

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

06.03.02

DEPT. OF HOUSING & COMMUNITY DEV

FINANCE OFFICE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W1257	HOMEOWNERSHIP PROGRAMS	1208	4	1988-89	91	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

E

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

1. AGENCY CODE 37.01.25.001.02 06.03.02		ACCESSION NO. 90W1257	DATE REC'D 6-6-90
b) AGENCY Department of Housing and Community Development		LOCATION - RANGE 49	SECTION(S) 7-10
c) DIVISION/UNIT Community Development Administration Finance Office		NO. OF CU. FT. 91	
d) MAILING ADDRESS 45 Culvert Street Annapolis, md. 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Roy Westlund, Director, Finance		PHONE NO. 474-2942	
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 thru 91	<p><u>Homeownership Programs - 1988-1989</u></p> <p>File contains homeownership program descriptions, income limits, proposed homeownership programs and potential insurance programs.</p>	<p>sch. #1208 Item #4 - retain for three years instead of five, then destroy.</p> <p>7/94</p> <p>*Returned to Agency Bx 68+69 6/30/94</p> <p>Disposal 10/3/94 JPS</p>

R-49

S-7-10

26 Empties

S-10

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.10

DEPT. HOUSING & COMMUNITY DEV

PURCHASING & PROCUREMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W134	PURCHASE ORDERS	1204	2	FY 87	4	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Housing & Community 1. 37.01.20.004.003 Development</p>	<p>ACCESSION NO. <i>91W134</i></p>	<p>DATE REC'D <i>8-7-90</i></p>
<p>B. DIVISION/UNIT Purchasing & Procurement</p>	<p>RM CODE <i>06.10</i></p>	
<p>C. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401-1907</p>	<p>LOCATION RANGE SECTION(S) <i>103 35</i></p>	<p>NO. OF CU. FT. <i>4</i></p>
<p>D. PHONE NO. 974-3707</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Dale A. Dorsch</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</p>
<p>1 thru 4</p>	<p>Purchase Orders from 7/1/86 thru 6/30/87 -- FY '87 & Reschedules</p>	<p>Sch. #1204, Item #2 July 1994 Disposal</p> <p style="font-size: 2em; font-family: cursive;"><i>Disposal</i></p> <p style="font-size: 1.5em; font-family: cursive;"><i>7/20/94</i></p>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEV

CDA/HOUSING MGMT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
93W1319	OPERATING STATEMENTS	1210	14	1990	4	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

DGS-550-5

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.06.01 <i>06.03</i>	ACCESSION NO. <div style="font-size: 2em; text-align: center;"><i>93W1319</i></div>	DATE RECD <div style="font-size: 2em; text-align: center;"><i>4-23-93</i></div>
2. AGENCY Dept. of Housing and Community Development	LOCATION - RANGE SECTION(S) <div style="font-size: 2em; text-align: center;"><i>37 15</i></div>	
3. DIVISION/UNIT CDA - Housing Management	NO. OF CU. FT. <div style="font-size: 2em; text-align: center;"><i>4</i></div>	
4. MAILING ADDRESS 100 Community Place Crownsville, MD 21032	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>[Signature]</i>	PHONE NO. 410-514-7566	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 4	1990 Monthly Operating Statements E - L	schedule 1210 #14 July 1994 <i>Disposal</i> <i>8/11/94</i> <i>[Signature]</i>
2 of 4	1990 Monthly Operating Statements L - R	
3 of 4	1990 Monthly Operating Statements A - E	
4 of 4	1990 Monthly Operating Statements R - Y	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT OF HOUSING & COMMUNITY DEV.

HOUSING MANAGEMENT-SINGLE FAMILY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W986	CDA-HOUSING MGMT	1210	3	1987	4	1/94	RECYCLED
92W985	LOAN MORTGATE PAYOFFS	1210	4	1986	4		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

RECORDS TRANSFERRAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 700-1970)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 37.01.25.006.01</p> <p>2. AGENCY Dept. of Housing and Community Dev.</p> <p>3. DIVISION/UNIT Housing Management (Single Family)</p> <p>4. MAILING ADDRESS 100 Community Place Crownsville, MD 21032</p> <p>5. AGENCY OFFICIAL <i>Bill Beaud</i></p>	<p>06.03</p> <p>92W986</p> <p>LOCATION - RANGE: 38</p> <p>SECTIONS: 11</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 3-9-92</p> <p>NO. OF CU. FT. 4</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
PHONE NO. 514-7566		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	CDA - HOUSING MANAGEMENT CDA - ORIGINAL DOCUMENT RELEASE DATE	Schedule #1210 Item #3
1 of 10 ⁴	71-234-14 - Acks, Michael (Margaret) 10/30/87	1/1994
1 of "	78-221007-12 - Adams, Martin (Paula) 10/19/87	"
1 of "	82660151 - Agmilar, Bruce (Vicki) 10/27/87	<u>Disposal</u>
1 of "	71-720-43644 - Ahearn, Matthews J. (Susan L.) 09/30/87	5/23/94
1 of "	78-9835-03 - Alcorn, Karen 08/12/87	JPS
1 of "	47-3700-19 - Alder, Mark (Robyn) 11/13/87	"
1 of "	95033-140 - Alderson, Donald R. 08/14/87	"
1 of "	102007-070 - Allen, Carroll, Hogan 08/14/87	"
1 of "	83-8713-04 - Alexander, Richard (Kimberly) 08/12/87	"
1 of "	78-7457 - Allen, Louis (Christine) 10/01/87	"
1 of "	76-189025-07 - Aliff, Roy (Anderson, Patti) 08/12/87	"
1 of "	31-1347-02 - Ambrose, Joseph (Roberta) 01/01/87	"
1 of "	79-1837-02 - Appel, Kari J. 09/02/87	"
1 of "	64-5396-19 - Arocoraci, Dean, August (Robin) 10/05/87	"

(PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>	
			1994
4 of 10	71003 - Spear, John, C.	09/25/87	"
4 of "	72-2070-06 - Spicer, Cynthia	12/23/87	"
4 of "	73-9290-23 - Spielman, Gary, K.	07/27/87	"
4 of "	78-1957-03 - Spmrck, Carl (Beatrice)	09/25/87	"
4 of "	71013-090 - Squire, Brian (Deborah)	12/28/87	"
4 of "	64-8559-04 - Stafford, Guy (Deborah)	08/18/87	"
4 of "	80-4966-24 - Standish III, Welles, A.	09/18/87	"
4 of "	78-6963-12 - Stanley, Kenneth (gloria)	10/23/87	"
4 of "	33-8848-07 - Stansbury, Robin (Susan)	03/20/87	"
4 of "	71-7271-14 - Stein, Robin, L., Y., N.	11/03/87	"
4 of "	72-9135-12- Stein, Stuart, P.	10/14/87	"
4 of "	8359-061 - Stinchcomb, Jeanine (Wagner, James)	07/07/87	"
4 of "	78-159008-12 -Stoltz, Lorraine (Flowers, Marsha)	09/23/87	"
4 of "	72-216001-09 - Stone, Steven (Honey)	09/23/87	"
4 of "	52-007-040 - Straus, Christine	09/30/87	"
4 of "	78-7321-02 - Strauss, Benard (hannelore)	07/22/87	"
4 of "	76-1603-04 - Strayer, John (Susan)	10/23/87	"
4 of "	77-232001-20 - Stringfield, Bert (Jo)	11/10/87	"
4 of "	64071-020 - Stratton, Edward, D. (Sharon, L.)	09/03/87	"
4 of "	76-1627-07 - Sullivan, Timothy (Janet)	10/08/87	"
4 of "	5541-020 - Suit, Edna, Raye	12/08/87	"
4 of "	114010-020 - Sutherland, Ronald (Judith)	07/21/87	"
4 of "	81-5119-02 - Sweet, Donald (Aunur)	07/08/87	"

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1578)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 25-006-1	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W985</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">3-9-92</div>
B. DIVISION/UNIT HOUSING MANAGEMENT DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT SINGLE FAMILY LOAN PAYOFFS - MORTGAGES 1986	RM CODE <div style="font-size: 1.5em; font-family: cursive;">06-03</div>	
C. MAILING ADDRESS 100 COMMUNITY PLACE CROWNSVILLE, MD 21032	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">38 11</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">4</div>
D. PHONE NO. (410) 514-7589	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <div style="font-size: 1.5em; font-family: cursive;">Wm Beard</div>	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
<div style="font-size: 1.5em; font-family: cursive;">1884</div>	SINGLE FAMILY LOAN MORTGAGE PAYOFFS 1986: ALLEN, GROVER C. TO TOMLIN, ELIZABETH	Schedule 1210 #4 Jan - 1994 <div style="font-size: 1.5em; font-family: cursive;">Disposal</div> <div style="font-size: 1.5em; font-family: cursive;">5/23/94</div> <div style="font-size: 1.5em; font-family: cursive;">EJS</div>

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 25-006-1 B. DIVISION/UNIT HOUSING MANAGEMENT DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT SINGLE FAMILY MORTGAGE LOAN PAYOFFS 1987	ACCESSION NO. 	DATE REC'D
C. MAILING ADDRESS 100 COMMUNITY PLACE, CROWNSVILLE, MD 21032	LOCATION RANGE SECTION(S) 	
D. PHONE NO. (514) 7589	RECORDS CENTER MANAGER 	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
*X *X #14 of 14 4 of 4	SINGLE FAMILY LOAN MORTGAGE PAYOFFS 1987: KARTRIGHT, THOMAS TO SMITH, CHARLES	Schedule 1210 Item #4 Disposal Date Jan 4 1994

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

06.03.01

DEPT. HOUSING & COMMUNITY DEV
AGENCY

CDA-HOUSING MGMT-HOME IMPROVEMENT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
87W165	CLOSED FILE-PAID OFF LOANS	1212	3		3	7/93	RECYLED



SIGNATURE
DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

E

AND RECEIPT

06.03.01

Accession No.

87W165

Date received

9-8-86

1. From: (Name, Division, Address or Agency)
Dept of Economic & Community Development
45 Calvert St
Annapolis, Md 21401

Signature

Title

2. Building and Room
Attman Glazer Bldg
390

3. Phone
269-2795

4. To: State Records Center

5. Signature: (Agency Official)
Nancy S Rase
Nancy S Rase

6. No. of Cu.Ft.
36 cu ft to be used

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-26 S-24	1 of 3	closed file & paid off loans	<i>July 1993</i> 1029-3 6/30/93
	2 of 3	Closed files & paid off loans	1029-3 6/30/92
	3 of 3	closed files & paid off loans	1029-3 6/30/92 1262 #3 <u>Disposal</u> 10/8/93 JSP

(Use Plain Unlined Paper For Continuation Pages)

87 W/65

R-26

S-24

Bores - 1 thru 3

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.10

DEPT. HOUSING & COMMUNITY DEV
AGENCY

PURCHASING & PROCUREMENT
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
90W414	PURCHASE ORDERS	1204	2	FY 86	4	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/20/93
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

<p>a) AGENCY CODE 1. 37.01.20.04.00³ 06.10</p>	<p>ACCESSION NO. <i>90W414</i></p>	<p>DATE REC'D <i>10-24-89</i></p>
<p>b) AGENCY Dept. of Housing & Community Development</p>	<p>LOCATION - RANGE SECTION(S) NO. OF CU. FT. <i>115 16 4</i></p>	
<p>c) DIVISION/UNIT Purchasing & Procurement</p>		
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, MD. 21401-1907</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL PHONE NO. Dale A. Dorsch 974-3707</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>2. BOX NUMBERS 1 thru 4</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Purchase Orders from 7/1/85 thru 6/30/86 -- FY '86 & Reschedules</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) <i>1204</i> Sch. #1048, item #2 July 1993 Disposal <i>Disposal</i> <i>10/8/93</i> <i>aps</i></p>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

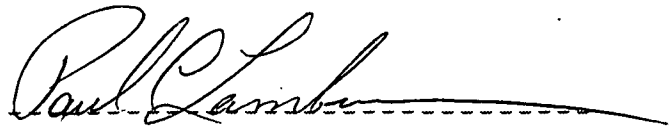
CERTIFICATE OF RECORDS DISPOSAL

06.01.01

DEPT. HOUSING & COMMUNITY DEV
AGENCY

FINANCE, ACCOUNTING
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
91W1290	ADJUSTMENTS, CD'S	1460	1	FY 87	15	1/93	RECYLED
91W1291	TRANSMITTALS	1460	1	FY 88	77		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20.004 06.01.01		ACCESSION NO. 91W1290	DATE REC'D 5-16-91
b) AGENCY Dept. of Housing & Community Development			
c) DIVISION/UNIT Div. of Finance, Accounting		LOCATION - RANGE 115 SECTION(S) 25	NO. OF CU. FT. 15
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Administrative Officer <i>Deborah L. Tolson</i> Deborah L. Tolson		PHONE NO. 974-3250	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>Adjustments FY 87</u>	1031 1460 # 1 7/94
1	STARS 120 & 140	
2	Adjustment CD's	
3	A/R Adjustments - Various Reports	
4	A/R Inventory Adjustment	
5	Misc. 120 & 119 CD 37.01.25	
	<u>CD's FY 87</u>	
6	37.01.21	
7	37.01.20-21	
8	37.01.20	
9	Misc 85, 86, 87	
10	Misc 85, 86, 87	
11	37.01.25	
12	37.01.23-25	
13	37.01.21-23	
14	37.01.21	
	<u>Inventory Control</u>	
15	Inventory Records	<i>CS</i> <i>4-24-93</i>

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 37.01.20.004 <i>06.01.01</i></p>	<p>ACCESSION NO. <i>91W1291</i></p>	<p>DATE REC'D <i>5-15-91</i></p>
<p>b) AGENCY Dept. of Housing & Community Development</p>	<p>LOCATION - RANGE <i>145</i> SECTION(S) <i>9-11</i></p> <p>NO. OF CU. FT. <i>77</i></p>	
<p>c) DIVISION/UNIT Div. of Finance, Accounting</p>		
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL Administrative Officer <i>Deborah L. Tolson</i> PHONE NO. Deborah L. Tolson 974-3250</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<u>Transmittals FY 88</u>	
1	1-18	<i>10311460</i>
2	19-35	<i>= 1</i>
3	36-55	<i>7/95</i>
4	56-73	
5	74-90	
6	91-105	
7	106-121	
8	122-138	
9	139-154	
10	155-170	
11	171-186	
12	187-200	
13	201-215	
14	216-230	
15	231-243	
16	244-261	
17	262-277	
18	278-295	
19	296-313	
20	314-331	
21	332-348	
22	349-367	
23	368-385	
24	386-405	
25	406-423	
26	424-444	
27	445-463	
28	464-479	
		<p><i>*Missing Box #60</i></p> <p style="font-size: 2em;"><i>4-17-93</i></p>

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10/15

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 700-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 37.01.20.004</p>	<p>ACCESSION NO.</p>	<p>DATE REC'D</p>
<p>b) AGENCY Dept. of Housing & Community Development</p>		
<p>c) DIVISION/UNIT Division of Finance, Accounting</p>	<p>LOCATION - RANGE</p>	<p>SECTION(S)</p>
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401</p>	<p>NO. OF CU. FT.</p>	
<p>e) AGENCY OFFICIAL Administrative Officer <i>Deborah L. Tolson</i> Deborah L. Tolson</p>	<p>PHONE NO. 974-3250</p>	<p>RECORDS CENTER MANAGER</p>
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	<p><u>Transmittals FY 88</u></p> <p>29 480-495</p> <p>30 496-510</p> <p>31 511-527</p> <p>32 528-541</p> <p>33 542-555</p> <p>34 556-566</p> <p>35 567-581 (missing 572)</p> <p><u>Vouchers FY 88</u></p> <p>36 A-B</p> <p>37 C-Dis</p> <p>38 Doe-H</p> <p>39 I-MD.-T</p> <p>40 Mast.-R</p> <p>41 S-V</p> <p>42 W-X</p> <p><u>Contracts FY 88</u></p> <p>43 Vendor Contracts 20-21</p> <p>44 Vendor Contracts 23-25</p> <p>45 Vendor Contracts 20-24</p> <p>46 Employee Contracts 23-25</p> <p>47 Employee Contracts Various Div.</p> <p>48 Vendor Contracts Various</p> <p>49 Vendor Contracts Various</p> <p>50 Vendor Contracts Various</p>	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 780-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20.004		ACCESSION NO.	DATE REC'D
b) AGENCY Dept. of Housing & Community Development			
c) DIVISION/UNIT Div. of Finance, Accounting		LOCATION - RANGE	NO. OF CU. FT.
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Administrative Officer <i>Deborah L. Tolson</i> PHONE NO. 974-3250 Deborah L. Tolson		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>C D Verification FY 88</u>	
51	July 87 - Dec. 87	
52	Jan. 88 - June 88	
	<u>DAS-119 FY 88</u>	
53	July 86 - Mar. 87	
54	Aug. 86 - Feb. 87	
55	Mar. 87 - June 87	
	<u>Inventory Control FY 88</u>	
56	July 87 - Dec. 88 Supply Records	
57	Jan. 88 - June 88 Supply Records	
	<u>Misc. FY 88</u>	
58	Petty Cash-Work Fund FY 88	
59	Centrex Bills Jan. 87 - Feb. 88	
60 - Missing	Allocations - (SUI-Supply Invoice)	
61	Allocations - (COMAR - Warehouse Inv.)	
62	Return Check & Chargebacks	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1370)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 37.01.20.004</p>	<p>ACCESSION NO.</p>	<p>DATE REC'D</p>
<p>AGENCY Dept. of Housing & Community Development</p>		
<p>DIVISION/UNIT Division of Finance, Accounting</p>	<p>LOCATION - RANGE</p>	<p>SECTION(S)</p>
<p>MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p>	<p>NO. OF CU. FT.</p>	
<p>AGENCY OFFICIAL Administrative Officer <i>Deborah L. Tolson</i> Deborah L. Tolson</p>	<p>PHONE NO. 974-3250</p>	<p>RECORDS CENTER MANAGER</p>
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>
<p>63 64 65 66 67 68 69</p>	<p><u>Closed Vendor Contracts FY 88</u></p> <p>Div. 20 Div. 21 Div. 21 Div. 25 Div. 25 Div. 21 Div. 21</p>	
	<p><u>Miscellaneous</u></p> <p>Proj. Payroll Accurals Charge Backs - Supply</p>	
	<p><u>CD's</u></p> <p>Div. 20-21 Div. 22-25 Div. 25 Div. 25 Div. 22</p>	
<p>70 71 72</p>		
<p>73 74 75 76 77</p>		

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R-145

S-9-11

Box # 60 - MISSING

R145

S11

10 empty

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEV
AGENCY

CDA-HOUSING MGMT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
89W1145	PAID OFF LOANS	922	13	1987	14	1/93	RECYLED
90W1205	SINGLE FAMILY	1210	3	1985	13		
89W810	DOCUMENT RELEASE	922	13	1987	6		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 37.01.25.06.01 06.03</p>	<p>ACCESSION NO. 89W1145</p>	<p>DATE REC'D 5-11-89</p>
<p>b) AGENCY DHCD</p>	<p>LOCATION - RANGE SECTIONS NO. OF CU. FT. 119 20 14</p>	
<p>c) DIVISION/UNIT CDA - Housing Management</p>		
<p>d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL PHONE NO. 974-2178</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 - 14	Paid off loans - 1987	<p>Schedule 922-13</p> <p style="font-size: 2em; text-align: center;">1/93</p> <p style="text-align: center;">4/27/93 gpg</p>

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 37.01.25.006.01</p> <p>2. AGENCY Department of Housing and Community Dev.</p> <p>3. DIVISION/UNIT Housing Management (Single Family)</p> <p>4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401</p> <p>5. AGENCY OFFICIAL <i>Pat Smith</i></p> <p style="text-align: right;">PHONE NO. 974-2178</p>	<p>ACCESSION NO. <i>9061205</i></p> <p>DATE REC'D <i>5-18-90</i></p> <p>LOCATION - RANGE <i>143</i></p> <p>SECTION <i>7</i></p> <p>NO. OF CU. FT. <i>13</i></p> <p>RECORDS CENTER MANAGER</p>	
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of <i>13</i>	Moffett, S./Heath	Schedule 1210 <i>11</i> 1993 <i>Item #3</i>
1 of <i>13</i>	Burnett, Ellis J.	"
1 of <i>13</i>	Smith, Raymond	"
1 of <i>13</i>	Chapman, David	"
1 of <i>13</i>	Adkins, Richard	"
1 of <i>13</i>	White, Dwight	"
1 of <i>13</i>	Santana, Timothy	"
1 of <i>13</i>	Smith, David	"
1 of <i>13</i>	Albritton, Cardell	"
1 of <i>13</i>	Thomas, Joseph	"
1 of <i>13</i>	Dougherty, Dawayne	"
1 of <i>13</i>	Burnett, Ellis	"
1 of <i>13</i>	Gerstner, Joan L.	"
1 of <i>13</i>	Bryant, Steven	"
1 of <i>13</i>	Collins, William	"


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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
1 of 18	Cooper, Charles F.	12-31-85	1998
1 of 18	Stanfield, M./Baustiste, L.	10-01-85	"
1 of 13	Walder, Lynda J.	04-19-85	"
1 of 13	Williams, Eugene	04-02-85	"

RECORDS TRANSLITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 700-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE REC'D
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	NO. OF CU. FT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. DOC. NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
2 of 18	Gallager, Charles R. 10-03-85	Schedule 1210 1993
2 of 13	Severn, Lawrence 10-04-85	"
2 of 13	Huffman, Larry C. 09-09-85	"
2 of 13	Grzeck, Kevin 06----85	"
2 of 13	Barry, Thomas G. 04-24-85	"
2 of 13	Abshire, R. A. 08-28-85	"
2 of 13	Blankenship, Wm. 12-27-84	"
2 of 13	Erskin, Lewis F. 10-30-84	"
2 of 13	Griffin, A./Johnson 05-23-85	"
2 of 13	Kressler, James V. 04-03-84	"
2 of 13	Derrick-Bey, Cheryle 06-19-85	"
2 of 13	Grimes, Frank 02-04-85	"
2 of 13	Long, Williams 11-04-85	"
2 of 13	O'Grady, James 10-10-85	"
2 of 13	Pyle, William R. 11-21-85	"

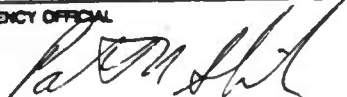
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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
2 of 13	Randolf, Margaret	05-18-85	1993
2 of 13	Williams, Timothy	04-29-85	"

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1970)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE RECD
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S)
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT.	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

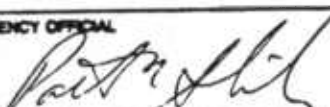
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
3 of 12	Russell, Howard 12-04-85	Schedule 1210 1993
3 of 12	Turner, Wm. Jr./Smith 09-25-84	"
3 of 13	Brown, Charlene 01-12-84	"
3 of 13	Bishop, James L. 11-01-85	"
3 of 13	Fritz, Thomas J. 01-11-85	"
3 of 13	Heard, Hendrie 10-30-84	"
3 of 13	Kirk, Sandra 05-21-84	"
3 of 13	Turner, Wm. Jr./Smith 09-25-84	"
3 of 13	Bailey, Edward M. 03-23-84	"
3 of 13	Culpepper, Thomas 01-10-85	"
3 of 13	Shore, Charlie 02-28-83	"
3 of 13	Russell, Howard 12-21-85	"
3 of 13	Collier, Dwayne 11-30-85	"
3 of 13	Foreman, Diane 05-07-85	"

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RECORDS TRANSLITTAL AND RECEIPT

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1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE RECD
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S)
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT.	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	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)
4 of 13	Butler, Margo/Johnson, C. 02-12-86	Schedule 1210 1993
4 of 13	James, Jerry A. 09-04-86	"
4 of 13	Whiting, Wm. E. 07-25-86	"
4 of 13	Bocoen, Thomas E. (Jr.) 05-05-86	"
4 of 13	Breth, Joel R. 03-31-86	"
4 of 13	Driscoll, W. D. 04-21-86	"
4 of 13	Williams, Constance 10-21-86	"
4 of 13	Bowman, Gregory 01-17-86	"
4 of 13	Berardino, Geor. S. 10-16-86	"
4 of 13	Anderson, Locksley 09-04-86	"
4 of 13	Hendrick, Sharon D. 12-12-86	"
4 of 13	Coit, Franklin 08-08-86	"
4 of 13	Zeranco, Edward 02-26-86	"
4 of 13	Comer, Walter L. 07-25-86	"
4 of 13	Ubrick, Bernard 03-03-86	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE REC'D
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTIONS
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT.	
5. AGENCY OFFICIAL <i>[Signature]</i>	PHONE NO. 974-2178	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)
5 of 13	Wencel, Jeffrey D. 03-11-86	Schedule 1210 1993
5 of 13	Guerrasseo, Anthony 04-19-86	"
5 of 13	Sanders, Robert K. 03-26-86	"
5 of 13	Pyle, Howard V. II 07-28-86	"
5 of 13	Rickles, Tracy & Sandra 11-05-86	"
5 of 13	Hinkles, Ronald L. Jr. 08-21-86	"
5 of 13	Childs, Creight 03-31-86	"
5 of 13	Shirling, John 06-30-86	"
5 of 13	Sewell, Evans/Nyler 12-31-86	"
5 of 13	O'Donnell, Bernard 12-09-86	"
5 of 13	DeAngelo, John G. 07-01-86	"
5 of 13	Coward, Buck Jr. 03-03-86	"
5 of 13	Ambrose, Calvin 10-14-86	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
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1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE REC'D
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S)
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT.	
5. AGENCY OFFICIAL <i>Patricia</i>	PHONE NO. 974-2178	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)
6 of 13	Fox, Thomas D. 06-10-86	Schedule 1210 1993
6 of 13	Fernandez, Zuever 07-11-86	"
6 of 13	Gardner, Stafford 09-23-86	"
6 of 13	Guzman, Lues 12-05-86	"
6 of 13	Miller, Michael K. 07-18-86	"
6 of 13	Jackson, R. L./Beauford 12-09-86	"
6 of 13	Lovelace, Christopher 07-30-86	"
6 of 13	Sansone, Ralph 09-10-86	"
6 of 13	Harper, Stephen 08-08-86	"
6 of 13	Goodman, Richard 08-08-86	"
6 of 13	Brown, Fannie 10-20-86	"
6 of 13	Kirby, James 07-30-86	"
6 of 13	Thompson, Peter and Mae 10-22-85	"
6 of 13	Ashburn, Richard 02-06-85	"
6 of 13	Jordan, Stanley 10-25-85	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01125.006.01	ACCESSION NO.	DATE RECD
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	NO. OF CU. FT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

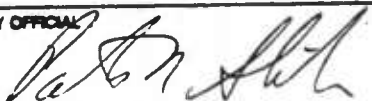
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
7 of 13	Williams, Leroy	Schedule 1210 1993
7 of 13	Jackson, Charles	"
7 of 13	Johnson, Len	"
7 of 13	Burnsworth, Betty	"
7 of 13	Alther, David/Schiebel	"
7 of 13	Regan, Deborah	"
7 of 13	Scott, Brian and LeShore	"
7 of 13	Ash, Gary D.	"
7 of 13	Barth, Gordon	"
7 of 13	Faison, Vernist	"
7 of 13	Scott, Bruce	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 273, JESSUP, MD. 20794 (TELEPHONE - 700-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

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2. AGENCY Department of Housing and Community Dev.	LOCATION - RANGE SECTION(S)	
3. DIVISION/UNIT Housing Management (Single Family)		
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

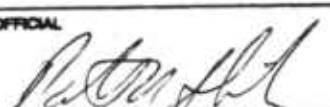
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
8 of 13	Messina, Donald Jr. 09-18-87	Schedule 1210 1993
8 of 13	Bernier, Marc 04-29-87	"
8 of 13	Harris, Geraldine 02-27-87	"
8 of 13	Rosenberg, Michael 06-12-87	"
8 of 13	Toskov, Martin 06-16-87	"
8 of 13	McArthur, Judy 05-22-87	"
8 of 13	Dehoney, V./Elder, E. 05-22-87	"
8 of 13	Collins, Roy D. 11-18-86	"
8 of 13	Melton, Robert C. 07-13-87	"
8 of 13	Sornson, Louis 12-13-84	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	NO. OF CU. FT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	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)
		Schedule 1210
9 of 13	Edwards, Aquillia T. 04-16-87	1993
9 of 13	Ingalls, Rodney 10-05-87	"
9 of 13	Bricker, John 12-04-87	"
9 of 13	Parker, Erica 11-17-87	"
9 of 13	Gray, Charles 06-07-87	"
9 of 13	Kirby, Robert and Karen 12-23-87	"
9 of 13	Williams, M. L./Register 09-25-87	"
9 of 13	Anthony, Patricia 04-08-86	"
9 of 13	Schindler, Patricia 11-07-86	"
9 of 13	Hawkins, Gwendolyn E. 10-21-87	"

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RECORDS TRANSFERRAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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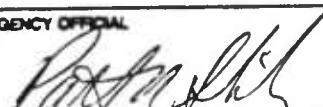
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
		Schedule 1210
9 of 13	Edwards, Aquillia T. 04-16-87	1993
9 of 13	Ingalls, Rodney 10-05-87	"
9 of 13	Bricker, John 12-04-87	"
9 of 13	Parker, Erica 11-17-87	"
9 of 13	Gray, Charles 06-07-87	"
9 of 13	Kirby, Robert and Karen 12-23-87	"
9 of 13	Williams, M. L./Register 09-25-87	"
9 of 13	Anthony, Patricia 04-08-86	"
9 of 13	Schindler, Patricia 11-07-86	"
9 of 13	Hawkins, Gwendolyn E. 10-21-87	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE RECD
2. AGENCY Department of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE SECTION(S)	NO. OF CU. FT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL 	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

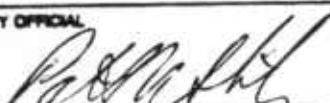
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
10 of 13	DeSalvo, Antonio	Schedule 1210 1993
10 of 13	Templeton, Tommy and Sharon	"
10 of 13	Johnson, P./Randolf	"
10 of 13	Klientank, Richard C.	"
10 of 14	Knox, John C. and Lorraine	"
10 of 13	Lowery, Tony	"
10 of 13	Campbell, Renee	"
10 of 13	Gallager, Joseph M.	"
10 of 13	Heim, Robert L.	"
10 of 13	Allen, Andrew/Boone T.	"
10 of 13	Brock, Eric	"
10 of 13	Mooney, Tim	"
10 of 13	Williams, Ronnie	"

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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5. AGENCY OFFICIAL 	PHONE NO. 974-2178	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

