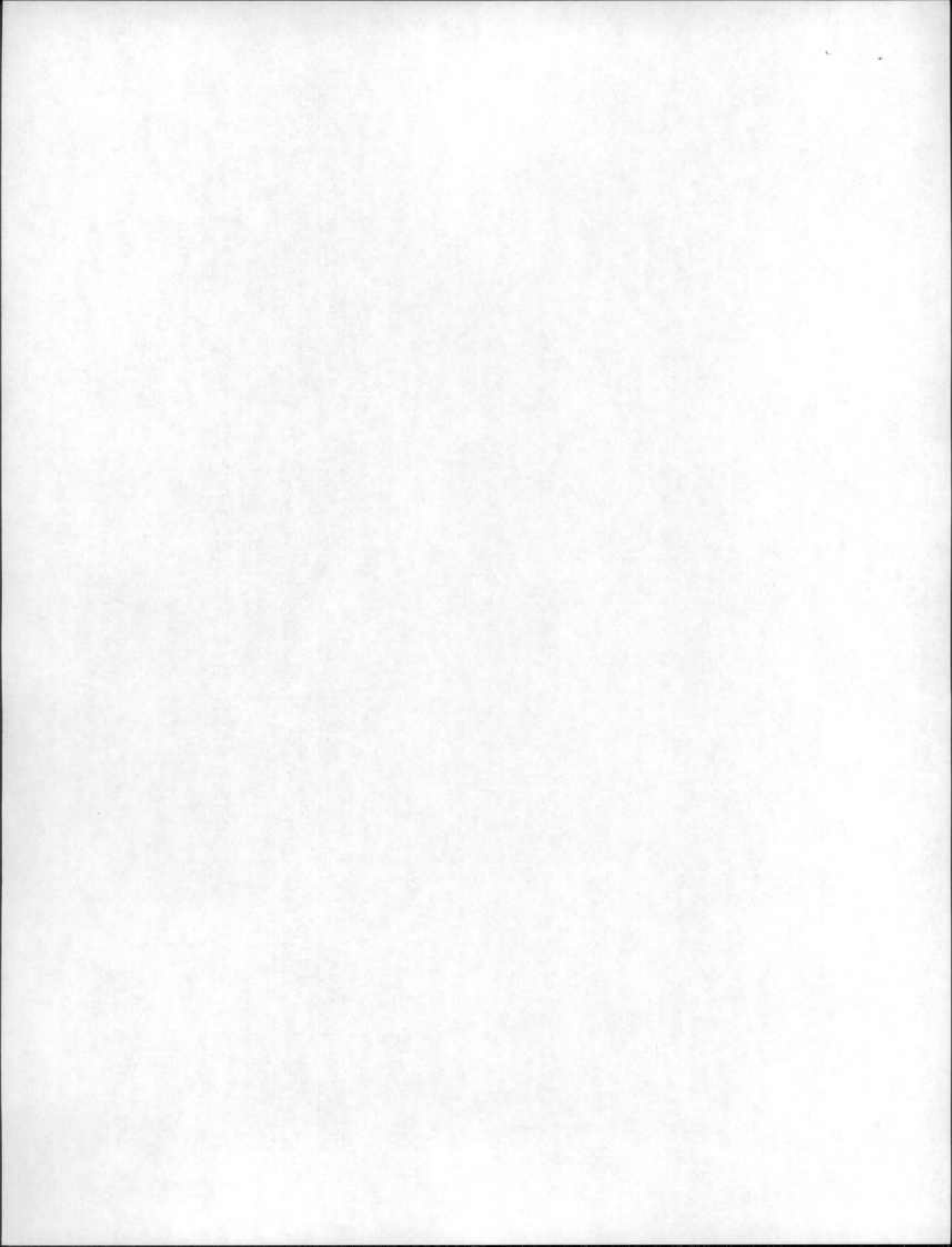
Destruction Certification

Gabriel P. Lopez _____
Manager

Signature _____ Title

1/12/2012

Date



E

Department of General Services - State Records Management Center
 P.O. Box 275, Jessup, MD 20794
 (Telephone: 410-799-1379)
 Records Transmittal and Receipt



Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 07W597	Date Rec'd 3/13/07
B. Division/Unit Finance Programs - FPAA 410 767-6367 <i>Dana Carter</i>		Location Range 6 Section(s) 3	RM Code 08.01
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		No. Of Cu. FT. 6	
C. Phone No. 410-767-2202		Records Center Manager	
A. Agency Official - Tim La Valle For: DBED		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
	MIDFA Claim Paid Files 2006		
1	Mid Atlantic Recycling File & Back up	7/1994	Schedule 2203 Retain 2203 5 12/2010 <i>11/2011</i>
2	B. Barmack & Son Back Up	10/1997	2203 5 12/2010 <i>11/2011</i>
3	Crop Genetics File & Back Up	10/1996	2203 5 12/2010 <i>11/2011</i>
4	Peninsula Pork File & Back Up	9/1998	2203 5 12/2010 <i>11/2011</i>
5	Frederick Brewing, Inc.	9/99	2203 5 12/2010 <i>11/2011</i>
	Adaptive Technology, Inc.	9/98	
6	Columbus Center	6/98	2203 5 12/2010 <i>11/2011</i>
	BCPA Back Up File	2/02	
12/2006			

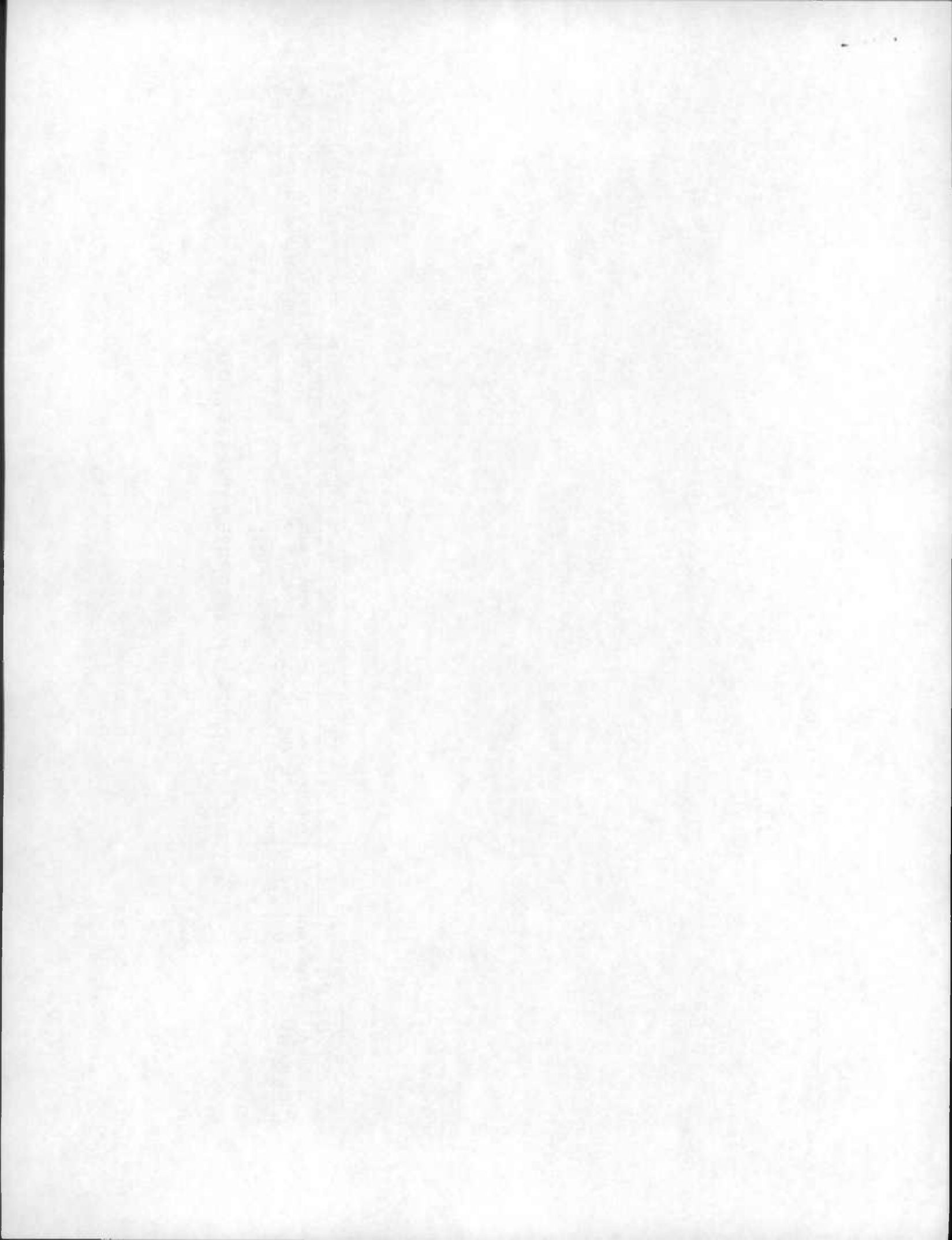
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Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 09W462	Date Rec'd 3-16-09
B. Division/Unit Administration/Payroll		Location Range Section(s) 102 8	RM Code 08.01
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202			No. Of Cu. Ft. 2
C. Phone No. 410-767-2202		Records Center Manager	
D. Agency Official - Tim La Valle For:		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	Special Accounting Records 7/1/99 - 3/31/00 Special Accounting Records 4/3/00 - 6/30/00		2448- Item 2 - 12/2010 2448- Item 2 - 12/2010 1/2011

R-102

S-8

04-10-70 2-10-70

07-10

102 8 101

Submitted: 1/12/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division

Division/Unit: DBED - Division of Business Development

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

Certificate ID: 192
MSA ID: SE55-2300

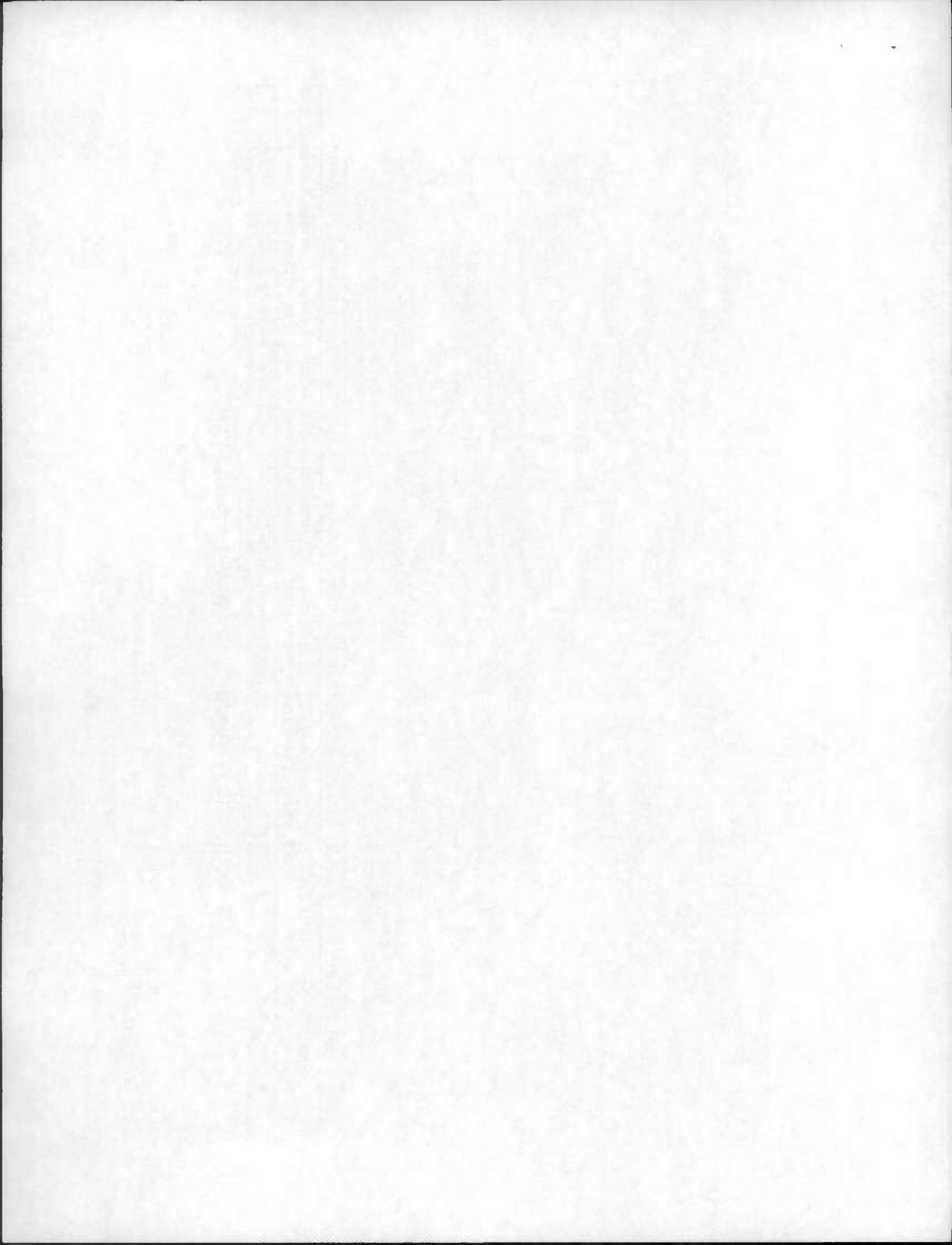
Page: 1 of 1

Proposal and Certificate of Records Disposition

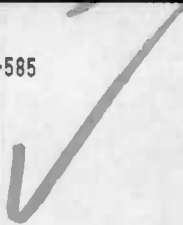
Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	02W605 - Prospect Files	2036	1	FY 1995 - FY 1996	5 cu ft.	07/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ 1/12/2012
Signature Title Date
Manager



E



Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development	Accession No. 0241605	Date Rec'd 12-13-01
B. Division/Unit Division of Business Development	Location Range Section(s) 28 10	RM Code 08.04
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202	No. Of Cu./FT. 5	
C. Phone No. 410-767-2304	Records Center Manager	
D. Agency Official - Sharon Walden For: Cynthia Johnson	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	FY 95 Prospect Files	2036 - 1 - 2010
2.	FY 96 Prospect Files - (A to J)	2036 - 1 - 2011
3.	FY 96 Prospect Files - (M to Z)	2036- 1- 2011
4.	FY 96 Prospect Files - (A to I)	2036 - 1 2011
5.	FY 96 Prospect Files (J to Z)	2036 - 1 - 2011 <i>July 2011</i>

R-28

S-10

WATER COURSE

R-28

S-10

R-28

Submitted: 1/13/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division
Division/Unit: DGS - Office of the Secretary

Maryland State Archives
Edward C Papenfuss State Archives Building
360 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 194
MSA ID: SE55-2301

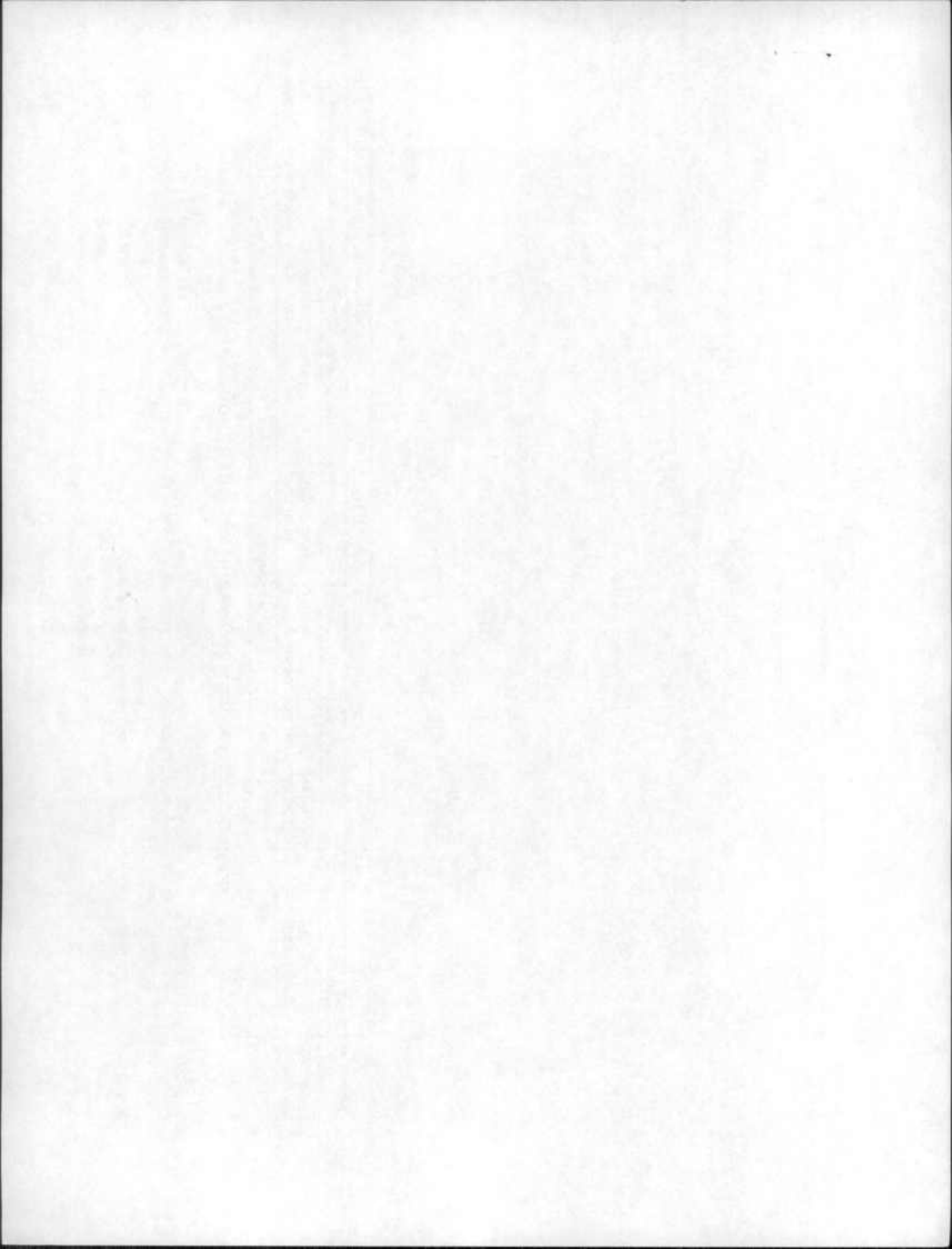
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
1	01W706 - Correspondence Files	1591	1	1998-1999	2 cu ft.	01/01/2011	Recycle
2	03W21 - Correspondence Files	1591	1	2000	3 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez
Signature
Manager
Title
1/13/2012
Date



E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DGS		ACCESSION NO. 01W706	DATE REC'D 4-5-01
B. DIVISION/UNIT Office of the Secretary			RM CODE 10.01
C. MAILING ADDRESS 301 W. Preston Street Room 1401 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 15 18	NO. OF CU. FT. 2
D. PHONE NO. 410-767-4960		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Secretary Peta Richkus		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	Secretary Peta Richkus' Correspondences from 01/99 - 12/99	¹⁵⁹¹ Sche. # 843-6
2	Secretary Gene Lynch's Correspondences from 09/98 - 12/98	Item # 1 July 2011

R-15
S-18

15-ENTRY SPACES
S-18

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. Department of General Services		ACCESSION NO. <i>03W21</i>	DATE REC'D <i>7-11-02</i>
B. DIVISION/UNIT Office of the Secretary			RM CODE <i>10.01</i>
C. MAILING ADDRESS 301 W. Preston Street, Room 1401 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>38 14</i>	NO. OF CU. FT. <i>3</i>
D. PHONE NO. 410-767-4960		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Secretary Peta Richkus		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	Peta N. Richkus Correspondence January 2000 February 2000 March 2000 April 2000 May 2000 June 2000 July 2000 August 2000 September 2000 October 2000 November 2000 December 2000 (Lists of contents of each folder are attached)	<i>1591 item 1</i> <i>Jan. 2011</i>	
2	Starting with Accident Reports Ending with Lewis, Larry (List of each folder attached)		
3	Starting with MaCo - 1998 Ending with old Gene Lynch's correspondence (List of each folder attached)		

R-38

S-14

1971

14

28

Box 1

✓ P.B.

PETA RICHKUS' CORRESPONDENCE FOLDER
MONTH OF JANUARY, 2000

<u>TO</u>	<u>RE</u>
Allan B. Blumberg	Employment Contract
Frederick J. Puente	Prepackaged Welfare Kits
J. Robert Hooper (Senator)	Chesapeake Controls Company
Sheila McDonald	Change to the Board of Public Works Agendas: 1/5/200, October and December 1999 PAAR
Stephen E. Allen, Sr.,	Delegation of Procurement Authority
Hon. Barbara A. Hoffman	Report on the Procurement Process for the Construction of the Baltimore City Juvenile Justice Center
Hon. Howard P. Rawlings	
George L. Russell, Jr.	Maryland Museum of African American History and Culture
Hon. Parris Glendening	Maintenance Policy
Hon. William D. Schaefer	
Hon. Richard N. Dixon	
Francis W. Kuchta	Procurement Advisory Council Meeting
Deborah R. Spencer and Tyrone Patterson	Kettering Community Center Loan of 1998
Sarah J. Taylor-Rogers, Ph.D	Small Departmental Constructionn/ Maintenance Projects
Sheila C. McDonald, Esq.	December PAAR
Hon. Barbara Hoffman and	Maryland State Police Barrack G (Westminster) Contingency Fund Request Project Number PG-601-951-001
Hon. Howard P. Rawlings	

Sheila McDonald

Changes to the Board of Public Works
Agendas: April 29, 1998, December 2, 1998
October 27, 1999, December 15, 1999

Georges C. Benjamin, MD

Forms Management Report

Robert Quilter,
Carl Fox

Maryland African American Museum

Hon. Martin P. Welch, Jr.

Baltimore City Juvenile Justice Center

Hon. Barbara A. Hoffman

Hon. Howard P. Rawlings

Boiler Plant/Central Laundry Facility
Maryland Correctional Pre-Release System
Sykesville, Maryland
Project No. KS-000-991-D01

Hon. Walter M. Baker

Queen Anne's County District Court

Hon. Barbara Hoffman
Howard P. Rawlings

Maryland African American Museum
Baltimore, Maryland
Project Number B-000-952-001

Annual Performance Appraisal Ratings

Barbara A. Bauman
Cathy L. Berry
Lawrence D. Bricker
Betty Coleman (Sgt.)
James S. Dorsey
Edward H. George
Bobbie L. Guy
Eduardo C. Reyes
Praful M. Vani

Box 1

✓ P.B.

PETA RICHKUS' CORRESPONDENCE FOLDER
MONTH OF FEBRUARY, 2000

<u>TO</u>	<u>RE</u>
Sarah J. Taylor-Rogers, Ph.D.	Western Maryland Rail Trail Phase II and III
Hon. David J. Wooten	Industrial Park and State Offices
Hon. Mary-Dulany James	DGS Operating Budget (Subcommittee On Public Safety and Administration)
Hon. Parris N. Glendening	eMaryland Marketplace - Pilot Project Report - REVISED
Hon. William D. Schaefer	
Hon. Richard N. Dixon	
Hon. John T. Willis	
Hon. Frederick Puddester	
Sheila McDonald	Changes to the Board of Public Works Agendas: May 21, 1997 and October 27, 1997
Casper R. Taylor, Jr.	House of Delegates Building - Elevators
Robert R. Neall (Senator)	Additional Maintenance Funding Request
Hon. Joan Cadden	February 22, 2000 Operating Budget Hearing Subcommittee on Public Safety And Administration
Bishop L. Robinson (Secretary)	Department of Juvenile Justice Master Plan
Procurement Advisory Council Members	Procurement Advisory Council Meeting
Major Riddick John Willis Fred Puddester Eloise Foster Alisoun Moore	BPW DGS Agenda Item-eCommerce System

Jean Pettit Wirsching	Office Space - 101 Orchard Ridge Drive, Gaithersburg
John T. Willis Jennifer Whitted Nikki Trella Fred Puddester Eloise Foster Alisoun Moore	eCommerce Pilot Project
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	eMaryland Marketplace Maryland e-Commerce System
Jennifer Crawford	Ms. Carol D. Macht, ASLA Recommendation for Appointment State Board of Architectural Review
Marie J. Washington (Dr.)	Baltimore City Juvenile Justice Center
Hon. Leo E. Green	Greenbelt Center Elementary School
Peter Vaughn	Condition of space vacated at the Preston Street Complex
Frederick W. Puddester	Renovation of 2100 Guilford Avenue State Office Building No. 3
Sheila McDonald	Change to the Board of Public Works Agenda: June 8, 1994
Edward C. Papenfuse	Annapolis CIP Master Plan BA-000-990-003
Hon. Barbara Hoffman Hon. Howard P. Rawlings	Chlorofluorocarbon (CFC) Program Fiscal Year (FY) 2000 Fund Utilization
Edward C. Papenfuse	Latrobe Columns
Hon. Barbara Hoffman Hon. Howard P. Rawlings	Robert F. Sweeney District Court Building Construction Contingency Funding Project No. BC-000-911-501

Lewis E. Logan

Project Questionnaires

Lynda G. Fox (Secretary)
Raymond Skinner (Secretary)
Richard N. Dixon (Treasurer)
William D. Schaefer (Comptroller)
Stephen Harris (Public Defender)
Deborah Resnick
Frederick W. Puddester (Secretary)
Martha Rasin (Chief Judge)
Patricia S. Florestano (Secretary)
John T. Willis (Secretary of State)
Sarah J. Taylor-Rogers (Secretary)
David B. Mitchell (Superintendent)
John Porcari (Secretary)
John P. O'Connor (Secretary)
Frederick H. Hoover (Director)
Robert Bell (Chief Judge)

Annapolis CIP Master Plan
BC-000-990-003

Sheila McDonald (Secretary)

Changes to the Board of Public Works
Agendas; July 14, 1999, August 4, 1999,
January 5, 2000, and November 1999 PAAR

Sheila McDonald (Secretary)

January PAAR

George L. Russell, Jr.

Maryland Museum of African American
History and Culture

Michael J. Finifter (Senator)
Christopher J. McCabe (Senator)

Chesapeake Controls Company
Termination of Maintenance Agreement at
Essex/Rosedale District Court Building

Donald Langenberg
Bruce H. Hoffman
David B. Mitchell (Superintendent)
Earl Richardson
James F. Fretterd (General)
Jane T. Nishida (Secretary)
Stuart O. Simms (Secretary)
Sarah J. Taylor-Rogers (Secretary)
Frederick W. Puddester (Secretary)

Electric Deregulation

Georges C. Benjamin (Secretary)
John D. Porcari (Secretary)

Annual Performance Appraisal Ratings

Arnold K. Bell (Sgt.)
Lisa A. Brittain
Anthony M. Carr (Corporal)
James E. Day
Albert J. Dowd
Euphemia D. Griffin
Bonnie C. Henderson
Janice L. Howell
James T. Lloyd
Granville A. Lyttle
Robert L. Marvel
Carol A. McCleod
Darryl McClure
Marynette E. Nick
Joseph C. Pearce
Trenton S. Vickery
Merry J. Wasmer
Toni Y. Woods

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PETA RICHKUS' CORRESPONDENCE FOLDER
MARCH, 2000

<u>TO</u>	<u>RE</u>
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Emergency Procurement Repairs to the Historic Covered Bridge And Reestablishment of an Existing Agricultural Road (Old Union School Rd) Fair Hill NRMA, Cecil County
Bill Pennington (Mr. and Mrs.)	New Baseball Field St. Mary's College of Maryland
Phyllis M. Clancy	Remarks of member of staff
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	DGS Project No. G-000-961-004 Midway Branch Fish Ladder Anne Arundel County
Cheryl Benton	Use of State Parking Lots
Sheila McDonald	Emergency Item for the Department of Natural Resources - Ocean City
Hon. C.A. Ruppertsberger	Maryland Public Television Tower
Hon. C. Eugene Butler (Mayor) Christopher B. Kehoe	Smart Growth Initiatives in Easton
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	State Ethics Commission Lease
Sheila McDonald	Change to the Board of Public Works Agenda: November 10, 1999
Hon. Barbara Hoffman Hon. Howard P. Rawlings	Cheltenham Youth Center
Janet Wormack	Maryland Public Purchasing Association
Major F. Riddick	Fuel Management System Forestville State Police Barrack

Sheila McDonald	Emergency Item for the Military Dept.
Sheila McDonald	Emergency Item for the Dept. of Natural Resources - Sandy Point State Park
Nancy Grasmick	Civic Plaza Building Closure
Hon. Barbara Hoffman	Cheltenham Youth Center
Hon. Howard P. Rawlings	
George Hurd	Dept. of General Services' Police (DGSP)
Joshua C. Matthes	DB-024-930-001 Baltimore City Juvenile Justice Center Building Automation System
Hon. Parris N. Glendening	Emergency Procurement
Hon. Richard N. Dixon	Dune Repair
Hon. William D. Schaefer	Town of Ocean City, Maryland
Hon. Barbara Hoffman	Construction Contingency Fund
Hon. Howard P. Rawlings	Biological Science Building University of Maryland, Baltimore County
Mario Reiriz	DGS Project No. TA-000-962-010 Firearms Training Facility
William D. Schaefer (Comptroller)	Follow-up to March 8, 2000 Board of Public Works' Meeting
Hon. Parris Glendening	Emergency Procurement
Hon. William D. Schaefer	Repairs to Sewage Lift Stations
Hon. Richard N. Dixon	Sandy Point State Park
Major F. Riddick (Chief of Staff)	Fuel Management System Forestville State Police Barrack
James F. Fretterd (General)	Emergency Procurement Camp Fretterd Armory, Baltimore County

Hon. Parris N. Glendening	Emergency Procurement
Hon. William D. Schaefer	Replace Heating Coil Units
Hon. Richard N. Dixon	Camp Fretterd Armory
Nikki DeJesus Smith	Maryland African American Museum Corp. FY 2001 Operating Budget Hearing
David Long	Construct Annapolis District Court Annapolis, Maryland DGS Project No., BC-000-911-001
Letters to the Editor(Sun)	Charles Village Learning Center
Mark Krysiak	Procurement Officer Delegation
Sarah J. Taylor-Rogers (Secretary)	Emergency Procurement Sandy Point State Park Anne Arundel County
Hon. Parris N. Glendening	Sole Source Procurement
Hon. William D. Schaefer	ADA Modification to Door Hardware
Hon. Richard N. Dixon	And Locksets - Statewide
Sarah J. Taylor Rogers (Secretary)	Ocean City Beach Replenishment
Frederick W. Puddester (Secretary)	Supplemental Budget Request Department of Juvenile Justice (DJJ)
Hon. Parris N. Glendening	Phase II Renovations
Hon. Richard N. Dixon	Baltimore City Circuit Court
Hon. William D. Schaefer	
Sarah J. Taylor-Rogers (Secretary)	Fair Hill Natural Resource Management Area
Hon. Barbara Hoffman	Police and Correctional Training
Hon. Howard P. Rawlings	Commission - Public Safety Training Ctr. Academic and Administrative Complex
Gary Thorpe	Cochran, Stephenson and Donkervoet (CS&D)

Hon. Parris N. Glendening
Hon. Richard N. Dixon
Hon. William D. Schaefer

Police and Correctional Training
Commission - Public Safety Training Ctr.
Academic and Administrative Complex

DGS Employees

Census 2000

Annual Performance Appraisal Rating

Angela Allen
Michael W. Byers
Kenya E. Colbert
James A. East, Sr.
Stephen C. Gillis
Rebecca S. Hamer
Albert D. Humphrey, Jr.
Jacqueline A. Koppenhaver
Walter B. Laws
James E. Nixon
Henry L. Ragsdale
David Ralls
Florecita C. Rentuma
Ruth Roadarmel
Sandra L. Rose
Mark M. Schneidman
Kimberly A. Schroll
Joseph C. Schulz (Sgt.)
Clara A. Smith

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PETA RICHKUS' CORRESPONDENCE FOLDER
APRIL, 2000

<u>TO</u>	<u>RE</u>
Sheila McDonald	Change to the Board of Public Works Agenda: February 9, 2000
E. Stephen Whalen	Talbot County Department of Social Services (DSS)
William A. Davis	A/E Services Exceeding \$100,000
Hon. Ulysses Currie Hon. Leo E. Green	Kettering Community Center
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	Statewide Underground Storage Tank (UST) Construction Contingency Funding
Charles G. Tildon, Jr.	Marylanders Organized for Responsibility And Equity (M.O.R..E.)
Sheila McDonald	Changes to the Board of Public Works Agendas: October 27, 1999, March 22, 2000
Edward C. Papenfuse	Rent for Maryland State Archives
Hon. John D. Porcari	Update to the Vendor Days Schedule
Sheila McDonald	Emergency Contracts for the Department of Natural Resources
Hon. James M. Harkins	Agenda Item
Hon. Thomas V. Mike Miller, Jr. Hon. Casper R. Taylor, Jr.	Security in Annapolis Complex
Peggy Wall	Annapolis Master Plan
John E. O'Donnell	Request for lobby space at 301 West Preston Street

Carl S. Lee(Captain)	Maryland State Police Orientation
Hon. Parris N. Glendening	DB-024-930-001
Hon. Richard N. Dixon	Baltimore City Juvenile Justice Center
Hon. William D. Schaefer	(BCJJC) Notification of T&M Change Order
Terry W. Custer (Lieutenant)	Maryland State Police Orientation
Hon. Barbara A. Hoffman	Maryland School for the Deaf
Hon. Howard P. Rawlings	Columbia Campus
Sheila McDonald	Department of General Services, March 22, 2000 BPW Agenda, Item 7-M-Mod - Renovation of East Circuit Court House
John D. Porcari	Vendor Days: April 17 and 18, 2000
Joshua C. Matthews	DB-024-930-001 Baltimore City Juvenile Justice Center (BCJJC) Building Automation System
Hon. William D. Schaefer	MSASP Sales Figures

Annual Performance Appraisal Ratings

Greta G. Crawford
Edward S. Gore
Rosaleen M. Harrington
Glen H. Jones
Charles L. Long
Anthony Rhodes
Johnny G. Robinson (Sgt)
Milton Stone, Jr.
Leon Tunctson