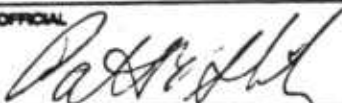
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
11 of 13	Washington, Mark 03-20-87	Schedule 1210 1993
11 of 13	Wade, Linda 07-31-87	"
11 of 13	Martin, Joseph 11-13-87	"
11 of 13	Chisholm, Stephen 05-28-87	"
11 of 13	Smith, Lorraine 04-10-87	"
11 of 13	Moody, Donald & M. L. 10-02-87	"
11 of 13	Hayes, Donald & C. 10-02-87	"
11 of 13	Baust, John & Nancie 04-10-87	"
11 of 13	Virtz, Ronald 05-28-87	"
11 of 13	Clark, Gary C. 09-18-87	"
11 of 13	Torain, Doris 05-15-87	"

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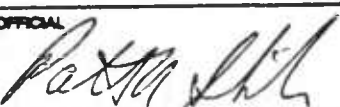
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
		Schedule 1210
12 of 13	Slider, Richard 12-14-87	1993
12 of 13	Might, James F. 03-10-87	"
12 of 13	Schlichting Sr., Wm H. 07-31-87	"
12 of 13	Sherrod, Irving 09-18-87	"
12 of 13	Zelko, Melvin 10-23-87	"
12 of 13	Webster, Bruce 08-07-87	"
12 of 13	Watson, Walter F. 04-10-87	"
12 of 13	Stanton, Peggy 02-27-87	"
12 of 13	Mrozinski 03-11-87	"
12 of 13	Hartley, Randall 12-14-87	"

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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
13 of 13	Bayles, Steven	Schedule 1210 1993
13 of 13	Nixon, Joanne	"
13 of 13	McGill, Ralph	"
13 of 13	Abdel-Aziz, Zakeyyak	"
13 of 13	Little, Cynthia	"
13 of 13	Jackson, Ursula	"
13 of 13	Webb, Jerry	"
13 of 13	Williams, Josephine	"
13 of 13	Ahmadi, Marina	"

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13 14 of 13 14 of 13 14 of 13 14 of 13 14 of 13 14 of 13 14 of 13	Bazemore, David Kelly, Williams Hobbs, Charles T. Benesch, Nadine (Fox) Moon, Donald Goetz, John Jr. Jackson, Paul E.	Schedule 1210 1993 " " " " " " "
	01-23-87 01-23-87 02-11-87 01-15-87 05-15-87 07-06-87 05-15-87	

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RECORDS TRANSMITTAL AND RECEIPT

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a) AGENCY CODE 37.01.25.00601 06.03	ACCESSION NO. 89W810	DATE REC'D 2-14-89
b) AGENCY Dept. of Housing and Community Dev.	LOCATION - RANGE SECTION(S) 15 1	
c) DIVISION/UNIT Housing Management (Single Family)		
d) MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL PHONE NO. 974-2178	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)
	CDA - HOUSING MANAGEMENT CDA - ORIGINAL DOCUMENT RELEASE DATE	
5 of 10	93001-020 - Peregoy, Paul (Brenda)	04/20/87
5 of "	84-0303-14 - Perdue, David, A.	11/05/87
5 of "	78-1640-04 - Pelligrini, Robert, N.	07/20/87
5 of "	72-1508-06 - Peksa, Paul (Robin)	04/10/87
5 of "	93016-020 - Peksa, Robert (Kimberly)	04/29/87
5 of "	72-8405-02 - Rase, Nancy	09/01/87
5 of "	8060-140 - Rash, Rachaelle	01/14/87
5 of "	76-4947-04 - Robey, John, Michael (Patterson, R.)	02/11/87
5 of "	78-159010-12 - Makrides, George C.	09/22/87
5 of "	84-9823-15 - Mullett, Dale (Theresa)	01/16/87
5 of "	8046-040 - Schroyer, Mark (Megan)	12/07/87
5 of "	61-70109-03 - Schuster, Monica	07/22/87
5 of "	56073-090 - Schweitzer, David (Lorraine Jacques)	03/13/87
5 of "	78306012 - Scott, Henry (Regina)	08/25/87

Sch. #922
 Item #13
 1994
 Jan. 1993
 " "
 " "
 Disposal
 4/17/93

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>	
5 of 10	51028-170 - Scott, Lorraine (Rossignuolo, Joel)	12/18/87	1994
5 of "	769903-03 - Seeley, Robert, Bruce	10/07/87	"
5 of "	77-2249-03 - Seifert, Susan (Tracey)	08/25/87	"
5 of "	68-5182-04 - Shaffer, Bruce (Barbara)	09/30/87	"
5 of "	31-2816-04 - Shanholtz, Eugene (Laura)	08/25/87	"
5 of "	73-0274-23 - Shatzer, Barry, W.	07-16-87	"
5 of "	50-219-028-12 - Sheckels, Robert F. (Penny G.)	04/07/87	"
5 of "	#106003-070 - Shelton, Joseph N. (Billie J.)	09/03/87	"
5 of "	83-8749-18 - Short Jr., Raymond (Joan)	02/03/87	"
5 of "	#78018-170 - Silva, Edward, J. (Emela)	12/30/87	"
5 of "	83-8760-03 - Silverstein, Joel, J.	09/25/87	"
5 of "	#58005-170 - Sims, Douglas (Vita)	06/04/87	"
5 of "	93-4930-04 - Sinnott Sr., Drew (Marie)	10/09/87	"
5 of "	83-9441-02 - Slane, John (Tammy)	09/25/87	"
5 of "	78-8979-02 - Smith, Etta, L.	02/03/87	"
5 of "	1771-020 - Smith, Donald, P.	06/11/87	"
5 of "	78-9426-03 - Smith, Mary, P.	12/30/87	"
5 of "	78-165015-04 - Smith, Michael, P.	03/03/87	"
5 of "	74-8820-03 - Smutiak, Pauline, M.	04/29/87	"
5 of "	71-8975-04 - Sredharan, Ramanatha (Renuka)	06/12/87	"
5 of "	74-8521-04 - Stanley, Lewis (Holly)	04/29/87	"
5 of "	35-3913-12 - Staton, Linda, G.	06/04/87	"
5 of "	91-4333-02 - Steeger, Paul (Jane)	06/25/87	"
5 of "	2177-031 - Stefanoni, Carlo (Barbara)	04/30/87	"
5 of "	31-1394-04 - Steffen, Robert (Yarber, Alice)	05/12/87	"
5 of "	33-9380-07 - Stoner, Kendall (Carolyn)	06/08/87	"

RECORDS TRANSLITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 708-1378)

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TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

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	CDA - HOUSING MANAGEMENT CDA - ORIGINAL DOCUMENT RELEASE DATE	
6 of 10	113004-050 - Camp, Daniel, B.	04/02/87 1994
6 of "	76038040 - Campbell, Steven	03/13/87 "
6 of "	79003-120 - Canfield, Montgomery, S. (Lee W.)	04/23/87 "
6 of "	72-9739-06 - Cannon, Wallace (Debra)	11/13/87 "
6 of "	111-008-050 - Carbone, Michael (Tayman, Karen)	01/29/87 "
6 of "	76-5361-04 - Cardwell, Jeffery (Nora)	03/20/87 "
6 of "	85-156003-17 - Carey, Richard, S.	10/21/87 "
6 of "	84-4358-01 - Carr, William	11/05/87 "
6 of "	97-224008-15 - Carrol, Mabel, Janice	04/23/87 "
6 of "	76-0592-03 - Casella, Michael (Mary)	02/03/87 "
6 of "	84-0356-24 - Casper Jr., William	11/25/87 "
6 of "	78-3013-12 - Cassell, Charles (Shirley)	07/30/87 "
6 of "	102004-070 - Cavey, Steven (Debora)	11/20/87 "
6 of "	33-0433-07 - Chapman, Francis (Cathleen)	12/09/87 "

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>
6 of 10	76-9770-03 - Cheyfitz, Eric (Williams, Nancy)	07/30/87 1994
6 of "	11-0058-090 - Chiarizia, Carol, Lee	09/14/87 "
6 of "	72-176020-12 - Christopher Jr., James (Clark, Diane)	01/23/87 "
6 of "	71-8497-23 - Churchill, James (Nancy)	06/01/87 "
6 of "	78-0104-04 - Cimino, Michael (Edwards, Rae, Ann)	10/02/87 "
6 of "	2345-04 - Cirincione Jr., Anthony (Susan)	03/06/87 "
6 of "	78-0939-03 - Clark, Jeffery (Sandra)	07/16/87 "
6 of "	111007-050 - Clark, Melvin (Norma)	04/02/87 "
6 of "	76-8572-05 - Clayton, Charles (Catherine)	10/01/87 "
6 of "	78-1295-04 - Clayton, John (Lisa)	08/03/87 "
6 of "	71-8484-22 - Clough, Dennis (Carpenter, Erika)	09/14/87 "
6 of "	48-458 - Coard, John I.	01/05/87 "
6 of "	83-9454-04 - Cochran Jr., William	05/12/87 "
6 of "	31-4320-04 - Cogar, Mark, P.	07/14/87 "
6 of "	84-2316-11 - Corkran, Carolyn, F.	06/09/87 "
6 of "	1004-020 - Corkrin, Clyde, W.	03/16/87 "
6 of "	78-0943-07 - Cornett, Kyle (Evelyn)	06/15/87 "
6 of "	15228 - Cotter, James (Debra)	10/14/87 "
6 of "	76-180024-04 - Coster, Michael (Brenda)	09/21/87 "
6 of "	48-6332-03 - Cremen Jr., Joseph	06/01/87 "
6 of "	31-2721-02 - Cross, David (tammy)	10/14/87 "
6 of "	78-7996-12 - Crown, John (Lesia)	04/08/87 "
6 of "	33-5593-04 - Cugle, Stephen (Elida)	04/03/87 "
6 of "	78-195512 - Cullen, Larry (Kimberly)	04/07/87 "
6 of "	79-2702-12 - Curry, Jill, A.	09/30/87 "

RECORDS TRANSMITTAL AND RECEIPT

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P.O. BOX 375, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

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	CDA - HOUSING MANAGEMENT CDA - ORIGINAL DOCUMENT RELEASE DATE	
7 of 10	77-9742-14 - Dachille, Daniel (Deborah)	08/25/87 1994
7 of "	59-1963-02 - Dague, David (Elizabeth)	02/02/87 "
7 of "	76023-040 - Dalnekoff, Michael, D. (Diane C.)	03/13/87 "
7 of "	77-6680-02 - Day, Roberta, C.	08/10/87 "
7 of "	97030-020 - Doran, James (Terri)	08/25/87 "
7 of "	76-189023-07 - Dorn, Carol	10/02/87 "
7 of "	64-001-05473 - Doto, Martin	10/19/87 "
7 of "	110050-090 - Douglas, Nancy, Jane	08/25/87 "
7 of "	114011-020 - Dowling, Marie, Ann	10/20/87 "
7 of "	78-1631-02 - Dowling, Kevin (Carol)	03/20/87 "
7 of "	31-2547-04 - Downey, Vicki	05/12/87 "
7 of "	72-181002-12 - Downs, Linda, E.	04/02/87 "
7 of "	83-9041-02 - Dreier, Frederick (Marta)	09/02/87 "
7 of "	61-2396-03 - Drew, Barry (Margaret)	11/12/87 "

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>
7 of 10	65-5714-17 - Dyer, Jean, Marie	09/04/87 1994
7 of "	93-2877-12 - Dyson, John (Gladys)	06/29/87 "
7 of "	78-158004-15 - Ecker, Troy (Melissa)	11/20/87 "
7 of "	79-2020-17 - Elam, Thomas, E.	07/22/87 "
7 of "	72-1258-23 - Elliott, Charles, W.	11/12/87 "
7 of "	98013-120 - Ellis Jr., Howard (Judy)	10/20/87 "
7 of "	84-3784-03 - Ellis, Timothy (Deborah)	11/05/87 "
7 of "	84-15409-18 - Estabrook, Peter	11/05/87 "
7 of "	78-9050-15 - Estes, Mary, Jo	10/20/87 "
7 of "	84-0256-04 - Etzel, Martin, J.	04/29/87 "
7 of "	76-2166-04 - Eybs, Joseph (Mary)	04/02/87 "
7 of "	71-7493-12 - Eyler, Allan (Leslie Hutzell)	12/07/87 "
7 of "	64-5854-02 - Fadeley, David, M.	09/29/87 "
7 of "	77-4093-22 - Fairbank, Eric (Margaret)	11/13/87 "
7 of "	#WH124-1495 - Fairley, William, L. (Martha)	06/25/87 "
7 of "	30-3985-03 - Fassett, Linda, Y.	11/02/87 "
7 of "	85-156020-17 - Fellin, Earl, E.	07/14/87 "
7 of "	76-7444-04 - Feur, William (Deborah)	02/24/87 "
7 of "	78-1086-02 - Fickler, Mark (Julie)	10/21/87 "
7 of "	78-2418-03 - Figgs, Thomas (Christina)	04/13/87 "
7 of "	64-8937-03 - Finch, Phillip, E.	03/13/87 "
7 of "	78-163012-14 - Fischbeck, Christian, W.	10/21/87 "
7 of "	76-2511-05 - Fisher, Paul (Martha)	02/24/87 "
7 of "	61-001-00082 - Flynn, George	09/29/87 "

RECORDS TRANSLITTAL AND RECEIPT

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8 of 10	76-5353-15 - Blanchard, Judith, M.	08/21/86	1993
8 of "	78-4967-03 - Bolt, Lenora, G.	08/18/86	"
8 of "	78021-170 - Booth, Craig, T.	10/16/86	"
8 of "	64-092-020 - Bornstein, Mervyn (Lena)	09/16/86	"
8 of "	67-009-020 - Brewis, Beverly, C. (Smelser Jr., Robert E.)	09/17/86	"
8 of "	67-5622-18 - Brooks, Frances	07/24/86	"
8 of "	78-211012-05 - Brown, Timothy (Carolyn)	09/16/86	"
8 of "	64-9860-03 - Burdekin, Robert, F.	08/22/86	"
8 of "	64-9539-04 - Butschky, Richard(Whitaker, Cynthia)	11/01/86	"
8 of "	78-1643-02 - Calianno, Joseph (Susan)	08/07/86	"
8 of "	84-70169-03 - Cannavlae, Thomas (Cynthia)	10/24/86	"
8 of "	74-79061-09 - Carter, Ardell	09/19/86	"
8 of "	111016-050 - Christian, Raymond (Linda)	09/19/86	"
8 of "	71-5610-03 - Cole, Otha (Marion)	08/13/86	"
8 of "	83-9610-04 - Crawford, Robert (Elizabeth)	10/07/86	"

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>	
8 of 10	70025-020 - Crogran, Michael (Deborah)	07/28/86	1993
8 of "	71-7351-12 - Crone, Donald (Susan)	10/15/86	"
8 of "	50-169032-04 - Czawleytko, Robert (Deborah)	09/22/86	"
8 of "	85005-090 - Elder, Kevin (Bonnie)	09/15/86	"
8 of "	85005-090 - Elder, Kevin, J. (Elder, Gerald, D.)	09/15/86	"
8 of "	64-8967-07 - Eppard, Martin (Gwyn)	08/28/86	"
8 of "	79-2695-02 - Evans Jr., Hubert (Mary)	09/17/86	"
8 of "	83-0130-03 - Fink, Stella (Sarah)	06/05/86	"
8 of "	64-8691-02 - Gable, Mark (Kimberly)	10/28/86	"
8 of "	64-178009-02 - George Jr., William (Tania)	10/15/86	"
8 of "	83-9092-03 - Grant, Berry (Kara)	09/19/86	"
8 of "	76-5578-04 - Goldstein, Gerald (Karen)	07/ /86	"
8 of "	5171-030 - Gilmore, Joan, Y.	12/24/86	"
8 of "	64-5474-04 - Gover, Ronald (Gronberg, Georgiana)	05/07/86	"
8 of "	8204-040 - Harbaugh, Alice (Butler, Gerad)	12/01/86	"
8 of "	64-5701-02 - Pegg, Michael, D. (Beverly)	09/18/86	"
8 of "	8184-020 - Reed, James, Howard	08/06/86	"
8 of "	8286-040 - Sanzone, Joseph (Carol)	06/06/86	"
8 of "	79-5526-03 - Schultz Jr., Robert (Christine)	10/27/86	"
8 of "	31-3096-03 - Schwatka, Robert (Deborah)	10/17/86	"
8 of "	35-3632-09 - Sheehan, John, P.	09/22/86	"
8 of "	78-9757-03 - Sheehan, Peter (Valentin, Cynthia)	07/22/86	"
8 of "	30-80-020 - Scible, William (Phyllis)	08/18/86	"
8 of "	64-175005-22 - Scott, Ruth, A.	10/28/86	"
8 of "	84-9249-23 - Smith Jr., David (Pamela)	08/05/86	"
8 of "	48-3713 - Smith, Michael	06/26/86	"

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 708-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE REC'D
2. AGENCY Dept. of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S)
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	NO. OF CU. FT.	
5. AGENCY OFFICIAL	PHONE NO. 974-2178	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)
9 of 10	61-2085-04 - Gephardt, George, B.	02/09/87 1994
9 of "	70013-020 - Germuth, Steven, S. (Evangelista, Carol A.)	11/02/87 "
9 of "	71-8571-04 - Gilberto, Gino (Darlene)	10/30/87 "
9 of "	83-5551-02 - Gillespie, Michael (Kathleen)	02/24/87 "
9 of "	78-249001-04 - Gillis, Lawrence (Stacy)	07/20/87 "
9 of "	31-3100-02 - Givens, John (Cheryl)	08/03/87 "
9 of "	71-8242-14 - Glacken, Martha, L.	08/17/87 "
9 of "	85-155011-09 - Glass, Anthony	03/06/87 "
9 of "	76-2889-12 - Glick, C., Allen (Mioma)	02/02/87 "
9 of "	76-030-040 - Glorioso, Francis, X. (Jeanne, M.)	03/13/87 "
9 of "	92046-140 - Glossner, William (Dierdre)	10/21/87 "
9 of "	125006-170 - Godbey, Matthew, B.	10/21/87 "
9 of "	78-9661-04 - Goetz, Daniel, J.	10/21/87 "
9 of "	78-2373-04 - Goldbeck, Jr., Paul (Miller, K.)	07/15/87 "
9 of "	33-1493-07 - Golden, Wayne (Moyer, Candance)	11/02/87 "

USE UNLINED PAPER FOR CONTINUATION PAGES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>
9 of 10	76-1924-03 - Golombeck, Nancy, M.	10/02/87 1994
9 of "	83-9148-24 - Goodyear, Richard (Rosalie)	09/02/87 "
9 of "	#GB-29-170-1082 - Gosbee, Sandra, M.	06/12/87 "
9 of "	68-2074-02 - Gossman, John, W.	08/10/87 "
9 of "	3137-040 - Grainger, Raymond (Sandra)	12/07/87 "
9 of "	100009-140 - Grant, Madeline, W.	10/21/87 "
9 of "	72-9333-06 - Grant, Rhett	11/12/87 "
9 of "	31028614 - Jefferies, James (Carol)	10/23/87 "
9 of "	5302-041 - Kirby Sr., Robert, L. (Boone, Vanessa G.)	06/04/87 "
9 of "	76-2639-04 - Kleiver, John (Koepper, Kim)	04/02/87 "
9 of "	84-3084-11 - Linthicum, Deborah, P.	05/05/87 "
9 of "	78-166006-19 - Moxley, Richard (Maxine)	05/12/87 "
9 of "	78-9049-12 - Reckling, Leroy (Donna)	02/03/87 "
9 of "	63-5146-20 - Sampson III, Marvin (Emilie)	10/14/87 "
9 of "	72-562-45810 - Sanchez, Armando, J. (Carmen)	11/27/87 "
9 of "	5044-030 - Sands, Richard	07/27/87 "
9 of "	61-5341-03 - Sanza, Charles (Donna)	03/09/87 "
9 of "	76-2229-04 - Savage, David (Patricia)	10/07/87 "
9 of "	33-6575-07 - Schaeffer Jr., Melvin (Elouise)	04/27/87 "
9 of "	78-1290-12 - Schisler, Robert (Sharon)	10/23/87 "
9 of "	61-3656-04 - Schessler III, John, J.	06/25/87 "
9 of "	79-5018-03 - Schneider, Stephen, Jay (Merribeth)	01/23/87 "
9 of "	78-177022-14 - Schneider III, William (Paula)	07/17/87 "
9 of "	83-8721-03 - Schools, Michael (Edna)	11/20/87 "
9 of "	83-832802 - Schriefer, William (Patricia)	02/24/87 "

RECORDS TRANSFERRAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 700-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.006.01	ACCESSION NO.	DATE REC'D
2. AGENCY Dept. of Housing and Community Dev.		
3. DIVISION/UNIT Housing Management (Single Family)	LOCATION - RANGE	SECTION(S) NO. OF CU. FT.
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL	PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BCL NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
10 of 10	101009-020 - Strauss, Karen Lynn	06/12/87 1994
10 of "	#MS47-170 - Strickland, Paul (Fernandes, Maria)	01/13/87 "
10 of "	97003-20 - Strott, Gregory, G.	04/20/87 "
10 of "	33-9946-07 - Stultz, Mark, A. (Deborah, E.)	03/27/87 "
10 of "	8382-021 - Sudbrook, Mark	06/26/87 "
10 of "	76010-040 - Sugar, Millon (Pilar, D.)	06/30/87 "
10 of "	5292-181 - Sullivan, Mary, E.	01/09/87 "
10 of "	76-2196-03 - Sullivan, Mary, P.	11/27/87 "
10 of "	76-7374-04 - Sunell, Josph, Lee	05/07/87 "
10 of "	3121-031 - Svezese, Delores	07/07/87 "
10 of "	37-0218-12 - Sweadner, Gareth (Marie)	07/22/87 "
10 of "	220-017-12 - Sweazen, Ronald, J. (Barbara, A.)	09/25/87 "
10 of "	76-187009-02 - Sweeney, Shawn (Karen)	11/27/87 "
10 of "	102011-070 - Sweeney, Stephen	10/23/87 "
10 of "	68-5035-03 - Sweston Jr., Norman (Joan)	09/30/87 "

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>	<u>Disposal Date</u>	
10 of 10	84-1442-04 - Switaj, Susan, H.	11/25/87	1994
10 of "	76-187007-02 - Synan Jr., David (Faye)	10/08/87	"
10 of "	8192-030 - Thanner, Joseph (Jayne)	04/30/87	"
10 of "	78-8179-04 - Thiess Jr., George (Sue)	02/04/87	"
10 of "	#51110-170 - Thomas, David (Barbara)	06/18/87	"
10 of "	33-1572-07 - Thomas, Deborah, Anne	06/09/87	"
10 of "	76-3047-03 - Thomas, Jeffery	01/06/87	"
10 of "	50-168020-02 - Thomas, Jerry (Copeland, Diana)	12/10/87	"
10 of "	82009-200 - Thompson, Jackie (Peggy)	12/30/87	"
10 of "	64-178015-02 - Thompson, James (Roxanne)	01/23/87	"
10 of "	76-9519-24 - Thompson, Keith (Hentz, Jane)	04/20/87	"
10 of "	92003-140 - Thompson, Michael (Kim)	07/14/87	"
10 of "	3-5245-03 - Thompson, R., Roxanna	07/09/87	"
10 of "	74-7247-14 - Thrush, Mark (Wanda)	05/05/87	"
10 of "	63-5226-18 - Tisdale, William (Mattie)	12/30/87	"
10 of "	78-1726-02 - Tities, Raymond	07/27/87	"
10 of "	3464-040 - Topper, Catherine, Denise	08/24/87	"
10 of "	72-2069-04 - Townsend, Richard, R.	11/13/87	"
10 of "	1877-040 - Tracey, Thomas, R.	03/16/87	"
10 of "	3685-030 - Vogelpohl, Joseph (Susan)	12/08/87	"
10 of "	71-7387-14 - Vuncannon, James (Debbie)	07/16/87	"
10 of "	76-1783-02 - Wagner, Jeffery (Linda)	02/09/87	"
10 of "	1892-020 - Ward Jr., James, R.	03/19/87	"
10 of "	5617-241 - White, Jeffery, L. (Robin Lynn)	07/23/87	"

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.01.01

DEPT. HOUSING & COMMUNITY DEV
AGENCY

OFFICE OF FINANCE-ACCOUNTING
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
89W508	ASSETS CONTROL, ADMIN	1460	1E	FY 86	9	1/93	RECYLED
89W313	ADMINISTRATIONS	1460	1E	FY 87	52		
89W509	REMITTANCES, ASSETS CONTROL	1460	1E	FY 87	21		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

2/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 370120 06.01.01</p> <p>AGENCY DHCD</p> <p>DIVISION/UNIT Office of Finance - Acctg</p> <p>MAILING ADDRESS 45 Calvert St Annapolis Md 21401</p> <p>AGENCY OFFICIAL Debrah L. Tolson DEBRAH L. TOLSON 974-3250</p>	<p>ACCESSION NO. 896508</p> <p>DATE RECD 11-22-88</p> <p>LOCATION - RANGE 107</p> <p>SECTIONS 21</p> <p>NO. OF CU. FT. 9</p> <p>RECORDS CENTER MANAGER</p>
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
89	<u>FY 1986</u> <u>Assets Control</u> Fixed Assets	Sch. # 1031 Item # 1E ¹⁴⁶⁰ July 93
90	Fixed Assets	
91	<u>Administration</u> Correspondence	<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">C</div> <p style="font-size: 1.5em;">2-6-93</p>
92	Correspondence	
93	<u>General Acctg</u> W/F	
94	W/F	
95	W/F	
96	<u>Research Control</u> Centrex Bill (Jan 86 - Aug 86)	
97	Centrex Bill (Sept 86 - Dec 86)	

RECORDS TRANSMITTAL AND RECEIPT

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.20		ACCESSION NO. 89W313	DATE REC'D 9-21-88
2. AGENCY Department of Housing & Community Development		LOCATION - RANGE 2	NO. OF CU. FT. 52
3. DIVISION/UNIT Office of Finance - Accounting		SECTIONS 16-17	RECORDS CENTER MANAGER
4. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		5. AGENCY OFFICIAL <i>Deborah L. Tolson</i> Deborah L. Tolson 301/974-3250	
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>Fiscal Year 1987 - Administrations</u> <u>1994 FY</u>	
1	C/A 87' Incoming letters	Sch. 10317 1460 Item # IE 7/94 Missing - 2,3+4 Boxes # 127 Disposal 3/6/93 PH
2	Chron Files 12/89 Clearance Forms	
3	Bopw's & News Releases	
4	Payroll Check Receipts 3/87 & 6/87 4/86 - 7/86 Chron File	
5	Vendor calls, Inv./Exp. Cash Receipts	
6	Time Sheets 85&86, DP 87, Mile Report	
7	Payroll, Inv. 1-6	
8	Monthly Reps 82-86	
9	Acct. P.O.'s, Chron file	
10	CD's verification	
11	CD's verification	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE • 706-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20	ACCESSION NO.	DATE REC'D
b) AGENCY Department of Housing & Community Development		
c) DIVISION/UNIT Office of Finance - Accounting	LOCATION - RANGE	SECTION(S)
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401	NO. OF CU. FT.	
e) AGENCY OFFICIAL Deborah L. Tolson	PHONE NO. 301/974-3250	
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>FY 1987 Transmittals</u>	<u>1994 FY</u>
		<u>1031-E</u>
12	1-30	↓
13	31-52	↓
14	53-73	↓
15	74-95	↓
16	96-110	↓
17	111-126	↓
18	127-151	↓
19	152-168	↓
20	167-187	↓
21	188-207	↓
22	208-222	↓
23	223-239	↓
24	240-254	↓
25	255-276	↓
26	277-296	↓

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 37.01.20		ACCESSION NO.	DATE REC'D
b) AGENCY Department of Housing & Community Development		LOCATION - RANGE SECTION(S) NO. OF CU. FT.	
c) DIVISION/UNIT Office of Finance - Accounting			
d) MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <i>Deborah L. Tolson</i> Deborah L. Tolson		PHONE NO. 301/974-3250	
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)	
	FY 1987 Transmittals (con't)	1994 FY	1031-E
42	562-580	↓	↓
43	581-599		
44	600-616		
45	617-634		
46	635-654		
47	655-670		
48	671-690		
49	691-706		
50	707-724		
51	725-739		
52	740-743		

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R2

S16-17

Missing Boxes

~~from 1 to 11~~

2 Empties

S-17

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37 0120 06.01.01	ACCESSION NO. 89W509	DATE REC'D 11-22-88
2. AGENCY D.H.C.D	LOCATION - RANGE: 109 SECTION(S): 13 NO. OF CU. FT.: 21	
3. DIVISION/UNIT Office of Finance - Acctg		
4. MAILING ADDRESS 45 Calvert St Annapolis Md 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Deborah L Tolson DEBORAH L TOLSON 974-3250	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>FY 1987</u> <u>Remittances</u>	
53	A - B	Sch. # 1031,460 Item # 1E July 1994 2-6-93
54	Braddock - Co. Comm. Caroline	
55	Cranford - Exxon	
56	F (misc) - Hooper	
57	Hooper - Macsorley	
58	Maddox - Ossman	
59	P (misc) - S (misc)	
60	Sage Publication - Utterbach	
66	W (misc) - Zinder	
	<u>Assets Control</u>	
61	Fixed Assets	
62	Fixed Assets	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 780-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 370120	ACCESSION NO.	DATE REC'D
b) AGENCY DHCD		
c) DIVISION/UNIT Office of Finance - Acctg	LOCATION - RANGE	NO. OF CU. FT.
d) MAILING ADDRESS 45 Calvert St Annapolis Md 21401	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Deborah L Tolson DEBORAH L TOLSON 974-3250	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)
63 64	<u>Assets Control</u> Material + Supplies Material + Supplies	
65	<u>Research Control</u> Inter-Agency invoices	
67	<u>Gen. Acctg.</u> PO Closed	
68 69 70	<u>Administration</u> Correspondence Correspondence Correspondence - Mileage Rept.	

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

06.03.01

DEPT. HOUSING & COMMUNITY DEV
AGENCY

HOME IMPROVEMENT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
87W164	PROMISORY NOTES PAID IN FULL	1212	3		4	1/93	RECYLED



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E
AND RECEIPT

06.03.01

Accession No.