Box 1

PETA RICHKUS' CORRESPONDENCE FOLDER
MAY, 2000

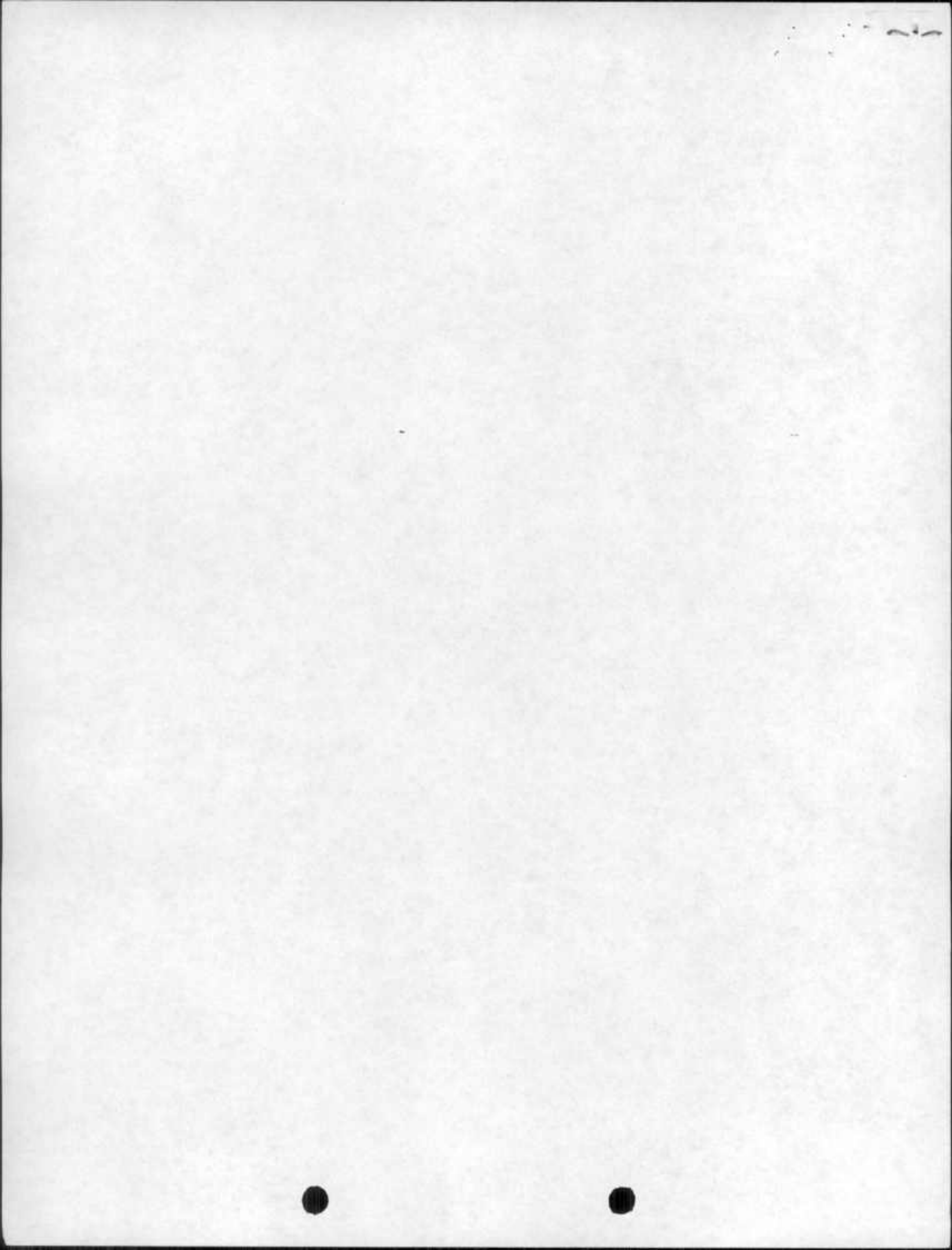
<u>TO</u>	<u>RE</u>
Hon. Ulysses Currie Hon. Leo E. Green	Kettering Community Center
William D. Schaefer (Comptroller)	May 24 th BPW DGS Agenda, Item 3-GM
Hon. William D. Schaefer	Kettering Community Center
Raymond Skinner	Senate Bill 207 Maryland Building Rehabilitation Code
Sheila McDonald	Change to the Board of Public Works Agenda: March 22, 2000
Sheila McDonald	Emergency Item for the Department of National Resources - Fort Washington Marina
Kenneth Strong	Agenda Item
Hon. Parris N. Glendening Hon. Richard N. Dixon Hon. William D. Schaefer	Tawes A Pod Renovation
Georges C. Benjamin	FY 2000 Rent 201, 300 and 301 W. Preston Street 500 N. Calvert Street 6 St. Paul Street Treasury Building/Annapolis
Ronnie Underwood	Doing Business with the State of Maryland
Sheila McDonald	Change to the Board of Public Works Agenda: April 29, 1998
Hon. Leo E. Green	Kettering Community Center

Sheila McDonald	Change to the Board of Public Works Agenda: February 9, 2000
Letters to the Editor (The Sun)	Charles Village Learning Center
Sheila McDonald	April PAAR
Michele Rozner	Performance Evaluation
Pamila Brown	Performance Evaluation
Richard Pecora	Performance Evaluation
James Getty	Performance Evaluation
Hon. John C. Astle	James Senate Office Building New Senate Office Building
Hon. Parris N. Glendening	Emergency Procurement
Hon. William D. Schaefer	Cleanup and repair to the fuel system
Hon. Richard N. Dixon	Fort Washington Marina Prince George County
Sarah J. Taylor-Rogers	Emergency Procurement Fort Washington Marina Prince George County
Joseph M. Hvorecky	GSA Biennial Report
All Assistant Secretaries	eMaryland Marketplace, Marketing Committee
Will Culen	
Mark Krysiak	
Dave Humphrey	
Heather Brautman	
Jim Getty	
Kathy Kramer	Surplus Property (MSASP)

Annual Performance Appraisal Ratings

Joseph A. Altenus
Donald L. Biedenback (Captain)
Sylvia A. Bradley

Wayne Bridges (Officer)
Janice M. Brooks
Kevin A. Bryan
Medford P. Canby, III
Joseph L. Coker
Douglas B. Dawson
Paul A. Georgiou
Barbara A. Harward-Troska
Roxanne D. Jones
Emory A. Koch
Barry L. Miller
Russell J. Nickerson
James T. Rhule (Sgt)
Raymond E. Rosati
Raymond V. Simms
John C. Warland
Ronald K. Westervelt, Jr. (Officer)



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PETA RICHKUS' CORRESPONDENCE FOLDER
JUNE, 2000

<u>TO</u>	<u>RE</u>
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Maryland Museum of African American History and Culture Baltimore, Maryland
Brian S. Tanen	Audit of the Office of Procurement and Logistics Report Date: June 6, 2000 Period of Audit: 8/14/96 - 12/8/99
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Emergency Procurement Chiller Replacement White Building-Spring Grove Hospital Catonsville, Maryland 21228
Peggy Walls	Annapolis Master Plan
Eloise Foster	Underutilized Vehicles
Blaine Young (Alderman)	Title Transfer
Hon. Georges C. Benjamin	DHMH Leased Space
Ginger Ellis	Energy Efficiency in State Facilities
Hon. Perry Sfikas	Capital Bonds
Hon. William D. Schaefer Deputy Secretary Assistant Secretaries Executive Director of Personnel	eMaryland Marketplace Appointing Authority
Edward C. Papenfuse	Statewide Records Inventory Report
Sheila C. McDonald	May PAAR
William P. Lynerd, Jr.	Vice President Appointment

Gary Aamold

Capital Projects Cash Expenditures

Cindy Kondo (Officer)

Meeting of Staff

Beatrice M. Rodgers

Fy 2002 Access Maryland Budget Request

Anne Budowski

Performance Appraisals

Annual Performance Appraisal Ratings

Barbara Bale

Pamila Brown

Samuel L. Cook, Jr.

William E. Culen

Rosalyn Evans

Nancy Fabula

Julie A. Foard

Donald S. Freeman, Jr. (Officer)

JoAnn Johnson

Aaron J. Lee

Robert Machin

Lisa Mauk

Diana L. Mosely

John H. Thornton

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PETA RICHKUS' CORRESPONDENCE FOLDER
JULY, 2000

TO	RE
Eloise Foster	Extension of Contract for Albert W. Willis
Hon. John S. Arnick	Relocation of MDE Facility
Lewis E. Logan	Project Questionnaires
William D. Schaefer	July 19 th BPW, DGS Agenda, Item 11-L
Maryland Businesses	Launching of eMaryland Marketplace
Hon. Barbara A. Hoffman	FY2001 Capital Facilities Renewal Program
Hon. Howard P. Rawlings	
Hon. Casper R. Taylor, Jr.	eMaryland Marketplace
Tina Jolivet	Expected Procurement Solicitations
Hon. Barbara A. Hoffman	FY 97 Capital Facilities Renewal Program
Hon. Howard P. Rawlings	
Erskine B. Bowles	Intelisys
Hon. Barbara A. Hoffman	DGS Project No. F-004-981-001
Hon. Howard P. Rawlings	
Deborah T. Spencer	Kettering Community Center Loan of 1998
Tyrone Patterson	
Sheila McDonald	June PAAR
Sheila McDonald	Changes to the Board of Public Works
	Agendas: February 23, 2000, March 22, 2000, April 26, 2000, June 7, 2000

Eloise Foster (Secretary)

FY 2000 & 2001 Budget Amendments and
Schedules of Reimbursable Funds

Parris N. Glendening
William D. Schaefer
Richard N. Dixon

June 21, 2001 DOT Agenda Item 16-RP
Real Property Conveyance of 3.2 +/- Acres

Hon. Jake Mohorovic

Eastern Baltimore Area Chamber of
Commerce (Letter to Gov. Glendening)

Georges Benjamin

Emergency Procurement
Chiller Replacement - Whyte Building
Spring Grove Hospital Center

Annual Performance Appraisal Ratings

Janice E. Allen
William T. Beach
Kurt A. Dorsey
Gary G. Gill
Mary E. Lang
John A. Leszczynski
Anne MacKinnon
Linda K. McGovern
Martin C. Rentuma
Wendy A. Scott
Robert B. Taylor
Albert S. Westbrook
Rio A. Woodard
Ernest L. Zeigler

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J.P.B.

PETA RICHKUS' CORRESPONDENCE FOLDER
AUGUST, 2000

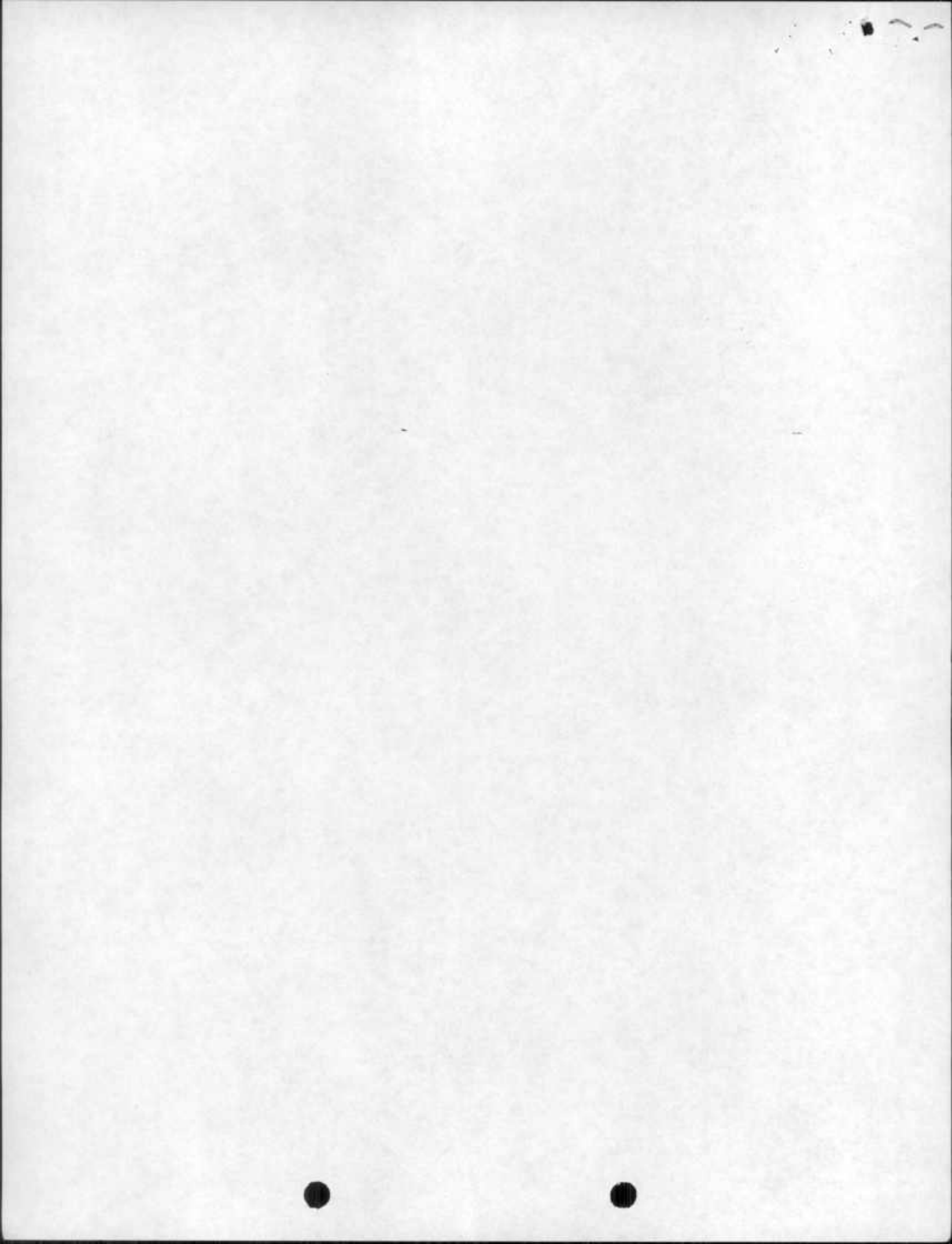
TO	RE
Hon. William Donald Schaefer House Committee on Appropriations David B. Mitchell (Colonel)	BPW, August 30, 2000 DGS Agenda Items 2-C and 27-CGL Semi-Annual Report for the Maryland State Agency for Surplus Property Request assistance with DGS Police Investigation
Hon. Parris N. Glendening Hon. Richard N. Dixon Hon. William D. Schaefer	DB-029-930-001 Baltimore City Juvenile Justice Center
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Department of Environment Headquarters Lease Procurement
John E. O'Donnell	State Ethics Commission
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	Maryland Museum of African American History and Culture Baltimore, Maryland
DGS Employees	Savings Bond Campaign
Michael E. Busch	Visitors Center for Annapolis
Margaret-Mary V. Preston	Invitation to join Alexis de Tocqueville Society
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	FY 1997 Capital Facilities Renewal Program
Jack DiEnna	Memorandum of Understanding (MOU) State of Maryland and GeoExchange
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	Fy 2001 Capital Facilities Renewal Program

William Culen Candice Seward	Incentive Award
Marge Thomas	Goodwill Industries Loan of 2000
Nancy K. Kopp (Delegate)	Light Pollution and Night Sky Protection
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	Use of Prior Appropriations for Ductbank Construction Annapolis State Office Complex
Brian S. Tanen	Audit Report-Distribution of Solicitation Amendments
Hon. Casper R. Taylor, Jr. Hon. Thomas V. Miller, Jr.	Security System for Annapolis State Government Facilities
Hon. Ellen M. Heller Hon. Martin P. Welch	Voice Activated Video Recording System Baltimore City Juvenile Justice Center

Annual Performance Appraisal Ratings

Darryl R. Andrews
 Roger Bagley
 Harry L. Biedenback
 Allan E. Blackiston
 Carol A. Ciancaglini
 James E. Dorsey
 Kenneth E. Fitch
 Paul J. Ford
 George A. Gibson
 Alice S. Grove
 Wendy Heath
 Marci L. Holland
 William R. Gluck
 Harold N. Hollinger
 Wanda C. Howell
 Crystal Jones
 Perry E. Joy
 David M. Kelleher
 Frances M. Khan
 Gerard A. Krebs
 Duane G. Lucas

Samuel R. Mason
David W. Shackelford
John G. McLean (Officer)
Ray Smith
Ronald D. Smith
Barthol L. Thomas
Elaina M. Turner
Frances A. Vehstedt
Rollin E. Westholm, Jr.
Harold F. Winters, Jr.
Pamela G. White
Theresa A. Woods
Melvin M. Young



Box 1

J.P.B

PETA RICHKUS' CORRESPONDENCE FOLDER
SEPTEMBER, 2000

<u>TO</u>	<u>RE</u>
Sheila McDonald	Emergency Item for the Department of Health and Mental Hygiene
Hon. Talmadge Branch	MLBC Retreat - 9/23/00
Glen F. Ivey Tina Jolivet	Electricity Procurement RFP 0011T81194
Dennis Flynn	Approval of Procurements (ADPICS)
Hon. Parris N. Glendening	BPW, October 4, 2000
Hon. William D. Schaefer	DBM Agenda, Item 7-GM
Hon. Richard N. Dixon	
Sheila McDonald	Changes to the Board of Public Works Agendas: May 19, 1999, August 30, 2000
Ronald A. Karasic	Security and Title at 201 Saint Paul Place
Hon. Ida G. Ruben	Inmate Telephone Services
Brian S. Tanen	Audit of the Office of Procurement and Logistics Report Date: June 6, 2000 Period of Audit: 8/14/96 - 12/8/99
Cabinet Secretaries Agency Heads	eMaryland Marketplace
Hon. Parris N. Glendening	Emergency Procurement
Hon. William D. Schaefer	Boiler Flue Replacement
Hon. Richard N. Dixon	Courts of Appeal Building Annapolis, Maryland
Hon. Parris N. Glendening	Emergency Procurement
Hon. William D. Schaefer	Roof Replacements
Hon. Richard N. Dixon	Potomac Center Buildings Hagerstown, Maryland

Ann Norton Marsha Burden Joe Porter	Upcoming Capital Project Dedications/ Groundbreakings
George L. Winfield	Facilities Upgrade - War Memorial Building
Joseph C. Bryce	Electricity Procurement Strategic Energy Plan
Richard Calvert	Energy Performance Contract
Michele Rozner	Emergency Procurement Courts of Appeal Building
Sheila C. McDonald	August PAAR
Sheila McDonald	Change to the Board of Public Works Agenda: January 26, 2000
Michele Rozner	Emergency Procurement Senate Office Building
Marge Wolf	79 Franklin St. Acquisition
Hon. Barbara Hoffman Hon. Howard P. Rawlings	Bond Bills/Certification
Maya Kumta	Summer Internship
Hon. William D. Schaefer	Excess Personal Computers

Annual Performance Appraisal Ratings

Paul L. Chenoweth
Christopher J. Henderson
Zackary W. Jeffries
Ray Kaliush
Michele Thalheimer
Steven J. Wilson

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PETA RICHKUS' CORRESPONDENCE FOLDER
OCTOBER, 2000

<u>TO</u>	<u>RE</u>
Vinod Ghildiyal	Placement on the State Contract/Procurement mailing list - Globe One Inc.
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Pathway and Parking Lot Improvements (Farthing's Parking Lot) At Historic St. Mary's City Project No. SM-000-943-001
Laura Gorrell	DROP Program
Hon. Walter M. Baker	Elkton District Court/Multi-Service Center Maintenance Procedures
Hon. Rudolph C. Cane	Energy Use and Gross Square Footage of State of Maryland Facilities on Eastern Shore
Steven F. Reinert	City Council Richard Mariano
Jane Nishida Sarah Taylor Rodgers Fred Hoover	10/19/2000 Final Draft Executive Order on Green Power and Energy Efficiency
Sheila McDonald	September PAAR
Hon. Parris N. Glendening Hon. William D. Schaefer Hon. Richard N. Dixon	Sole Source Procurement Oliver 233 Mine Forfeiture Abandoned Mine Reclamation Project
Hon. Rushern L. Baker, III	Electricity Procurement Strategic Energy Plan
Sheila McDonald	Agenda Item, PAC
Sheila McDonald	Change to the Board of Public Works Agenda: October 4, 2000

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All DGS Employees

Hon. William D. Schaefer

Senior Management Staff

Sheila McDonald

Hon. John W. Hardwicke

Hon. Timothy R. Ferguson

Sheila C. McDonald

Hon. Parris N. Glendening

Arnold Jolivet

William A. Davis

Hon. Parris N. Glendening

Sheila McDonald

Annual Performance Appraisal Ratings

- Theodore Christenson
- Ira B. Cortez
- Tammy L. Cox
- Carl L. Fox
- Edward A. Klingenstein
- Manson H. Ludlow
- Steven F. Noonan
- Steven F. Pundt (Officer)
- Robert V. Woodard

Maryland Charity Campaign

Louis V. Koerber Patriotism Award

Technology

Emergency Item for the Department of Health and Mental Hygiene

Cold Air Infiltration

Public Safety Training Center
Firearms Training Facility
Project No. TA-000-962-010

Small Business Preference Program

Report of Contracts Performed Outside of the State

Capital Grant and Loan (CGL) Process

Project No. SM-000-001-000
St. John's Archaeological Exhibit Site

FY2000 Annual Sole Source Report

Emergency Item for the Department of General Services

Box 1

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PETA RICHKUS' CORRESPONDENCE FOLDER
NOVEMBER, 2000

<u>TO</u>	<u>RE</u>
Sheila McDonald	Changes to the January 2000, May, 2000 PAAR and March 22, July 5, 2000 Board Of Public Works Agendas
Hon. Barbara Hoffman Hon. Howard P. Rawlings	St. John Archeological Site Exhibit Historic St. Mary's City Commission St. Mary's County Project No. SM-000-001-002
Hon. Parris N. Glendening Hon. Richard N. Dixon Hon. William D. Schaefer	Emergency Procurement Eastern Shore Hospital Center Cambridge, Maryland
David N. Bezanson	Emergency Procurement Fire Safety Compliance Project Baltimore City Detention Center
Alex Rachak	Prefabricated Restrooms and Waterless Waste Treatment Systems
Sarah J. Taylor-Rogers	Procurement Delegation for Baltimore Sun Insert
Robert J. Shuman	Request for Increased Delegated Procurement Authority
Sheila C. McDonald	October PAAR
Georges Benjamin Jane Nishida John O'Connor	One Investment Place
Hon. Barbara A. Hoffman Hon. Howard P. Rawlings	Western Maryland 24 Bed Detention Center Project No. DJ-524-991-001 Construction Contingency Funding
Senior Management Staff	Promoting Smart Growth - "Smart Growth Superlatives"

Senior Management Group	Maryland State Agency for Surplus Property (MSASP) <i>Reassignment</i>
Hon. C.A. Dutch Ruppertsberger	One Investment Place
David F. Roose	Revenue Estimates
Neil L. Bergsman	Sustainable Statewide Maintenance Program
Talmadge Branch (Delegate)	Maryland Legislative Black Caucus
Hon. William D. Schaefer	DGS Item 15-RP October 18, 2000
Sheila McDonald	Changes to the Board of Public Works Agendas: October 27, 1997, April 1, 1998, September 23, 1998, August 4, 1999, October 27, 1999, February 23, 2000

Annual Performance Appraisal Ratings

William F. Angelini (Sgt)
Pamela H. Bethea
James S. Dorsey (Sgt)
Rosalyn Evans
Leon Graham
Edwin E. Green, Sr.
Karen L. Hall
John W. Harris
Gordon W. Henson
Beverly A. Jackson
Cora A. Jackson
Gina W. Lee
Cynthia D. Madej
Joseph A. Pitruzzella, III
Nand G. Sachdeva
Joan A. Savage
Morris J. Snowden
Nancy L. Strim

Prof. M. Vani

Box 1

V.P.B.

PETA RICHKUS' CORRESPONDENCE FOLDER
DECEMBER, 2000

<u>TO</u>	<u>RE</u>
Mervin Margolis	Competition from Nobo, Inc.
McGregor Printing	Bidding Opportunities
Hon. George C. Edwards	Thomas B. Finan Center
Sheila McDonald	Changes to the December 13, 2000 Board of Public Works Agenda
Arnold M. Jolivet	Advertisement in Year 2002 Maryland/ Washington Minority Business Director
Hon. Georges C. Benjamin	Springfield Hospital Center
Hon. Parris N. Glendening	Emergency Procurement
Hon. William D. Schaefer	Miller Senate Building
Hon. Richard N. Dixon	Gas Connection
Terrence Smith	Procurement of Electricity
Michele L. Whelley	Downtown Transit Program
Hon. Parris N. Glendening	Emergency Procurement - Boiler
Hon. William D. Schaefer	Replacement, Easton Armory
Hon. Richard N. Dixon	
Hon. William D. Schaefer	Board of Public Works 11/29/00 Follow-up
Eloise Foster (Secretary)	Request for funds to pay for the Sick Leave Incentive Program
Hon. John S. Arnick	Procurement of Maryland State Police (MSP) Vehicles/Award of MSP Vehicles for 2001 Delaware Ford Dealer
Hon. Parris N. Glendening	BA-000-861-001
Hon. Richard N. Dixon	Miller Senate Building
Hon. William D. Schaefer	Notification of Security Change Order

Sheila McDonald

November PAAR

Frances B. Phillips

Sale of Tobacco Products in the
O'Connor Building

Edward C. Papenfuse

Historic Marker - Latrobe Columns
Robert F. Sweeney District Court

Annual Performance Appraisal Ratings

Zelda Brown

Vernell J. Clark

Euphemia D. Griffin

Phyllis L. Harrison

Gary D. Howe

Edward C. Miller, Jr. (Sergeant)

Ahmed S. Naji

Deborah A. Roguski

Joan A. Schaefer

Fred L. Schlichtmann

Carol A. Stevens

Box 2 - Files for Records Management
from the Office of the Secretary
Department of General Services
301 W. Preston Street, Room 1401
Baltimore, Maryland 21201

Accident Reports

Architecture/Engineering Services

Annual Awards and Employee Recognition

Annual Reports

DGS 2000

2000 Council on Management and Productivity

2000 Governor's Workforce Investment Board

DGS 1999

DGS 1998

Appointing Authority

Audits

Office of the Secretary - 10/20/97 - 9/5/00

Office of the Secretary - 1999

Office of the Secretary - March 1995 - October 1997

Office of Real Estate - 1997

Office of Procurement & Logistics 8/14/96 - 12/8/99

Capital Design & Construction Practices (9/16/97)

BPW

Peta's BPW Notes

BPW transfer

BPW Items

BPW Transcript

BEKA Industry

Blood Drive 4/22/99

Bond Sales Development

Bowie State University

FY 1999 - 2002

Meeting with Gerry Walls Re: FY99 Budget Projecting
FY99 Budget Projections
DGS Budget Request FY 99

Census 2000

Chlorofluorocarbons (CFC)

Council of State Governments

Customer Service/Training

Enviroserv

Executive Orders GL 1995

Gene Lynch

Governor's Performance Excellence Assessment Program

Greyhound

Groundhog Job Shadow Day

Hyatt/Ches. Hyatt Proj - Cambridge
Hyattsville Multi-Service Center
Hyatt/Chesapeake Hyatt Proj. (Cambridge)

Lewis, Larry

Box 3 - Files for Records Management
from the Office of the Secretary
Department of General Services
301 W. Preston Street, Room 1401
Baltimore, Maryland 21201

MaCo - 1998

Maryland Association of Counties (MaCo)

MD Prepaid College Trust

MEGA Success Conference

Meeting Follow Up

MDE move

Operation Reboot

One Investment Building

Same Newsletters

Supply Invoices

Town Hall Meeting

Triangle

Tributary Team

War Memorial Building

Washington County Groundbreaking

Westside Redevelopment Area

Window Replacement - Treasury

Y2K

Departmental Legislative Liaisons

Anne M. Budowski Memo and Proposal

Letter to Gene Lynch from Md. Stadium Authority

2001 Session - Departmental Legislation

Legislative Facilities Projects

Legislation - 2002 Session

Talking Points - Electricity Procurement - Loose

Executive Order on Green Power and Energy Efficiency - Loose

DGS Request for Proposal Generation & Transmission of Electricity - Loose

EESI

Green Power Correspondence - Loose

Electricity RFP - Loose

EDAC Meeting draft - loose

Electricity Deregulation Advisory Committee Meeting - loose

Capital Hill Energy Efficiency Briefing - loose

Energy Efficiency in State Facilities

Electricity Deregulation

EDAC

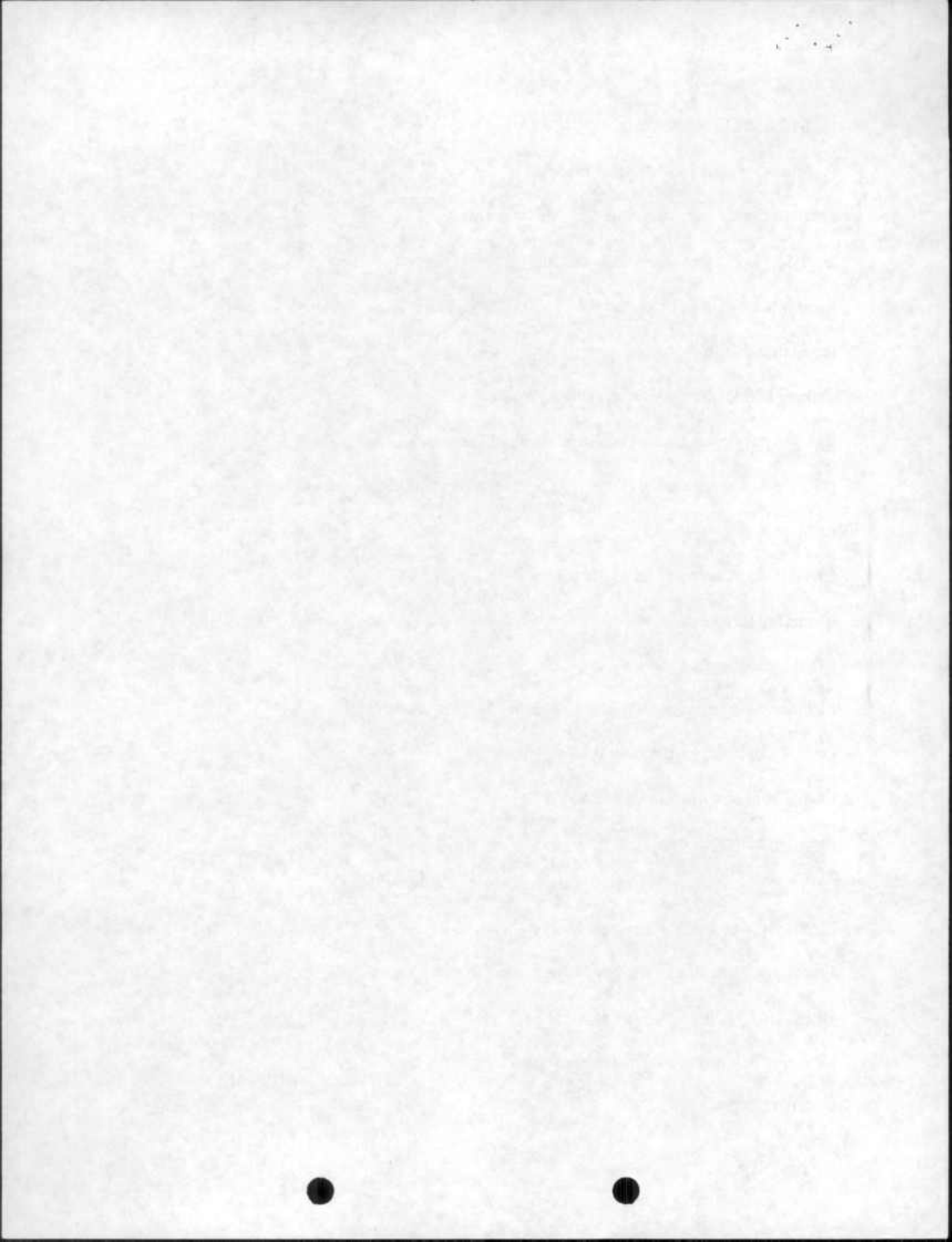
Electricity Procurement Strategic Energy Plan

Electricity Deregulation Advisory Committee Inaugural Meeting

Old Gene Lynch's Correspondence

Capitalized Construction Costs Issues

6 St. Paul



Preference Issue

Cabinet

Frantz Property

Copies of Decision Memos to Major Riddick

Space Briefing

Baldwin's Choise

Maryland Forms

3-R Working Group Regulatory Review and Reduction

D.A.V.E

Benchmarking

A/E Procurement

Great Oaks Center Redevelopment

Governor's Correspondence

Resumes for Distribution

Submitted: 1/13/2012

Jurisdiction: Maryland

Agency: Department of General Services,
Records Management Division

Division/Unit: DGS - Construction Division

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

Certificate ID: 195
MSA ID: SE55-2302

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
1	03W247 - Project Construction Files	1493	2	2000	53 cu ft.	01/01/2011	Recycle
2	08W490 - Project Construction Files - Central Region	1493	2	2000	1 cu ft.	01/01/2011	Recycle
3	08W491 - Project Construction Files - Central Region	1493	2	2000	2 cu ft.	01/01/2011	Recycle
4	08W0492 - Project Construction Files - Central Region	1493	2	2000	2 cu ft.	01/01/2011	Recycle
5	10W575 - Project Construction Files - Central Region	1493	2	1998-2000	1 cu ft.	01/01/2011	Recycle
6	08W576 - Project Construction Files - Eastern Region	1493	2	2000	1 cu ft.	01/01/2011	Recycle

Destruction Certification

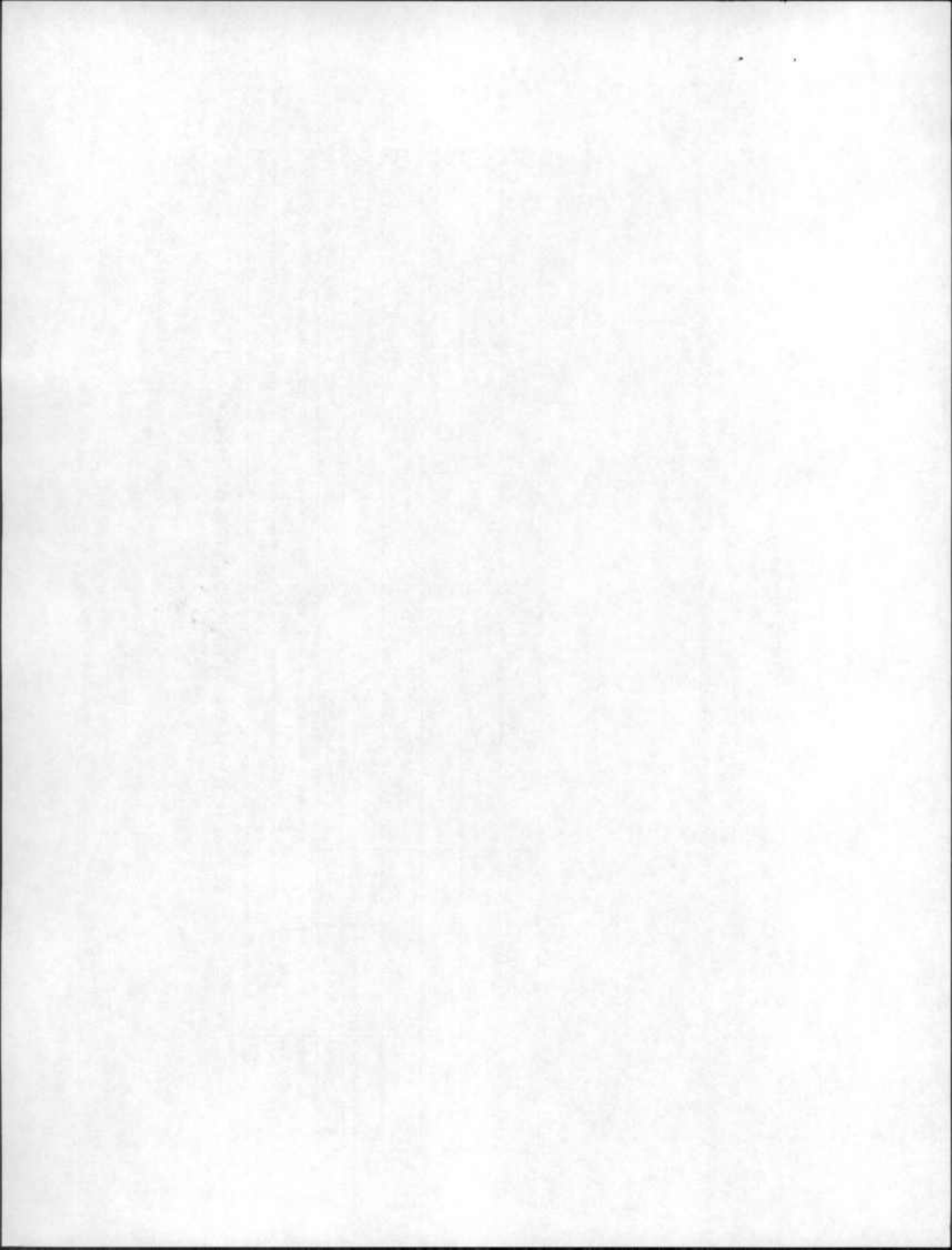
Gabriel P. Lopez
Manager

1/13/2012

Signature

Title

Date



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. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <i>03W1247</i>	DATE REC'D <i>10-18-02</i>
B. DIVISION/UNIT CONSTRUCTION DIVISION		LOCATION RANGE SECTION(S) <i>43 16-17</i>	RM CODE <i>10.04</i>
C. MAILING ADDRESS 301 WEST PRESTON ST. ROOM 704 BALTIMORE, MD 21201			NO. OF CU. FT. <i>53</i>
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RUTH McCLELLAND		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>2000</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
----------------	---	---