87W164

Date received

9-8-86

1. From: (Name, Division, Address or Agency)
Dept of Economic & Communit Development
45 Clavert Street
Annapolis, Md 21401 *Home Improvement*

Signature
Title

2. Building and Room
Attman Glazer Bld

3. Phone
269-2795

4. To: State Records Center

5. Signature: (Agency Official)
Nancy S. Rase
Nancy S. Rase

6. No. of Cu.Ft.
4 8 cu Ft. Storage needed

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
R-28	1 of 4	Promisory notes paid in full, (closed files of loans)	1029-3 12/30/92
S-32	2 of 4	Promisory notes paid in full	1029-3 12/30/92
	3 fo 4	Closed files of paid off loans	1029-3 12/30/92
	4 fo 4	Closed files of paid off loans	1029-3 12/30/92
R-154			
S-23			

Jan. 1993
1212 #3
3-6-93

(Use Plain Unlined Paper For Continuation Pages)

87 W/64

R-28

S-32

Boxes - 1 thru 4

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

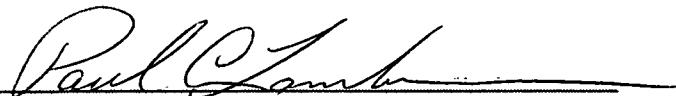
CERTIFICATE OF RECORDS DISPOSAL

06.01.01

DEPT. OF HOUSING & COMMUNITY DEV.

OFFICE OF FINANCE-ACCTG
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
89W311	TRANSMITTALS	1460	1E	FY 86	88	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

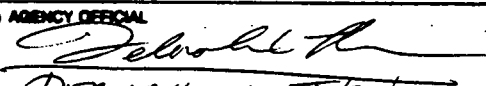
1. AGENCY CODE 37.01.20.004.004		ACCESSION NO. 89W311	DATE REC'D 9-21-88
2. AGENCY Department of Housing & Community Development		LOCATION - RANGE: 36 SECTIONS: 2-4 NO. OF CU. FT.: 88	
3. DIVISION/UNIT Office of Finance - Accounting		RECORDS CENTER MANAGER	
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
5. AGENCY OFFICIAL Deborah L. Tolson		PHONE NO. (301) 974-3250	
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 8 9 10 11 12 13 14 15 16 17 18 19 20	FY 1986 Transmittals 1-23 24-44 45-64 65-86 87-109 110-132 133-158 159-180 181-200 201-224 225-246 247-265 266-283 284-304 305-332 333-356 357-378 379-406 407-429 430-450	1993 max Sch. 1460 1031 - 1E 7/93 *Missing Boxes # 55, 70 J-29-94	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 370120004004		ACCESSION NO.	DATE REC'D
b) AGENCY DHCD			
c) DIVISION/UNIT Office of Finance Acctg		LOCATION - RANGE SECTIONS	NO. OF CU. FT.
d) MAILING ADDRESS 45 Calvert St Annapolis MD 21401		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL  DEBORAH L. Tolson		PHONE NO. (301) 974-3250	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)	
	FY 1986 Transmittals (con't)	MAX 1993	1031 - E
21	451 - 473	↓	↓
22	474 - 494		
23	495 - 514		
24	515 - 535		
25	536 - 562		
26	563 - 580		
27	581 - 601		
28	602 - 620		
29	621 - 640		
30	641 - 657		
31	658 - 675		
32	676 - 693		
33	694 - 714		
34	715 - 734		
35	735 - 751		
36	752 767		
37	768 - 783		
38	784 - 802		
39	803 - 811		
40	misc. - 192,662,231,652,331,700		

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 370120 004 004	ACCESSION NO.	DATE REC'D
2. AGENCY DHCD		
3. DIVISION/UNIT Office of Finance - Acctg	LOCATION - RANGE	NO. OF CU. FT.
4. MAILING ADDRESS 45 CA/West St Annapolis Md 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Deborah L. Tolson	PHONE NO. (301) 974-3250	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>FY 1986 - Adjustments (see P. 5)</u>	<u>1993 MAX</u>
41	Stars 120 & 140	1031 - E
42	Allocations	
43	Allocations/Supply	
	<u>FY 1986 - Misc.</u>	
44	Contracts	
45	PO's	
46	Cancell Check Request	
47	Inventory, Est. Revenue	
	<u>FY 1986 - Contracts</u>	
48	370125	
49	370124	
50	370123	
51	370123/24	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 370120 004 004</p> <p>2. AGENCY DHCD</p> <p>3. DIVISION/UNIT Office of Finance - Acctg</p> <p>4. MAILING ADDRESS 45 Calvert St Annapolis MD 21401</p> <p>5. AGENCY OFFICIAL Debra L Talbot PHONE NO. (301) 974-3250</p>		<p>ACCESSION NO.</p> <p>DATE REC'D</p> <p>LOCATION - RANGE</p> <p>SECTION(S)</p> <p>NO. OF CU. FT.</p> <p>RECORDS CENTER MANAGER</p>	
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>			
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>	
<p>52</p> <p>53</p> <p>54</p> <p>55</p> <p>56</p> <p>57</p> <p>58</p> <p>59</p> <p>60</p> <p>61</p> <p>62</p> <p>63</p> <p>64</p> <p>65</p> <p>66</p>	<p><u>FY 1986 - CD's</u></p> <p>Various</p> <p>Various</p> <p>Various</p> <p>Various Div - 24</p> <p>#'s 34 - 164</p> <p>#'s 165 - 331</p> <p>Folders 3 - 7</p> <p><u>FY 1986 - Vouchers</u></p> <p>A - B</p> <p>C - Des</p> <p>Dev. - Gn</p> <p>Go - K</p> <p>L - Mn</p> <p>Mo - Q</p> <p>R - S</p> <p>T - Z</p>	<p style="text-align: center;"><u>1993 - MAX</u></p> <p style="text-align: center;"><u>1031 - E</u></p>	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 370120 004 004	ACCESSION NO.	DATE REC'D
2. AGENCY DHCD	LOCATION - RANGE SECTION(S)	
3. DIVISION/UNIT Office of Finance - Rec'd		
4. MAILING ADDRESS 45 Calvert St. Annapolis MD 21401	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>[Signature]</i>	PHONE NO. 974-3250	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)
	FY 1986 Adjustments (see p. 3) 1993 MAX	1031 - E
67	DAS 119 (RCS - 1 - 110)	↓
68	DAS 119 (RCS - 1 - 252)	
69	DAS 119 (Various)	
70	DAS 119 A/R	
71	DAS 119 (All Divisions)	
	FY 1986 Contracts (Vendors)	
72	All Divisions	
73	All Divisions	
74	All Divisions	
75	370121 - 23	
	FY 1986 - Misc.	↓
76	Payroll Receipt/Clearance Forms	
77	A/R Invoices	
78	Payroll Receipt/BPW	
79	Payroll Jobs #16	
80	Check Receipt/Clearance Forms	
81	Centrex	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 37.01.20.004.004</p>	<p>ACCESSION NO.</p>	<p>DATE REC'D</p>
<p>2. AGENCY DHCD</p>		
<p>3. DIVISION/UNIT Office of Finance-Accounting</p>	<p>LOCATION - RANGE</p>	<p>NO. OF CU. FT.</p>
<p>4. MAILING ADDRESS 45 Calvert Street Annapolis, Maryland 21401</p>	<p>RECORDS CENTER MANAGER</p>	
<p>5. AGENCY OFFICIAL Deborah L. Tolson</p>	<p>PHONE NO. 974-3250</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>
<p>88</p>	<p><u>FY 1986 Contracts (Vendors)</u> 37.01.21-23</p> <p><u>FY 1986 - MISC.</u></p> <p>82 Supply order invoice 83 A/R Ledgers/Invoices 84 Cash Receipt 85 Cash Register Documents 86 MISC - SMCC/MHFP/CDA 87 Contracts 20-24</p>	

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R-36

S-2-4

Missing Boxes

55 + 70

9 Emptyies

S-4

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.02

DEPT. HOUSING & COMMUNITY DEVELOPMENT

CCA/CODES ADMIN.
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W53	IBMH MANUFACTURES CORRES	1221	2	1980-83	2	1/94	RECYCLED
93W633	ENERGY REPORT FORMS	1221	10	1982-83	1		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Housing & Community Development		ACCESSION NO. 92W53	DATE REC'D 7-30-91
B. DIVISION/UNIT CAA/Codes Administration			RM CODE 06-02
C. MAILING ADDRESS 100 Community Place Crownsville, MD 21032-2023		LOCATION RANGE SECTION(S) 4 26	NO. OF CU. FT. 2
D. PHONE NO. (301) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		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 ---
14 1.	IBMH manufacturers correspondence; 1980-1983	Schedule 1221 Item 2 disposal 1993
15 2.	IBMH manufacturers correspondence and insignia receipts; 1983	1221, Item 2 disposal 1993 1/94 <u>Disposal</u> 1/10/94 JCS

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Housing & Community Development		ACCESSION NO. 93W633	DATE REC'D 11-6-92
B. DIVISION/UNIT CAA/Codes Administration			RM CODE 06.02
C. MAILING ADDRESS 100 Community Place Crownsville MD 21032-2023		LOCATION RANGE SECTION(S) 34 12	NO. OF CU. FT. 1
D. PHONE NO. (410) 514-7220		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL James C. Hanna, Director, Codes Admin.		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)	Energy Report Forms 82-83	Schedule 1221 Item 10 Disposal 1994 <i>Jan.</i> <i>Disposal</i> <i>1/29/94</i> <i>ggs</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

06.03

DEPT. HOUSING & COMMUNITY DEVELOPMENT

HOUSING MGMT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W987	SINGLE FAMILY RELEASES	1210	15	1985-88	2	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS 550-2

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 25-006-1 B. DIVISION/UNIT HOUSING MANAGEMENT DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (1984-1990 SINGLE FAMILY LOG & DAILY CASH RECEIPTS)	ACCESSION NO. LOCATION RANGE SECTION(S)	DATE REC'D RM CODE NO. OF CU. FT.
C. MAILING ADDRESS 100 COMMUNITY PLACE CROWNSVILLE, MD 21032-2023	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
D. PHONE NO. (410) 514-7589	E. AGENCY OFFICIAL <i>Bill Deane</i>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#2	SINGLEFAMILY RELEASES--LOG BOOKS, DAILY CASH RECEIPTS, FINANCIAL MEMOS CDA--FILED IN ORDER LISTED: 1984 - 1986 SINGLE FAMILY MORTGAGE LOAN PAYOFF LOG 1987 SINGLE FAMILY MORTGAGE LOAN PAYOFF LOG 1988 COPIES OF SINGLE FAMILY PAYOFF CHECKS 1987 DOCUMENT CONTROL LOG 1988 DOCUMENT CONTROL LOG 1989 DOCUMENT CONTROL LOG 1988 CDA FINANCIAL MEMO LOG 1985 - 1986 DAILY CASH RECEIPT LOG 1987 - 1990 INCOMING CHECKS LOG (4 BOOKS) 1989 - 1990 #40 & #50 LOANS 1989 - 1990 #48 LOANS 1988 CHECK RECEIVED LOG 1987 CHECK RECEIVED LOG 1989 - 1990 SPECIAL LOAN LOG IN BOOKS: HELP RECP LICORP IPP	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
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CERTIFICATE OF RECORDS DISPOSAL

06.03.02

DEPT. HOUSING & COMMUNITY DEV

CDA/FINANCE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W811	SINGLE FAMILY PROGRAM	1208	4		12	1/94	RECYCLED
89W1137	SINGLE FAMILY PROGRAM	1208	4		16		


Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/94
Date

E

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

1. AGENCY CODE 37.01.25.001.02 <i>06.03.02</i>		ACCESSION NO. <i>89W1137</i>	DATE REC'D <i>5-4-89</i>
2. AGENCY Department of Housing and Community Development		LOCATION - RANGE <i>120</i>	SECTION(S) <i>7</i>
3. DIVISION/UNIT Community Development Administration (Finance)		NO. OF CU. FT. <i>16</i>	
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL <i>Rishi R. Bhatia</i> Rishi R. Bhatia		PHONE NO. <i>4/17/89</i> 974-2942	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS <i>1 thru 14</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES File contains Single Family Program descriptions, income limits, proposed Single Family Programs and potential insurance programs	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) <i>1208</i> #937, Item #4 disposal date 1994 - <i>Jan.</i>
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R120

S7-~~7~~

60 Empties

S-7-9

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

06.03.03

DEPT. HOUSING & COMMUNITY DEV

HOUSING MGMT-SINGLE FAMILY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W1146	SINGLE FAMILY	922	13	1988	2	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS-550-2

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1575)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 37.01.25.002.01		06.03.03	ACCESSION NO. 89W1146	DATE RECD 5-11-89
2. AGENCY Department of Housing and Community Dev.				
3. DIVISION/UNIT Housing Management (Single Family)		LOCATION RANGE 120	EXTENSION 20	NO. OF CU. FT. 2
4. MAILING ADDRESS 45 Calvert Street Annapolis, MD 21401		RECORDS CENTER MANAGER		
5. AGENCY OFFICIAL <i>Gloria H. Jacobs</i>		PHONE NO. 974-2178	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	2. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	3. DATE	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 2	73517813 - Dodge, Earl W.	01-18-88	Schedule 922-13 1993 1994
1 of 2	84275024 - Funk, David (Valerie)	01-13-88	Jan. 1994
1 of 2	64166802 - Gress, David (Robin)	01-28-88	"
1 of 2	102019070 - Griego, Sherryl	01-19-88	"
1 of 2	73575213 - Gregory, Michael (Sandra)	01-18-88	"
1 of 2	23800223 - Hull, William (Patricia)	01-13-88	"
1 of 2	68791602 - Huff, David C.	01-24-88	"
1 of 2	93041020 - Hannigan, Robert J.	07-18-88	"
1 of 2	83318402 - Hall, Barry (Barbara)	01-21-88	"
1 of 2	5316020 - Hogarty, John (Cheryl)	No date in file	3-9-94
1 of 2	83926518 - Heneks, Jeffrey A.	01-06-88	
1 of 2	84291102 - Henderson, Richard (Anita)	01-22-88	
1 of 2	37165717 - Hatfield, Kim M.	02-22-88	
1 of 2	79177203 - Hebb, Nancy	No date in file	
1 of 2	37970020 - Kemp, Charles (Trudi)	02-22-88	"

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<u>Box No.</u>	<u>Description of Records With Inclusive Dates</u>		<u>Disposal Date</u>
1 of 2	31964504 - Kropp, Robert (Margie)	01-27-88	1993
1 of 2	8364030 - Koerner, Francis (Nancy)	02-08-88	"
1 of 2	7622301414 - Labishak, Stephen	02-01-88	"
1 of 2	84983104 - Loomis, Jeffrey (Cynthia)	01-22-88	"
1 of 2	72260112 - Lysczek, David P.	01-13-88	"
1 of 2	no # in file - Laque, James (Virginia)	No date in file	
1 of 2	1203031 - Marble, Scottie P.	06-16-88	"
1 of 2	3658030 - Marshall, Carl (Mary)	01-06-88	"
1 of 2	847008403 - Morris, Jon (Kim)	02-01-88	"
1 of 2	7002041794 - Moore, Douglas	01-04-88	"
1 of 2	79342703 - Macari, Brian (Snyder, Joan)	01-18-88	"
1 of 2	76219214 - Narango, Richard (Bobbi)	02-01-88	"
1 of 2	79221503 - Neal, Julia C.	01-18-88	"
1 of 2	84967302 - Oliff, Wayne F. (Amy E.)	01-27-88	"

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
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CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPT. OF EDUCATION

ACCOUNTING OFFICE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W883	TIME REPORTS	1606	2	FY 88	122	7/94	RECYCLED
92W930	ACCOUNTING	1606	2	FY 86-88	23		


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/94
Date

DGS-550-2

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

1. AGENCY CODE 36.01.01 07.01	ACCESSION NO. 92W883	DATE REC'D 2-7-92
2. AGENCY Department of Education	LOCATION - RANGE SECTION(S) 144 29-31	
3. DIVISION/UNIT A&F - Accounting Office		
4. MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	NO. OF CU. FT. 122	
5. AGENCY OFFICIAL Christine C. Williams	PHONE NO. 333-2181	RECCPOS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
FISCAL YEAR 1988		
1	Exception Time Report 10/7/87 - 12/29/87 & Check Register 9/8/87 - 11/3/87	1606 # 27/94 July 994A - 1998 Item 5+6 *Missing Boxes - 7-14, 21+112 10-15-94
2	Payroll - 12/3/86 - 10/6/87	
3	Payroll - 3/11/87 - 8/25/87 Payroll Notices	
4	Payroll Notices 8/26/87 - 1/12/88	
5	Payroll Notices 1/13/88 - 6/14/88	
6	Check Register 5/5/87 - 8/25/87	
7	Working Fund 1988	
8	Working Fund 1988	
9	Working Fund 1988	
10	Vendor Payment Reports	
11	Contractual Timesheets 7/1/87 - 2/2/88	
12	Contractual Timesheets 2/3/88 - 6/30/88	
13	Regular PR Check Register 11/17/87 to 6/88	
14	Exception Time Report 12/87 to 6/88	
15	Working Fund TLs 5/4/88 - 6/17/88	
16	Working Fund POs & TLs 7/15/87	
17	Working Fund Exp. Account TLs 1/6/88 - 3/2/88	
18	Working Fund Exp. Account TLs 3/8/88 - 4/29/88	
19	Working Fund Exp. Account TLs 10/7/87 - 11/27/87	
20	Grants Correspondence FY '82 - '84	
21	POs 85 pd 86; 88 pd 88 & SD Agencies 88 pd 88	
22	Grants Closed '87 & Pinks 84-87	
23	POs 87 pd 87 A-L	
24	POs 87 pd 87 M-Z	
25	POs 88 pd 88 A-M	
26	POs 88 pd 88	
27	FID Letters '88	
28	Grants Correspondence '84 - '87	

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01		ACCESSION NO.	DATE REC'D
AGENCY Department of Education			
DIVISION/UNIT A&F - Accounting Office		LOCATION - RANGE	NO. OF CU. FT.
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Christine C. Williams	PHONE NO. 333-2181	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	1 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4 DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSA
30	Accounts Payable TLs 21-38	994-6-1998
31	Accounts Payable TLs 39-54	
32	Accounts Payable TLs 55-68	
33	Accounts Payable TLs 69-79	
34	Accounts Payable TLs 80-94	
35	Accounts Payable TLs 95-103	
36	Accounts Payable TLs 104-118	
37	Accounts Payable TLs 119-128	
38	Accounts Payable TLs 129-140	
39	Accounts Payable TLs 141-154	
40	Accounts Payable TLs 155-164	
41	Accounts Payable TLs 165-176	
42	Accounts Payable TLs 177-186	
43	Accounts Payable TLs 187-198	
44	Accounts Payable TLs 199-209	
45	Accounts Payable TLs 210-221	
46	Accounts Payable TLs 222-229	
47	Accounts Payable TLs 230-240	
48	Accounts Payable TLs 241-253	
49	Accounts Payable TLs 254-260	
50	Accounts Payable TLs 261-271	
51	Accounts Payable TLs 272-286	
52	Accounts Payable TLs 287-300	
53	Accounts Payable TLs 301-316	
54	Accounts Payable TLs 317-325	
55	Accounts Payable TLs 329-336	
56	Accounts Payable TLs 337-348	
57	Accounts Payable TLs 349-353	
58	Accounts Payable TLs 359-371	
59	Accounts Payable TLs 372-381	
60	Accounts Payable TLs 382-389	
61	Accounts Payable TLs 390-403	
62	Accounts Payable TLs 404-411	
63	Accounts Payable TLs 412-419	

64

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 36.01.01		ACCESSION NO.	DATE REC'D
AGENCY Department of Education			
DIVISION/UNIT A&F - Accounting Office		LOCATION - RANGE	NO. OF CU. FT.
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Christine C. Williams	PHONE NO 333-2181	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPCSA)
65	Vendor Payment Detail Reports 1/1/88 - 3/31/88	994A-6-1998
66	Vendor Payment Detail Reports 4/1/88 - 6/30/88	
67	STARS 120 - ED1 - 467 & 100-462 6/86	
68	36.01.02 - Receipts & 36.01.01 - 7/86 - 9/86	
69	36.01.01 - Receipts - 10/86 - 6/87	
70	STARS HQ A30415 - FY 86 & FY 87; Receipts Journal FY 87; GAD Closing 6/86 & 6/87; HQ 14B	
71	STARS Monthly 36.01.02; CASH 12; HQ 14 7/86 - 6/87	
72	Working Fund - MISC. Case Services/Stars Reconciliation FY 85; CASH 12 FY 86 7/86 - 6/87	
73	Working Fund - Checks & Deposit Slips 7/86 - 6/87	
74	Aid to Education - Finance STARS Reports; Voc. Ed PRE and Final Reports; Delayed Payments	
75	Aid to Education - AID 1, IA & Trans. Reg. 5/87 Final 87; Aid 03 Report	
76	Aid to Education TLs #S70082 - 870107	
77	Aid to Education - STARS A30401, A30490, A30414; Refunds - Internal Adjustments	
78	Exception Time Reports 12/87 - 6/88	
79	Check Register - Regular Payroll 11/17/87 - 6/88	
80	Contractual Payroll Timesheets 7/87 - 2/88	
81	Contractual Payroll Timesheets 2/88 - 6/88	
82	6-87 thru 9-87 Daily Transaction HQ STARS A30401	
83	10-87 - 11-87 Daily Transactions HQ STARS A30401	
84	12-87 thru 2-88 Daily Transaction HQ STARS A30401	
85	3-88 thru 4-88 Daily Transaction HQ STARS A30401	
86	5-88 thru 6-88 Daily Transaction HQ STARS A30401	
87	Monthly Report 7/87 - 11/87 STARS HQ	
88	Monthly Report 12/87 - 4/88 STARS HQ	
89	7/87 - 6/88 STARS 120 ED1-ED535	
90	7/87 thru 4/88 Certificates of Deposit HQ	
91	7/87 thru 6/88 Certificates of Deposit Aid 7/87 - 6/88 & HQ 5/88 - 6/88	
92	10/87 thru 8/88 Mileage Cards	

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 CODE 36.01.01		ACCESSION NO.	DATE REC'D
AGENCY Department of Education			
DIVISION/UNIT A&F - Accounting Office		LOCATION - RANGE	NO. OF CU. FT.
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECCROS CENTER MANAGER	
AGENCY OFFICIAL Christine C. Williams	PHONE NO. 333-2181	TO BE COMPLETED AT STATE RECCROS MANAGEMENT CENTER	

BOX NUMBERS	1. DESCRIPTION OF RECCROS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
93		
✓ 94	7/87 thru 6/88 Working Fund Misc. and Bank Statements	994A-6-1998
✓ 95	M&T 870914 - 871021	
✓ 96	TL# 552164 - 552167	
✓ 97	TL# 552151 - 552157	
✓ 98	Case Services Journal of POs - FY 87, MY 88 FY 88	
✓ 99	FY 88m MY 88 DDS Blues	
✓ 100	TL# 552173 - 552176	
✓ 101	FY 88 210-14394 thru 310-11545	
✓ 102	FY 88 MY 88 DDS Blues	
✓ 103	FY 88 MY 88 DDS "out of" Sequence	
✓ 104	FY 88 MY 88 DDS Blues in Batch # Order	
✓ 105	FY 88 DDS - PO 993-220001 to 993-24999	
✓ 106	FY 88 DDS - PO 998-00600 to 998-01028	
✓ 107	DDS PO FY 88 993-250001 to 993-03999	
✓ 108	DDS PO FY 88 993-19000 to 993-21999	
✓ 109	DDS PO FY 88 993-14000 to 993-33836	
✓ 110	FY 88 Transmittal 030288 - 031188	
✓ 111	FY 88 TL# 552169 thru 552173	
✓ 112	FY 88 TL# 00031188 thru 00031588	
✓ 113	FY 88 310-11548 thru 340-99836	
✓ 114	FY 88 552177 thru 552184	
✓ 115	FY 88 552157 thru 552163	
✓ 116	FY 88 450-06784 thru 630-12050	
✓ 117	FY 88 MY 88 DDS Blues	
✓ 118	FY 87 Transmittals 00101787 - 00102870	
✓ 119	FY 88 040788A	
✓ 120	FY 88 DDS Blues	
✓ 121	FY 88 FY88/MY88 DDS Blues	
✓ 122	Blue DDS FY 88	994A-6-1998

R-144

S-29-31

Boxes missing
7-14 & 21 + 112

19 empty
R144 S32

RECEIVED

NOV 6 1991

RECORDS MANAGEMENT
DIVISION

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 36.01.01		ACCESSION NO. 07.01 92W930	DATE REC'D 2-21-92
2) AGENCY Department of Education		LOCATION - RANGE 43	NO. OF CU. FT. 23
3) DIVISION/UNIT A&F - Accounting Office		SECTIONS 15-16	RECORDS CENTER MANAGER
4) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
5) AGENCY OFFICIAL Christine C. Williams	PHONE NO. 333-2181		

BOX NUMBERS	1. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
Box 1	550201 - 550358 Interagency Aid & Headquarters	994^A-1998 July 1606#2 7/94 9/13/94 EPS
Box 2	550401 - 550441 " " "	
Box 3	550442 - 550826 " " "	
Box 4	551001 - 551088 " " "	
Box 5	551089 - 551154 " " "	
Box 6	551155 - 552133 " " "	
Box 7	552134 - 553250 " " "	
Box 8	553260 - 554012 " " "	
Box 9	554013 - 554023 " " "	
Box 10	554024 - 556016 " " "	
Box 11	556017 - 556057 " " "	
Box 12	440000 - 440050 Expenditure MA to Annapolis	
Box 13	440051 - 440099 " " "	
Box 14	440100 - 440122 " " "	
Box 15	450001 - 450070 Returned Checks, Cancellations & Increases	
Box 16	650000 - 650114 " " " "	
Box 17	650115 - 650235 Returned Checks, Cancellations & Increases	
Box 18	650236 - 650295 " " " "	
Box 19	980000 - 980081 Expenditure Adj., Transition Update, Hdq only, Bulk Adj	
Box 20	980082 - 980017 " " " "	
Box 21	980183 - 980300 " " " "	
Box 22	Master Control LOC, Data Input Unit, Book FY86,87,88	
Box 23	P O FY86, Admin 87, P O FY87 Paid in FY86, P O FY88 Paid in 88	

DEPARTMENT OF GENERAL SERVICE
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPARTMENT OF EDUCATION

A&F-ACCOUNTING OFFICE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W468	ACCOUNTING RECORDS	1606	2	FY 87	143	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 36.01.01		ACCESSION NO 0701		DATE REC'D 11-9-90	
2) AGENCY Department of Education		91W468			
3) DIVISION/UNIT A&F - Accounting Office		LOCATION - RANGE 142		SECTIONS 22-25	
4) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		NO. OF CU. FT. 143		RECORDS CENTER MANAGER	
5) AGENCY OFFICIAL Christine C. Williams		PHONE NO 333-2181		TO BE COMPLETED AT STATE RECCRDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FY 1987	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
1	Payroll Notices and Title Changes (4/9/86 - 9/9/86) and Address Changes 1986 (FY 86 - FY 87)	<p>1606 #2 994A-6-1997 7/94</p> <p>994A-6-1997 994A-5B-1997 994A-5B-1997</p> <p>144-95</p> <p>994A-5B-1997</p>
2	Payroll Notices (FY 87 9/10/86 - 3/10/87)	
3	Payroll Reports - 7/1/86 - 6/30/87	
4	Payroll Reports - #99, #26, #1 - #6	
5	Payroll Reports - #7 - #13	
6	Payroll Reports - #14 - #19	
7	Payroll Reports - #20 - #25	
8	Payroll Reports - #26, #99, Adjustments and Reconciliations	
9	Accounts Payable Gas and Oil Receipts FY 1987	
	Accounting Office - Miscellaneous Records FY 1987	
	(a) Communication "CORE" Minutes and Recommendations	
	(b) Accounting Office - Request for Leave Slips 1/1/87 - 8/30/87	
	(c) Receipts to be Deposited - 7/1/86 - 6/30/87	
	(d) Fellows Program Folder (POs & Miscellaneous) Refurbishing of Conference Rooms/R. Johnson and B. Gorham	
10	Mileage Cards 4/86 - 1/87	
11	Mileage Cards 1/87 - 10/87	
12	Working Fund TL's 7/86 - 9/86	
13	Working Fund TL's 9/86 - 10/86	
14	Working Fund TL's 11/86 - 12/86	
15	Working Fund TL's 1/87 - 3/87	
16	Working Fund TL's 3/87 - 5/87	
17	Working Fund TL's 5/87 - 6/87	
18	White Check Copies 7/86 - 6/87 & Working Fund TL's 6/87 - 7/87	
19	HQ Stars Monthly 4/87 - 6/87 & Daily 6/86	
20	HQ Stars Monthly 7/86 - 10/86 & Daily July, Aug. Oct.	
21	HQ Stars Monthly Report 7/86 - 11/86	
22	HQ Stars Monthly Report 12/86 - 3/87	
23	HQ Daily Transaction 9/86 - 2/87	
24	HQ Daily Transaction 3/87 - 6/87	