1	DT-000-944-003	Replace/Repair Roofing on-Twelve	DJJ
1	DT-572-942-001	Charles Hickey School-Windows &	DJJ
1	DT-572-943-001	Charles Hickey School/Retrofit Spr	DJJ
2	MC-000-861-101	RICA I-Multiservices Building Phas	DHMH
2	MC-000-951-001	RICA Maintenance Garage	DHMH
3	BB-695-946-001	201 W Preston-Roof Replacement	DHMH
3	BB-000-945-001	ADA Modifications/Baltimore and Vi	DGS
3	BB-801-943-001	Civic Plaza-Renovate Electrical Ser	DGS
3	BB-801-931-001	Civic Plaza-Freight Elevator	Dept. of Ed.
4	BB-000-940-003	Baltimore Bldg. Complex-Boiler Re	DGS
4	CC-623-932-001	BCCC-Fire Door Replacement	Dept. of Ed
4	BB-695-901-002	201 W Preston-Automatic Doors	DHMH
4	BB-523-944-003	301 W Preston-Mods. To North Lo	DGS
4	BB-000-871-002	Saratoga Center-Garage Renovati	DGS
4	SFC 6/26/95-702	Saratoga Center-Ext. Masonry Cle	DGS
4	CA-5-26-94-100	Saratoga Center-Carpet	DGS
4	BB-000-951-001	Saratoga Center-Exterior Repairs	DGS
4	LD-000-930-003	MD Rehab.-Lighting Retrofit	MSDE
4	LD-000-911-001	MD Rehab.-Administrative Wing	MSDE
4	LD-000-931-001	MD Rehab.-Chiller	MSDE
4	BH-000-861-120	Forensic Med.-Renovation	DHMH
5	BH-000-861-120	Forensic Med.-Renovations	DHMH
6	BH-000-861-120	Forensic Med.-Renovations	DHMH
6	CC-000-921-001	BCCC-New Life Science Building	Dept. of Ed.
7	CC-000-921-001	BCCC-New Life Science Building	Dept. of Ed.

875 1493
Item # 2
8 years in Record
Center then destroy
Sept., 2010
Jan. 2011

2021

1



NUMBERS

 DEPARTMENT OF RECORDS
 WITH INCLUSIVE DATES

 4. DISPOSAL AUTHORITY
 SCHEDULE, ITEM NO.,
 DISPOSAL DATE

7	CA 6/19/95-700	BCCC-A/C 2nd Floor	Dept. of Ed.
7	SFC 8/26/95-703	Saratoga Center-Roof Replacemen	DGS
7	CF-002-951-001	Clifton T Perkins-Chiller	DHMH
7	CF-003-951-001	Borgerding DC-Refrigerant Contain	DGS
7	CF-004-951-001	BCCC/Bard-Chiller Containment	Dept. of Ed.
7	BB-000-961-003	Saratoga-Fire and Security Mainten	DGS
7	CF-014-951-001	Saratoga-Refrigerant Containment	DGS
7	MSU 94C-1945-S	MSU-Cable TV System	Dept. of Ed.
7	CC-623-951-003	BCCC-Bard Roof Replacement	Dept. of Ed.
7	BB-523-943-001	Saratoga-Elevators	DGS
7	CC-000-951-003	BCCC-Lighting Retrofit	Dept. of Ed.
7	MC-000-861-001	Rica-Phase I Dormatory	DHMH
7	BB-523-971-003	300 W Preston-Emergency Genera	DGS
7	BB-695-945-001	201 W Preston-Replace Membrane	DHMH
7	N-000-931-001	MSU-Addition Clarence Mitchell	Dept. of Ed.
7	DT-000-951-003	Hickey School-Garage Reroofing	DJJ
7	DT-000-910-001	Hickey School-Phase II	DJJ
8	BB-695-945-001	201 W Preston-Membrane	DHMH
8	BB-524-943-001	300 W Preston-Replace Membrane	DGS
8	BB-801-953-003	Civic Plaza-Chiller	DGS
8	CF-001-951-001	Annapolis Agricultural-Refrigeration	DGS
8	M-341-871-001	5th Regiment Armory-Alterations	Mil
8	PZ-001-972-003	Martin's-Heat Pump and Air	DGS
8	BA-745-960-001	Essex/Rosedale Court-Window Va	DGS
8	M-761-881-004	Towson Armory-Additions and Alter	Mil
8	N-644-861-001	MSU-Alterations to McMechen Hall	Dept. of Ed.
9	N-644-861-001	MSU-Alterations to McMechen Hall	Dept. of Ed.
10	N-644-861-001	MSU-Alterations to McMechen Hall	Dept. of Ed.
10	M-761-881-004	Towson Armory-Additions and Alter	Mil
11	M-341-871-001	5th Regiment Armory-Alterations &	Mil
11	M-761-881-004	Towson Armory-Additions & Alterati	Mil
11	TC-621-921-011	Coppin State-Roof Replacement	Dept. of Ed.
11	BB-695-951-003	300 W Preston-Security Sys. Exteri	DGS
11	BB-524-933-001	300 W Preston-Roof Replacement	DGS
11	BB-695-901-001	201 W Preston-Automatic Doors	DHMH
11	BB-523-944-003	301 W Preston-Modifications to No	DGS
11	B-000-918-020	Various Locations-ADA Elevator U	DGS
11	BB-621-943-001	Guilford-Replace Electric Panels	DGS
11	BB-000-945-001	Various Locations-ADA Modificatio	DGS
11	BB-695-891-101	201 Lab-Removal and Decontamin	DHMH
11	BB-000-940-003	201 W Preston-Energy Manageme	DHMH
11	BB-801-943-001	Civic Plaza-Renovate Electrical Sys	DGS
11	BB-801-953-003	Civic Plaza-Refrigerant Containme	DGS
11	CA 5/26/94-101	Civic Plaza-Carpet Replacement	DGS
11	BB-801-952-003	Civic Plaza-ADA Elevator Upgrade	DGS
11	SFC-8/26/96-700	BCCC-Bard-Wall Renovation	Dept. of Ed.
12	SFC 8/26/96-701	BCCC-Bard-Ceiling Tile Replacem	Dept. of Ed.
12	CC-623-932-001	BCCC-Interior Door Replacement	Dept. of Ed.

THE UNIVERSITY OF CHICAGO



NUMBERS

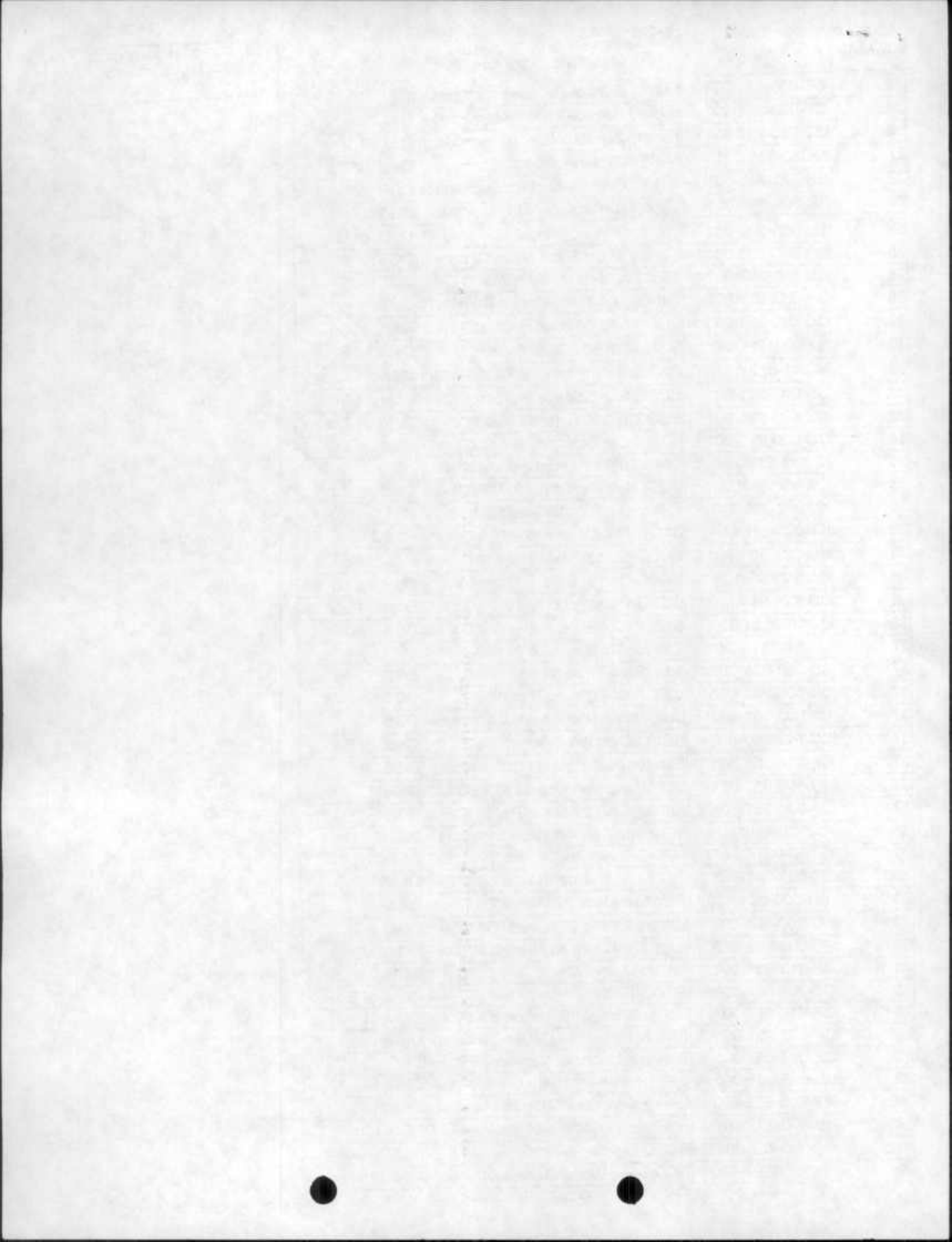
DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.,
DISPOSAL DATE

12	SFC 12/12/94-701	BCCC-Bard-Observation Windows	Dept. of Ed.
12	SFC 6/6/95-701	BCCC-Main-Electrical Upgrade	Dept. of Ed.
12	CC-000-951-003	BCCC-Liberty Lighting Retrofit	Dept. of Ed.
12	CA 6/19/95-700	BCCC-Main-2nd Floor A/C	Dept. of Ed.
12	CC-623-913-001	BCCC-Automatic Doors	Dept. of Ed.
12	CC-623-902-102	BCCC-Liberty-Gym Asbestos Abat	Dept. of Ed.
13	BB-801-940-003	Civic Plaza-Foyer Renovations	DGS
13	M-500-960-003	Havre De Grace-Heating	Mil
13	P-032-974-010	Gunpowder State Park-Rebuild Se	DNR
13	BB-695-951-003	State Complex-Security System	DGS
13	BC-000-931-005	Towson Distr. Court-Construct New	DGS
13	P-026-963-010	Elk Neck-Resurfacing	DNR
13	BB-000-961-001	State Complex-ADA Modifications	DGS
13	B-000-918-020	State Complex-ADA Elevators	DGS
13	P-024-931-010	Rocks State Park-Wilson Comfort	DNR
14	B-000-918-001	Baltimore Complex-ADA Elevator	DGS
14	BB-000-961-001	Baltimore Complex-ADA Modificati	DGS
14	BB-801-952-003	Civic Plaza-ADA Elevator Upgrade	DGS
14	BB-801-943-001	Civic Plaza-Electrical Upgrades	DGS
14	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
15	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
16	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
16	BB-524-943-001	300 W Preston-Replace Membrane	DGS
16	MB-000-933-001	Carter Center-Roof Replacement	DHMH
16	N-000-820-102	MSU-ADA Modifications	Dept. of Ed.
16	KT-000-941-001	BCDC-Replace Ceiling Tiles	PS&C
16	KT-000-942-001	BCDC-Replace Roof	PS&C
17	KL-000-941-001	BPRU-Roof Replacement	PS&C
17	BB-000-932-003	Saratoga Center-Smoke Removal	DGS
17	MB-000-931-003	Carter Center-Doors & Glass Enclo	DHMH
17	MB-000-921-001	Carter Center-Gymnasium	DHMH
17	SFC-8/15/94-700	Bennett Building-Masonry Cleaning	DGS
17	N-000-820-102	MSU-ADA Modifications	Dept. of Ed.
17	KT-000-941-001	BCDC-Ceiling Tiles	PS&C
17	MB-000-933-001	Carter Center-Roof Replacement	DHMH
18	CC-000-921-001	BCCC-Construct Life Science Build	Dept. of Ed.
19	CC-000-921-001	BCCC-Construct Life Science	Dept. of Ed.
20	BB-621-943-001	2100 Guilford-Electric Panels	DGS
21	DT-000-910-001	Hickey School-Renovation Phase II	DJJ
22	DT-000-910-001	Hickey School-Renovations Phase	DJJ
23	DT-000-910-001	Hickey School-Renovations Phase	DJJ
23	DT-000-951-001	Hickey School-Renovations Phase	DJJ
24	DT-000-910-001	Hickey School-Renovations Phase	DJJ
24	DT-000-951-001	Hickey School-Renovations Phase	DJJ
25	DT-000-910-001	Hickey School-Renovations Phase	DJJ
25	DT-000-951-001	Hickey School-Renovations Phase	DJJ
25	DT-000-932-001	Hickey School-Water System Upgr	DJJ

NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.,
DISPOSAL DATE

26	DT-000-910-001	Hickey School-Renovations Phase	DJJ
26	DT-000-951-001	Hickey School-Renovations Phase	DJJ
26	DT-000-932-001	Hickey School-Water System Upgr	DJJ
27	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
27	BB-523-943-001	301 W Preston-Modernize Elevator	DGS
28	BB-000-945-001	Various Locations-ADA Modificatio	DGS
28	TU-000-892-002	U of B-Merrick School	Dept. of Ed.
28	ED-000-883-001	Library of the Blind-New Constructi	DGS
28	BB-801-952-003	Civic Plaza-ADA Elevators	DGS
28	BB-000-932-003	Saratoga Center-Smoke Removal	DGS
29	CC-000-921-001	BCCC-Life Science Building	Dept. of Ed.
30	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
31	M-341-872-101	5th Regiment Armory-Roof Replac	Mil
32	CC-000-921-001	BCCC-Life Science Building	Dept. of Ed.
33	CC-000-921-001	BCCC-Life Sciences Bulding	Dept. of Ed.
34	CC-000-921-001	BCCC-Life Sciences Building	Dept. of Ed.
35	M-761-881-004	Towson/Ruhl Armories-Additions	Mil
36	CA 6/6/96-100	BCCC-Liberty Campus-Toilet Reno	Dept. of Ed.
36	CC-000-941-001	BCCU-Roof Replacement	PS&C
36	KT-000-942-001	BCDC-Roof Replacement	PS&C
36	CC-623-961-001	BCCC-Nursing Building Roof	Dept. of Ed.
36	CA 5/29/96-100	BCCC-Dental Suite Renovations	Dept. of Ed.
36	CC-623-914-002	BCCC-Parking Lot	Dept. of Ed.
36	B-600-961-001	6 St. Paul-Replace Elevator Cables	DGS
37	M-761-881-004	Towson/Cockeysville Armories	Mil
37	BB-600-931-001	6 St. Paul-Tenant Fit-Up	DGS
37	BB-600-933-003	6 St. Paul-Lighting Retrofit	DGS
37	CF-003-951-001	Borgerding-Refrigerant Containme	DGS
37	CC-623-902-002	BCCC-Gym Alterations	Dept. of Ed.
37	CF-014-951-001	Saratoga-Refrigerant Containment	DGS
37	BB-695-931-001	201 W Preston-Upgrade Electric-L	DHMH
37	CF-001-951-001	Annapolis Agriculture-Refrig. Conta	DGS
38	K-493-941-001	MD State Pen.-Hospital Elevators	PS&C
38	K-000-951-001	MRDC-Overhaul Elevators	PS&C
38	BB-591-941-003	201 St. Paul-Roof Replacement	DHMH
38	BH-000-861-120	Forensic Medicine-Alterations Phas	DGS
38	ED-000-883-001	Library for the Blind-New Constructi	DGS
38	BB-000-933-003	6 St. Paul-Lighting Retrofit	DGS
38	CF-013-951-001	Elkton District Court	DGS
38	CF-004-951-001	BCCC-Chiller Containment	Dept. of Ed.
38	CF-010-951-001	Upper Shore-Chiller Containment	DHMH
38	CF-002-951-001	Clifton T. Perkins-Chiller Containm	DHMH
38	CF-007-951-001	Springfield-Chiller Containment	DGS
38	BB-695-931-001	201 Preston-Upgrade Electric in La	DHMH
39	MB-000-973-003	Carter Center-Breaker Replacemen	DHMH
39	BB-500-932-101	Shillman Building-Modifications	DGS
39	KT-000-962-003	BCDC-Lighting Retrofit	PS&C
39	SFC 5/12/97-100	BCDC-Hot Water Generator	PS&C

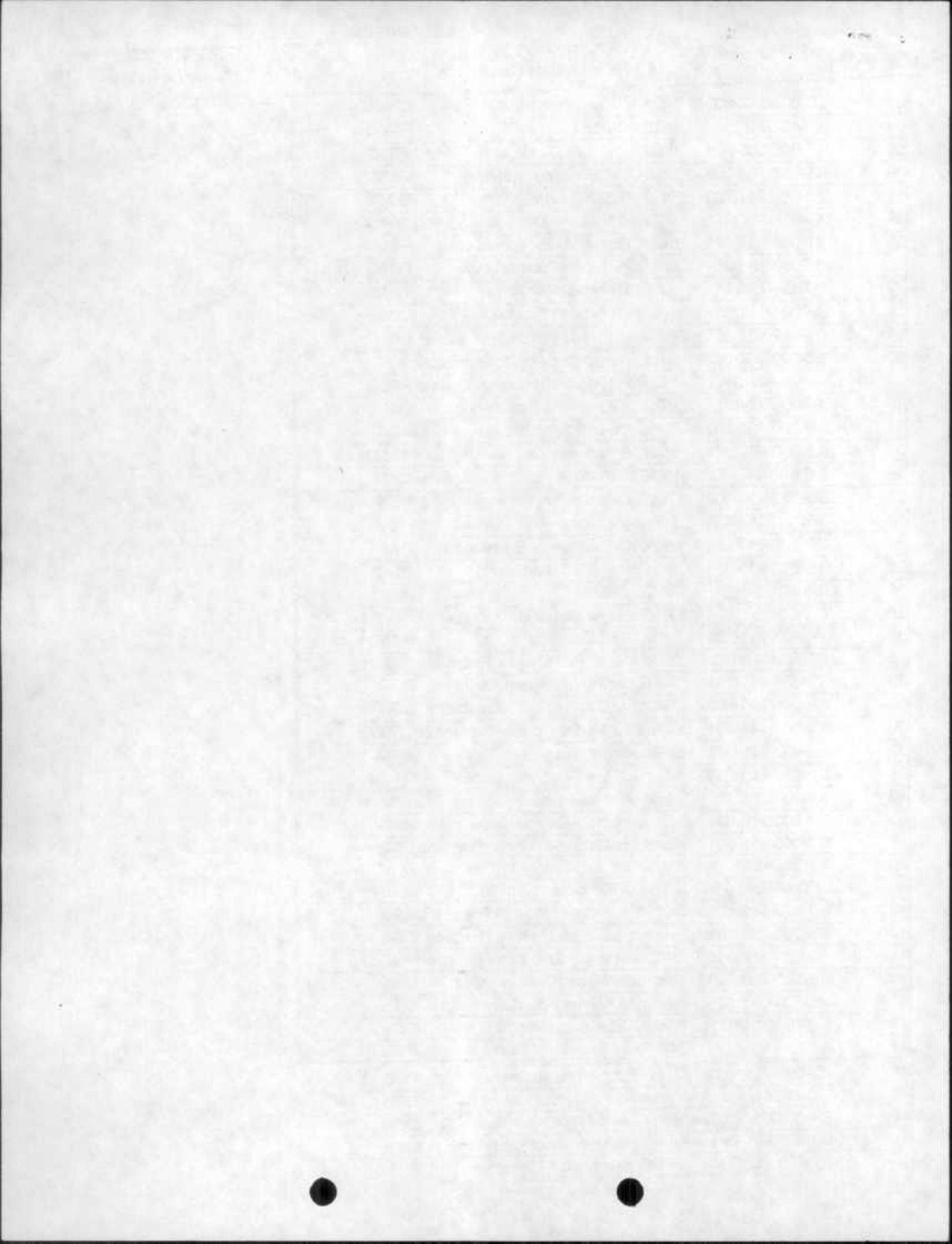


DESCRIPTION OF RECORDS
 WITH INCLUSIVE DATES

NUMBERS

 4. DISPOSAL AUTHORITY
 SCHEDULE, ITEM NO.,
 DISPOSAL DATE

39	LD-000-972-003	MD Rehab.-Dimmer System	DHMH
39	K-743-971-003	MRDCC-2nd Floor A/C	PS&C
39	KT-000-963-003	BCDC-Security Cameras	PS&C
39	KT-000-964-003	BCDC-Air Handling System	PS&C
39	BB-561-951-003	DLLR Eutaw-Transformer	DGS
39	K-691-931-001	MD Pen-Replace Main Cooling Hoo	PS&C
39	KT-000-951-001	BCDC-Elevator Modernization	PS&C
39	K-000-940-001	MD Pen-Repair Perimeter Wall	PS&C
39	K-743-973-003	MRDCC-Replace Sprinkler Heads	PS&C
39	B-000-961-003	Westport Field Office-Roof	DGS
39	UT-009-951-001	Various Sites-Upgrade Fuel Storag	DGS
39	BB-000-962-003	Saratoga-Upgrade Indoor Air Qualit	DGS
39	K-493-941-001	MD Pen-Refurbish Hospital Elevato	PS&C
39	K-000-951-001	MRDCC-Overhaul Elevators	PS&C
39	BB-000-951-001	Saratoga-Exterior Repairs	DGS
39	KT-000-932-001	BCDC-Space Heaters & Controls	PS&C
39	DH-000-942-003	MDYRC-Window & Screen Replac	DJJ
39	BB-561-930-103	DLLR Eutaw-Energy Management	DGS
39	SFC 6/26/95-703	Saratoga Center-Roof Replacemen	DGS
39	DH-000-943-003	MDYRC-Emergency Generator	DJJ
39	BB-000-936-003	Saratoga-HVAC System	DGS
39	CA 6/2/93-102	BCDC-Reroof	PS&C
39	CA 6/5/95-700	DLLR Eutaw-Gates and Fencing	DGS
39	KL-000-931-103	BPRU-Fire Detection	PS&C
39	CA 5/31/94-100	BPRU-Renovate Shower Rooms	PS&C
39	BB-561-931-101	DLLR Eutaw-Fire Alarm Upgrade	DGS
39	BR-000-951-003	Saratoga Center-Computer Room	DGS
39	BB-561-943-001	DLLR Eutaw-Emergency Generator	DGS
39	KL-000-931-003	BPRU-Emergency Generator	PS&C
39	DH-756-901-001	MDYRC-2nd Floor Toilet Room	DJJ
40	N-000-931-001	MSU-Mitchell Addition	Dept. of Ed.
40	DT-000-910-001	Hickey School-Renovations Phase	PS&C
40	BB-000-911-001	Saratoga Center-1st Floor Renovati	DGS
40	MB-000-930-004	Carter Center-Energy Management	DHMH
40	SFC 6/28/93-714	BPB&G-301-Carpet 8th Floor	DGS
40	BB-523-841-101	301 W Preston-Renovate Freight E	DGS
40	BB-000-931-003	Saratoga Center-Lighting Retrofit	DGS
40	BB-523-912-003	BPB&G-Repair Exterior Wall Panel	DGS
40	BB-500-940-003	Shillman-Waterproof Northwest Wa	DGS
41	BB-500-932-101	Shillman Building-Building Modifica	DGS
41	K-743-931-003	MRDCC-Lighting Retrofit	PS&C
41	K-543-940-003	MD Pen-Hot Water Generator	PS&C
41	BB-561-951-003	DLLR Eutaw-Transformer Upgrade	DGS
41	B-000-961-003	Westport-Roof Replacement	DGS
41	BB-000-951-001	Saratoga-Exterior Repairs	DGS
41	BB-561-961-003	DLLR Eutaw-Exterior Caulking	DGS
41	KT-000-951-001	BCDC-Renovate 2 Elevators	PS&C



1	41	BB-000-962-003	Saratoga-Upgrade Indoor Air Quality	DGS
1	41	K-000-940-001	MD Pen-Repair Perimeter Wall &	PS&C
1	41	K-691-931-001	MD Pen-Replace Main Cooling Hood	PS&C

SCHEDULE, ITEM NO.,
DISPOSAL DATE

1		N-644-861-001	MSU-MeMechan Hall	219
1		BB-500-932-001	DHR/BCOCSE Tenant Space-Shillman Building	220
1		N-000-811-101	MSU-Camege Hall Sprinkler	221
1		CC-623-032-001	BCCC-Exterior Door Replacement	222
1		MR-000-961-001	DHMH-Cottage 300 Modifications	223
1		P-043-901-303	Electrical Renovation	224
1		N-000-811-101	MSU-Facilities for Home Economics & Science	225
1		MC-000-861-001	RICA-Phase 1	226
1			1995 Statewide Map	227
1		N-000-811-101	MSU-Penthouse/Science, Math, Home Ec.	228
1		K-101-960-001	MD Pen-Water Line Replacement	229
1		BB-500-962-003	Shillman-Tenant Improvement Work	230
1		N-000-931-001	MSU-Mitchell Phase I	231
1		BB-000-936-003	Saratoga-HVAC System	232
1		MC-000-861-101	RICA-Multi Services Building Phase II	233
1		BB-500-932-101	Shillman-Base Building Alterations	234
1		N-000-811-101	MSU-Science Building	235
1		BB-500-932-001	Shillman-Tenant Fit-UP	236
1		TU-000-892-002	Towson-Robert Merrick School of Business	237
1		BB-561-943-001	DLLR-Eutaw-Emergency Generator	238
1		BB-695-946-001	201 W Preston-Roof	239
1		BC-730-964-103	Elkton District Court-DHR Phase II	240

Bag #1 - Rolls - 13-16
 Bag #2 - Rolls - 19-20
 Bag #3 - Rolls - 17-18
 Bag #4 - Rolls - 1-2
 Bag #5 - Rolls 3-9
 Bag #6 - Rolls 10-12
 21-22
 Bag #7 - Rolls 23-28
 Bag #8 - Rolls 29 A+B
 Bag #9 - Rolls 30-32
 Bag #10 - M341-711 dated 10/98
 Bag #11 - Smoke removal
 Saratoga Center
 Bag #12 - Pedway Demo
 Orig - 1/2 Size
 Renovation - Full Size
 Demo. - Full Size



NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES4. DISPOSAL AUTHORITY
SCHEDULE, ITEM NO.,
DISPOSAL DATE

6	N-000-931-001	MSU-Mitchell Phase I	241
6	BB-801-943-001	Civic Plaza-Renovate Electrical Service	242
6	BB-500-940-003	Shillman-Water Proofing	243
6		MSU-Calloway Hall Ground Floor	244
7	P-043-901-303	Fair Hill-Lighting & Power Fair Barn	245
7	CC-623-953-003	BCCC-Harbor Campus	246
7	N-000-931-001	MSU-Mitchell	247
7	DT-000-951-001	Charles Hickey-Renovations Phase IB	248
7	BB-591-961-001	Public Def-201 St. Paul- Replace Flooring	249
7	BB-621-961-001	2100 Guilford-Replace Air Conditioning	250
8	BB-000-962-003	Saratoga-Upgrade Indoor Air Quality	251
8	N-000-931-001	MSU-Mitchell	252
9	CC-000-952-003	BCCC-Renovations to Student Life Center	253
9	P-031-931-010	Deer Creek Day Use-Buck Run Area	254
9	BB-523-943-001	301 W Preston-Modernize Elevators	255
9	BB-000-952-001	Saratoga-Modernize Elevators	256
9	BB-801-973-003	Civic Plaza-6th Floor Renovations	257
9	CC-623-914-002	BCCC-Parking Improvements Phase I	258
10	BC-730-964-103	Elkton-Remodel 1st Floor	259

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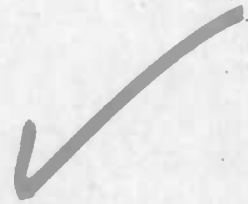
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DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 274, JESSUP, MD, 20794 (TELEPHONE 410-799-1379)

RECORDS TRANSMITTAL AND RECEIPT



INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Dept. of General Services</i>		ACCESSION NO. <i>08W490</i>	DATE REC'D <i>10-29-07</i>
B. DIVISION/UNIT <i>Construction Division - Central</i>		LOCATION SECTION(S) RANGE <i>9</i> SECTION(S) <i>16</i>	RM CODE <i>10.04</i>
C. MAILING ADDRESS <i>301 W. Preston St. Room 704 Baltimore, Maryland 21201</i>			NO. OF CU. FT. <i>1</i>
D. PHONE NO. <i>(410) 267-1379</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>TOM DAVIS</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>1 of 1</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>Project: B-000-004-001 Replacement of Omega Sprinkler Heads - various locations period 8-07-00 thru 10-20-00 Construction contract 1. Submittals 2. contract 3. used sprinkler heads.</i>		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>10-20-00 1493 item 2 destroy Jan. 2011</i>

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES



A. AGENCY 1. Dept. of General Services		ACCESSION NO. 08W491	DATE REC'D 10-29-07
B. DIVISION/UNIT Construction Division - Central		RANGE 9	RM CODE 10.04
C. MAILING ADDRESS 301 W. Preston St. Room 704 Baltimore, Maryland 21201			LOCATION SECTION(S) 16
D. PHONE NO. (410) 267-1379		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tom Davis		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 of 2	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES project: B-200-981-003 MD. STATE RETIREMENT and pension system - CRESTAR BLDG. 120 E. Baltimore St. 1. CORRESPONDENCE 2. DAILY REPORTS 3. PCO LOG 4. Change ORDERS period 8.30.99 to 1.14.00		4. DISPOSAL AUTHORITY. SCHEDULE, ITEM NO., DISPOSAL DATE 1.14.10 1493 item 2 destroy JAN.2011



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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 08W491	DATE REC'D 10-29-07
B. DIVISION/UNIT CONSTRUCTION Division - Central			RM CODE 10.04
C. MAILING ADDRESS 301 W. Preston St. Room 704 Baltimore, Maryland 21201		RANGE 9	LOCATION SECTION(S) 16
D. PHONE NO. (410) 767-1379		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL TOM DAVIS		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS 2 of 2	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES project: B-200-981-003 MD. STATE RETIREMENT and Pension System - CRESTAR 120 E. Baltimore St. Building 1. punchlist 2. electrical inspection 3. daily reports 4. progress meetings 5. project schedule 6. certified payroll period 8.30.99 thru. 1.14.00		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1.14.10 1493 item 2 destroy JAN. 2011

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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. <i>Dept. of General Services</i>		ACCESSION NO. <i>08W492</i>	DATE REC'D <i>10-29-07</i>
B. DIVISION/UNIT <i>CONSTRUCTION Division - Central</i>		RANGE <i>9</i>	RM CODE <i>10.04</i>
C. MAILING ADDRESS <i>301 W. Preston St. Room 704 Baltimore, Maryland 21201</i>		LOCATION SECTION(S) <i>16</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. <i>(410) 767-1379</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>TOM DAVIS</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
<i>2 of 2</i>	<i>Project: MB-000-961-001 Walter P. CARTER Building Management and Fire Alarm Systems 1. CORRESPONDENCE 2. RFI 3. PCO Log. period 1.19.99 to 9.13.00</i>	<i>3.18.12 1493 item 2 destroy Jan. 2010 2011</i>

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no. 101

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Submitted: 1/13/2012
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division
Division/Unit: DGS - Personnel Division