25 Payroll Contractual 6/11/86 - 2/3/87 & Timesheets 994A-5B-1997
 26 Positive Time Reports & Contractual Check Register
 1/86 - 12/86
 27 Payroll Exception Time Report 1/29/86 - 12/30/86
 28 Contractual Payroll & Timesheets 2/4/87 - 6/30/87
 29 Payroll Check Register 12/16/86 - 4/21/87
 30 Payroll Check Register 7/1/86 - 12/2/86
 31 Transmittals 478 - 493 7/1/86 - 6/30/87
 32 Transmittals 494 - 510 7/1/86 - 6/30/87
 33 Transmittals 511 - 521 7/1/86 - 6/30/87
 34 Agency Maintenance & Vendor Table Forms 7/29/86 - 6/30/87
 35 Transmittals 265 - 276 7/1/86 - 6/30/87
 36 Aid to Ed's Driver ED TL & Regular TL's FY 86
 860001 - 860023
 37 Transmittals 356 - 367 7/1/86 - 6/30/87
 38 GED TL Copies 83 - 87
 39 Transmittals 494 - 7/1/86 - 6/30/87
 40 Aid to ED Pro 5 Reports - Books 1&2 Aid Reconciliation
 Indirect Costs Audit Verifications
 41 Transmittals 192 - 204 7/1/86 - 6/30/87
 42 Transmittals 205 - 221 7/1/86 - 6/30/87
 43 Transmittals 222 - 233 7/1/86 - 6/30/87
 44 Transmittals 234 - 245 7/1/86 - 6/30/87
 45 Transmittals 246 - 264 7/1/86 - 6/30/87
 46 Transmittals Gas & Oil 7/87 - 6/88
 47 Transmittals 277 - 286 7/1/86 - 6/30/87
 48 Transmittals 287 - 300 7/1/86 - 6/30/87
 49 Transmittals 301 - 320 7/1/86 - 6/30/87
 50 Transmittals 173 - 191 7/1/86 - 6/30/87
 51 Transmittals 1 - 25 7/1/86 - 6/30/87
 52 Transmittals 26 - 39 7/1/86 - 6/30/87
 53 Transmittals 40 - 57 7/1/86 - 6/30/87
 54 Transmittals 58 - 73 7/1/86 - 6/30/87
 55 Transmittals TL 74 - 93 7/1/86 - 6/30/87
 56 Transmittals 94 - 107 7/1/86 - 6/30/87
 57 Transmittals 108 - 127 7/1/86 - 6/30/87
 58 Transmittals 128 - 147 7/1/86 - 6/30/87
 59 Transmittals 148 - 172 7/1/86 - 6/30/87
 60 Transmittals 321 - 331 7/1/86 - 6/30/87
 61 Transmittals 332 - 341 7/1/86 - 6/30/87
 62 Transmittals 342 - 355 7/1/86 - 6/30/87
 63 Transmittals 460 - 473 7/1/86 - 6/30/87
 64 Transmittals 368 - 380 7/1/86 - 6/30/87
 65 Transmittals 381 - 397 7/1/86 - 6/30/87
 66 Transmittals 398 - 411 7/1/86 - 6/30/87
 67 ~~67-A~~ Aid TL's 860075 - 860102
 68 Transmittals 428 - 443 7/1/86 - 6/30/87
 69 Transmittals 444 - 459 7/1/86 - 6/30/87
 70 Vendor Payment Detailed Reports 7/87 - 8/87
 71 Vendor Payment Detailed Reports 1/87 - 3/87
 72 Vendor Payment Detailed Reports 8/86 - 10/86
 73 Vendor Payment Detailed Reports 4/87 - 5/87
 74 Vendor Payment Detailed Reports 6/87 - 6/87
 75 VR Transmittals 050787E - 051887D
 76 VR Transmittals 050187B - 050787D
 77 VR Transmittals 042387A - 050187A
 78 VR Transmittals 060187E - 060887E
 79 VR Transmittals 052387H - 060187D
 80 VR Transmittals 051887 - 052387G

67-A - TL# 412 Thru
 TL# 427

- 81 VR Transmittals 062087B - 062087K
- 82 VR Transmittals 060887F - 062087A
- 83 VR Transmittals 062587A - 062587J
- 84 VR Transmittals 00121787G - 00010488A
- 85 VR Transmittals 072987A - 072987E
- 86 VR Transmittals 8787ABCD - 81387B
- 87 VR Transmittals 071687A - 071687J
- 88 VR Transmittals 062587 - 070187B
- 89 VR Transmittals 081387A - 090387D
- 90 VR Transmittals 013187 - 021487H
- 91 VR Transmittals 00081987B - 0008187E
- 92 VR Transmittals 00071687A - 0008197A
- 93 VR Transmittals 071687A - 071687I
- 94 VR Transmittals 031487A - 031487B
- 95 VR Transmittals 091787
- 96 VR Transmittals 091787D - 091787
- 97 VR Transmittals 091787A
- 98 VR Transmittals 090387E - 091187C
- 99 VR Transmittals 100787 - 100787
- 100 VR Transmittals Main. Trans. FY 87 Cycle 7
- 101 VR Transmittals Main. Trans. FY 87 Cycle 13
- 102 VR Transmittals 092487F - 100787D
- 103 VR Transmittals Main. Trans. FY 87 Cycle 20
- 104 VR Transmittals Main. Trans. FY 87 Cycle 18
- 105 VR Transmittals 00103187A - 0110587A
- 106 VR Transmittals 031487A - 031487H
- 107 VR Transmittals 030987A - 030987A
- 108 VR Transmittals 022887A - 030587C
- 109 VR Transmittals 022587A - 022587F
- 110 VR Transmittals 101787
- 111 VR Transmittals 040987C - 041687H
- 112 VR Transmittals 040487C - 040987B
- 113 VR Transmittals 032587C - 040487B
- 114 VR 1099 Forms for Calendar Year 1985
- 115 VR Transmittals 031487I - 032587B
- 116 Purchase Orders 101-16595 - 123-11358
- 117 Purchase Orders 123-11362 - 266-09198
- 118 Purchase Orders 266-09200 - 340-07699
- 119 Purchase Orders 340-07700 - 430-06837
- 120 Purchase Orders 450-05150 - 630-11600
- 121 Purchase Orders 101-17345 - 311-12361
- 122 VR Transmittals 0010287D - 00103187J
- 123 VR Transmittals 99215000 - 99209998
- 124 VR Transmittals 99207700 - 99214999
- 125 VR Transmittals 99200000 - 99207500
- 126 VR Transmittals 32007564 - 63011703
- 127 VR Transmittals 00121287C - 00121787F
- 128 VR Transmittals 99759008 - 9977285S
- 129 VR Transmittals 99755450 - 99759007
- 130 VR Transmittals 99231009 - 99752989
- 131 VR Transmittals 99220000 - 99231008
- 132 Purchase Orders FY 88 350-00001 - 450-06700
- 133 Purchase Orders FY 88 101-17573 - 210-14393
- 134 VR Transmittals TL #552140C-K - 552141-A-J
- 135 VR Transmittals 00120987
- 136 VR Transmittals 111987E - 112487
- 137 VR Transmittals 552149-A-N
- 138 VR Transmittals 111487 - 111987C

994-5B-1997



994-5B-1997

- 139 VR Transmittals 00010488B - 00010788
- 140 VR Transmittals 00032588AFGH - 0031588A, 55213500,
552141 - Hand TL
- 141 VR Transmittals 052143, 552142 (MISC), 512144,
552141KLM
- 142 FY 87 Budget CR, B/C, CANE, INC.

994-5B-1997



994-5B-1997

R-142

S-22-~~26~~ 25

Box # 52 - Missing

14 Empties

S-25-26

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

07.04

DEPT. OF EDUCATION

OFC COMMUNICATIONS & SPECIAL PROJECTS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W82	ASSESSMENT CTR PROGRAM	1263	1	1986-87	11	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MD State Department of Education	ACCESSION NO. 92W82	DATE REC'D 8-2-91
B. DIVISION/UNIT Office of Communications & Special Projects	RM CODE 07.04	
C. MAILING ADDRESS 200 W. Baltimore St. Baltimore, MD 21201	LOCATION RANGE SECTION(S) 3 / 34	NO. OF CU. FT. 11
D. PHONE NO. 333-2269	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dr. Charles L. Allen	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
	All boxes hold confidential information pertaining to the participants of the Maryland Assessment Center Program.	Schedule #1263 Items 1
1	Oct. 13 - 14, 1986	June 1994
2	Nov. 10 - 11, 1986	"
3	Jan. 19 - 20, 1987	" 7/94
4	Feb. 9 - 10, 1987	"
5	Mar. 2 - 3, 1987	"
6	Mar. 23 - 24, 1987	"
7	April 6 - 7, 1987	"
8	May 4 - 5, 1987	"
9	May 18 - 19, 1987	"
10	July 6 - 7 and Dec. 7 - 8, 1987	"
11	July 20 - 21, 1987	"
		Disposal 7/15/94

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

07.03.01

DEPT. OF EDUCATION

CERTIFICATION & ACCREDITATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
87W108	NON-PUBLIC TEACHERS	1219	4	1983-84	8	7/94	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/94
Date

DGS-550-2

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 36.01.01		ACCESSION NO. 07.03.01		87W108	DATE REC'D. 8-21-86
2) AGENCY MSDE		LOCATION - RANGE 14		SECTION(S) 15	NO. OF CU. FT. 8
3) DIVISION/UNIT C & A		MAILING ADDRESS 200 W. Balto. St. Balto. Md. 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>William L. Spem</i>		PHONE NO. 659-2161		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)			
1-8	Nonpublic Inactive Teachers Records	1032 1219 25 #4 1/92 <u>1983-84</u> 1991 7/94 Disposal 8/18/94 JMS			

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPT. OF EDUCATION

ACCOUNTING
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W1193	PAYROLL	1606	2	FY 86	133	7/94	RECYCLED
92W931	PAYMENT REPORTS	1606	2	FY88-89	5		


signature

RECORDS CENTER MANAGER
Title

07/21/94
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

a) AGENCY CODE <p align="center">36.01.01 07.01</p>	ACCESSION NO. <p align="center" style="font-size: 2em;">89W1193</p>	DATE REC'D <p align="center" style="font-size: 2em;">5-24-89</p>
b) AGENCY Department of Education		
c) DIVISION/UNIT A&F - Accounting Office	LOCATION - RANGE SECTIONS <p align="center" style="font-size: 2em;">114 26-30</p>	NO. OF CU. FT. <p align="center" style="font-size: 2em;">133</p>
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Christine C. Williams	PHONE NO. 333-2181	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL)
	FISCAL YEAR 1986 DOCUMENT # AFREC6.RJ REVISED	
1	Payroll #'s 99 - 7 - Reports 50, 60, 63 70, 80 and 83	1606# 2 7/94 July 994A-6 - 1996
2	Payroll #'s 8 - 14	
3	Payroll #'s 15 - 22	
4	Payroll #'s 23 - 98 (And Adjustments)	
5	Exception Time Report (ETR) FY 1986 6-19-85 to 1-28-86	994A-6 - 1996
6	Check Registers FY 85 - FY 86 4-10-85 to 10-22-85	994A-6 - 1996
7	Check Registers FY 86 10-23-85 to 6-17-86	994A-6 - 1996
8	Contractual Time Sheets FY 85 - FY 86 12-26-84 to 10-1-85	1996
9	Contractual Time Sheets FY 86 10-2-85 to 6-10-86	1996
10	Contractual Contracts FY 85 - FY 86	994A-6 - 1996
11	Receipt to be Deposited and Allocated (Yellow Copies) #'s 02987 thru 03571 - 7-1-85 to 6-30-86 Invoices (Pink Copies) FY 1986 #'s 860001 thru 860498 (Not all #'s are in box - Some are at the Accounts Receivable Desk) Rent Invoices (Yellow and Goldenrod Copies) - April 1985 thru June 1986	CA 9-10-94 994A-5B - 1996
12	Headquarters STARS Monthly Reports 5/85 to 9/85	994A-5B - 1996

132
box

*Missing
Box #63

- RECORDS RETENTION - A&F Accounting Office -

Page 2

FY 1986

Document # AFREC6.RJ

13	WORKING FUND	- Expense and Regular TL's	994A-5B - 1996
		7-1-85 to 9-11-85	
	TL #'s	85071099 thru 85091199	
14	WORKING FUND	- 9-12-85 to 12-1-85	
	TL #'s	85091699 thru 85120199	
15	WORKING FUND	- 12-2-85 to 2-6-86	
	TL #'s	- 85120599 thru 86020699	
16	WORKING FUND	- 2-7-86 to 4-4-86	
	TL #'s	- 86020799 thru 86040499	
17	WORKING FUND	- 4-5-86 to 5-16-86	
	TL #'s	- 86040899 thru 86051699	
18	WORKING FUND	- 5-17-86 to 6-24-86	
	TL #'s	- 86052199 thru 86062499	

Accounts Payable Transmittals:

19	#'s 001 - 030	994A-5B - 1996
20	032 - 045	
21	046 - 069	
22	071 - 080	
23	081 - 097	
24	099 - 115	
25	116 - 139	
26	140 - 156	
27	157 - 174	
28	175 - 192	
29	193 - 212	
30	214 - 231	
31	232 - 251	
32	252 - 264	
33	265 - 278	
34	279 - 294	
35	295 - 310	
36	311 - 327	
37	328 - 348	
38	349 - 358	
39	360 - 373	
40	374 - 389	
41	391 - 405	
42	406 - 420	
43	421 - 436	
44	437 - 450	
45	451 - 467	
46	468 - 493	
47	494 - 502	- Budget Credit - Void Checks

ACCOUNTS CONTROL/DATA INPUT MANUAL TRANSMITTALS -
INTERAGENCY - AID AND HEADQUARTERS

994A-5B - 1996

-48 550201 - 550417
-49 550418 - 550514
-50 550515 - 551040
-51 551041 - 551141
-52 51142 - 552560
-53 552580 - 554019
-54 554020 - 559524

ACCOUNTS CONTROL/DATA INPUT - BULK ADJUSTMENTS
EXPENDITURE ADJUSTMENTS

994A-5B - 1996

-55 960001 - 960100
-56 960101 - 960176
-57 960177 - 960262

ACCOUNTS CONTROL/DATA INPUT - IA TO ANNAPOLIS
IA FROM ANNAPOLIS

995A-5B - 1996

-58 440001 - 440079
-59 440080 - 440122k

ACCOUNTS CONTROL/DATA INPUT - CANCELLATIONS
OF ENCUMBRANCE AID AND HEADQUARTERS

994A-5B - 1996

-60 650000 - 650396

ACCOUNTS CONTROL/DATA INPUT - ADJUSTMENT: CREDIT -
RETURNED CHECKS - AID AND HEADQUARTERS

994A-5B - 1996

-61 450001 - 450120
-62 Certificate of Deposit (Aid FY 86)
-63 Certificate of Deposit (HQ 7/85 - 12/85)
-64 Certificate of Deposit 1/86 - 6/86 & STARS 120 ED1-ED45
-65 Working Fund Cancelled Checks 7/85 - 7/86
-66 Mileage Cards 10/85 - 4/86
-67 White Check Copies 7/85 - 6/86
-68 HQ Stars Monthly Reports 10/86 - 2/86
-69 HQ Stars Monthly Reports 3/86 - 6/86
-70 Daily Stars Transaction 6/85 - 4/86
-71 Working Fund TL's & Miscellaneous & 85 Advances 5/85 - 12/85
-72 Community College Construction Loans FY 84 - FY 86;
Stars Closeout & Receipt Journal
-73 A&F - VR - Transmittal Sheets 042986F
-74 A&F - VR - Transmittal Sheets
-75 A&F - VR - Transmittal Sheets
-76 A&F - VR - Transmittal Sheets
-77 A&F - VR - Transmittal Sheets
-78 A&F - VR - Transmittal Sheets
-79 A&F - VR - Transmittal Sheets
-80 A&F - VR - Transmittal Sheets
-81 A&F - VR - Transmittal Sheets

994A-5B - 1996

- 82 A&F - VR - Transmittal Sheets
- 83 A&F - VR - Transmittal Sheets
- 84 A&F - VR - Transmittal Sheets
- 85 A&F - VR - Transmittal Sheets
- 86 A&F - VR - Transmittal Sheets
- 87 A&F - VR - Transmittal Sheets
- 88 A&F - VR - Transmittal Sheets
- 89 A&F - VR - Transmittal Sheets
- 90 A&F - VR - Transmittal Sheets
- 91 A&F - VR - Transmittal Sheets
- 92 A&F - VR - Transmittal Sheets
- 93 A&F - VR - Transmittal Sheets
- 94 A&F - VR - Transmittal Sheets
- 95 A&F - VR - Transmittal Sheets
- 96 A&F - VR - Transmittal Sheets
- 97 A&F - VR - Transmittal Sheets
- 98 A&F - VR - Transmittal Sheets
- 100 A&F - VR - Transmittal Sheets 021987
- 101 Case Services & DDS PO 86-87
- 101A Case Services & DDS PO 86-87
- 101B Case Services & DDS PO 86-87
- 101C Case Services & DDS PO 86-87
- 102 Case Services & DDS PO
- 103 Case Services & DDS PO
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- 115 Case Services & DDS PO
- 116 Case Services & DDS PO
- 117 Case Services & DDS PO
- 118 Case Services & DDS PO
- 119 DDS PO 990100103 - 99638000
- 120 Interface Fund Sheets 7/1/86 - 6/30/87
- 121 Transmittal Sheets 0803860
- 122 Journal of PO by District FY 87
- 123 Journal of PO by District FY 88
- 124 FY 86 Blue PO
- 125 Invoices FY 86
- 126 Agency Listing FY 86
- 127 Yellow PO M-Z 7/1/86 - 6/30/87
- 128 Yellow PO A-L 7/1/86 - 6/30/87
- 129 Closed FY 84, 85 & 86 Yellow PO
- 130 Vendor Payment Reports

1996



1996

131

Vendor Payment Report - 9/87 To 10/87

R-114

S-26-30

Box # 63 - Missing

22 Empty Spaces

S-30

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1373)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE <p align="center">36.01.01 07.01</p>	ACCESSION NO. <p align="center" style="font-size: 2em;">92W931</p>	DATE REC'D <p align="center" style="font-size: 2em;">2-21-92</p>
2) AGENCY Department of Education	LOCATION - RANGE SECTIONS NO. OF CU. FT. <p align="center" style="font-size: 2em;">108 3 5</p>	
3) DIVISION/UNIT A&F - Accounting Office		
4) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECORDS CENTER MANAGER
5) AGENCY OFFICIAL Christine C. Williams	PHONE NO 333-2181	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPCAL)
1	10/87 - 1/88 Monthly Vendor Payment Report 11/87 missing	994-5-1999 ^A July 7/94 994-5-1999
2	5/88 - 6/88 Monthly Agency Vendor Payment Report	
3	7/86 - 6/89 A&F Payroll FY 87-89 Spec Payments Contracts and History Cards	
4	Box 03 Voc Rehab T/L 81006600 - 81007600 FY 89	994-5-1999 1606 # 2
5	Box 05 Voc Rehab 10/18/88 - 11/11/88 T/L 81008700-81009400	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPT OF EDUCATION

ADMINISTRATION & FINANCE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
88W22	HO CERT OF DEPOSIT	994-A	5B	1983	18	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
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

a) AGENCY CODE 1. 07.01	ACCESSION NO. 88W22	DATE REC'D 7-27-87
b) AGENCY DEPT. OF EDUCATION		
c) DIVISION/UNIT ADMINISTRATION & FINANCE	LOCATION - RANGE 37	SECTION(S) 8
d) MAILING ADDRESS 200 W. BALTIMORE STREET BALTIMORE, MD 21202	NO. OF CU. FT. 18	
e) AGENCY OFFICIAL PHONE NO.	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- 18	HO Certificate of Deposit - 3/83-6/83 Aids Stars, and Stars Monthly	Sch. #994-A ITEM #5B Jan. 1994 Disposal 5/23/94 JSPS

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGE

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 WATERLOO ROAD (RTE 175)
 P.O. BOX 275
 JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.03.02

DEPT. OF EDUCATION

CERTIFICATION & ACCREDITATION
 DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W874	TEACHERS CERT	658	1	1917-21	1	1/94	RECYCLED
93W1346	TEACHERS CERT	658	1	1917-21	1		
93W1347	TEACHERS CERT	658	1	1917-21	2		
93W1348	TEACHERS CERT	658	1	1917-21	1		


 Signature

RECORDS CENTER MANAGER
 Title

01/21/94
 Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO. 93W1347	DATE REC'D 4-28-93
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 26 23	NO. OF CU. FT. 2
D. PHONE NO. 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BEVERLY J. MALNAR		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-A-J 2-J-Z	Age Group 1917-1921 Expiration Date 1989	Schedule #658 Item #1 Retain Application until 1/1994 <i>Disposal</i> <i>5/20/94</i> <i>JPS</i>

RECEIVED

OCT 30 1992

Research, Evaluation and
Statistical Services Branch
O M S

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01		ACCESSION NO. 93W1348	DATE REC'D 4-28-93
B. DIVISION/UNIT MSDE			RM CODE 07.03.02
C. MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 26 23	NO. OF CU. FT. 1
D. PHONE NO. 333-2511		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BEVERLY J. MALNAR		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. A-Z	Age Group 1917-1921 Expiration Date 1990	Schedule #658 Item #1 Retain Application Until 1/1994 <i>Disposal.</i> <i>5/20/94</i> <i>JF8</i>

RECEIVED
FEB 8 1993
Results Branch
PRIM

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. OF EDUCATION

BUREAU OF EDUCATIONAL DEV
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1344	STUDENTS AT RISK	952	1	1988	3	1/94	RECYCLED


Signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/94
Date

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Education		ACCESSION NO. 93W1344	DATE REC'D 4-28-93
B. DIVISION/UNIT Bureau of Educational Development			RM CODE 07.12
C. MAILING ADDRESS Maryland State Department of Education 200 West Baltimore Street Baltimore MD 21201		LOCATION RANGE SECTION(S) 26 10	NO. OF CU. FT. 3
D. PHONE NO. 410-333-2489		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL M. Sciukas, Management Associate		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.	1988 Students At Risk	Schedule 952 #1 Retain five years and follow guidelines and requirements established by the State and federal government and other agencies, as appropriate 1/94 Disposal 5/20/94 JPS
2.	CTE	
3.	Division of Instruction	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
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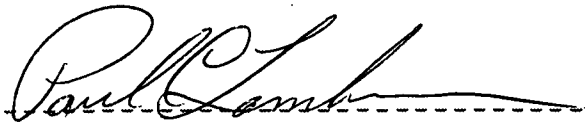
CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPT. EDUCATION
AGENCY

ACCOUNTING
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W929	ENCUMBRANCES	994A	5		3	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY CODE 36.01.01		07.01	ACCESSION NO. 92W929	DATE REC'D 2-21-92
2) AGENCY Department of Education				
3) DIVISION/UNIT A&F - Accounting Office			LOCATION - RANGE 43	SECTIONS 16
4) MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201			NO. OF CU. FT. 3	
5) AGENCY OFFICIAL Christine C. Williams		PHONE NO 333-2181	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

6) BOX NUMBERS	7) DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	8) DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPCAL)
1	650001-650145 Encumbrances, Cancel - All or Part Inc/Devise	994 ^A -5-1993 - July
2	650146-650249 Encumbrances, Cancel - All or Part Inc/Devise	994-5-1993
3	650250-650281 Encumbrances, Cancel - All or Part Inc/Devise	994-5-1993

CT
10-23-93

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.04

DEPT. EDUCATION
AGENCY

OFC COMMUNICATIONS & SPECIAL PROJECT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W81	MD ASSESSMENT CTR PROGRAM	1263	1	1985-86	6	7/93	RECYCLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 798-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY MD State Department of Education	ACCESSION NO. 92W81	DATE REC'D 8-2-91
B. DIVISION/UNIT Office of Communications & Speical Project	RM CODE 07.04	
C. MAILING ADDRESS 200 W. Baltimore Street Baltimore, MD 21201	LOCATION RANGE SECTION(S) 34 13-14	NO. OF CU. FT. 6
D. PHONE NO. 333-2269	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dr. Charles L. Allen	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 2 3 4 5 6	All boxes hold confidential information pertaining to the participants of the Maryland Assessment Center Program Nov. 18 - 19, 1985 Feb. 3 - 4, 1986 March 10 - 11, 1986 April 28 - 29, 1986 May 12 - 13, 1986 June 23 - 24, 1986	Schedule #1263 Items 1 June 1993 " " " 7/93 " " " " " " <i>Disposal</i> <i>9/7/93</i> <i>gjs</i>

R-34

S-13-14

1 Empty

S-14

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.03.01

DEPT. EDUCATION

CERTIFICATION & ACCREDITATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
87W107	NONPUBLIC SCHOOLS	1219	4	1982-83	8	7/93	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/93
Date

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

1) AGENCY CODE 36.01.01	07.0301	ACCESSION NO 87W107	DATE REC'D 8-21-86
2) AGENCY MSDE		LOCATION - RANGE 15	SECTION(S) 25
DIVISION/UNIT C+A			NO. OF CU. FT 8
MAILING ADDRESS 200 W. Balto. St. Balto, Md. 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>Anthony L. Spem</i>	PHONE NO 659-2161	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)
1-8	Nonpublic Schools Inactive Teachers Records <u>1982-83</u>	1032 1219 = 4 1990 7/16/93 <i>[Signature]</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.01

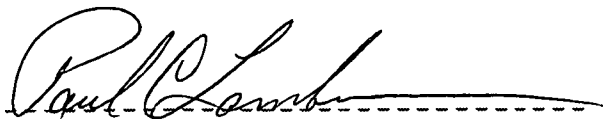
DEPT. EDUCATION

AGENCY

ACCOUNTING

DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
88W20	TRANSMITTALS	994A	5B,6	FY 83	58	1/93	RECYLED



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER

TITLE

2/21/93

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 CODE 36.01.01	07.01	ACCESSION NO. 88W20	DATE REC'D 7-27-87
AGENCY Department of Education		LOCATION RANGE 113	NO. OF COPIES 58
DIVISION/UNIT A&F - Accounting Office		RECORDS CENTER MANAGER	
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201			
AGENCY OFFICIAL Ruth Johnson	PHONE NO. 333-2181	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

PAGES	1. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOS)
	FISCAL YEAR 1983	
	Agency copies of Transmittals FY 1983 (Includes copy of vendor invoice, pink copy of P.O., copy of remittance advice, disbursement transmittal listing, and cover sheet (STARS 185). T/L #'s as follows:	<i>Jan.</i> 994A-5B - 1993
1	1 - 15	<div style="font-size: 3em; font-family: cursive;">D</div> <div style="font-size: 2em; font-family: cursive;">4-24-93</div> <div style="font-size: 2em;">994A-6 - 1993</div>
2	16 - 24	
3	43 - 68	
4	69 - 89	
5	90 - 119 - <i>Missing</i>	
6	120 - 143	
7	144 - 171	
8	173 - 194	
9	195 - 225 - <i>Missing</i>	
10	226 - 252	
11	253 - 277	
12	278 - 306	
13	308 - 329	
14	330 - 352	
15	353 - 375	
16	378 - 399	
17	400 - 425	
18	426 - 450	
19	451 - 472	
20	473 - 499	
21	500 - 516	
22	Fringe Benefit Reports #27 - PR #'s 99, 26, 1, 2, 3, 4, 5	
23	Fringe Benefit Reports #27 PR #'s 6 thru 11	

PAGE 2 - Records Retention A&F - Accounting Office
FISCAL YEAR 1983

Box Numbers		
24	Fringe Benefit Reports #27 PR #'s 12 thru 17	994A-6 - 1993
25	PR #'s 18 thru 21	
26	PR #'s 22 thru 26 (Account 25)	
27	PR Report #'s 8, 9, 16 - PR #'s 99, 26, and 1 thru 9	
28	PR #'s 8, 9, 16 - PR #'s 10 thru 18	
29	PR #'s 19 thru 24	
30	PR #'s 25, 26 (Account 25)	
31	A&F Voc Ed - Financial Reports - Preliminary and Final Federal Reports	
32	A&F Aid Voc Ed - Financial Reports Preliminary and Final	994A-5B - 1993
33	Transmittals with warrant numbers. A&F Aid	82-83 Audit Reports
34	Headquarters STARS A30414 Monthly Reports	4-6/83 8-11/82
35	Headquarters STARS A30414 expenditure transaction analysis	7/82-3/83
36	Headquarters STARS A30401 Monthly reports	7/82-6/83
37	Headquarters STARS A30402 Monthly reports	12/82-4/83
38	. Headquarters STARS Monthly Reports	
	. State Aided Institutions (STARS monthly reports)	
	. School Construction loan reports	
39	A&F Headquarters - Working Fund TL's #'s	820702 - 821108 ✓
40	"	821109 - 830314 ✓
41	"	830317 - 830622 ✓
42	"	830623 - 830629 ✓
43	Indirect Cost Workpapers from 1979 to 1983	
44	Working Fund - Cancelled Checks, ^{July} June 1, 1982 through April 30, 1983	
45	FY 82, Account 25 Transmittals - Pink and Yellow Copies of Purchase Orders	
46	Working Fund - Cancelled Checks, May and June FY 83 and Bank Statements	
47	Manual Disbursement Transmittals Updated Folders FY 83	
	TL #'s 55001 - 550060	
48	TL #'s 550061 - 550185	
49	TL #'s 550186 - 550311	
50	TL #'s 550312 - 550389	
51	Adjustment: Credit - Returned Checks Transmittals Folders Updates. Aid and Headquarters - FY 83	
52	TL #'s 350001 - 350081	
53	Headquarters and Aid and State Aided Institutions Requests for Adjustments 01, 02, 03 - July 1, 1982 thru June 30, 1983	
54	Headquarters and Aid and State Aided Institutions Requests for Adjustments 01, 02, 03 - July 1, 1982 thru June 30, 1983	
55	Regular Payroll - Check Register	7-6-82 to 3-29-83
56	Regular Payroll	4-12-83 to 6-21-83
57	Headquarters Accounts Payable Yellow Copies S - Z	994A-6 - 1993
	1983 Consultants Forms	994A-5B - 1993

FISCAL YEAR 1983

Box Numbers

- ✓ 58 Aid to Education Tape Transmittals Backup 994A-5B - 1993
#s 820001 thru 830063
Hand Transmittals - 7, 8, 29, 51, 53, 65, 86, 98, 121, 139
152, 158, 175, 178, 186, 197, 212, 238, 245, 257, 294, 301
302, 322, 341, 352, 367, 375, 393, 404, 422, 431, 439, 454,
459, 465, 478, 487, 493, 495.
- ✓ 59 Aid to Education 994A-5B - 1993
• Cash Refunds
• Tape Transmittals 820001 thru 820072
• Federal Grant Management System - May 31, 1983
thru October 1983
- ✓ 60 Aid ~~Daily~~ STARS Reports 7/82-6/83 A 30414, 402, 405, 406,
Monthly 408, 415, 482, 483

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.03.01

DEPT. EDUCATION
AGENCY

CERTIFICATION & ACCREDITATION
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
83W347	NONPUBLIC PERSONNEL	1219	4	1981-82	8	1/93	RECYLED



SIGNATURE

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

DGS-550-2

AND RECEIPT

07.03.81

Accession No.