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

Certificate ID: 196
MSA ID: SE55-2303

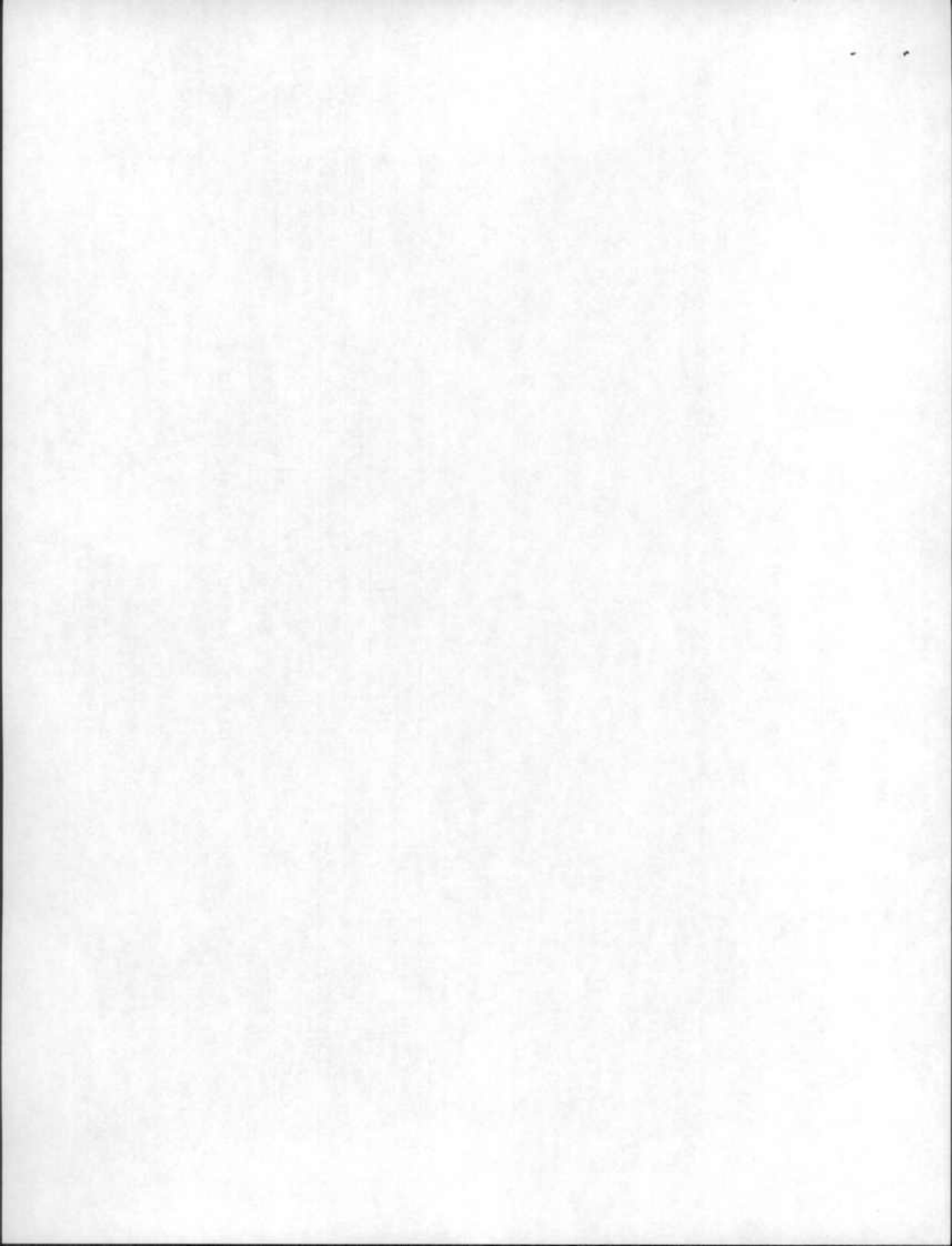
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	09W355 - Personnel Files	1488	1	2007	7 cu ft.	01/01/2011	Recycle
2	09W356 - Employee Assistance Program Files	1488	2	2007	1 cu ft.	01/01/2011	Recycle
3	09W357 - Grievance Files	1488	4	2007	1 cu ft.	01/01/2011	Recycle
4	10W620 - Clearance Files	1488	5	2008	2 cu ft.	01/01/2011	Recycle
5	10W621 - Clearance Files	1488	5	FY 2009	3 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ Manager _____ 1/13/2012
Signature Title 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 Department of General Services		ACCESSION NO. 09W355	DATE REC'D 11-12-08
B. DIVISION/UNIT Personnel Division			RM CODE 10-08
C. MAILING ADDRESS 301 W. Preston Street, Room 1211 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 40 7	NO. OF CU. FT. 7
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tammy Cox		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 2007 A - C	1488, Item #1 January 2011
2	Personnel Files 2007 D - F	1488, Item #1 January 2011
3	Personnel Files 2007 G - Horsman	1488, Item #1 January 2011
4	Personnel Files 2007 Howe - J	1488, Item #1 January 2011
5	Personnel Files 2007 K - P	1488, Item #1 January 2011
6	Personnel Files 2007 R - Sp	1488, Item #1 January 2011
7	Personnel Files 2007 St - Z	1488, Item #1 January 2011

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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 Department of General Services		ACCESSION NO. 09W356	DATE REC'D 11-12-08
B. DIVISION/UNIT Personnel Division			RM CODE 10.08
C. MAILING ADDRESS 301 W. Preston Street, Room 1211 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 34 21	NO. OF CU. FT. 1
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tammy Cox		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	Employee Assistance Program Files 2007 A - Z	1488, Item #2 January 2011	

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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 Department of General Services		ACCESSION NO. 09W357	DATE REC'D 11-12-08
B. DIVISION/UNIT Personnel Division			RM CODE 10-08
C. MAILING ADDRESS 301 W. Preston Street, Room 1211 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 36 27	NO. OF CU. FT. 1
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tammy Cox		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	Grievance Files 2007 L. Wright	1488, Item #4 January 2011	

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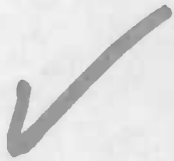
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RECORDS TRANSMITTAL AND RECEIPT



DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Department of General Services		ACCESSION NO. 10W620	DATE REC'D 3-17-10
B. DIVISION/UNIT Personnel Division			RM CODE 10.08
C. MAILING ADDRESS 301 W. Preston Street, Room 1211 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 7 17	NO. OF CU. FT. 2
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER <i>Charlie P. Lopez</i>	
E. AGENCY OFFICIAL Tammy Cox		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	Clearance Files 2008 A - C	1488, Item #5 July 2010 JAN 2011
2	Clearance Files 2008 D - Z	1488, Item #5 July 2010 JAN 2011

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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 Department of General Services		ACCESSION NO. 10W621	DATE REC'D 3-17-10
B. DIVISION/UNIT Personnel Division			RM CODE 10.08
C. MAILING ADDRESS 301 W. Preston Street, Room 1211 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 7 17	NO. OF CU. FT. 3
D. PHONE NO. 410-767-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Tammy Cox		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	Clearance Files FY 2009 A - Building Security Officer	1488, Item #5 January 2011
2	Clearance Files FY 2009 Building Service Worker - Fiscal Accounts Tech.	1488, Item #5 January 2011
3	Clearance Files FY 2009 Maint. Chief IV - Police Officer Manager	1488, Item #5 January 2011



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Submitted: 1/13/2012

Jurisdiction: Maryland

Agency: Department of General Services,
Records Management Division

Division/Unit: DGS - Purchasing Commodities Unit

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

Certificate ID: 197
MSA ID: SE55-2304

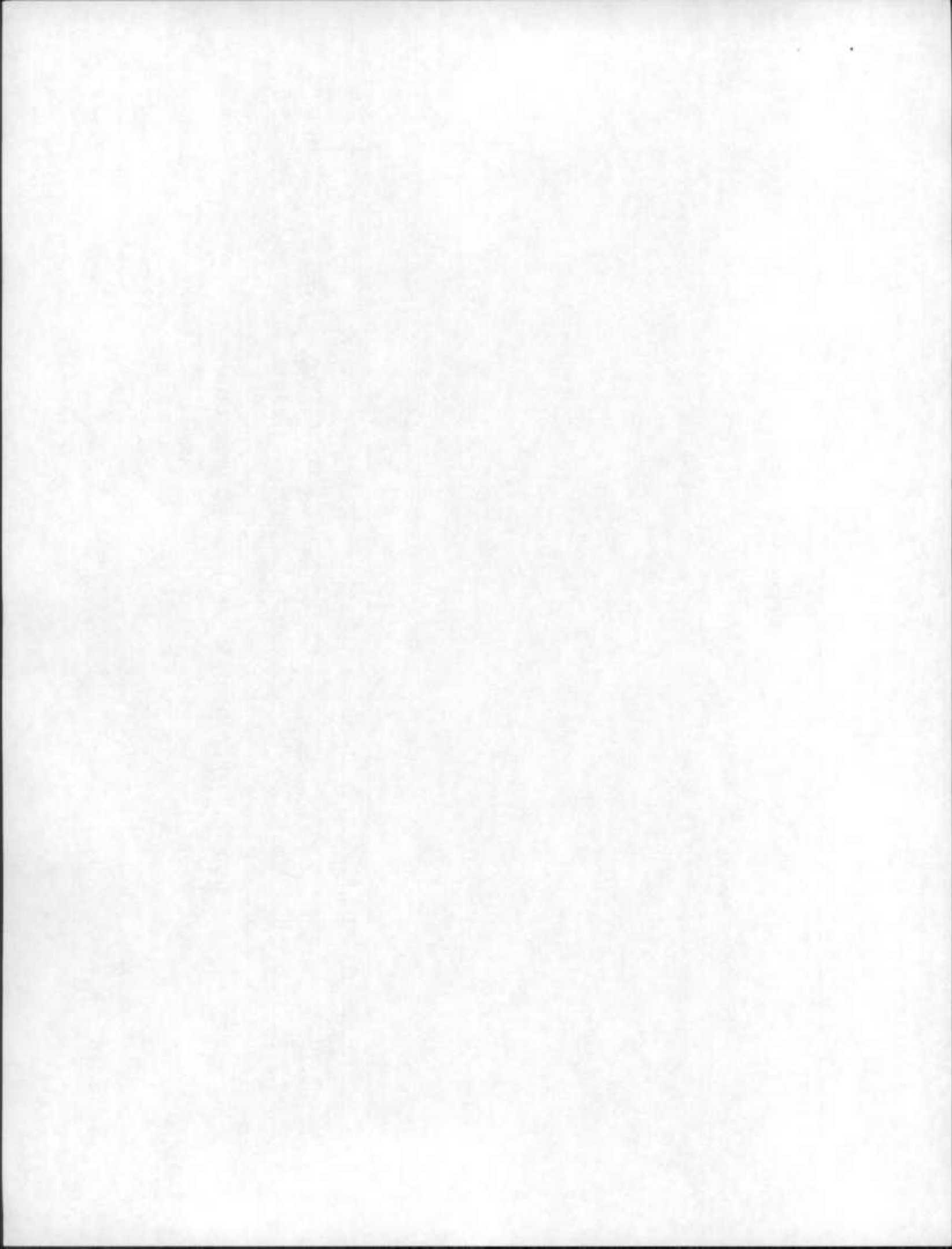
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization			Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed			
1	10W81 - Purchase Order Files	1798	1	2001-2002	1 cu ft.	01/01/2011	Recycle
2	10W77 - Purchase Order Files	1798	1	2004	13 cu ft.	01/01/2011	Recycle

Destruction Certification

Gabriel P. Lopez _____ 1/13/2012
 Signature Title Manager Date



Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. 10W81	Date Rec'D 9-2-09
B. Division or Unit Commodities		RM Code 10-11
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) 11 15	No. OF CU. FT. 1
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seiler	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers		4. Disposal Authorized Schedule, Item NO, Disposal Date
6	<p style="text-align: right; margin-right: 20px;">2002</p> <p>001P3900134 Automobile, Executive Sedan Comptrollers Office Start: October 28, 2002</p> <p>001P2900174 Light Duty Trucks Start: October 29, 2001</p> <p>001P2900217 Compact Pickup Truck DNR Start: November 8, 2001</p> <p>001P2900240 ½ Ton Pickup Truck MD Dept. of Environment Start: November 9, 2001</p> <p>001P2900656 ½ Ton Pickup Truck DNR Start: June 19, 2002</p>	<p>1798</p> <p>Item 1</p> <p>1/2011</p>



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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. <div style="font-size: 2em; font-family: cursive;">10W81</div>	Date Rec'D <div style="font-size: 1.5em; font-family: cursive;">9-2-09</div>
B. Division or Unit Commodities		RM Code <div style="font-size: 1.5em; font-family: cursive;">10.11</div>
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) <div style="font-size: 2em; font-family: cursive;">11 15</div>	No. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">1</div>
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seller	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers		4. Disposal Authorized Schedule, Item NO, Disposal Date
6	001P2900223 ¾ Ton Pickup Truck Department Of Juvenile Justice Start: November 08, 2001 001P2900624 ¾ Ton Pickup Truck Patuxent Institution Start: June 3, 2002 001P2900334 ¾ Ton Pickup Truck MD Aviation Administration Start: January 18, 2002 001P2900379 1 Ton Pickup Truck w/ Regular Cab State Highway Administration Start: February 12, 2002 001P2900744 1 Ton Pickup Truck DPSCS Start: June 28, 2002	

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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. <div style="font-size: 1.5em; font-family: cursive;">10W81</div>	Date Rec'D <div style="font-size: 1.5em; font-family: cursive;">9-2-09</div>
B. Division or Unit Commodities		RM Code <div style="font-size: 1.5em; font-family: cursive;">10-11</div>
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) <div style="font-size: 1.5em; font-family: cursive;">11 15</div>	No. OF CU. FT. <div style="font-size: 1.5em; font-family: cursive;">1</div>
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seiler	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers		4. Disposal Authorized Schedule, Item NO, Disposal Date
6	001P2900237 1 Ton Pickup Truck w/ 4 Door Crew Cab DNR Start: November 9, 2001 001P2900388 4WD Compact Utility MPT Start: February 13, 2002 001P2900742 Compact 4 Drive SUV DGS Start: June 28, 2002 001P2900385 4WD Compact Utility MD Dept. Environment Start: February 13, 2002 001P2900669 4WD Compact Utility North Branch Correctional Institution Start: June 20, 2002	

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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. 10W81	Date Rec'D 9-2-09
B. Division or Unit Commodities		RM Code 10-11
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) 11 15	No. OF CU. FT. 1
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seller	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers		4. Disposal Authorized Schedule, Item NO, Disposal Date
6	<p>001P3900084 4WD Compact Utility w/o Center Console MIEMSS Start: September 25, 2002</p> <p>001P2900312 Full Size Utility w/o Center Console DGS Start: January 7, 2002</p> <p>001B2900240 Full Size Utility Start: Sept. 7, 2001 – End: Sept. 5, 2002</p> <p>001P3900180 4WD Compact Utility w/o Center Console MIEMSS Start: December 9, 2002</p> <p>001P2900244 5 Passenger Mini Van Motor Vehicle Administration Start: November 9, 2001</p>	

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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. <div style="font-size: 1.5em; font-family: cursive;">10W81</div>	Date Rec'D <div style="font-size: 1.5em; font-family: cursive;">9-2-09</div>
B. Division or Unit Commodities	RM Code <div style="font-size: 1.5em; font-family: cursive;">10-11</div>	
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) <div style="font-size: 1.5em; font-family: cursive;">11 15</div>	No. OF CU. FT. <div style="font-size: 1.5em; font-family: cursive;">1</div>
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seiler	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers	4. Disposal Authorized Schedule, Item NO, Disposal Date	
6	001P2900623 5 Passenger Mini Van Western Correctional Institution Start: June 3, 2002 001P2900699 Ethanol Fueled 7 Passenger Mini Van DHMH Start: June 25, 2002 001P3900079 5 Passenger Mini Van DHR Start: September 24, 2002 001P2900363 5 Passenger Mini Van MD Dept. of Environment Start: January 29, 2002 001P2900590 15 Passenger Activity Bus Maryland School for the Deaf Start: May 14, 2002	

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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. <div style="font-size: 1.5em; font-family: cursive;">10W81</div>	Date Rec'D <div style="font-size: 1.5em; font-family: cursive;">9-2-09</div>
B. Division or Unit Commodities	Location Range Section(s) <div style="font-size: 1.5em; font-family: cursive;">11 15</div>	RM Code <div style="font-size: 1.5em; font-family: cursive;">10.11</div>
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	No. OF CU. FT. <div style="font-size: 1.5em; font-family: cursive;">1</div>	
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seiler	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers	4. Disposal Authorized Schedule, Item NO, Disposal Date	
<div style="font-size: 1.5em; font-weight: bold;">6</div>	<p>001P2900249 8 Passenger Wagon State Highway Administration Start: November 13, 2001</p> <p>001P2900252 12 Passenger Van State Highway Administration Start: November 13, 2001</p> <p>001P2900661 12 Passenger Wagon RICA – Baltimore Start: June 19, 2002</p> <p>001P2900352 15 Passenger Wagon Maryland School For the Deaf Start: January 28, 2002</p> <p>001P2900655 15 Passenger Wagon Start: June 24, 2002</p>	

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Records Transmittal and Receipt

Directions: Please Type Or Print Clearly All Entries.

A. Agency Department of General Services	Accession No. <div style="font-size: 2em; font-family: cursive;">10W81</div>	Date Rec'D <div style="font-size: 1.5em; font-family: cursive;">9-2-09</div>
B. Division or Unit Commodities		RM Code <div style="font-size: 1.5em; font-family: cursive;">10-11</div>
C. Mailing Address 301 W. Preston Street, Room M-3 Baltimore, MD 21201	Location Range Section(s) <div style="font-size: 2em; font-family: cursive;">11 15</div>	No. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">1</div>
D. Phone NO. (410) 767-4632	Records Center Manager	
E. Agency Official Kate Seiler	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. Box Numbers		4. Disposal Authorized Schedule, Item NO, Disposal Date
6	<p>001P3900033 15 Passenger Wagon MD Correctional Pre – Release Start: August 7, 2002</p> <p>001P2900397 Mini Cargo Van MD State Lottery Administration Start: February 13, 2002</p> <p>001P2900399 ¾ Ton Cargo Van MD Aviation Administration Start: February 13, 2002</p> <p>001P2900734 ¾ Ton Cargo Van Division of Rehabilitation Services Start: June 27, 2002</p> <p>001P2900401 Full Size 1 Ton Cargo Van Motor Vehicle Administration Start: February 13, 2002</p>	

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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. 10W77	DATE REC'D 9-2-09
1. Department of General Service			RM CODE 10-11
B. DIVISION/UNIT		RANGE 3	LOCATION SECTION(S) 4-5
Purchasing Commodities			
C. MAILING ADDRESS		RECORDS CENTER MANAGER	
301 West Preston Street Room M3		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Baltimore Maryland 21201			
D. PHONE NO.			
410-767-4032			
E. AGENCY OFFICIAL			
Catherine Seiler			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 box-year 2004	2004 Sign Fix Hardware B490001 Uniform for Correction Officer B490002 Sickle Cell Short Program Record B490004 3N HCL IN Butanol B490005 Agency Pickup B490006 Agency Pickup B490007 Agency Pickup B490008 Agency Pickup B490009 Agency Pickup B490010 Agency Pickup B490011 Agency Pickup B490012 Agency Pickup B490013 Agency Pickup B490014 Chemical Detection Warning Badges B490017 Opticom Traffic Signal Part B490018 Reagents and Calibrator –Beckman Coulter B490019 Luer Lock Syringes B490020 Maryland Transportation Authority Police B490023 Prepackages Welfare Kits B490024 Welfare Kits B490025 Admission Kits B490026 HIV-1Western B490027 Dual Sets A&B-Cambridges Isotope B490028 Maryland State Police B490029 Transmission Fluid B490035 Biochemical Reagent, & Lab Supplies of Idexx B490045 Particulate Absorbent Materials B490047 Liquid Dispensing System B490052 E.I.A. Test Kits B490054 Drugs of Abuse Monitoring Chemical B490055 Orasure Collection Devices B490056 Toilet Tissue B490059 Maryland Transportation Authority Police B490064	1798 item 1 1/2010	