83W347

Date Received

11-24-82

From: (Name, Division, Address or Agency)
Maryland State Department of Education
Division of Certification & Accreditation
200 W. Baltimore St., Baltimore, Md. 21201

Signature

Title

Building and Room
Certification
(6th Floor)

3. Phone
659-2169

4. To: State Records Center
Waterloo

Signature: (Agency official)

Severely Malin

6. No. of Cu.Ft.
8

Records
Location
(Center)

8. Box
Numbers

9. Description of Records
With Inclusive Dates

10. Disposal Authority
(Schedule and Item No.)

R-120
S-15

1-8

Nonpublic Personnel Record Blanks of Teachers
Who Left Schools 1981 and 1982

Schedule ~~658~~-1219
Item # ~~3~~ 4
(PERMANENT)

Jan. 2033
1/93
4/27/93
gfy

(Use Plain Unlined Paper For Continuation Pages)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. EDUCATION
AGENCY

EDUCATIONAL DEVELOPMENT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
91W138	NONPUBLIC GRANTS	952	1	1988	1	1/93	RECYLED
91W741	NONPUBLIC SCHOOLS	952	1	1987	4		

SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 790-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Education	ACCESSION NO. 91W138	DATE REC'D 8-7-90
B. DIVISION/UNIT Bureau of Educational Development	FM CODE 07.12	
C. MAILING ADDRESS MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore, MD 21201	LOCATION RANGE SECTION(S) 21 15	NO. OF CU. FT. 1
D. PHONE NO. 333-2489 or 333-2488	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate	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	1988 General Services State Car to Special Education Nonpublic Grants	Schedule #952 Retain five (5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate. <div style="text-align: right; font-family: cursive; font-size: 1.5em;"> 1/93 Disposal 4/17/93 </div>

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Education	ACCESSION NO. 91W741	DATE REC'D 1-31-91
B. DIVISION/UNIT Maryland State Department of Education Bureau of Educational Development		RM CODE 07.12
C. MAILING ADDRESS 200 West Baltimore Street, Baltimore MD 21201	LOCATION RANGE SECTION(S) 20 24	NO. OF CU. FT. 4
D. PHONE NO. 333-2489	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate	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. 2. 3. 4.	1987 Division of Instruction - Nonpublic Schools Associations Cabinet Meetings - Associations Division of Instruction - Cristina	Schedule 952 Retain five (5) years and follow guidelines and requirements established by the State and federal government and other agencies as appropriate. 1/93 Disposal 4/17/93 PKZ

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

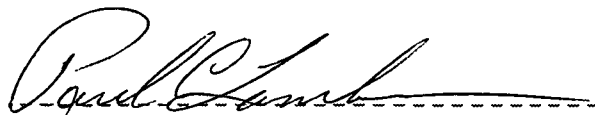
CERTIFICATE OF RECORDS DISPOSAL

07.06

DEPT. OF EDUCATION
AGENCY

INSTRUCTION/LANGAUGE & LEARNING
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
89W733	FINANCIAL RECORDS	1056	2T		2	1/93	RECYLED
89W730	FIELD TEST	1056	4A	1985-86	2		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
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 CODE 36.01.01	07.06	ACCESSION NO. 89W733	DATE REC'D 1-23-89
AGENCY Maryland State Department of Education		LOCATION - RANGE 9	SECTION(S) 31
DIVISION/UNIT Instruction/Language and Learning Branch			NO. OF CU. FT. 2
MAILING ADDRESS 200 West Baltimore Street Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL <i>James W. Selham &</i>	PHONE NO. 333-2328	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)
1 - 2	Division of Instruction Financial Records	Schedule #1056, Item 2t 1993 - Jan.


3-20-93

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 CODE 36.01.01	07.06	ACCESSION NO. 89W730	DATE REC'D 1-23-89
AGENCY Maryland State Department of Education		LOCATION - RANGE 101	SECTION(S) 5
DIVISION/UNIT Program Assessment, Evaluation and Instructional Support Branch		NO. OF CU. FT. 2	
MAILING ADDRESS 5th Floor 200 W. Baltimore Street Baltimore, Md. 21202-2595		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Dr. Nicholas Hobar	PHONE NO. 333-2328	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)
1	'86 Field Test: School Assembly, Recreation Center, Community Problem, Kindness; '85 Field Test: Change	1056 - 4a - Dec. 1992
2	'86 Field Test: Courage, Job; '86 Prompt; '84 Equating; '85 Field Test; Event, On My Own, Blame, Kindness, Celebration, Afraid	1056 - 4a - Dec. 1992 Jan. 1993  1-23-93

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
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P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

07.10

DEPT. OF EDUCATION
AGENCY

PERSONNEL
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
88W1052	INACTIVE FILES	994	11B	1987	2	1/93	RECYLED
90W845	ACTIVE TIME SHEETS	994	11B,D	1988	13		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 07.10	ACCESSION NO. 88W1052	DATE REC'D 4-6-88
b) AGENCY Maryland State Department of Education	LOCATION - RANGE 13	SECTION(S) 26
c) DIVISION/UNIT Office of Organization and Personnel 1st floor	NO. OF CU. FT. 2	
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Victor E. Davila	PHONE NO. 333-2022	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 2	<u>INACTIVE PERSONNEL FILES</u> - 1-1-87 - 12-31-87 (A - J)	1-1-93
2 of 2	1-1-87 - 12-31-87 (K - Z)	1-1-93 994 # 116
		<div style="font-size: 2em; font-family: cursive;"> ✓ 3-20-93 </div>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 36.01.01.02	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">9061845</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">2-14-90</div>
B. DIVISION/UNIT Office of Organization and Personnel 1st floor	RM CODE <div style="font-size: 1.5em; font-family: cursive;">07.10</div>	
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">5 28</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">13</div>
D. PHONE NO. 333-2644	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Victor E. Davila	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>ACTIVE TIME SHEETS</u>	
1 of 13	(Classified and Unclassified) - 1/1/88 to 12/31/88 (A to B)	1-1-93 <i>Sch. #994</i>
2 of 13	1/1/88 to 12/31/88 (C to Del)	1-1-93 <i>Item #11B+D</i>
3 of 13	1/1/88 to 12/31/88 (Dem to Fla)	1-1-93
4 of 13	1/1/88 to 12/31/88 (Fle to G)	1-1-93
5 of 13	1/1/88 to 12/31/88 (H to I)	1-1-93
6 of 13	1/1/88 to 12/31/88 (J to Li)	1-1-93
7 of 13	1/1/88 to 12/31/88 (Lo to M)	1-1-93
8 of 13	1/1/88 to 12/31/88 (N to P)	1-1-93
9 of 13	1/1/88 to 12/31/88 (R to Shu)	1-1-93
10 of 13	1/1/88 to 12/31/88 (Si to Thu)	1-1-93
11 of 13	1/1/88 to 12/31/88 (Ti to Win)	1-1-93
12 of 13	1/1/88 to 12/31/88 (Wis - Z)	1-1-93
	<u>INACTIVE TIME SHEETS</u>	
13 of 13	(Classified and Unclassified) - 1/1/88 to 12/31/88 (A to Z)	1-1-93

Disposal
 3/6/93
[Signature]

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
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CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. OF EDUCATION
AGENCY

BUREAU OF EDUCATIONAL DEVELOPEMENT
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
91W137	VTE	952	1	1987	3	1/93	RECYLED
91W139	REPORTS	952	1	1987	14		
92W86	REPORTS	952	1	1987	4		
89W152	SCC MINUTES & MEETINGS	952	1	1987	2		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Education	ACCESSION NO. 91W137	DATE REC'D 8-7-90
B. DIVISION/UNIT Bureau of Educational Development	RM CODE 07.12	
C. MAILING ADDRESS MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore, MD 21201	LOCATION RANGE SECTION(S) 8 28	NO. OF CU. FT. 3
D. PHONE NO. 333-2489 or 333-2488	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate	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	1987 VTE - General to General Services Mail	Schedule #952 Retain five (5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate. 1/93 3-20-93
2	VTE-Agriculture to Educating Teen Parents Conference	
3	Braille to DOI Drugs	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
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DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Education	ACCESSION NO. 91W139	DATE REC'D 8-7-90
B. DIVISION/UNIT Bureau of Educational Development		RM CODE 07.12
C. MAILING ADDRESS MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore MD 21201	LOCATION RANGE SECTION(S) 9 30	NO. OF CU. FT. 14
D. PHONE NO. 333-2489 or 333-2488	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate	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
1-3 2-4 3-6 4-8 5-10 6-13 7-18 8-19 9-20 10-24 11-22 12-24 13-25 14-28	1987 DOE Performance Reports General Services: Phones - DOE Legislation 89-313 General Services: State Car to Johns Hopkins University APP Division Support to Research for Better Schools 1987 States Education Law Report to Regional Resource Ctr. Monitoring and Evaluation Reports Interagency Planning Coordinating Committee State Board Counties PDA-ITV to University of Maryland State Plan to MCPS Longitudinal Study LEA Funding to Effectiveness of Special Education Programs Maryland School for the Blind to Head Injury-Trauma	Schedule =952 Retain five (5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate. 1/93 3-20-93

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Education		ACCESSION NO. 92W86	DATE REC'D 8-2-91
B. DIVISION/UNIT Bureau of Educational Development			RM CODE 07.12
C. MAILING ADDRESS Md. State Department of Education 200 West Baltimore Street Baltimore MD 21201		LOCATION RANGE SECTION(S) 13 26	NO. OF CU. FT. 4
D. PHONE NO. 301-333-2489		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL M. Sciukas, Management Associate		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	
1987			
1.	Compensatory Education & Support Services	Schedule 952 #1	
2.	Social Studies Task Force	Retain five years and follow guidelines and requirements established by the state and federal government and other agencies as appropriate	
3.	Schools		
4.	Office of Communication		
		1/93  3-20-93	

R-13

S-26

4 Empties

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1079)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 36.01.01, <i>13</i>	ACCESSION NO. <i>07.12</i> 89W152	DATE RECD 8-2-88
b) AGENCY Education	LOCATION - RANGE <i>3</i> SECTION(S) <i>17</i> NO. OF CL. F. <i>2</i>	
c) DIVISION/UNIT Bureau of Educational Development Div. Sp. Educ., Comp., & Sup. Serv.	RECORDS CENTER MANAGER	
d) MAILING ADDRESS 200 West Baltimore Street, 4th flr. Baltimore, MD 21201	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
e) AGENCY OFFICIAL <i>M. Sciukas</i> Mildred Sciukas Management Associate	PHONE NO. 333-2489	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1987	
1.	SCC Children Burton-Williams to SCC Minutes and Meetings 1987	Schedule #952 Item #1 1/93
2.	Complaint files Brehm to Wheeler	Disposal 3/6/93 PLZ

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
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CERTIFICATE OF RECORDS DISPOSAL

07.01

DEPT. OF EDUCATION

ACCTG & FINANCE-
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
88W21	TRANSMITTALS	994A	5B	FY 84	83	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE	36.01.01	07.01	ACCESSION NO		DATE REC'D
AGENCY	Department of Education		88W21		7-27-87
SECTION/UNIT	A&F - Accounting Office		LOCATION RANGE	SECTIONS	NO OF C
MAILING ADDRESS	200 West Baltimore Street Baltimore, MD 21201		145	29-32	83
AGENCY OFFICIAL	Ruth Johnson		RECORDS CENTER MANAGER		
PHONE NO	333-2181		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

INDEX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DIS)
	FISCAL YEAR 1984 Document # AFREC4.R5	Jan. 1994
1	2 - 37	<div style="font-size: 3em; margin-bottom: 10px;">C/S</div> <div style="font-size: 2em;">4-2-94</div> <div style="font-size: 2em;">↓</div>
2	38 - 67	
3	68 - 96	
4	97 - 120	
5	121 - 148	
6	149 - 175	
7	176 - 196	
8	197 - 220 - <i>Missing</i>	
9	221 - 250	
10	251 - 275	
11	276 - 306	
12	307 - 330	
13	331 - 351	
14	352 - 373	
15	374 - 390	
16	391 - 406	
17	407 - 425	
18	426 - 446	
19	447 - 466	
20	467 - 490	
21	491 - 514	
22	515 - 533	
23	534 - 553	
24	554 - 572	
25	573 - 588	
26	589 - 592	

PAGE 2 - Records Retention A&F - Accounting Office
FISCAL YEAR 1984

Box Numbers

27	PR Accrual and Payroll Adjustments	994A-6 - 1994
28	PR R ports #'s 8, 9, and 16 PR #99, 26 & 1 thru 8	
29	PR #'s 8, 9, and 16 PR 9 thru 15	
30	PR Report #'s 8, 9 and 16 PR 16 thru 21	
31	PR Reports #'s 8, 9, and 16 (PR 22 - 25) PR Master List by SSN.	
32	PR Reports #27 PR 4 - 8	
33	PR Reports #27 PR 14 - 18	
34	PR Reports #27 (PR 99-3)	
35	PR Report # 27 PR 19 - 25	
36	PR Report # 27 PR 9 - 13	
37	A&F STARS A30401 - 7/83-6/84	
38	STARS Headquarters Monthly #1 - A30414 12/83-6/84	994A-5B - 1994
39	STARS Headquarters Monthly A30414 7/83-2/84	
40	STARS Headquarters Monthly 7/83-11/83	
41	STARS Aid A30401 7/82 to 6/84: 7/83 to 6/84 7/82-6/84	
	Manual TL Disbursement Transmittals Folders Updates; FY 1984 Aid and Headquarters	994A-5B - 1994
42	TL# 550201 - 550418	
43	TL# 550419 - 551005	
44	TL# 551006 - 551151	
45	TL# 551152 - 552159	
46	TL# 552161 - 554108	
47	TL# 554109 - 554650	
	Tape Disbursement Transmittals to Annapolis Updated Folders. Aid to Education & Food Services Only	994A-5B - 1994
18	TL# 840001 - 840030	
49	TL# 840031 - 840063	
50	TL# 850064 - 840092	
51	TL# 840093 - 840101	
52	Adjustment: Credit-Returned Checks Transmittals Folders Updates. Aid & Headquarters. FY 1984 TL# 450001 - 450107	994A-5B - 1994
53	Manual Expenditure Adjustments Transmittals Folders; Expenditure: MA from Annapolis, Aid & Headquarters TL# 440001 - 440090	994A-5B - 1994
54	Regular Payroll - Exception Time Report (ETR) 7-8-80 to 10-13-81	994A-6 - 1994
55	10-31-81 to 12-21-84	
56	1-4-83 to 9-13-83	
57	9-27-83 to 1-17-84	

Missing

Missing

58	Headquarters and Aid Tape Disbursements, Aid and Food Services Folders 840001 thru 840030	994A-5B - 1994
59	Tape Disbursements, Aid and Food Services Folders 840031 thru 840063	
60	Tape Disbursements, Aid and Food Services Folders 840064 thru 840092	
61	A&F Headquarters - Working Fund Transmittals 830720 thru 831021	994A-5B - 1994
62	Working Fund TL's 831104 thru 840210	
63	Grant Reports - AID03; AID03A; Encumbrances - Headquarters and Aid - 7-1-83 thru 6-30-84	994A-5B - 1994
64	Headquarters Transaction Register Aid Report and Open Document Reports - 9 Books of 5	
65	Headquarters - ACCT 01A; ACCT 01B; ACCT 30A; 30B; Miscellaneous Reports - 8 Books of 15	
66	Account 25 Transmittals, Purchase Orders - Pink and Yellow Cancelled Checks April, May and June	
67	Account 25 Transmittals, Purchase Orders - Pink and Yellow Cancelled Checks and Bank Statement	
68	Headquarters Accounts Payable - Yellow Copies of Purchase Orders - A - L	994A-5B - 1994
69	Headquarters Accounts Payable - Yellow Copies of Purchase Orders - M - S	
70	Regular Payroll - Check Registers 7-5-83 to 2-14-84	994A-6 - 1994
71	Regular Payroll - 2-28-84 to 10-23-84	
72	Aid to Education - Vocational Education Federal Preliminary and Final Reports LEA Final Financial Reports	994A-5B - 1994
73	Contractual Payroll - Position Time Report (PTR) January 13, 1981 thru December 25, 1984	994A-6 - 1994
74	Contractual Payroll - Check Registers 7-3-79 to 12-25-84	
75	Administration and Finance Headquarters Workpapers, Audit Commute report, expenditure reduction, TL cover sheet copies	994A-5B - 1994
76	Grant Payments - Aid	994A-5B - 1994
77	Account 25 Transmittals & Purchase Orders - Pink and Yellow	994A-5B - 1994
78	Aid to Education Transmittal Back up 840002 thru 840101	994A-5B - 1994
79	Headquarters and Aid and State Aided Institutions Requests for Adjustments - 01, 02, 03 July 1, 1983 thru June 30, 1984	994A-5B - 1994
80	Aid to Education - Tape Transmittals 840002 thru 840101 and AID 03A	994A-5B - 1994

to be re numbered

FISCAL YEAR 1984

994A-5B-1994

✓ 81 ✓ 82

Aid 1, 1A, 1R and Cash 04 Reports
Aid to Education - Hand Transmittals and Tape TL's
Aid to Education - Summary by Program and Grant Report
FY 81, 82, 83 and FY 84

✓ 83 etc.

Hand Transmittals
Aid to Education No's 9, 10, 13, 33, 65, 73, 86, 92, 100
122, 142, 159, 170, 178, 189, 203 and 208, 218, 221, 242, 257,
299, 322, 345, 362, 371, 407, 426, 435, 452, 466, 476, 503,
520, 527, 552, 556, 574, 577.

Driver Education Transmittals No's. 248, and 469.

84

Interagency Transfer of Funds - Aid to Education STARS 120
Grant Reports - AID03; AID03A; Encumbrances - Headquarters and
Aid - 7-1-83 to 6-30-84

MISSING

85

Headquarters Transaction Register Aid Report and Open Document
Reports - 9 Books of 15

MISSING

86

Headquarters - ACCT 01A; ACCT 01B; ACCT 30A; 30B;
Miscellaneous Reports - 8 Books of 15

MISSING

✓ 87
✓ 88

Gas and Oil Receipts for State Vehicles FY 1984
Gas and Oil Receipts for State Vehicles FY 1984

FY 85 covered checks

994A-5B - 1994

✓ 89

Encumbrance (Yellow) copies of Purchase Orders FY 1984

994A-5B - 1994

✓ 90
✓ 91

A thru L
M thru S
S thru Z

90 ?

Contractual Contracts FY 1982 to FY 1984

994A-6 1994

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.03.02

DEPT. OF EDUCATION

CREDITATION & ACCREDITATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
86W617	TEACHER CERTIFCATES	658	1	1981-83	6	1/94	RECYCLED
88W1365	TEACHER CERTIFICATES	658	1	1984-85	4		
89W1116	NON PUBLIC FILES	658	1	MISC	1		
89W799	TEACHER CERTIFICATES	658	1	1986	2		
92W88	TEACHER CERTIFICATES	658	1	1987	1		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
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

1) AGENCY CODE	36.01.01	07.03.02	ACCESSION NO	DATE REC'D
2) AGENCY	MSDE		86W617	4-28-86
3) DIVISION/UNIT	C & A		LOCATION RANGE 28 154	SECTIONS 23 34
4) MAILING ADDRESS	200 West Baltimore Street Baltimore, MD 21201		NO. OF CU. FT. 6	
5) AGENCY OFFICIAL	Beverly J. Malnar	PHONE NO.	659-2142	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	Expiration Date	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1-2 A-K L-Z	Age Group	1917-1921	Schedule #658 Item #1 Retain applications until
3-4 DZ A-K L-Z		1917-1921	Jan. 1994
5-6 1-2 A-K L-Z		1917-1921	Disposal 2/10/94 ygs

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

a) AGENCY CODE 36.01.01		ACCESSION NO. 07.03.02	
b) AGENCY MSDE		88W1365	
c) DIVISION/UNIT C+A		LOCATION - RANGE 14	SECTION(S) 5
d) MAILING ADDRESS 200 West Baltimore St. Baltimore, Md. 21201		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL Beverly J. Mahan		PHONE NO. 333-2511	
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)	
1-2 7-L M-Z	AGE GROUP 1917-1921	EXPIRATION DATE 1984	
3-24 -K L-W	1917-1921	1985	
		1/1994 Sch. #658 Item #1 Disposal 2/28/94 JPG	

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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)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 36.01.01	07.03.02	ACCESSION NO. 89W1116	DATE RECD 5-2-89
b) AGENCY MSDE			
c) DIVISION/UNIT C & A		LOCATION - RANGE 54	SECTION(S) 10
d) MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201			NO OF CU. FT. 1
e) AGENCY OFFICIAL BEVERLY J. MALNAR	PHONE NO. 333-2511	RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 A-Z	Non Public Files AGE GROUP EXPIRATION DATE 1917-1921 Misc Dates	Schedule #658 Item #1 Retain Applications until 1/1994 <i>Disposal</i> <i>2/9/94</i> <i>[Signature]</i>

E

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

a) AGENCY CODE 36.01.01		07:03.02	ACCESSION NO. 89W799	DATE REC'D 2-14-89
b) AGENCY MSDE				
c) DIVISION/UNIT C & A			LOCATION - RANGE 20	SECTION(S) 2
d) MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201				NO. OF CU. FT. 2
e) AGENCY OFFICIAL BEVERLY J. MALNAR		PHONE NO. 333-2511	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 A-P	AGE GROUP 1917-1921	EXPIRATION DATE 1986
2 R-Z		
		Schedule #658 Item #1 Retain Applications until 1/1994 <i>Disposal</i> <i>3/14/94</i> <i>JPS</i>

RECORDS TRANSMITTAL AND RECEIPT

E

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

a) AGENCY CODE 36.01.01		ACCESSION NO. <i>07.03.02</i>	DATE REC'D <i>8-2-91</i>
b) AGENCY MSDE		LOCATION - RANGE <i>6</i>	SECTION(S) <i>14</i>
c) DIVISION / UNIT C & A			
d) MAILING ADDRESS 200 WEST BALTIMORE STREET BALTIMORE, MARYLAND 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL BEVERLY J. MALNAR	PHONE NO. 333-2511	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 A-Z	Age Group 1917-1921 Expiration Date 1987	SCHEDULE #658 ITEM #1 Retain applications until 1/1994 <i>Disposal</i> <i>1/10/94</i> <i>gpg</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

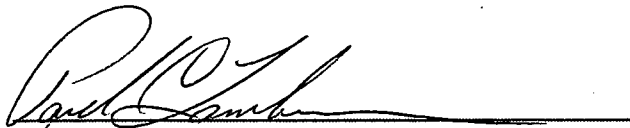
CERTIFICATE OF RECORDS DISPOSAL

07.06

DEPT. OF EDUCATION

PROGRAM ASSESSMENT & EVALUATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W731	FIELD TEST SPECIAL EVENT	1056	4A	1986-87	4	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS 550-2

E

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 CODE 36.01.01		ACCESSION NO. 07.06 89W731	DATE REC'D 1-23-89
AGENCY Maryland State Department of Education		LOCATION - RANGE 3	SECTION(S) 25
DIVISION/UNIT Program Assessment, Evaluation and Instructional Support Branch		NO. OF CU. FT. 4	
MAILING ADDRESS 5th Floor 200 W. Baltimore Street Baltimore, Md. 21202-2595		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Dr. Nicholas Hobar	PHONE NO. 333-2328	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)
1	'86 Field Test Special Event A/B, '84 Equating Prompt (Topic I), Unexpected Event, School Change, Guest Speaker, School Improvement, '87 Field Test, Mall B	1056 - 4a - Dec. 1993
2	'87 PSA: Permission, Sell a Product, Dream House, Goal	1056 - 4a - Dec. 1993
3	'87 PSA (Topic I) Forms 1,2,3,14,16,99 (Unidentified Prompts)	1056 - 4a - Dec. 1993
4	'87 PSA (Topic I) Forms 4,5; Topic II Forms 2,4,5	1056 - 4a - Dec. 1993 Jan. 1994 <u>Disposal</u> 1/10/94 gsp

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

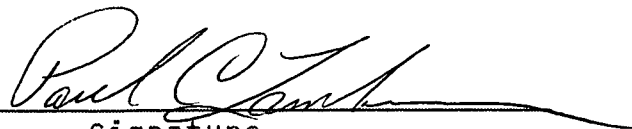
CERTIFICATE OF RECORDS DISPOSAL

07.10

DEPT. OF EDUCATION

ORGANIZATION & PERSONNEL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W163	PERSONNEL FILES	994	11B	1988	3	1/94	RECYCLED
91W1122	TIME SHEETS	994	11D	1989	10		
91W1123	TIME SHEETS	994	11D	1989	2		


signature
DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/94
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 07.10		ACCESSION NO. 90W163	DATE REC'D 8-30-89
b) AGENCY Maryland State Department of Education		LOCATION - RANGE 7	SECTION(S) 12
c) DIVISION/UNIT Office of Organization and Personnel 1st floor		NO. OF CU. FT. 3	
d) MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Victor E. Davila	PHONE NO. 333-2022	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 of 3	<u>INACTIVE PERSONNEL FILES</u> - 1-1-88 - 12-31-88 (A - Jn)	1-1-94 994 # 115
2 of 3	1-1-88 - 12-31-88 (Jo - Sz)	1-1-94
3 of 3	1-1-88 - 12-31-88 (T - Z)	1-1-94

*Disposal
1/10/94
gsp*

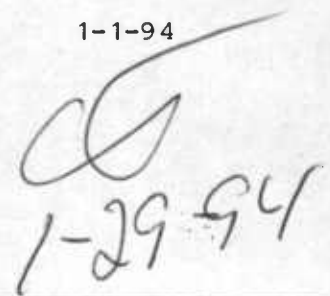
USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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 1. Maryland State Department of Education	ACCESSION NO. 91W1122	DATE REC'D 4-12-91
B. DIVISION/UNIT Organization and Personnel Office 1st floor	RM CODE 07.10	
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 35 22-23	NO. OF CU. FT. 10
D. PHONE NO. 333-2022	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Diane C. Hentschel	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>ACTIVE TIME SHEETS</u>	<i>Schedule #994</i>
1 of 10	(Classified and Unclassified) - 1/1/89 to 12/31/89 (A to Brooks, S.)	1-1-94
2 of 10	1/1/89 to 12/31/89 (Brooks to C)	1-1-94
3 of 10	1/1/89 to 12/31/89 (D to Fau)	1-1-94
4 of 10	1/1/89 to 12/31/89 (Fav to Harris)	1-1-94
5 of 10	1/1/89 to 12/31/89 (Harrison to Ka)	1-1-94
6 of 10	1/1/89 to 12/31/89 (Ke - Mas)	1-1-94
7 of 10	1/1/89 to 12/31/89 (Mat to Por)	1-1-94
8 of 10	1/1/89 to 12/31/89 (Pow to Shie)	1-1-94
9 of 10	1/1/89 to 12/31/89 (Shif to Tic)	1-1-94
10 of 10	1/1/89 to 12/31/89 (Tim to Z)	1-1-94
		 1-29-94

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

A. AGENCY 1. Maryland State Department of Education		ACCESSION NO. 91W1123	DATE REC'D 4-12-91
B. DIVISION/UNIT Organization and Personnel Office 4th floor		LOCATION RANGE SECTION(S) 35 23	RM CODE 07.10
C. MAILING ADDRESS 200 West Baltimore Street Baltimore, Maryland 21201			NO. OF CU. FT. 2
D. PHONE NO. 333-2022		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Diane C. Hentschel		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 of 2	<u>INACTIVE TIME SHEETS</u> (Classified and Unclassified) - 1/1/89 to 12/31/89 (A to L)	Schedule # 994 1-1-94 Item 11-D	
2 of 2	- 1/1/89 to 12/31/89 (M to W)	1-1-94	
		1-29-94	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

07.12

DEPT. OF EDUCATION

SCHOOL IMPROVEMENT SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W1341	STUDENT RISK, INSTRUCTION	952	1	1988	2	1/94	RECYCLED
93W1338	PUBLIC SCHOOLS	952	1	1988	1		
92W87	MISC FILES	952	1	1988	7		
91W742	CABINET MEETING	952	1	1988	1		
93W1337	INSTRUCTION	952	1	1988	2		
91W140	BUDGET-FINANCIAL REPORTS	952	1	1988	4		


Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS-550-2

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY 1. Education	ACCESSION NO. 93W1341	DATE REC'D 4-28-93
B. DIVISION/UNIT School Improvement Services Office		RM CODE 07.12
C. MAILING ADDRESS MSDE 200 West Baltimore Street Baltimore, MD 21201	LOCATION RANGE SECTION(S) 19 7	NO. OF CU. FT. 2
D. PHONE NO. 410-333-2489	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL M. Sciukas, Management Associate	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. 2.	1988 Student at Risk Division of Instruction	Schedule 952 #1 Retain five years and follow guidelines and requirements established by the State and Federal government and other agencies as appropriate 1/94 <u>Disposal</u> 3/14/94 JPS

E

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY	ACCESSION NO.	DATE REC'D
1. Education	93W1338	4-28-93
B. DIVISION/UNIT		FM CODE
Bureau of Educational Development		07.12
C. MAILING ADDRESS	LOCATION	NO. OF CU. FT.
MSDE 200 West Baltimore Street Baltimore MD 21201	RANGE SECTION(S)	1
	15	12
D. PHONE NO.	RECORDS CENTER MANAGER	
410-333-2489		
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
M. Sciukas, Management Assocaite		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	1988 Baltimore City Public Schools	Sch 952 #1 1/94
		<u>Disposal</u> 2/28/94 JPS

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Education		ACCESSION NO. 92W87	DATE REC'D 8-2-91
B. DIVISION/UNIT Bureau of Educational Development			FBI CODE 07.12
C. MAILING ADDRESS Md. State Department of Education 200 West Baltimore Street Baltimore MD 21201		RANGE 11	LOCATION SECTION(S) 13-14
D. PHONE NO. 301-333-2489		NO. OF CU. FT. 7	
E. AGENCY OFFICIAL M. Sciukas, Management Associate		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1.	1988 Juvenile Services, Federal Legislation	Schedule 952 Item # 1 Retain five years and follow guidelines and requirements established by the State and federal government and other agencies, as appropriate 1/94 Disposal 1/10/94 JPS
2.	State Board	
3.	Office of Children, Youth & Families	
4.	State Superintendents Meetings	
5.	Special Education	
6.	AIDS	
7.	Associations	

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Education		ACCESSION NO. 91W742		DATE REC'D 1-31-91
B. DIVISION/UNIT Maryland State Department of Education Bureau of Educational Development				FM CODE 07.12
C. MAILING ADDRESS 200 West Baltimore Street Baltimore MD 21201		LOCATION RANGE SECTION(S) 55 28		NO. OF CU. FT. 1
D. PHONE NO. 333-2489		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Mildred Sciukas , Managemetn Associate		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.	1988 Cabinet meetings	Schedule 952 Retain five (5) years and follow guidelines and requirements established by the State and federal government and other agencies as appropriate. 1/94 Disposal 2/9/94 gjs

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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. Education		ACCESSION NO. 93W1337	DATE REC'D 4-28-93
B. DIVISION/UNIT Bureau of Educational Development			RM CODE 07.12
C. MAILING ADDRESS 200 W. Baltimore Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) 10 7	NO. OF CU. FT. 2
D. PHONE NO. 333-2489		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL M. Sciukas Management Associate		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	1988 At Risk Initiatives	Schedule 952 #1	
2	Division of Instruction	Retain five years and follow guidelines and requirements established by the State and Federal government and other agencies, as appropriate	
		1/94 <u>Disposal</u> 1/10/94 SPS	