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DEPARTMENT OF GENERAL SERVICES – STATE RECORDS MANAGEMENT CENTER
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10-11
C. MAILING ADDRESS 301 West Preston Street-Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seller		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2Box –Year2004	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Pipets Tips B4900065 Vegetarian Foods B490068 The Motor Vehicle Administration B490069 Printing Directory of Public Education B4900070 Printing of the Student Guide Book B4900071 Hearing Aids B4900073 Hearing Aids B4900074 Hearing Aids B4900075 Hearing Aids B4900076 State Highway Administration B4900077 Domestic Preparedness Equipment B4900078 Domestic Preparedness Equipment B4900079 Department of General Services B4900080 Electrical Generators B4900085 Chemical /Biological Masks B4900087 Chemical Detection Equipment B4900089 Radiation Detection Equipment B4900090 Chemical Analyzer Equipment B4900091 Biohazard Detection Equipment B4900092 Bakery Products B4900093 State Highway Administration B4900094 Biohazard Testing Equipment B4900095 Rigid and Roll –up Sign B490098 Bakery Products B4900103 Skid Steer Loader B4900105 Recycled Printing & Envelops B490046 Quality Control Specimens B4900110 Delineator Posts B4900111 Paint & Chemical Coating B4900113		1798 item f 4/2011 

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RECORDS TRANSMITTAL AND RECEIPT

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A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
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C. MAILING ADDRESS 301 West Preston Street-Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seller		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	
3Box –Year2004	Meat Dairy Poultry Products B4900117 Covering B4900120 Meat Dairy Poultry Products B4900121 Meat ,Dairy Poultry Products B4900123 Meat ,Dairy Poultry Products B4900128 Meat, Dairy Poultry Products B4900132 Meat, Dairy Poultry Products B4900133 Meat, Dairy Poultry Products B4900133 Meat ,Dalry Poultry Products B4900133 Meat ,Dairy Poultry Products B4900134 Meat, Dairy Poultry Products B4900135 Automobile Type 3MSP Law Enforcement B4900104 Meat Dalry Poultry Products B4900145 Winter Parka Coat B4900150 Security ID b4900156 Meat Dairy Poultry Products B4900157 Graphic Design (Baltimore Region) B4900158 Graphic Design (Annapolls and Related Region)B4900460 Thermo Filters for Lifecare /Respiromics B4900167 Poweplex 16 Bio System Klts B4900175	1798 item 1 1/2010	

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C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		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	
4box-year2004	Buoy Chains & Shackles B49000176 Fresh Pies Cakes and Pastries B49000177 Woolen Blankets B4900178 Printing Parent Handbook for Better School 4900179 Canine Dogs and Training Authority B490181 Printing and Personalization B490182 Defibrillators From PHYSIO B490185 Defibrillators From ZOLL Medical Corp B490186 Head Start Defibrillators B490187 Defibrillators From CARDIC Science Inc B490188 Library Books Copies B4900189 Solicitation B4900190 B-Glucuronidase Type L-II From Limpets B4900192 Validation Stickers B4900193 Ledger Newsletter for the Office of the Comptroller B4900194 Bakery Products B4900195 Bakery Products B49000196 Bakery Products B400197 Bakery Products B4900198 Bakery Products B4900199 Bakery Products B4900201 Trailer Rental B4900202 Bakery Products B4900203 Bakery Products B4900204 Bakery Products B4900205 State Budget Books for Year 2005 B490222 Laundry Detergent B490226 Liquid Bleach B4900227 Expansion Envelopes B490229 Frozen Breakfast Item Statewide B4900232 Trailer Lease B4900233 Printing Form 1099-G B4900235 Breakfast Cereal B490237 Breakfast Cereal B490239 Breakfast Cereal B490240 Breakfast Cereals B4900241 Resolve System Neonatal Hemoglobin Kits B4900242	1798 item 1 1/2011 	

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RECORDS TRANSMITTAL AND RECEIPT

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B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seller		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	
5box-year2004	State Highway Administration B490245 Tumbler Chill Barrier Bags B490246 Printing and Mailing B490257 Black Patrol Jacket and Pants B4900263 Siren Speakers B4900265 Rain Jacket ,Pants and Raincoat B4900267 Repair Parts for Econolite Traffic B4900270 Sheriff Style Hats B4900273 High Calcium Limestone B4900274 O.E.M. Valk SNOW Plow Repair Parts B4900275 Unemployment Insurance Form B4900285 The Bar Coding and Variable Imaging B4900287 Application Maller Board of Elections B490289 Pre-Printing Bar Corded Labels B4900291 Printing Form 1099-G Calendar Year 2000 B4900293 Calculators Electronic B4900294 Navistar International Truck Parts B4900295 Printing ,Processing ,Imaging and Mailling of 1099-G B4900301 Printing of EP-1 B490302 Police Patrol Vehicles B4900303 Sedan Type 1-MDL YR 2004 B4900304 Sedan Type 1A-MDL YR 2004 BN4900306 Sedan Type 1D-MDL yr 2004 B4900307 Sedan Type 1H-MDL YR2004 B490308 Executive Sedan –Gasoline Model YR2004 B490309 Executive Sedan Ethanol Model Year 2004 B4900310 Sedan Type 4-MDL YR 2004 B4900311 Body Armor B4900323 Department of Juvenile Services B4900347 Department of Juvenile Services B4900348 Maryland Registration Certificate Mallers B4900350 Rag Bond B490351 Valk Snow Plow Blades B4900354	1798 item 1 1/2011 	

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS – PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10-11
C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 6box-year2004	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Roll-up Signs and Accessories B4900356 Single Fold Paper Towels B490357 Single Fold Paper Towels –Region B B490358 Single Fold Paper Towels-Regions A and D B4900359 Roll Paper Towel –Region A,B,C and D b4900360 Mower and Turf Equipment B4900363 Art Pipet Tips B 4900382 Automobile Type 4 STD Law Enforcement B4900384 Cookies and Cracker B4900389 Cookies and Cracker B4900391 Cookies and Cracker B490393 Cookies and Cracker B490394 State Highway Administration B4900398 Print Imaging and Mailing B4900399 Rapid HIV Testing Supplies B490400 Winter Parka Coats B490406 Design Development and Printing of Scanable Form B490407 Printing Unclaimed Property Inserts B4900410 State Highway Administration B490412 Rolls of Pin Feed Bond B4900409	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1798 item 1 1/2011 	

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A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
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C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. (410)-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		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	
Box 7-year-2004	State Highway Administration B4900414 Solicitation B4900415 Bulk Road Rock Salt B4900416 Bulk Road Rock Salt B4900418 Sodium Chloride (Solar Salt) B4900419 Bagged De-Icing Material B4900420 Meat Dairy and Poultry Product B4900421 Meat Dairy and Poultry Product B4900422 Meat Dairy and Poultry Product B4900423 Meat Dairy and Poultry Product B4900424 Meat Dairy and Poultry Product B4900425 Meat Dairy and Poultry Product B4900426 Meat Dairy and Poultry Product B4900432 Meat Dairy and Poultry Product B4900433 Pavement Marker B4900438 Meat Dairy and Poultry Product B4900440 Meat Dairy and Poultry Product B4900441 Magnesium Chloride Liquid Deicer Highway B4900442 Meat Dairy and Poultry Product B4900444 Police Leather Goods B4900445 Meat Dairy and Poultry Product B4900446 Meat Dairy and Poultry Product B4900447 Meat Dairy and Poultry Product B4900448 Requirement Contract B4900449 Meat Dairy and Poultry Product B4900450	1798 item 1 1/2011 	

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RECORDS TRANSMITTAL AND RECEIPT

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A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		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	
Box 8-year 2004	Meat Dairy and Poultry Product B4900451 Meat Dairy and Poultry Product B4900452 Meat Dairy and Poultry Product B4900453 Meat Dairy and Poultry Product B490460 Police Uniform B4900461 Light Duty Truck B4900466 Printing of Optical Scanning Form B49000467 Type 6a1/2ton Pickup Truck B4900469 Type 6cton Pickup Truck B4900471 Type 7A 3/4ton Pickup Truck CNG BI -Fuel B4900472 Type 7 ¼ ton Pickup Truck , Gas B4900473 Type 8-1Ton Pickup Truck ,Reg CAB B4900474 Type 8-11ton Pickup Truck ,Crew Cab B4900476 Printing of the Criminal History Record B4900477 Type 9c Compact SUV ,Ethanol B4900478 Type 9w Compact SUV without Console B4900479 Type 9Compact SUV with Console B490480 Type 10w Full Size SUV without Console B4900481 Type 10Full Size with Console B4900482 Type 11c 7-Pass Minivan Ethanol B4900483 Type 11 7-pass Minivan ,Gas B4900484 Type 13-8 passenger VAN B4900485 Type 13 8 Passenger Van B4900485 Type 14-12Passenger Van B4900486 Type 15a 15-Pass Van B4900487 Type 15 15-Pass Van Gasoline B4900488 1/1Ton Cargo Van B4900489 3/4T Cargo Van B4900489 3/4T Cargo Van CNG B4900490	1798 item 1 1/2004 ✓	

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DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS -- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY		ACCESSION NO.	DATE REC'D
1. Department of General Service			9-2-09
B. DIVISION/UNIT		10W77	RM CODE
Purchasing Commodities			10.11
C. MAILING ADDRESS		RANGE	NO. OF CU. FT.
301 West Preston Street Room M3		3	13
Baltimore Maryland 21201		LOCATION SECTION(S)	
D. PHONE NO.		4-5	
410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Catherine Seiler			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 8-year 2004	3/4TCargo Van Gas B4900491 1TCargo Van CNG b4900492 1TCargo Van ,Gas B4900493 1/2Ton Pickup Truck B4900494 Printing of Employee Health Benefits Packets B4900497 Gen Probe B4900498 Automatic Spreader B4900503 Automatic Spreader B4900504 Frozen Juice B4900509 Printing Parent Handbook B4900510 Newsletter B4900512 Tire Chains B4900513 Lab Supplies B490514 36 month Rental B490524 Hemodialysis Supplies B4900525 Video Enlargement System B4900529 Video Enlargement System b4900528 Video Enlargement System B4900530 Twelve Month Lease B4900536 Printing of the Retiree News B4900538 Large & Specialty B4900542 Emergency Vehicle & Warning System B4900544 Bag in a Box Juice Bases B4900546 Anti-Skid Stone B4900548 Viroseq-1 HIV V2 Genotype System B4900551 Paper & Supplies B4900553	1798 Item 1 1/2011 	

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RECORDS TRANSMITTAL AND RECEIPT

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1. Department of General Service		10W77	9-2-09
B. DIVISION/UNIT			RM CODE
Purchasing Commodities			10.11
C. MAILING ADDRESS		RANGE	LOCATION SECTION(S)
301 West Preston Street Room M3		3	4-5
Baltimore, Maryland 21201			NO. OF CU. FT.
D. PHONE NO.			13
410-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
Catherine Seiler			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
Box 9-Year 2004	Navigational Buoys B490554 Roll up Sign Composite Signs B40558 Uniform Shirts B4900559 Frozen Foods Packaged B4900563 Safety Vests B4900562 Frozen Food (Packaged) B4900565 Frozen Food (Packaged) B4900567 Emergency Vehicle Warning System B4900568 Emergency Vehicle Warning System B4900569 Emergency Vehicle Warning System B4900570 Emergency Vehicle Warning System B4900571 Coving B4900573 Polymer Coated Polyvinyl Chloride B4900576 Hemodialysis Concentrate B4900580 Plain OCR Custom B4900588 Printing of HIV Counseling & Testing Forms B4900589 Traffic Delineators B4900591 Uniforms Department of General Services B490597 Air Filter B4900598 Fastening Devices B4900599 Polaroid Film B4900602 Stainless Steel Adjustable Overhead Street B4900607 Coving Floor Machine Pads B4900613 Ice Cream Sherbet and Novelties B4900615 Ice Cream Sherbet and Novelties B4900616 Ice Cream Sherbet and Novelties B4900617 Ice Cream Sherbet and Novelties B4900618 Polycarbonate Vehicular Signal Heads B4900627 State Highway Administration Traffic B490628 #2 Locomotive Diesel Fuel B4900629 Pudding for Maryland House of Corrections B4900630 Quality Control Specimens B4900633 Textiles Clothing Hats B4900634 Maryland Aviation Administration B4900640 Epoxy Protective Coating B4900641 Deer's Head Hospital Center On /Off Kits B4900643 Contraceptive Film Foam and Pregnancy Tests B4900645	1798 item 1 4/20/11 	

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RECORDS TRANSMITTAL AND RECEIPT

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A. AGENCY 1. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
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C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore, Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS Box 10-Year 2004	Bulk Laundry Supplies and Services B4900646 Cosmetology Kits B4900649 insecticides and DILUENT Oils B4900655 Insecticides and DILUENT Oils B4900656 Insecticides and DILUENT Oils B4900657 AWD 7-Pass Minivan Model Year 2004 B4900658 Receipt Paper Rolls B4900659 WIC Program Check Stock B490660 The WIC Program Dept B4900661 Maryland Tourist Scenic Bicycle B4900662 MTA Bus Metro and Rail Silk Screen Printing B4900664 Condoms B4900667 Insecticides and DILUENT Oils B4900669 'C' Foid Paper Towels B490675 Propane Gas –Bulk Deliveries B4900681 LTS Standard and Aerosol Resistant B4900684 DLLR UI Contribution Material B4900685 Rapid Road Repair Mortar B4900687 Coving Wet Cotton Mop Head B4900688 Office Paper Shedders B4900690 Permanent Preformed Thermoplastic B490692 Thinvert RTU and Chensurf 90 B4900694 Purchase for all Oak Beds B4900697 Herbicides B4900701 Herblcldes B4900702 Rabies Vaccination Tags B4900707		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1798 item 1 1/2004 

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D. PHONE NO. 410-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seiler		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2: BOX NUMBERS Box 11-Year 2004	Fish Food B4900708 Impact Attenuator Truck Mounted B4900711 SUI Printing B4900714 Textiles Blanket Sheet Towel Bags B4900716 Textiles (Flags) Statewide B4900719 Transgrow B4900722 Flight Suits B4900724 Mark I Nerve Agent Antidote Kits b4900725 Digest of Criminal Laws for DPSCS B4900726 Providing Ticket Dispensers B4900728 Ticket Dispenser B490729 Digital Microform Scanner B4900736 Herbicides B4900747 Herbicides B4900749 Herbicides B4900750 Herbicides B4900751 Tortilla Chips and Taco Shells B4900767 Ice Cream Sherbet and Novelties B490769 Library Copies Console Type B4900771 WIC Program Check Stock B4900773 Calcium Oxide Kiln Dust B4900780 Uniforms B4900791 State Highway Administration B4900794 Yeast B4900795 Personal Care Product Packaged B4900801 50"Roll Paper B4900806 Printing Beer Keg Registration Decals B4900807 Contract for Printing of Cigarette Revenue Stamps b4900808 Trousers and Jackets B4900809 HFC &HCFC Type Gases B4900812 File Cabinets B4900814 Printing of the Capital Improvements B4900822 Maryland HIV Counseling B4900832 Winter Coats and Hoods B4900824		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1798 item 1 1/2011

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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. Department of General Service		ACCESSION NO. 10W77	DATE REC'D 9-2-09
B. DIVISION/UNIT Purchasing Commodities			RM CODE 10.11
C. MAILING ADDRESS 301 West Preston Street Room M3 Baltimore, Maryland 21201		RANGE 3	LOCATION SECTION(S) 4-5
D. PHONE NO. 410-767-4032		NO. OF CU. FT. 13	
E. AGENCY OFFICIAL Catherine Seller		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	
Box 12-Year 2004	Disposable Breifs B4900829 Opticom Traffic Signal Parts B4900833 Maryland Maps B4900834 Lottery Sign B4900836 Oils Grease and Lubricants Regions B ,C and D B4900844 Air Conditioners Window Type B4900840 Oils Grease and Lubricants Region B4900845 AV Computer Presentation Equipment B4900848 State Highway Administration B490860 Available to Designated B490861	1798 item 1 1/2004	
	Hematology Reagents and Controls B4900862 Hard Wheat and Soft Wheat Flour B4900871 Printing of Folder w/color Bar Side Tabs B4900872 Tetanus –Diphtheria Vaccines b4900874 Plated Brass Badges B4900879 Electronic Ballast B4900889 Vehicle Auto Filters &PVC Valves B895 MD Dept of the Environment B4900902 Meat Dalry and Poultry Products B4900907 Meat Dalry and Poultry Product B4900910	✓	

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10W11

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D. PHONE NO. (410)-767-4032		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Catherine Seiler		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	
Box-13-Year2004	PVC/Plastic ID Cards B4900911 Coving B4900912 Taqman one Step RT-PCR Master Mix B4900929 Fluorescent Labeled Custom Probes B4900930 Polypropylene Sample Storage Vials and Caps B4900931 Meat Dairy and Poultry Products B4900933 Hands Tools B4900938 Meat Dairy and Poultry Products B4900942 Meat Dairy and Poultry Products B4900948 Meat Dairy and Poultry Products B4900953 Inspection Forms B4900955 12Inch Mini Modular B4900956 Medical Grade Oxygen B4900957 Fine Ground Calcium Carbonate B4900965 White Recycled Bond Paper B4900966 FTA-ABS Bacterial Test System B4900969 Baltimore City Detention Center B4900970 Meat Dairy and Poultry Products B4900973 Cleaner ,All Purpose ,GP-66B490974 Printing MVA Renewal Notice B4900978 Printing of the W-2Forms B4900980 EMA Pocket Size Maps –MTA B4900982 Employer Withholding Monthly Coupon B4900999 Vending Machine Decals –Renewal B4901010 VEIP-Emission Inspection Notice B4901041 Printing ,Variable Data Imaging Folding and Mailing B4901085	1798 <i>item 1</i> 1/2011 	

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