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Education	ACCESSION NO. 91W140	DATE REC'D 8-7-90
B. DIVISION/UNIT Bureau of Educational Development	RM CODE 07.12	
C. MAILING ADDRESS MSDE/Bureau of Educational Development 4th floor, 200 West Baltimore Street, Baltimore, MD 21201	LOCATION RANGE SECTION(S) 7 13	NO. OF CU. FT. 4
D. PHONE NO. 333-2489 or 333-2488	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Mildred Sciukas, Management Associate	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 2 8 3 11 4 14	1988 Budget: Financial Reports - GETC Education Task Force Budget: Audits-Counties to Federal Register 1988 States Inservices to Research for Better Schools	Schedule #952 Retain five (5) years and follow guidelines and requirements established by the state and federal government, and other agencies as appropriate. 1/94 Disposal 1/10/94 gsp

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

08.02

DEPT. OF ECONOMIC & EMPLOYMENT

ADMINISTRATION
DIVISION

<u>NO.</u>	<u>Description of Records</u>	<u>Sched</u>	<u>Item No.</u>	<u>Date of Records Disposed</u>	<u>Volume</u>	<u>Date of Disposal</u>	<u>Method of Disposal</u>
93W248	CONTRACTS & AGREEMENTS	991-2	3	FY 89	5	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W248	DATE REC'D 9-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.02
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 18 11	NO. OF CU. FT. 5
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: CATHY SPANGLIO ROOM 612 X7882		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 1	DEED Departmental Contracts (38.01-38.05) (H) 7/1/88-6/30/89	991-2(3) 7/94
Box 2	DEED Departmental Contracts (38.05[I]-38.08) 7/1/88-6/30/89	"
Box 3	DET Grants and Agreements (A to H) (38.03) 7/1/88-6/30/89	"
Box 4	DET Grants and Agreements (I to Z) (38.03) 7/1/88-6/30/89	"
Box 5	DEED Departmental Contracts DET-Ind Ref & MITP (38.03) 7/1/88-6/30/89	" <i>Disposal</i> <i>10/12/94</i> <i>[Signature]</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. OF ECONOMIC & EMPLOYMENT

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W1479	CLAIM CERT'S	991-4	3B	1991	57	7/94	RECYCLED
91W331	WAGE RECORDS	991-4	3A	1989	73		


Signature

RECORDS CENTER MANAGER
Title

07/25/94
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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>92W1479</i>	DATE REC'D <i>6-26-92</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>128 11-12</i>	NO. OF CU. FT. <i>57</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: <i>IRENE HALFTER ROOM 114</i> <i>(410) 333-5660</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>DATE</u> <u>FROM SERIAL #</u> <u>TO SERIAL #</u>	
1	10-16-91 128903301 10-18-91 129100001 10-22-91 129505201	Item 3-B 991-4 Disposal Date: 02-01-94 <i>7/94</i>
2	11-04-91 130800001	
3	10-28-91 130100001	
4	10-23-91 129000001 10-24-91 129700005 10-25-91 129800001	
5	07-15-91 119607301	
6	11-14-91 131803001 12-10-91 134407701	
7	12-16-91 (1 of 4) 135000001	
8	12-16-91 (2 of 4) 135004401	
9	12-16-91 (3 of 4) 135008601	
10	12-16-91 (4 of 4) 135011701	
11	12-24-91 135800001	<i>CA</i> <i>11-5-94</i>

STORE LISTING

PAGE 2

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
12	12-24-91	135803901	135808100
13	12-24-91	135808101	135811823
14	01-01-91 thru 03-31-91	MEDICALS	MEDICALS
15	12-01-91 thru 12-31-91	M01's	M01's
16	09-01-91 thru 12-31-91	MEDICALS	MEDICALS
17	06-01-91 thru 08-31-91	MEDICALS	MEDICALS
18	04-01-91 thru 05-31-91	MEDICALS	MEDICALS
19	01-01-91 thru 03-31-91	MEDICALS	MEDICALS
20	01-01-92 thru (1 of 2) 01-31-92	DAMAGED & DUPLICATED CLAIM CERTS.	
21	01-01-92 thru (2 of 2) 01-31-92	DAMAGED & DUPLICATED CLAIM CERTS.	
22	12-01-91 thru (1 of 3) 12-31-91	DAMAGED & DUPLICATED CLAIM CERTS.	
23	12-01-91 thru (2 of 3) 12-31-91	DAMAGED & DUPLICATED CLAIM CERTS.	
24	12-01-91 thru (3 of 3) 12-31-91	DAMAGED & DUPLICATED CLAIM CERTS.	
25	08-15-91 thru 08-21-91	CLAIM CERTIFICATIONS - GENERAL MOTORS	
26	01-01-92 thru 01-31-92	DAMAGED & DUPLICATED CLAIM CERTS.	
27	02-01-92 thru 02-29-92	DAMAGED & DUPLICATED CLAIM CERTS.	
28	Box #1	CLAIM CERTIFICATIONS - GENERAL MOTORS	

STORE LISTING

PAGE 3

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
29	Box # 2	CLAIM CERTIFICATIONS	- GENERAL MOTORS
30	Box # 3	CLAIM CERTIFICATIONS	- GENERAL MOTORS
31	Box # 4	CLAIM CERTIFICATIONS	- GENERAL MOTORS
32	02-01-91 thru 02-28-91	M01's	M01's
33	12-01-91 thru 12-31-91	M01's	M01's
34	08-01-91 thru 08-31-91	M01's	M01's
35	09-01-91 thru 09-30-91	M01's	M01's
36	10-01-91 thru 10-31-91	M01's	M01's
37	02-01-92 thru 02-92-92	M01's	M01's
38	01-01-92 thru (Box 1 of 5) 01-05-92	M01's	M01's
39	01-06-92 thru (Box 2 of 5) 01-10-92	M01's	M01's
40	01-11-92 thru (Box 3 of 5) 01-15-92	M01's	M01's
41	01-16-92 thru (Box 4 of 5) 01-20-92	M01's	M01's
42	11-01-91 thru 11-30-91	M01's	M01's
43	02-01-92 thru (Box 1 of 2) 02-15-92	M01's	M01's
44	02-01-92 thru (Box 2 of 2) 02-29-92	M01's	M01's
45	01-21-92 thru (Box 5 of 5) 01-31-92	M01's	M01's

STORE LISTING

PAGE 4

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
46	12-01-91 thru 12-15-91	M01's	M01's
47	12-15-91 thru 12-31-91	M01's	M01's
48	04-29-91	111902501	111907800
49	04-29-91	111907801	111911799
50	04-30-91 05-03-91 05-07-91	112010101 112300001 112707201	112010800 112301700 112708100
51	05-20-91 05-21-91 05-21-91	114008901 114105501 114105501	114009700 114106400 114106400
52	05-28-91 05-30-91 06-04-91 06-04-91 06-05-91 06-07-91	114805701 115027001 115507201 115508601 115600001 115801001	114805700 115003100 115508000 115109050 115603000 115801400
53	06-17-91 06-25-91	116800001 117603601	116800800 117604500
54	05-03-91 07-29-91 08-01-91 08-14-92	112300202 121006601 121400001 122603401	112300800 121006800 121400100 122603500
55	07-16-91 08-21-91	119710901 123303501	119710994 123303900
56	09-20-91	126300001	126303259
57	09-04-91 09-11-91 09-24-91	124701901 125402701 126705901	124702300 125403100 126706200

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

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: WALK KRYSIAK ROOM 512 X5340</p>	<p>ACCESSION NO. 91W331</p> <p>LOCATION RANGE SECTION(S) 18 17-18</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 10-12-90</p> <p>FM CODE 08.04</p> <p>NO. OF CU. FT. 73</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
--	---	---

2. BOX NUMBERS	3. 89/1	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		JAN-MAR 1989 - WAGE RECORDS	
1	001 - 009		<p>Schedule 991-4</p> <p>Item 3A</p> <p>Disposal Date 3-94 7/94 10/12/94 <i>[Signature]</i></p>
2	010 - 019		
3	020 - 029		
4	030 - 036CB		
5	036C - 053		
6	054 - 063		
7	064 - 072		
8	073 - 081B		
9	082 - 091A		
10	091B - 099		
11	100 - 108		
12	109 - 117B		
13	117C-- 127		
14	128 - 148A		
15	148B - 159		
16	160 - 172		
17	173A-- 182		
18	183 - 195		
19	196 - 210		
20	211 - 234		
21	235 - 247A		
22	247B - 262		
23	263 - 271C		
24	272 - 289B		
25	292 - 303A		
26	303B- 313B		
27	314 - 324		
28	325 - 338		
29	339 - 353B		
30	354 - 364A		

31	364B - 380
32	381 - 407
33	408 - 427
34	429 - 451B
35	452B-- 467
36	468 - 488
37	489 - 504
385	505 - 522
39	523 - 537
40	538 - 556
41	557 - 582
42	583 - 605
43	606 - 620
44	621 - 636
45	637 - 647A
46	647B - 666
47	666 - 676
48	677 - 692
49	693 - 713
50	714 - 724
51	725 - 737
52	738 - 755
53	756 - 765
54	766 - 776
55	777 - 799
56	800 - 823
57	811 - 823
58	824 - 846
59	847 - 856
60	857 - 874
61	875 - 885
62	886 - 895
63	896 - 901B
64	902 - 927
65	929 - 936
66	937 - 951
67	952 - 973
68	974 - 986
69	987 - 998
70	1086 - 8850
71	8855 - 9190
72	9193 - 10189 and 116
73	Old Quarters 1975 - 1988

R-18

S-17-~~20~~ 18

74 Empty Spaces

S-18-20

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.06

DEPT. OF ECONOMIC & EMPLOYMENT DEV

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1275	INACTIVE PROSPECT FILES	1164	IIB	1981-91	3	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1275	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.06
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 18. 7	NO. OF CU. FT. 3
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Catherine Kates Ext. 4262 <i>MIDEA-217E.REDWOOD-22nd FLOOR</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	Inactive Prospect Files 12/81-2/91 Allegany Central Railroad William H. Anderson Belvedere Hotel (2 folders) Benco Enterprises (2 folders) Brooks Barrel Company Caldwell Casting Company Capital Vial, Inc. Chesapeake Biological Laboratories Cir-Q-Tel City Concrete Commercial Modular Systems The Entertainment Line Housing Developers Unlimited First Marine Manufacturing General Brands	1164, II B, 3/94 7/94	
#2	Gilley Turner Communications Instrument Research Company Integrated Automation Corp. Jiffy Lube KLM Video Kessler Shoe Manufacturing Maryland Resource Recovery Center Mid-Atlantic Hambro, Inc. Mississippi River Grain MHI Corrugating Machinery Company Monarch Rubber Musser's Potato Chips	1164, II B, <i>Disposal</i> 10/12/94 <i>[Signature]</i>	

Inactive Prospect Files

#3

Mount Savage Ceramics
North Atlantic Steel Company
Omni Hotel
Papillon Agricultural Products
Plymouth, Inc.
Rosen's Hagerstown
Southern Highlands, Inc.
Spencer-Lee Farms
Top Flight Airpark
USS Cabot CVL
Wittman Publications

1164, II B,

R-18
S-7

2 Empties

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W926	CLOSED CASES	991-4	23	1991	56	1/94	RECYCLED
93W1052	CLAIMANT CASES	991-4	7	1990	28		
92W1270	CLOSED CASES	991-4	23	1990	43		
90W694	WAGE REPORTS	991-4	3	1988	78		


SIGNATURE

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS-550-2

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W926	DATE REC'D 2-3-93
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 38 13-14	NO. OF CU. FT. 56
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 333-7311		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>1991 Closed Cases</u>	Schedule Date: 991-4 Item No: 23 Disposal Date: 1-95 1/94
1.	9115550 - 9115599	29. 9117000 - 9117049
2.	9115600 - 9115649	30. 9117050 - 9117099
3.	9115650 - 9115699	31. 9117100 - 9117149
4.	9115700 - 9115749	32. 9117150 - 9117199
5.	9115750 - 9115799	33. 9117200 - 9117249
6.	9115800 - 9115849	34. 9117250 - 9117299
7.	9115850 - 9115899	35. 9117300 - 9117349
8.	9115900 - 9115949	36. 9117350 - 9117399
9.	9115950 - 9115999	37. 9117400 - 9117449
10.	9116000 - 9116049	38. 9117450 - 9117499
11.	9116050 - 9116099	39. 9117500 - 9117549
12.	9116100 - 9116149	40. 9117550 - 9117599
13.	9116150 - 9116199	41. 9117600 - 9117649
14.	9116200 - 9116249	42. 9117650 - 9117699
15.	9116250 - 9116299	43. 9117700 - 9117749
16.	9116300 - 9116349	44. 9117750 - 9117799
17.	9116350 - 9116399	45. 9117800 - 9117849
18.	9116400 - 9116449	46. 9117850 - 9117899
19.	9116450 - 9116499	47. 9117900 - 9117949
20.	9116500 - 9116549	48. 9117950 - 9117999
21.	9116550 - 9116599	49. 9118000 - 9118049
22.	9116600 - 9116649	50. 9118050 - 9118099
23.	9116650 - 9116699	51. 9118100 - 9118149
24.	9116700 - 9116749	52. 9118150 - 9118199
25.	9116750 - 9116799	53. 9118200 - 9118249
26.	9116800 - 9116849	54. 9118250 - 9118299
27.	9116850 - 9116899	55. 9118300 - 9118349
28.	9116900 - 9116949	
28A	9116950 - 9116999	

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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W1052	DATE REC'D 3-2-93
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 38 12	NO. OF CU. FT. 28
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: OLIVIA OWENS - (410)-333-7230 ROOM 518		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
	1990 CLAIMANT RECORDS	
1	578-70-7037	991-4-#7 1/94 <u>Disposal</u> 5/23/94 <i>[Signature]</i>
2	585-78-8647	
3	097-34-0028	
4	145-54-5368	
5	189-36-0958	
6	212-84-6258	
7	217-28-4588	
8	220-58-3618	
9	228-52-6178	
10	235-96-6008	
11	273-38-8378	
12	415-08-5968	
13	498-68-3590	
14	577-86-8958	
15	579-84-8808	
16	001-30-5499	
17	151-24-3929	
18	194-38-3639	
19	213-76-1309	
20	217-56-3269	
21	222-18-2169	
22	233-02-0259	
23	254-13-8849	
24	401-23-5789	
25	500-38-8409	
26	578-42-8949	
27	580-05-2389	
28	215-62-8041	
	580-23-7547	
	637-03-2807	
	143-52-9888	
	189-32-3618	
	212-84-1038	
	217-19-0338	
	220-54-4828	
	228-51-3378	
	235-94-1898	
	272-68-8188	
	414-68-9798	
	498-38-1438	
	577-84-8678	
	579-84-5978	
	826-32-5678	
	149-36-8349	
	193-52-3079	
	213-76-0729	
	217-56-2669	
	221-66-4019	
	232-98-4419	
	253-80-5359	
	399-72-6479	
	497-62-3729	
	578-13-5069	
	579098-5119	
	635-01-8989	
	219-26-8681	

~~R-43~~

~~S-25~~

R-38

S-12

1 empty

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1270	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 26 29-30	NO. OF CU. FT. 43
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm:511 Ext:7311		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>1990 Closed Cases</u>	
1.	13300 - 13349	Schedule 991-4 Item No. 23 Disposal Date 1/94 <div style="text-align: center;"> '92 MAR 18 AM 9 14 <i>Disposal</i> <u>5/20/94</u> <i>gjs</i> </div>
2.	13350 - 13399	
3.	13400 - 13449	
4.	13450 - 13499	
5.	13500 - 13549	
6.	13550 - 13599	
7.	13600 - 13649	
8.	13650 - 13699	
9.	13700 - 13749	
10.	13750 - 13799	
11.	13800 - 13849	
12.	13850 - 13899	
13.	13900 - 13949	
14.	13950 - 13999	
15.	14000 - 14049	
16.	14050 - 14099	
17.	14100 - 14149	
18.	14150 - 14199	
19.	14200 - 14249	
20.	14250 - 14299	
21.	14300 - 14349	
22.	14350 - 14399	
	23. 14400 - 14449	
	24. 14450 - 14499	
	25. 14500 - 14549	
	26. 14550 - 14599	
	27. 14600 - 14649	
	28. 14650 - 14699	
	29. 14700 - 14749	
	30. 14750 - 14799	
	31. 14800 - 14849	
	32. 14850 - 14899	
	33. 14900 - 14949	
	34. 14950 - 14999	
	35. 15000 - 15049	
	36. 15050 - 15099	
	37. 15100 - 15149	
	38. 15150 - 15199	
	39. 15200 - 15249	
	40. 15250 - 15299	
	41. 15300 - 15349	
	42. 15350 - 15399	
	43. 15400 - 15449	

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 Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W694	DATE REC'D 1-5-90
DIVISION/UNIT Division of Administration Office of General Services	RM CODE 08.04	
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 41 28-29	NO. OF CU. FT. 78
PHONE NO. 333-7532	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOM 512 X5340	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
	WAGE REPORTS 7/1/88 - 9/30/88	
1	000 - 022	Schedule 991-4 Item 3 Date of Disposal: September, 1993 1/94
2	023 - 030	
3	031 - 943	
4	044 - 053	
5	054 - 062	
6	063 - 070	
7	071 - 081	
8	082 - 097	
9	098 - 119	
10	120 - 127	
11	128 - 134	
12	135 - 144	
13	145 - 157	
14	158 - 165	
15	163 - 177	
16	178 - 193	
17	194 - 203	
18	204 - 214	
19	215 - 233	
20	234 - 252	

5-28-94

21	253 - 274
22	275 - 301
23	302 - 318
24	319 - 337
25	338 - 360
26	361 - 380
27	381 - 398
28	399 - 420
29	421 - 431
30	432 - 456
31	457 - 467
32	468 - 489
33	490 - 510
34	511 - 522
35	523 - 532
36	533 - 555
37	556 - 570
38	571 - 581
39	582 - 590
40	591 - 607
41	608 - 616
42	617 - 629
43	630 - 638
44	639 - 648
45	649 - 666
46	667 - 676
47	677 - 687
48	688 - 694
49	695 - 713
50	714 - 722
51	723 - 740
52	741 - 750
53	751 - 757
54	758 - 767
55	768 - 775
56	776 - 788
57	789 - 797
58	798 - 806
59	807 - 816
60	817 - 826
61	827 - 844
62	845 - 854
63	855 - 862
64	863 - 870
65	871 - 878A
66	878B - 888
67	889 - 903
68	904 - 914
69	915 - 930
70	931 - 949

71	950 - 958
72	959 - 965
73	966 - 975
74	976 - 988
75	989 - 999
76	7760 - 8224
77	8225 - 8502
78	8527 - 9153

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.05

DEPT OF ECONOMIC & EMPLOYMENT DEV

OFFICE OF RESEARCH
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
88W790	BUDGET, PERSONNEL	835	1	1983	5	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

E

AND RECEIPT

08.05

Accession No.

88W790

Date Received

2-24-88

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

Wendy Steward, Office of Research
Dept. of Economic & Employment Development

Signature

Title

2. Building and Room

45 Calvert Street
Room 269
Annapolis 21401

3. Phone

974-3629

4. To: State Records Center

5. Signature: (Agency Official)

Cecelia P. Clark

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-27

1 of 5

Budget

1983

835/1

2 of 5

Budget

835/1

3 of 5

Personnel

835/1

4 of 5

Personnel

835/1

5 of 5

Personnel

835/1

Jan. 1994

Disposal
5/23/94
[Signature]

(Use Plain Unlined Paper For Continuation Pages)

XXXXXX

2/24/75

DGS-550-5

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
89W1157	ESARS	991-3A	36	1987-88	6	7/93	RECYLED



SIGNATURE
DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
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

a) AGENCY CODE 1. 380310206 08.03	ACCESSION NO. 89W1157	DATE REC'D 5-12-89
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING DEED		
c) DIVISION/UNIT General Services Division	LOCATION - RANGE 107	SECTION(S) 3
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	NO. OF CU. FT. 6 RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL For: John Head Paul Gilden	PHONE NO. 383-2532	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	ESARS SEP-NOV 1987	SCHEDULE #991-3 A ITEM 36 DATE OF DISPOSAL: 7-93 <i>Disposal</i> <i>10/8/93</i> <i>JPG</i>
2	ESARS DEC 87-JAN 1988	
3	ESARS FEB & MAR 1988	
4	ESARS APR & MAY 1988	
5	ESARS Special Reports (VET, CAT 'F', SUMY ETC.)	
6	ESARS JUL, AUG & OCT 1987	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

R-107

S-3

2 Empties

S-3

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
91W1175	CLOSED CASES	991-4	23	1989	31	7/93	RECYLED
91W1176	CLOSED CASES	991-4	23	1989	41		
90W693	WAGE REPORTS	991-4	3	1988	1		
89W49	FSC	991-4	25	2/88	2		



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 91W1175	DATE REC'D 4-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 118 29-30	NO. OF CU. FT. 31
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook RM: 511 Phone# 333-7311		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>1989 Closed Cases</u>	Schedule 991-4 Item 23 Disposal Date 1-93
1	CWC 01-49	<p><i>Disposal 10/8/93 gps</i></p> <p>RECEIVED 91 APR 9 AM 8 57 CONTRACTS & PROCUREMENT</p>
2	" " 50-99	
3	100-149	
4	150-199	
5	200-249	
6	250-299	
7	300-349	
8	350-399	
9	400-428	
10	UCF 01-49	
11	" " 50-99	
12	100-149	
13	150-199	
14	200-249	
15	250-299	
16	300-316	
17	UCX 01-49	
18	UCX 50-100	
19	00001-00049	
20	00050-00099	
21	00100-00149	
22	00150-00199	
23	00200-00249	
24	00250-00299	
25	00300-00349	
26	00350-00399	
27	00400-00449	
28	00450-00499	
29	00500-00549	
30	00550-00599	
31	00600-00649	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 91W1176	DATE REC'D 4-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 118 30-31	NO. OF CU. FT. 41
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR:</u> Linda Cook Rm: 511 Phone# 333-7311		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>1989 Closed Cases</u>	Schedule 991-4 Item No. 23 Disposal Date 1-93
1	00650-00599	<p><i>Disposal 7/93</i></p> <p><i>10/8/93</i></p> <p><i>egps</i></p> <p>CONTRACTS PROCUREMENT</p> <p>'91 APR 9 AM 8 57</p> <p>RECEIVED</p>
2	00700-00749	
3	00750-00799	
4	00800-00849	
5	00850-00899	
6	00900-00949	
7	00950-00999	
8	01000-01049	
9	01050-01099	
10	01100-01149	
11	01150-01199	
12	01200-01249	
13	01250-01299	
14	01300-01349	
15	01350-01399	
16	01400-01449	
17	01450-01499	
18	01500-01549	
19	01550-01599	
20	01600-01649	
21	01650-01699	
22	01700-01749	
23	01750-01799	
24	01800-01849	
25	01850-01899	
26	01900-01949	
27	01950-01999	
28	02000-02049	
29	02050-02099	
30	02100-02149	
31	02150-02199	

1989 Closed Cases

Schedule 991-4
Item No. 23
Disposal Date 1-93

- 32 02200-02249
- 33 02250-02299
- 34 02300-02349
- 35 02350-02399
- 36 02400-02449
- 37 02450-02499
- 38 02500-02549
- 39 02550-02599
- 40 02600-02649
- 41 02650-02699

DIRECTIONS - 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: WALT KRYSIAK ROOM 512 X 5340

ACCESSION NO.
 90W693

DATE REC'D
 1-5-90

RM CODE
 08-04

LOCATION
 RANGE SECTION(S)
 246 19

NO. OF CU. FT.
 1

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
1	WAGE REPORTS 4/1/88 - 6/30/88 8642 - 8917	Schedule 991-4 Item 3 Date of Disposal: June, 1993 7/93 Disposed 10/1/93 NCB

R-46

S-19

3 ~~Empties~~
SFX9

1 Empty
NCO 10/1/93

E

RECORDS TRANSMITTAL AND RECEIPT

✓ msp

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

a) AGENCY CODE 1. 380410207 <i>08.04</i>		ACCESSION NO. <i>89649</i>	DATE REC'D <i>6-30-88</i>
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE <i>46</i>	SECTION(S) <i>9</i>
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. <i>2</i>	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Carmen Powell		PHONE NO. 383-2532	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	FSC-01 - FSC-99	SCHEDULE #991-4 ITEM #25 Disposal Date: 2/93 <i>7/93</i> <i>disposed</i> <i>10/1/93 NCB</i>
2	FSC 100 - FSC-199	

USE PLAIN UNLINED PAPER FOR CONTINUATION (ES)

R-46

S-9

8 Emptyies

~~S-9~~

2 empty

10/1/83

RECEIVED

JUN 29 1983

WELLS MANAGEMENT
DIVISION

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

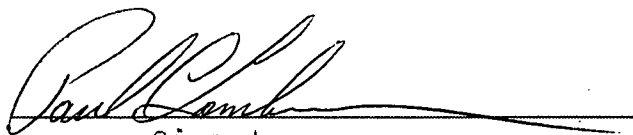
CERTIFICATE OF RECORDS DISPOSAL

08.02

DEPT. ECONOMIC & EMPLOYMENT DEV

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W747	CONTRACTS, GRANTS	991-2	3	1987-88	4	7/93	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/93
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W747	DATE REC'D 1-23-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.02
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 13 16	NO. OF CU. FT. 4
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: CATHY SPANGLO - ROOM 613 333-7882		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 1	DEED Departmental Contracts (38.01 thru 38.08) 7/1/87 - 6/30/88	991-2 (3) 7/93
Box 2	DET Grants and Agreements "A thru H" (38.03) 7/1/87 - 6/30/88	" " "
Box 3	DET Grants and Agreements "I thru Z" (38.03) 7/1/87 - 6/30/88	" " "
Box 4	MITP/PWQ and Individual Referrals (38.03) 7/1/87 - 6/30/88	" " "

7/16/93
PLC

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

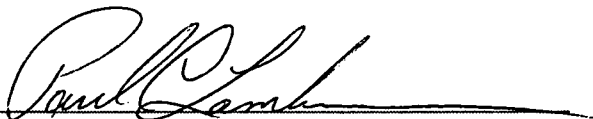
CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W1392	ENDS DAILIES	991-3	25	1991	10	7/93	RECYCLED
89W1162	COMPLAINTS & LAWSUITS	991-3	28	9/84-4/87	1		
89W161	ESARS MONTHLY	991-3	36	1987-88	4		
92W126	ENDS DAILIES	991-3	25	1991	6		
92W408	ENDS DAILIES	991-3	25	1991	9		
92W746	ENDS DAILIES	991-3	25	1991	9		
92W127	ENDS AUTOMATIC INACTIVATIONS	991-3	25	1990-91	4		


Signature

RECORDS CENTER MANAGER
Title

07/25/93
Date

E

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

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			91W 1392	RM CODE
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				RANGE
D. PHONE NO. 333-7532			33	10
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURAWER ROOM 207			10	10
			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Jan 2-8,1991 & weekly Dec 13,1991	Schedule #991-3 Item 25 Date of Disposal 7/93
2	ENDS dailies Jan 9-16,1991	
3	ENDS dailies Jan 17-22,1991 & weeklies Dec 221 & 29, 1990	
4	ENDS dailies Jan 23-29,1991	
5	ENDS dailies Jan 30-31,1991 & weeklies Jan 8,11,18 25 & 31,1991	
6	ENDS dailies Feb 1-7,1991 & weekly Feb 8,1991	
7	ENDS dailies Feb 8-14,1991	
8	ENDS dailies Feb 15-24,1991 & weekly Feb 15,1991	
9	ENDS dailies Feb 25-Mar 1,1991 & weekly Feb 22,1991	
10	ENDS dailies Mar 1-10,1991	

6/6
8/15 1997

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

PS4

A. AGENCY 1. DEED		ACCESSION NO. 89W1162	DATE REC'D 5-15-89
B. DIVISION/UNIT GENERAL SERVICES		RM CODE 08.03	
C. MAILING ADDRESS 1100 N. EUSTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 120 12	NO. OF CU. FT. 1
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: J. CALLENDER x5773 RM. 209		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	DEED/JS MSFW COMPLAINTS & LAWSUITS 9/84-4/87 ITEM 991-3-28 - 5 YRS + 1 COURT DECISION	991-328-793 Disposal 8/12/95

E

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

a) AGENCY CODE 1. 380310206 08.03		ACCESSION NO. 89W161	DATE REC'D 8-10-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING			
c) DIVISION/UNIT General Services Division		LOCATION - RANGE 4	SECTIONS(S) 4
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL For: John Head Paul Gilden		PHONE NO. 383-2532	RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	ESARS monthly inactivations (Applicant) Apr87-Jul87 & Applicant Purge Apr87-May87	SCHEDULE #991-3 ITEM 36 DATE OF DISPOSAL: 7/93 8/12/93 JPS
2	ESARS monthly inactivations (Applicant) Aug87-Dec87	
3	ESARS monthly inactivations (Applicant) Jan88-Mar88 & Applicant Purge Jun87-Sep87; 345 Error Listings Feb87-Mar87	
4	Applicant Purge Oct87-Mar88, 345 Error Listings Apr87-Feb 88	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W126</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">8-9-91</div>
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">149 4</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">6</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: ALHAURADEK ROOM 207 x 7574	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	ENDS dailies Mar 11-18, 1991	Schedule #991-3 Item 25 Date of Disposal 7/93 <div style="font-size: 1.5em; font-family: cursive;">7/15/93</div> <div style="font-size: 1.5em; font-family: cursive;">gjs</div>
2	ENDS dailies Mar 19-25, 1991	
3	ENDS dailies Mar 26-Apr 2, 1991	
4	ENDS dailies Apr 3-9, 1991 & weeklies Mar 8&15, 1991	
5	ENDS dailies Apr 11-16, 1991 & weekly Mar 22, 1991	
6	ENDS dailies Apr 17-18, 1991 & weeklies Mar 28&Apr 5, 1991	

E

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

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			92W408	10-18-91
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				RM CODE 08.03
D. PHONE NO. 333-7532			LOCATION RANGE SECTION(S) 33 30	NO. OF CU. FT. 9
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURANEK ROOM 207 X 7574			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Apr. 19-25, 1991	Schedule #991-3 Item 25 Date of Disposal 7/93 7/15/93 [Signature]
2	ENDS dailies Apr 26-May 1, 1991 & weekly Apr 12, 1991	
3	ENDS dailies May 2-7, 1991	
4	ENDS dailies May 8-14, 1991	
5	ENDS dailies May 15-17, 1991 & weeklies Apr 19, 26 & 30, 1991	
6	ENDS dailies May 20-23, 1991 & weekly May 10, 1991	
7	ENDS dailies May 24-29, 1991 & weeklies May 17, 24 & 31, 1991	
8	ENDS dailies May 30-Jun 4, 1991 & weeklies Jun 7 & 14, 1991	
9	ENDS dailies Jun 5-10, 1991 & weekly Jun 21, 1991	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W746</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">1-23-92</div>
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">5 5</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">9</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: <i>AL HAURANEK ROOM 207 X 7574</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	ENDS dailies Jun 11-14, 1991 & weekly Jun 26, 1991	Schedule # 991-3 Item 25 Date of Disposal 7/93
2	ENDS dailies Jun 17-21, 1991	
3	ENDS dailies Jun 24- Jul 1, 1991	
4	ENDS dailies Jul 2-5, 1991 & weeklies Jul 5 & 12, 1991	
5	ENDS dailies Jul 8-10, 1991 & weeklies Jul 19 & 26, 1991	
6	ENDS dailies Jul 11-16, 1991	
7	ENDS dailies Jul 17-22, 1991	
8	ENDS dailies Jul 23-26, 1991	
9	ENDS dailies Jul 29-31, 1991 & weekly Jul 31, 1991	

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 92W127	DATE REC'D 8-9-91
B. DIVISION/UNIT Division of Administration Office of General Services		RM CODE 08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 149 4	NO. OF CU. FT. 4
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: AL HAVRANEK Room 207 x 7574	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	ENDS automatic Inactivations May-August 1990	Schedule #991-3 Item 25
2	ENDS automatic Inactvations Sep-December 1990	Date of Disposal 1/93 7/93
3	ENDS automatic Inactivations Jan-April 1991	7/6/93
4	ENDS purge listings Jun-Jan 1991	JPH

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV

ADMINISTRATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
90W127	WAGE -BATCHES	991-4	3A	88/1	74	7/93	RECYCLED
90W355	WAGE -BATCHES	991-4	3A	88/2	74		
91W337	CLOSED CASES	991-4	3B	1990	10		
90W585	COMPUTER-EMPLOYMENT RPTS	991-4	3A	1988	5		
90W126	COMPUTER-EMPLOYMENTS RPTS	991-4	3A	1988	4		
90W1345	CLOSED CASES	991-4	3B	1990	26		
88W1223	CLOSED CASES	991-4	25	2/88	39		


Signature

RECORDS CENTER MANAGER
Title

07/25/93
Date

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

AGENCY CODE 380410316	ACCESSION NO. 906127	DATE REC'D 8-18-89
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		NO. OF CU. FT. 74
DIVISION/UNIT General Services Division		LOCATION RANGE 19 9-11
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER
AGENCY OFFICIAL For: John Head GERRI COOPER Jim Boyd RMS12 - WALT KRYSIAK		PHONE NO. 333-7532 382-2532 333-5340
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 88/1 JAN - MAR. 88	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) Schedule 991-4 Item 3-A Date of Disposal: 3/31/93 7/93 7/16/93 <i>[Signature]</i>
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	001 - 016 017 - 031 032 - 041 042 - 062 063 - 070 071 - 080 081 - 089A 089B - 097 098 - 115B 116 - 126A 126B - 133 134 - 148 149 - 171 172 - 198 199 - 227 228 - 248 249 - 262 263 - 285 286 - 297 298 - 320	

21 321 - 334
22 335 - 357
23 358 - 379
24 380 - 400
25 401 - 418
26 419 - 434
27 435 - 458
28 459 - 468
29 469 - 479
30 480 - 487
31 488 - 506
32 507 - 522
33 523 - 532
34 533 - 545
35 546 - 560
36 561 - 576
37 577 - 587
38 588 - 598
39 598B - 615
40 616 - 625
41 626 - 636
42 637 - 648
43 649 - 665
44 666 - 681
45 682 - 691
46 692 - 699
47 700 - 706
48 707 - 713
49 714 - 722
50 723 - 743
51 744 - 758
52 759 - 767
53 768 - 774
54 775 - 781
55 782 - 796
56 797 - 809
57 810 - 828
58 829 - 838
59 839 - 847
60 848 - 856
61 857 - 869
62 870 - 892
63 893 - 901
64 902 - 913
65 914 - 920
66 921 - 929
67 930 - 940
68 941 - 958
69 959 - 975
70 976 - 997
71 4621 - 7712
72 7716 - 8066
73 8067 - 8649
74 8650 - end & mixed 1987 & 1985 batches

R-19

S-9-11

2 Empires

S-11

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

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAR X5340 ROOM 512</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">ACCESSION NO. 90W355</td> <td style="width: 30%;">DATE REC'D 10-12-89</td> </tr> <tr> <td colspan="2">RM CODE 08.04</td> </tr> <tr> <td style="width: 60%;">LOCATION</td> <td style="width: 40%;">NO. OF CU. FT.</td> </tr> <tr> <td>RANGE 18</td> <td>SECTION(S) 2-4</td> </tr> <tr> <td colspan="2">RECORDS CENTER MANAGER</td> </tr> <tr> <td colspan="2" style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</td> </tr> </table>	ACCESSION NO. 90W355	DATE REC'D 10-12-89	RM CODE 08.04		LOCATION	NO. OF CU. FT.	RANGE 18	SECTION(S) 2-4	RECORDS CENTER MANAGER		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
ACCESSION NO. 90W355	DATE REC'D 10-12-89												
RM CODE 08.04													
LOCATION	NO. OF CU. FT.												
RANGE 18	SECTION(S) 2-4												
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
	WAGE RECORDS-EMPLOYMENT REPORTS 4/1/88-6/30/88	991-4 Item 3A Disposal Date: 6/30/93 7/1/93 7/16/93 802
1	001-016	
2	017-032	
3	033-044	
4	045-059	
5	060-071	
6	072-081	
7	082-097	
8	098-109	
9	110-128	
10	129-140	
11	141-151A	
12	151B-170	
13	171-182	
14	183-195	
15	196-204B	
16	204C-221	
17	222-234	
18	235-245	
19	245-255	
20	256-272	
21	273-278	
22	279-285	
23	286-300	
24	301-323A	
25	323B-332A	

26	323C-350
27	351-357
28	358-362
29	363-370
30	371-376B
31	376C-384
32	385-395
33	396-404
34	405-415
35	416-437
36	438-446
37	447-453
38	454-466
39	467-474
40	475-487
41	488-506
42	507-519
43	520-527
44	528-538
45	539-548
46	549-562
47	563-583
48	584-592
49	593-601
50	602-613
51	614-628
52	629-643
53	644-651
54	652-669
55	670-679
56	680-693
57	694-715
58	716-736
59	737-757
60	758-778
61	779-803
62	804-835
63	836-850
64	851-872
65	873-890
66	891-908
67	909-923
68	924-946
69	947-960
70	961-981
71	982-994
72	995-999
73	7930-8141
74	8151-end

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 91W337	DATE REC'D 10-15-90
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 49 7	NO. OF CU. FT. 10
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Irene Halfter, 333-5660, Room 114		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																																																																															
	<table border="1"> <thead> <tr> <th>DATE</th> <th>FROM SERIAL #</th> <th>TO SERIAL #</th> </tr> </thead> <tr> <td>1</td> <td>03-30-90</td> <td>008900001</td> <td>008900616</td> </tr> <tr> <td></td> <td>04-02-90</td> <td>009204601</td> <td>009205384</td> </tr> <tr> <td></td> <td>04-05-90</td> <td>009500001</td> <td>009501783</td> </tr> <tr> <td>2</td> <td>04-09-90</td> <td>009904601</td> <td>009906012</td> </tr> <tr> <td></td> <td>04-23-90</td> <td>001304501</td> <td>001305422</td> </tr> <tr> <td>3</td> <td>04-30-90</td> <td>012004601</td> <td>012001571</td> </tr> <tr> <td></td> <td>05-01-90</td> <td>012100001</td> <td>012101782</td> </tr> <tr> <td>4</td> <td>05-02-90</td> <td>012205601</td> <td>012206600</td> </tr> <tr> <td></td> <td>05-07-90</td> <td>012704801</td> <td>012705798</td> </tr> <tr> <td></td> <td>05-10-90</td> <td>013001301</td> <td>013001798</td> </tr> <tr> <td></td> <td>05-11-90</td> <td>013100001</td> <td>013101146</td> </tr> <tr> <td>5</td> <td>05-15-90</td> <td>013503001</td> <td>013503541</td> </tr> <tr> <td></td> <td>05-16-90</td> <td>013604302</td> <td>013604885</td> </tr> <tr> <td></td> <td>05-21-90</td> <td>014105101</td> <td>014105600</td> </tr> <tr> <td></td> <td>05-22-90</td> <td>014205400</td> <td>014206426</td> </tr> <tr> <td>6</td> <td>05-23-90</td> <td>014302101</td> <td>014302584</td> </tr> <tr> <td></td> <td>05-29-90</td> <td>014900001</td> <td>014900900</td> </tr> <tr> <td></td> <td>05-31-90</td> <td>015100601</td> <td>015100800</td> </tr> <tr> <td></td> <td>06-01-90</td> <td>015201202</td> <td>015201399</td> </tr> </table>	DATE	FROM SERIAL #	TO SERIAL #	1	03-30-90	008900001	008900616		04-02-90	009204601	009205384		04-05-90	009500001	009501783	2	04-09-90	009904601	009906012		04-23-90	001304501	001305422	3	04-30-90	012004601	012001571		05-01-90	012100001	012101782	4	05-02-90	012205601	012206600		05-07-90	012704801	012705798		05-10-90	013001301	013001798		05-11-90	013100001	013101146	5	05-15-90	013503001	013503541		05-16-90	013604302	013604885		05-21-90	014105101	014105600		05-22-90	014205400	014206426	6	05-23-90	014302101	014302584		05-29-90	014900001	014900900		05-31-90	015100601	015100800		06-01-90	015201202	015201399	Schedule 991-4 Item 3-B Date of Disposal 8-06-93 7/93  7/6/93
DATE	FROM SERIAL #	TO SERIAL #																																																																															
1	03-30-90	008900001	008900616																																																																														
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	06-01-90	015201202	015201399																																																																														

BOX
NUMBERS

DATE

FROM SERIAL #

TO SERIAL #

7	06-05-90	015603301	015603860
	06-06-90	015705701	015706100
	06-06-90	015707101	015707486
	06-11-90	016204501	016205070
	06-12-90	016305101	016305630
8	06-13-90	016400001	016402533
9	06-14-90	016500001	016501278
	06-15-90	016600001	016601010
10	06-19-90	017002701	017003000
	06-22-90	017300001	017300483

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

<p>A. AGENCY DEED 0804</p>	<p>ACCESSION NO. 90W585</p>	<p>DATE REC'D 12-4-89</p>
<p>B. DIVISION/UNIT OFFICE OF GENERAL SERVICES</p>	<p>RM CODE 08.04</p>	
<p>C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201</p>	<p>LOCATION RANGE SECTION(S) 7 10</p>	<p>NO. OF CU. FT. 5</p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL GERRI COOPER DR: WALT KRYSIAK X5340 ROOM 512</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p style="text-align: center;">4/1/88 - 6/30/88</p> <p>COMPUTER PRINTOUTS EMPLOYMENT REPORTS</p>	<p>Schedule 991-4</p> <p>Item: 3A</p> <p>Disposal Date: 6/30/93 7/1/93</p>
2	<p>STATE OF MARYLAND ANNE ARUNDEL CITY GOV'T C & P OF MARYLAND AMERICAN GEN. LIFE INSURANCE CO. THE BANK OF BALTIMORE KELLY SPRINGFIELD TIRE NEW JERSEY BELL UNITED HEALTH INC. SEARS ROEBUCK CO. MCDONNELL DOUGLAS C & P OF WASHINGTON BLUE CROSS & BLUE SHIELD GIANT FOODS K-MART</p>	<p style="text-align: center;">7/15/93 GRS</p>

3

J.C. PENNY
BALTIMORE GAS & ELECTRIC
ANNE ARUNDEL CO. LIBRARY
S.O.C.P.O. INC.
BLACK AND DECKER
THE JOHNS HOPKINS HOSPITAL
DENNY'S
BELL ATLANTIC
BETHLEHAM STEEL
CARROLL CO. BOARD OF ED.
MONTGOMERY CO. BOARD OF ED.
HOWARD CO. LIBRARY
FREDERICK CO. BOARD OF ED.
HARFORD CO. BOARD OF ED.
HOUSING AUTHORITY OF BALTO. CITY
MONTGOMERY COUNTY GOV'T
ESSEX COMMUNITY COLLEGE
PRICNE GEORGE'S COMMUNITY COLLEGE
SUSQUEHANA REGION(HARFORD CO. GOV'T)
CATONSVILLE COMMUNITY COLLEGE
CITY OF HAGERSTOWN
FREDERICK COUNTY GOV'T
FREDERICK COMMUNITY COLLEGE
I B M CORP.
MONTGOMERY COMMUNITY COLLEGE
NATIONAL GEOGRAPHIC SOCIETY
PRINCE GEORGE'S BOAD OF ED.
ANNE ARUNDEL BOARD OF ED.
BLAKE CONSTRUCTION
HARFORD COUNTY GOV'T
HOWARD CO. BOARD OF ED.

4

JOHNS HOPKINS UNIVERSITY
BALTIMORE COUNTY GOV'T
F & M DISTRIBUTORS
JOHNS HOPKINS HEALTH SYSTEMS
ALEXANDER & ALEXANDER
SEARS ROEBUCK CO.
THE CITY OF BALTIMORE
AETNA LIFE
UNIVERSITY OF MD. MEDICAL
UNIVERSITY OF MD. MEDICAL
ALLSTATE INSURANCE CO.
HOWARD CO. GOV'T AND WATER & SEWER
BENDIX FIELD ENGINEERING
ALLEGANY COMMUNITY COLLEGE
REVIEW & HERALD PUB
BALTIMORE CO. BOARD OF ED.
DART DRUGS
DUNDALK COMMUNITY COLLEGE
MEMORIAL HOSP. OF CUMBERLAND
FERRANTI HEALTHCARE SYSTEMS
HOWARD CO. COMMUNITY COLLEGE
WATKINS & JOHNSON

5

Martin Marrietta

-E

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

AGENCY CODE 380410316	08.034	ACCESSION NO. 90W126	DATE REC'D 8-18-89
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 18	NO. OF CU. FT. 4
DIVISION/UNIT General Services Division		SECTIONS 23	
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL John Head For: Jim Boyd ROOM 512 - WALT KRYSIAK - 333-5340		PHONE NO. 333-7532 383-2532	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)
	88/1	
	COMPUTER PRINTOUTS JAN - MAR 88	Schedule 991-4 Item 3 - A Date of Disposal: 3/31/93 7/93
1	AUTOMATIC DATA PROCESSING AUTOMATIC DATA PROCESSING PART II	
2	STATE OF MARYLAND ANNE ARUNDEL CITY GOV'T C & P OF MARYLAND AMERICAN GEN. LIFE INSURANCE CO. THE BANK OF BALTIMORE KELLY SPRINGFIELD TIRE NEW JERSEY BELL UNITED HEALTH INC. SEARS ROEBUCK CO. MCDONNELL DOUGLAS C & P OF WASHINGTON BLUE CROSS & BLUE SHIELD GIANT FOODS K-MART	7/15/93 EJR

3

J.C. PENNY
BALTIMORE GAS & ELECTRIC
ANNE ARUNDEL CO. LIBRARY
S.O.C.P.O. INC.
BLACK AND DECKER
THE JOHNS HOPKINS HOSPITAL
DENNY'S
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FREDERICK COMMUNITY COLLEGE
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MONTGOMERY COMMUNITY COLLEGE
NATIONAL GEOGRAPHIC SOCIETY
PRINCE GEORGE'S BOAD OF ED.
ANNE ARUNDEL BOARD OF ED.
BLAKE CONSTRUCTION
HARFORD COUNTY GOV'T
HOWARD CO. BOARD OF ED.

4

JOHNS HOPKINS UNIVERSITY
BALTIMORE COUNTY GOV'T
F & M DISTRIBUTORS
JOHNS HOPKINS HEALTH SYSTEMS
ALEXANDER & ALEXANDER
SEARS ROEBUCK CO.
THE CITY OF BALTIMORE
AETNA LIFE
UNIVERSITY OF MD. MEDICAL
UNIVERSITY OF MD. MEDICAL
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HOWARD CO. GOV'T AND WATER & SEWER
BENDIX FIELD ENGINEERING
ALLEGANY COMMUNITY COLLEGE
REVIEW & HERALD PUB
BALTIMORE CO. BOARD OF ED.
DART DRUGS
DUNDALK COMMUNITY COLLEGE
MEMORIAL HOSP. OF CUMBERLAND
FERRANTI HEALTHCARE SYSTEMS
HOWARD CO. COMMUNITY COLLEGE
WATKINS & JOHNSON

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 9061345	DATE REC'D 6-28-90
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 55 18	NO. OF CU. FT. 26
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Irene Halfter Room 474 Ext. 5660 114		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	<u>DATE</u> 01-03-90 <u>From Serial #</u> 000300001 <u>To Serial #</u> 000306040	Schedule 991-4 Item 3-B Date of Disposal 6-6-93 7/93 7/7/93 JPS
2	01-04-90 (10F 2) 000400001 000407900	
3	01-04-90 (20F 2) 000407901 000409957	
4	01-05-90 000500001 000505675	
5	01-08-90 000800001 000806814	
6	01-16-90 (10F 2) 001600001 001606067	
7	01-16-90 (20F 2) 001606068 001607860	
8	01-22-90 002200001 002206551	
9	01-23-90 (10F 2) 002300001 002305400	
10	01-23-90 (20F 2) 002305401 002308472	
11	01-30-90 (10F 2) 003000001 003004500	
12	01-30-90 (20F 2) 003004501 003009600	
13	01-31-90 (10F 2) 003100001 003104699	
14	01-31-90 (20F 2) 003104700 003109636	
15	02-01-90 003200001 003204057	
16	02-09-90 004000001 004000302	

	<u>DATE</u>	<u>From Serial #</u>	<u>To Serial #</u>
17	02-12-90	004306501	004307044
	02-14-90	004506900	004507874
	02-26-90	005706401	005707680
18	02-27-90	005806602	005807773
	03-08-90	006701502	006701858
	03-09-90	006800602	006800905
	03-14-90	007303703	007304500
	03-16-90	007500001	007500803
19	03-26-90	008505201	008506536
	03-28-90	008703002	008703462
	03-29-90	008800801	008801322
20	Damaged Certs.	July 89	Dec. 89
21	Damaged Certs.	Jan. 90	Mar. 90
22	Unscanned Certs.	Aug. 89	Oct. 89
23	Unscanned Certs.	Feb. 90	Mar. 90
24	Local Office Certs.	Oct. 4, 89	Oct. 23, 89
25	Local Office Certs.	Mar. 13, 90	Mar. 29, 90
26	Local Office Certs.	Mar. 30, 90	Apr. 12, 90

Schedule 991-4
Item 3-B
Date of Disposal
6-6-93

R-55

S-18-~~17~~

4 Empty's

S-19

E

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

a) AGENCY CODE 1. 380410207 08.04		ACCESSION NO. 88W1223	DATE REC'D 5-17-88
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION RANGE 55	SECTION(S) 32-33
c) DIVISION/UNIT General Services Division		NO. OF CU. FT. 39	
d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL John Head For: Carmen Powell	PHONE NO. 383-2532	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)
	The following records were closed 2/88: ←	SCHEDULE #991-4
1	8215260 - 25449	ITEM #25
2	8225420 - 01699	Disposal Date:
3	8201700 - 03199	2/93 7/93
4	8203200 - 04649	7/8/93
5	8204650 - 06099	app
6	8206100 - 07599	
7	8207600 - 08999	
8	8209000 - 10450	
9	8210451 - 11899	
10	8211900 - 13349	
11	8213351 - 19829	
12	82AB-01 - 56 OP-01 - 250 TRA-02 - 300	
13	82UCF-01 - 782 UCX-01 - 279 8300001 - 00649	
14	8300650 - 01999	
15	8302000 - 03299	
16	8303000 - 04599	
17	8304600 - 05899	
18	8305900 - 07299	
19	8307300 - 08649	
20	8308650 - 09949	
21	8309951 - 11249	
22	8311250 - 12599	
23	8312600 - 14099	
24	8314050 - 15749	

USE PLAIN UNLINED PAPER FOR CONTINUATION (IF NEEDED)

R-55

S-32-33

~~W~~ Empties

S-33

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.01

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W584	MITP CONTRACTS	976	1	1986-89	1	1/93	RECYLED



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
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 Dept. of Economic & Employment Development		0804	ACCESSION NO. 90W584	DATE REC'D 12-4-89
DIVISION/UNIT Division of Administration Office of General Services		MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 54 24	FORM CODE 08.01
PHONE NO. 333-7532		RECORDS CENTER MANAGER		
AGENCY OFFICIAL Gerri Cooper For: JOHN HUGELMYER ROOM 312 X5718		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MITP CONTRACTS 1986-1989 (DECD SCHEDULES)		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 976-1 1/93	
		Disposal 4/25/93 P.R.		

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W405	CLOSED CASES	991-4	24	1989	20	1/93	RECYLED
92W406	CLOSED CASES	991-4	23	1989	30		
92W407	CLOSED CASES	991-4	24	1989	20		
92W1265	FORM 64-E	991-4	11	1989	9		
92W409	IB=5'S	991-4	7	1989	2		
90W614	BATCHES	991-4	3	1989	4		
92W125	CLOSED CASES	991-4	23	1989	42		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W405	DATE REC'D 10-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 118 20-21	NO. OF CU. FT. 20
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook RM. 511 Ext 7311		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>1989 Closed Cases</u>	
1.	10400 - 10449	Schedule 991-4 Item No. 24 Disposal Date 1/93
2.	10450 - 10499	
3.	10500 - 10549	
4.	10550 - 10599	
5.	10600 - 10649	
6.	10650 - 10699	
7.	10700 - 10749	
8.	10750 - 10799	
9.	10800 - 10849	
10.	10850 - 10899	
11.	10900 - 10949	
12.	10950 - 10999	
13.	11000 - 11049	
14.	11050 - 11099	
15.	11100 - 11149	
16.	11150 - 11199	
17.	11200 - 11249	
18.	11250 - 11299	
19.	11300 - 11349	
20.	11350 - 11399	
	21. 11400 - 11449	
	22. 11450 - 11499	
	23. 11500 - 11549	
	24. 11550 - 11599	
	25. 11600 - 11649	
	26. 11650 - 11699	
	27. 11700 - 11749	
	28. 11750 - 11799	
	29. 11800 - 11849	
	30. 11850 - 11899	
	31. 11900 - 11949	
	32. 11950 - 11999	
	33. 12000 - 12049	
	34. 12050 - 12099	
	35. 12100 - 12149	
	36. 12150 - 12199	
	37. 12200 - 12249	
	38. 12250 - 12299	
	39. 12300 - 12349	
	40. 12350 - 12399	

[Handwritten signature]
4-24-93

corrected copy Gerri

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W406	DATE REC'D 10-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 118 21-22	NO. OF CU. FT. 30
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext 7311 (9/17/91)		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
	1989 Closed Cases	Schedule 991-4 Item No. 23 Disposal Date 1-93
1.	12400 - 12449	RECEIVED .91 SEP 23 AM 9 38 CONTRACTS & PROCUREMENT <i>4-24-93</i>
2.	12450 - 12499	
3.	12500 - 12549	
4.	12550 - 12599	
5.	12600 - 12649	
6.	12650 - 12699	
7.	12700 - 12749	
8.	12750 - 12799	
9.	12800 - 12849	
10.	12850 - 12899	
11.	12900 - 12949	
12.	12950 - 12999	
13.	13000 - 13049	
14.	13050 - 13099	
15.	13100 - 13149	
16.	13150 - 13199	
17.	13200 - 13249	
18.	13250 - 13299	
19.	13300 - 13349	
20.	13350 - 13399	
21.	13400 - 13449	
22.	13450 - 13499	
23.	13500 - 13549	
24.	13550 - 13599	
25.	13600 - 13649	
26.	13650 - 13699	
27.	13700 - 13749	
28.	13750 - 13799	
29.	13800 - 13849	
30.	13850 - 13899	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W407	DATE REC'D 10-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 118 22-23	NO. OF CU. FT. 20
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR:</u> Linda Cook RM. 511 Ext 7311		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>1989 Closed Cases</u>	
1.	08400 - 08449	Schedule 991-4 Item No. 24 Disposal Date 1/93
2.	08450 - 08499	
3.	08500 - 08549	
4.	08550 - 08599	
5.	08600 - 08649	
6.	08650 - 08699	
7.	08700 - 08749	
8.	08750 - 08799	
9.	08800 - 08849	
10.	08850 - 08899	
11.	08900 - 08949	
12.	08950 - 08999	
13.	09000 - 09049	
14.	09050 - 09099	
15.	09100 - 09149	
16.	09150 - 09199	
17.	09200 - 09249	
18.	09250 - 09299	
19.	09300 - 09349	
20.	09350 - 09399	
	21. 09400 - 09449	
	22. 09450 - 09499	
	23. 09500 - 09549	
	24. 09550 - 09599	
	25. 09600 - 09649	
	26. 09650 - 09699	
	27. 09700 - 09749	
	28. 09750 - 09799	
	29. 09800 - 09849	
	30. 09850 - 09899	
	31. 09900 - 09949	
	32. 09950 - 09999	
	33. 10000 - 10049	
	34. 10050 - 10099	
	35. 10100 - 10149	
	36. 10150 - 10199	
	37. 10200 - 10249	
	38. 10250 - 10299	
	39. 10300 - 10349	
	40. 10350 - 10399	

4-24-93

corrected copy Gerri

11/7/91

R-118

S-22-23

23 empty

R118

S23-24



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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1265	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 26 1	NO. OF CU. FT. 9
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Queen Allen Room 409 333-5276		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	Experience Rating Records-Benefit Charge Unit-1/89-12/89 Boxes contain Form 64-E - Response to Employers contains Employer accts. 00000000 - 19999999	#991-4,11,1/93 Disposal 4/25/93 OK
2	" " " 20000000 - 29999999	
3	" " " 30000000 - 39999999	
4	" " " 40000000 - 49999999	
5	" " " 50000000 - 59999999	
6	" " " 60000000 - 69999999	
7	" " " 70000000 - 79999999	
8	" " " 80000000 - 89999999	
9	" " " 90000000 - 99999999	

RECEIVED

APR 3 1992

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804 B. DIVISION/UNIT Division of Administration Office of General Services C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201 D. PHONE NO. 333-7532 E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOM 512 X5340	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W409</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">10-18-91</div> RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>
	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">48 32</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">2</div>
	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	IB-5's for Pennsylvania to Wyoming effective July 1, 1989 to September 30, 1989	Schedule 991-4 Item 7
2	IB-5's Alabama to Ohio for claims effective July 1, 1989 to September 30, 1989	Disposal Date: 9/31/92 1/93

Disposal
 4/25/93
 J.C.Z.

RECORDS TRANSMITTAL AND RECEIPT

STORE

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development 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: IRENE HALFTER ROOM 112 X5660	0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">90W614</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">12-6-89</div>
		LOCATION RANGE 22 SECTION(S) 10	FM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>
		NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">4</div>	
		RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

BOX NUMBERS	3. DATE	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		From Serial #	to Serial #	
1	10-2-89	927500001	927502737	Schedule 491-4 Item 3 Date of Disposal December 1992 1/93 <div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg);"> Disposal 4/17/93 PWR </div>
2	10-6-89	927900001	927900557	
3	10-24-89	929700001	929705230	
4	10-31-89	930400001	030404428	

R-22

~~R-22~~ S-10

2 Empties

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>02W125</i>	DATE REC'D <i>8-9-91</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>149 22-23</i>	NO. OF CU. FT. <i>42</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 # 333 - 7311		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>1989 Closed Cases</u>	
1.	02700 - 02749	Schedule 991-4 Item NO. 23 Disposal Date 1/93 <div style="text-align: right; font-size: 2em; font-family: cursive;"> <i>[Signature]</i> <i>4-17-93</i> </div>
2.	02750 - 02799	
3.	02800 - 02849	
4.	02850 - 02899	
5.	02900 - 02949	
6.	02950 - 02999	
7.	03000 - 03049	
8.	03050 - 03099	
9.	03100 - 03149	
10.	03150 - 03199	
11.	03200 - 03249	
12.	03250 - 03299	
13.	03300 - 03349	
14.	03350 - 03399	
15.	03400 - 03449	
16.	03450 - 03499	
17.	03500 - 03549	
18.	03550 - 03599	
19.	03600 - 03649	
20.	03650 - 03699	
21.	03700 - 03749	
22.	03750 - 03799	
23.	03800 - 03849	
24.	03850 - 03899	
25.	03900 - 03949	
26.	03950 - 03999	
27.	04000 - 04049	
28.	04050 - 04099	
29.	04100 - 04149	
30.	04150 - 04199	
31.	04200 - 04249	

Cont.

- 32. 04250 - 04299
- 33. 04300 - 04349
- 34. 04350 - 04399
- 35. 04400 - 04449
- 36. 04450 - 04499
- 37. 04500 - 04549
- 38. 04550 - 04599
- 39. 04600 - 04649
- 40. 04650 - 04699
- 41. 04700 - 04749
- 42. 04750 - 04799

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
92W124	CLOSED CASES	991-4	23	1989	30	1/93	RECYLED
92W122	CLOSED CASES	991-4	23	1989	42		
92W116	CLAIM HISTORY	991-4	19	1989	20		
90W615	LOCAL OFFICES	991-4	3	1989	11		
90W107	FILES	991-4	3A	1987	89		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

2/21/93
DATE

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W124	DATE REC'D 8-9-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS. 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 149 3-4	NO. OF CU. FT. 30
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511. Ext 7311 APPEALS		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>1989 Closed Cases</u>	
1	06900 - 06949	Schedule 991-4 Item No. 23 Disposal Date 1-93
2	06950 - 06999	
3	07000 - 07049	
4	07050 - 07099	
5	07100 - 07149	
6	07150 - 07199	
7	07200 - 07249	
8	07250 - 07299	
9	07300 - 07349	
10	07350 - 07399	
11	07400 - 07449	
12	07450 - 07499	
13	07500 - 07549	
14	07550 - 07599	
15	07600 - 07649	
16	07650 - 07699	
17	07700 - 07749	
18	07750 - 07799	
19	07800 - 07849	
20	07850 - 07899	
21	07900 - 07949	
22	07950 - 07999	
23	08000 - 08049	
24	08050 - 08099	
	25 08100 - 08149	
	26 08150 - 08199	
	27 08200 - 08249	
	28 08250 - 08299	
	29 08300 - 08349	
	30 08350 - 08399	

CO
4-17-93

E

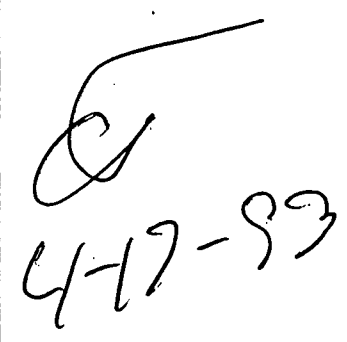
DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W122	DATE REC'D 8-9-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 149 23-24	NO. OF CU. FT. 42
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext 7311		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
	1989 closed Cases	Schedule 991-4 Item No. 23 Disposal Date 1-93
1	04800 -- 04849	
2	04850 -- 04899	
3	04900 -- 04949	
4	04950 -- 04999	
5	05000 -- 05049	
6	05050 -- 05099	
7	05100 -- 05149	
8	05150 -- 05199	
9	05200 -- 05249	
10	05250 -- 05299	
11	05300 -- 05349	
12	05350 -- 05399	
13	05400 -- 05449	
14	05450 -- 05499	
15	05500 -- 05549	
16	05550 -- 05599	
17	05600 -- 05649	
18	05650 -- 05699	
19	05700 -- 05749	
20	05750 -- 05799	
21	05800 -- 05849	
22	05850 -- 05899	
23	05900 -- 05949	
24	05950 -- 05999	
25	06000 -- 06049	
26	06050 -- 06099	
27	06100 -- 06149	
28	06150 -- 06199	
29	06200 -- 06249	
30	06250 -- 06299	
31	06300 -- 06349	
	32 06350 -- 06399	
	33 06400 -- 06449	
	34 06450 -- 06499	
	35 06500 -- 06549	
	36 06550 -- 06599	
	37 06600 -- 06649	
	38 06650 -- 06699	
	39 06700 -- 06749	
	40 06750 -- 06799	
	41 06800 -- 06849	
	42 06850 -- 06899	

R-149

S-23-24

59 empty

R149

S24-25

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>92W116</i>	DATE REC'D <i>8-8-91</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		LOCATION RANGE SECTION(S) <i>18 7-8</i>	RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		NO. OF CU. FT. <i>20</i>	
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Angelique Burkhardt 333-5500 Karen Blass 333-7707		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>CLAIM HISTORY RECORDS</i> Batches Number (January thru December 1989):		
1	8901-8903	Schedule 991-4 Section 19 December, 1992 <i>1/93</i> <i>Disposal</i> <i>4/17/93</i> <i>AG</i>	
2	8904-8907		
3	8907-8909		
4	8909-8912		
5	8912-8915		
6	8916-8918		
7	8918-8921		
8	8921-8924		
9	8924-8927		
10	8927-8929		
11	8929-8932		
12	8932-8934		
13	8934-8936		
14	8936-8939		
15	8939-8941		
16	8941-8943		
17	8944-8946		
18	8946-8949		
19	8949-8951		
20	8952-8952		

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

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: IRENE HALFTER ROOM 112 X5610D</p>	<p>ACCESSION NO. 906615</p>	<p>DATE REC'D 12-6-89</p> <p>FM CODE 08-04</p> <p>NO. OF CU. FT. 11</p> <p>LOCATION RANGE SECTION(S) 22 9</p> <p>RECORDS CENTER MANAGER</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
--	--	---

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	DATE From Serial # to Serial #	
1	3/14/89 UNSCANNABLES LOCAL OFFICE TO SERIALIZED 4/4/89	<p>Schedule 991-4 Item 3</p> <p>Date of Disposal Nov. 1992 1/93</p> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">Disposal</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">4/17/93</p> <p style="font-family: cursive; text-align: center;">[Signature]</p> </div>
2	4/17/89 91070001 910704050 TO 4/17/89	
3	4/19/88 811000001 811005058 TO 4/19/88	
4	4/24/89 911400001 911403890 TO 4/24/89	
5	4/25/89 911500001 911504760 TO 4/25/89	
6	3/6/89 UNSCANNABLES LOCAL OFFICES TO MICROFILMED 3/30/89	

7	3/14/89 TO 4/7/89	UNSCANNABLES MICROFILMED	LOCAL OFFICES
8	8/4/89 TO 8/18/89	DAMAGED & DUPLICATES NO ORDER-NOT MICROFILMED	CENTRAL OFFICES
9	8/18/89 TO 8/18/89	" " " " " BOX 1 OF 2	CENTRAL OFFICES
10	8/18/89 TO 8/18/89	" " " " " BOX 2 OF 2	CENTRAL OFFICES
11	9/1/89 TO 9/30/89	" " " " " CENTRAL OFFICES	

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 CODE 38.03.85.801	ACCESSION NO. 08.04 90 W107	DATE REC'D 8-10-89
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING	LOCATION - RANGE 22 27-29	
DIVISION/UNIT General Services Division	NO. OF CU. FT. 89	
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerry Cooper 333-7532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
For: Olivia Owens ROOM 518 333-7230 x7963		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
	1987 Files	
1	001-30-9920 172-46-3490	Schedule 991-4
2	172-46-4520 210-52-8350	Item 3A
3	210-60-2880 215-70-8310	Date of Disposal:
4	215-76-3140 220-98-1970	1/93
5	221-14-6920 232-86-4910	<div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg);"> Disposal 4/17/93 PZ </div> <div style="font-size: 1.5em; font-family: cursive; margin-top: 20px;"> approved for shipment to Jessup on 7/18/89 JCS 7/5/89 </div>
6	232-88-1600 251-96-6260	
7	253-37-8810 437-23-8730	
8	437-50-6340 577-82-1630	
9	577-82-3790 579-86-6390	
10	579-86-6430 147-62-9671	
11	148-54-0271 198-20-7221	
12	198-22-7411 214-36-5671	
13	214-40-0141 217-90-8891	
14	218-08-7961 224-72-3791	
15	224-76-8781 241-11-2181	
16	241-84-5651 375-30-3861	
17	375-84-2071 548-15-4471	
18	549-30-6431 578-15-4471	
19	578-98-9141 104-50-5562	
20	108-46-8782 187-48-3452	
21	188-40-0452 214-70-6403	
22	214-72-2712 219-76-5082	
23	219-76-5392 228-54-1932	
24	228-64-3242 247-62-4102	
25	247-64-5362 418-74-1722	
26	428-98-0112 577-88-4232	
27	577-88-4552 579-92-7352	
28	579-94-1662 161-54-8703	
29	161-58-9753 202-34-4573	
30	204-34-5183 215-68-5613	

Jessup 6/30/89

Box #	Start	End
31	215-70-8433	219-70-7933
32	219-72-5023	230-70-5243
33	230-70-6023	250-35-3363
34	250-54-7893	463-04-8093
35	465-35-3863	578-48-6863
36	578-56-3473	580-60-3933
37	581-17-6123	137-50-0724
38	138-62-7964	191-24-8164
39	191-34-4674	213-46-3904
40	213-52-3554	218-72-3254
41	218-74-2254	227-27-0984
42	227-30-9394	241-74-4944
43	241-94-8074	363-82-2184
44	365-44-1304	542-44-4464
45	543-90-9364	578-86-0944
46	578-86-5944	587-36-5104
47	001-22-1725	163-32-4705
48	163-34-2545	205-62-8285
49	206-42-8825	216-40-9035
50	216-42-0885	221-60-2755
51	222-10-3885	235-80-5255
52	235-90-3985	341-70-2125
53	343-62-2715	532-70-2925
54	537-50-7485	578-82-6715
55	578-82-9975	774-40-3805
56	005-62-4286	171-46-7876
57	171-52-9686	212-58-0166
58	212-58-8776	233-17-7416
59	233-17-8176	282-36-2586
60	293-38-7096	216-98-6686
61	217-04-3436	221-36-5866
62	221-38-1436	113-34-5247
63	113-36-2017	190-52-4027
64	190-54-4367	214-28-4457
65	214-36-1467	218-64-6057
66	218-86-2487	227-44-1417
67	227-58-3357	244-02-0677
68	244-02-9637	405-74-6307
69	407-54-4757	570-48-1677
70	577-24-4697	578-96-0607
71	578-96-1567	590-01-8367
72	001-44-0428	166-54-3808
73	166-64-0834	210-52-0338
75	215-82-5428	219-96-1268
76	220-14-6478	232-06-9128
77	232-15-3538	258-42-1708
78	259-17-7658	422-66-7758
79	422-82-9148	578-30-2138
80	578-34-0642	596-12-5358
81	007-38-1839	169-60-9899
82	170-36-1779	209-60-3949
83	210-14-5009	216-80-0509
84	216-82-8229	220-92-3579
85	221-28-8799	230-58-0389
86	230-60-6659	247-25-0109
87	247-50-8499	403-46-4919
88	404-48-5599	577-64-3889
89	577-66-8049	581-35-8439

*approved for shipment
to Jessup on
7/18/87
R. 7/18/87*

Jessup 6/30/87.

R-22

S-27-~~BQ~~-29

Empties -

1 - S-29

13 - S-30

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.02

DEPT. ECONOMIC & COMMUNITY DEV
AGENCY

GENERAL SERVICES
DIVISION

NO.	DESCRIPTION OF RECORDS.	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
89W1265	CONTRACTS	991-2	3	7/85-6/90	7	1/93	RECYLED



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

2/21/93
DATE

E

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

a) AGENCY CODE 38.02.00.700		08.02	ACCESSION NO. 89W1265	DATE REC'D 6-19-89
b) AGENCY DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT			LOCATION - RANGE 3	SECTION(S) 19
c) DIVISION/UNIT General Services Division			NO. OF CU. FT. 7	
d) MAILING ADDRESS 1100 North Eutaw Street Room 616 Baltimore, MD 21201			RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Jerome E. Dyba		PHONE NO. 301-333-7994	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	CONTRACTS - 7/85 thru 6/90	991-2 ITEM 3 DESTROY 1993 - Jan. Disposal 3/6/93 PLZ
2	CONTRACTS - 7/85 thru 6/90	
3	CONTRACTS - 7/85 thru 6/90	
4	CONTRACTS - 7/85 thru 6/90	
5	CONTRACTS - 7/85 thru 6/90	
6	CONTRACTS - 7/85 thru 6/90	
7	CONTRACTS - 7/85 thru 6/90	

CC (2nd x) JESSUP - 6/2/89

USE MAIN UNLINED PAPER FOR CONTINUATION PAGES)

R-3

S-19

R3

S19

3 empty

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & COMMUNITY DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
89W1266	TJTC CERTIFICATIONS	991-3	27B	1985	12	1/93	RECYLED
91W1023	ENDS DAILIES	991-3	25	1990	10		
91W889	ENDS DAILIES	991-3	25	1990	2		



SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
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

A. AGENCY 1. DEED	ACCESSION NO. 89W1266	DATE REC'D 6-19-89
B. DIVISION/UNIT GENERAL SERVICES	RM CODE 08.03	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201	LOCATION RANGE SECTION(S) 32 31	NO. OF CU. FT. 12
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER (PAUL GILDEN-ALHAURANER-333-7574 RM. 207)	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	TJTC CERTIFICATIONS - 1/85 - 2/85	991-3, ITEM 27-B, 10/92 1/93 <u>Disposal</u> 1-12-93 JFS
2	TJTC CERTIFICATIONS - 3/85 - 3/85	
3	TJTC CERTIFICATIONS - 5/85 - 6/85	
4	TJTC CERTIFICATIONS - 9/85 - 10/85	
5	TJTC CERTIFICATIONS - 5/1/85 - 5/13/85	
6	TJTC CERTIFICATIONS - 5/29/85 - 6/17/85	
7	TJTC CERTIFICATIONS - 7/22/85 - 8/30/85	
8	TJTC CERTIFICATIONS - 6/1/85 - 6/30/85	
9	TJTC CERTIFICATIONS - 8/31/85 - 9/16/85	
10	TJTC CERTIFICATIONS - 10/1/85 - 11/2/85	
11	TJTC CERTIFICATIONS - 7/1/85 - 7/20/85	
12	TJTC CERTIFICATIONS - 10/1/85 - 11/9/85	

CC: JESSOP 5/26/85

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 277, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p>	<p>ACCESSION NO. 91W1023</p>	<p>DATE REC'D 3-27-91</p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>RM CODE 08.03</p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) 7 10</p>	<p>NO. OF CU. FT. 10</p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For: ALHAURANEK ROOM 207 X7574</p>	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Oct 17-23, 1990	<p>Schedule #991-3 Item 25</p> <p>Date of Disposal 1/93</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;"><u>Disposal</u></p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">1-6-93</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">JPS</p>
2	ENDS dailies Oct 24-31, 1990	
3	ENDS dailies Nov 1-7, 1990	
4	ENDS dailies Nov 8-15, 1990	
5	ENDS dailies Nov 16-23, 1990 & weekly Oct 12, 1990	
6	ENDS dailies Nov 26-30, 1990	
7	ENDS dailies Dec 3-7, 1990 & weekly Oct 19, 1990	
8	ENDS dailies Dec 10-17, 1990	
9	ENDS dailies Dec 18-26, 1990 & weekly Oct 26, 1990	
10	ENDS dailies Dec 27-28, 1990 & weeklies Oct 31, Nov 9, 16, 23, 30, Dec 7, 1990	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 789-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p>	<p>ACCESSION NO. 91W889</p>	<p>DATE REC'D 2-22-91</p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>RM CODE 08.03</p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) 7 13</p>	<p>NO. OF CU. FT. 2</p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For: AL HALLARIK ROOM 207 x 7574</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies Jul 30-Aug 2, 1990	Schedule #991-3 Item 25 Date of Disposal 1/93 <i>Disposed</i> 1-6-93
2	ENDS dailies Aug 3-9, 1990	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W878	WAGE RECORDS	993-4	3B	1989	10	1/93	RECYLED
92W136	UCFE CLAIMS	991-4	5	1989	12		
91W1174	CASSETTES	991-4	24	1989	17		
91W1171	CLAIMANTS	991-4	7	1989	113		
92W410	IB-5'S	991-4	7	1989	3		
90W560	WAGE RECORDS	991-4	3B	1989	15		
92W745	CLOSED CASES	991-4	23	1989	45		
92W123	CLOSED CASSETTES	991-4	24	1989	30		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
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

A. AGENCY Dept. of Economic & Employment Development B. DIVISION/UNIT Division of Administration Office of General Services C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201 D. PHONE NO. 333-7532 E. AGENCY OFFICIAL Gerri Cooper For: Irene Halfter Room114 Ext.5660	0804	ACCESSION NO. 90W878	DATE REC'D 2-16-90 RM CODE 08.04
		LOCATION RANGE SECTION(S) 24 30	NO. OF CU. FT. 10
		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			
	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>DATE</u></th> <th style="width: 30%;"><u>From Serial #</u></th> <th style="width: 30%;"><u>To Serial #</u></th> </tr> </table>	<u>DATE</u>	<u>From Serial #</u>	<u>To Serial #</u>	991-4,3-B,1/93
<u>DATE</u>	<u>From Serial #</u>	<u>To Serial #</u>			
1	11-06-89 931000001 931003822	<div style="font-size: 2em; font-family: cursive;"> Disposal 3/6/93 PH </div>			
2	11-07-89 931100001 931104959				
3	11-09-89 931300001 931300557 933500001 933500464				
4	11-21-89 932500001 932505633				
5	2-04-89 933800001 933803606				
6	12-05-89 933900001 933906135				
7	12-19-89 935300001 935305365				
8	Damaged and Duplicate Claim Certs.				
9	10-15-89 to Local Offices 11-15-89 Local Offices				
10	09-27-89 to Unscannables 11-22-89 Unscannables				

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

<p>A. AGENCY Dept. of Economic & Employment Development</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOM 512 X5340</p>	0804	<p>ACCESSION NO. 92W136</p> <p>LOCATION RANGE 8 SECTION(S) 35</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 8-14-91</p> <p>RM CODE 08.04</p> <p>NO. OF CU. FT. 12</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	1989 UCFE Claims 1/1/89 - 12/31/89	
1	0001 - 0898	Schedule 991-4 Item 5 Disposal Date: 1992 1/1/93 <div style="text-align: right; font-size: 1.2em; font-weight: bold;"> RECEIVED 31 JUL 3 AM 7 47 CONTRACTS & PROCUREMENT 3-20-93 </div>
2	0900 - 1995	
3	1900 - 2856	
4	2906 - 3897	
5	3905 - 4899	
6	4900 - 5899	
7	5902 - 6898	
8	6900 - 7893	
9	7903 - 8897	
10	8900 - 9991	
11	0001 - 4996 } 931's	
12	500 - 9988	

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>91W1174</i>	DATE REC'D <i>4-18-91</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>37 23</i>	NO. OF CU. FT. <i>17</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: LINDA COOK 333-3711		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
	CASSETTES 1989	
1	001 - 0132	Schedule 991-4 ITEM- 24 Disposal Date 1/93 <i>Disposal</i> <i>1-12-93</i> <i>[Signature]</i>
2	0133 - 0264	
3	0265 - 0396	
4	0397 - 0528	
5	0529 - 0660	
6	0661 - 0792	
7	0793 - 0924	
8	0925 - 1057	
9	1058 - 1189	
10	1190 - 1321	
11	1322 - 1453	
12	1454 - 1585	
13	1586 - 1717	
14	1718 - 1849	
15	1850 - 1981	
16	1982 - 2113	
17	2114 - 2245	

R-37

S-23

4 Empties

DIRECTIONS - 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 ROOM 518 X7147
 For: Liable State Claims - Olivia Owens

ACCESSION NO. 91W1171	DATE REC'D 4-18-91
	FM CODE 08.04
LOCATION RANGE 49 SECTION(S) 24-27	NO. OF CU. FT. 113
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
	1989 Claimants Records	991-4 ITEM 7 194 193
1	187-30-3400 - 160-60-2630	<i>✓ disposed</i> <i>1/11/93</i> <i>WCB</i>
2	161-32-8560 - 200-66-8230	
3	200-44-5490 - 213-90-7450	
4	213-92-4800 - 218-06-0670	
5	218-08-7980 - 224-31-9990	
6	224-35-2700 - 255-94-0710	
7	236-15-5830 - 267-94-8260	
8	270-64-5690 - 422-80-5930	
9	422-96-8010 - 575-86-6730	
10	576-62-1930 - 579-74-1890	
11	579-74-3140 - 629-01-6170	
12	002-64-4871 - 145-66-4911	
13	147-58-7431 - 186-48-9221	
14	186-52-1951 - 212-50-0041	
15	212-50-5251 - 214-70-9461	
16	214-72-8891 - 218-46-4241	
17	218-48-8571 - 222-32-3521	
18	222-38-2731 - 233-98-0501	
19	233-98-4551 - 256-23-1121	
20	258-64-8521 - 405-64-5141	
21	406-66-8821 - 624-52-2801	
22	527-33-8451 - 578-02-7401	
23	578-04-2001 - 644-01-8521	
24	001-64-4142 - 164-56-6282	
25	166-38-3492 - 203-44-5042	
26	203-60-3062 - 214-56-2312	
27	214-56-3312 - 217-88-7952	
28	217-92-3692 - 221-46-5122	
29	221-48-5922 - 232-21-6152	
30	232-44-6022 - 244-70-4402	

31 244-80-3702 - 304-68-0192
32 306-82-3252 - 439-44-8242
33 439-52-0542 - 576-94-8712
34 578-90-9212 - 593-10-0682
35 002-44-8403 - 132-38-1563
36 137-62-9013 - 181-48-9763
37 182-54-1063 - 209-54-8033
38 210-40-7533 - 215-74-2563
39 215-76-9223 - 219-78-4103
40 219-80-3033 - 229-96-5263
41 229-98-1333 - 237-27-1433
42 237-37-2783 - 273-38-7933
43 273-78-8693 - 422-98-8863
44 423-02-9673 - 550-98-0063
45 552-90-9593 - 578-78-6263
46 578-04-1592 - 578-90-5992
47 578-78-8973 - 618-12-0293
48 001-46-1694 - 155-62-6544
49 156-60-2234 - 190-28-1264
50 190-58-8204 - 213-76-0184
51 213-76-5504 - 218-34-9664
52 218-36-2894 - 222-40-2474
53 222-40-9224 - 232-82-5424
54 232-86-3604 - 250-90-4374
55 251-02-5024 - 411-88-3464
56 412-50-8404 - 577-48-3934
57 577-50-2494 - 579-80-0994
58 579-80-1114 - 594-38-8424
59 001-50-4654 - 168-64-1395
60 169-26-3085 - 204-36-4315
61 204-46-6385 - 214-56-0985
62 214-58-3095 - 217-80-1595
63 217-80-4085 - 222-14-4935
64 222-22-0955 - 232-90-4635
65 232-92-4165 - 251-54-4575
66 251-58-6225 - 385-58-1135
67 385-78-5915 - 504-60-9635
68 511-68-0465 - 578-08-5645
69 578-08-7755 - 579-90-5275
70 579-90-5705 - 939-28-7685
71 003-28-3206 - 162-42-5986
72 162-46-4656 - 190-48-6786
73 190-54-0396 - 213-60-9636
74 213-62-4336 - 217-64-1076
75 217-66-3656 - 223-56-2356
76 223-78-6116 - 233-94-5716
77 234-04-9376 - 264-82-2386
78 265-27-3616 - 422-86-5036
79 423-50-8666 - 577-48-0076
80 577-44-0026 - 578-94-6916
81 578-94-8846 - 728-07-1186
82 001-57-9937 - 162-30-1657
83 162-44-5847 - 195-42-2037
84 195-46-2317 - 215-12-0537
85 215-24-6667 - 219-70-3977
86 219-70-3977 - 230-56-3517
87 230-70-9737 - 247-08-5657
88 247-08-7307 - 414-58-7407
89 415-21-5947 - 577-70-9717
90 577-70-9718 - 601-01-0377

91. 001-20-9468 - 159-42-8238
92 160-28-2208 - 184-22-1908
93 184-52-2658 - 212-52-0688
94 212-56-9798 - 216-62-9288
95 216-64-2278 - 219-74-6638
96 219-78-0138 - 227-50-9598
97 227-58-7648 - 237-04-8725
98 237-11-0268 - 295-50-0048
99 296-82-6998 - 440-60-9638
100 440-66-4818 - 574-70-2148
101 575-74-1258 - 578-72-5278
102 578-74-9038 - 628-01-8638
103 004-78-2699 - 162-52-9619
104 163-30-5009 - 200-64-0579
105 201-24-1099 - 215-34-5019
106 215-34-8979 - 219-34-0649
107 219-34-3189 - 226-76-6099
108 227-02-7109 - 237-96-5869
109 238-21-6989 - 343-46-4239
110 350-58-5239 - 463-43-2339
111 464-65-1989 - 577-86-4309
112 577-86-8809 - 581-76-7579
113 581-78-9749 - 600-66-3679

R-49

S-24-27

314 Empties

S-27-34

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOM 512 X 5340</p>	<p>ACCESSION NO. 92W410</p> <p>LOCATION RANGE SECTION(S) 37 18</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 10-18-91</p> <p>RM CODE 08.05</p> <p>NO. OF CU. FT. 3</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	IB-5's for states Arkansas to Kentucky for claims effective October 1, 1989 to December 31, 1989	Schedule 991-4 Item 7
2	IB-5's for states Louisiana to Vermont for claims effective October 1989 to December 31, 1989	Disposal Date 9/31/92 1/93
3	IB-5's for states Virginia to Wyoming for claims effective October 1, 1989 to October 31, 1989	

Disposal
1-12-93
JTB

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">90W560</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">11-29-89</div>
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">27 9</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">15</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: IRENE HALFTER ROOM 112 X5660	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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#	DATE	FROM SERIAL #	TO SERIAL #
	WAGE RECORDS		
1	8/1/89	921300001 -	921305403
2	8/2/89	921400001 -	921401358
3	8/7/89	921900001 -	921903809
4	8/9/89	922100001 -	922104785 1of2
5	8/9/89	922104786 -	922107643 2of2
6	8/10/89	922200001 -	922200765
	8/11/89	922300001 -	922301658
	8/14/89	922600001 -	922600548
7	8/22/89	923400001 -	923404197
8	8/31/89	924300001 -	924301026
9	9/5/89	924800001 -	924804842
10	9/7/89	925000001 -	925001619
	9/8/89	925100001 -	925100771
11	9/11/89	925400001 -	925403081
12	9/12/89	925500001 -	925504570
13	9/19/89	926200001 -	926204545
14	9/26/89	926900001 -	926904461
15	9/27/89	927000001 -	927001195

Schedule 991-4
Item 3-B
Date Of Disposal:
November, 1992
1993



Disposal
1-14-93
JPG

R-27

S-9~~10~~

20 empty

R27

S9-10

RECEIVED
NOV 22 1989
RECORDS MANAGEMENT
DIVISION

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W745	DATE REC'D 1-23-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 1 12-13	NO. OF CU. FT. 45
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 7311		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>1989 Closed Cases</u>	
1.	13900 - 13949	Schedule 991-04 Item No. #23 Disposal Date 1-93 <i>Disposal 3/6/93</i> <i>PL</i>
2.	13950 - 13999	
3.	14000 - 14049	
4.	14050 - 14099	
5.	14100 - 14149	
6.	14150 - 14199	
7.	14200 - 14249	
8.	14250 - 14299	
9.	14300 - 14349	
10.	14350 - 14399	
11.	14400 - 14449	
12.	14450 - 14499	
13.	14500 - 14549	
14.	14550 - 14599	
15.	14600 - 14649	
16.	14650 - 14699	
17.	14700 - 14749	
18.	14750 - 14799	
19.	14800 - 14849	
20.	14850 - 14899	
21.	14900 - 14949	
22.	14950 - 14999	
23.	15000 - 15049	
	24. 15050 - 15099	
	25. 15100 - 15149	
	26. 15150 - 15199	
	27. 15200 - 15249	
	28. 15250 - 15299	
	29. 15300 - 15349	
	30. 15350 - 15399	
	31. 15400 - 15449	
	32. 15450 - 15499	
	33. 15500 - 15549	
	34. 15550 - 15599	
	35. 15600 - 15649	
	36. 15650 - 15699	
	37. 15700 - 15749	
	38. 15750 - 15799	
	39. 15800 - 15849	
	40. 15850 - 15899	
	41. 15900 - 15949	
	42. 15950 - 15999	
	43. 16000 - 16049	
	44. 16050 - 16099	
	45. 16100 - 16157	

R-1

S-12-13

empty

R1

S13

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W123	DATE REC'D 8-9-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 149 3	NO. OF CU. FT. 30
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext 7311		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>1989 Closed Cassettes</u>	Schedule 991-4 Item No. 23 24 Disposal Date 1-93
1	2246 - 2377	<p style="text-align: center;"><u>Disposal</u> 2/1/93 gpc</p>
2	2378 - 2509	
3	2510 - 2641	
4	2642 - 2773	
5	2774 - 2905	
6	2906 - 3037	
7	3038 - 3169	
8	3170 - 3301	
9	3302 - 3433	
10	3434 - 3564	
11	3565 - 3696	
12	3697 - 3807	
13	3808 - 3942	
14	3943 - 4077	
15	4078 - 4213	
16	4214 - 4349	
17	4350 - 4485	
18	4486 - 4621	
19	4622 - 4757	
20	4758 - 4889	
21	4890 - 5021	
22	5022 - 5153	
23	5154 - 5285	
24	5286 - 5417	
25	5418 - 5549	
26	5550 - 5681	
27	5682 - 5813	
28	5814 - 5945	
29	5946 - 6077	
30	6078 - 6209	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W412	HISTORY FILE JACKETS	991-4	19	1989	140	1/93	RECYLED
92W758	CLOSED CASSETTES	991-4	24	1989	41		
90W1153	CLAIMANT FOLDERS	991-4	7	1989	102		
89W1271	WAGE RECORDS 87/3	991-4	3A	1987	75		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W412	DATE REC'D 10-18-91
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 106 13-16	NO. OF CU. FT. 140
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: RALPH PYE ROOM 108 X5311		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
1-140	HISTORY FILE JACKETS-1/89-12/89 - see attached listing-	991-4-19 1/93

[Signature]
2-6-93

Box#	From To	Box#	From To	Box#	From To
(1)	0001 - 0049	(22)	0960 - 1004	(41)	1845 - 1848
(2)	0050 - 0085	(23)	1005 - 1049	(42)	1900 - 1949
(3)	0086 - 0135	(24)	1050 - 1087	(43)	1950 - 1995
(4)	0136 - 0174	(25)	1088 - 1125	(44)	1996 - 2049
(5)	0175 - 0210	(26)	1126 - 1169	(45)	2050 - 2099
(6)	0211 - 0250	(27)	1170 - 1199	(46)	2100 - 2149
(7)	0251 - 0299	(28)	1200 - 1249	(47)	2150 - 2198
(8)	0300 - 0344	(29)	1250 - 1294	(48)	2200 - 2249
(9)	0345 - 0389	(30)	1295 - 1353	(49)	2250 - 2299
(10)	0390 - 0446	(31)	1354 - 1399	(50)	2300 - 2349
(11)	0447 - 0492	(32)	1400 - 1439	(51)	2350 - 2399
(12)	0493 - 0534	(33)	1440 - 1499	(52)	2400 - 2449
(13)	0535 - 0580	(34)	1500 - 1549	(53)	2450 - 2499
(14)	0581 - 0624	(35)	1550 - 1599	(54)	2500 - 2549
(15)	0625 - 0679	(36)	1600 - 1649	(55)	2550 - 2589
(16)	0681 - 0719	(37)	1650 - 1699	(56)	2590 - 2636
(17)	0720 - 0774	(38)	1700 - 1748	(57)	2637 - 2689
(18)	0775 - 0829	(39)	1750 - 1799	(58)	2690 - 2733
(19)	0830 - 0874	(40)	1800 - 1844	(59)	2733 - 2774
(20)	0875 - 0909			(60)	2775 - 2824
(21)	0910 - 959				

Box#	From To	Box#	From To	Box#	From To
(61)	2825-2870	(82)	3800-3849	(104)	4865-4909
(62)	2871-2919	(83)	3850-3899	(105)	4910-4949
(63)	2920-2960	(84)	3900-3949	(106)	4950-4999
(64)	2962-3005	(85)	3950-3999	(107)	5000-5048
(65)	3006-3054	(86)	4000-4039	(108)	5051-5099
(66)	3055-3099	(87)	4040-4089	(109)	5100-5145
(67)	3100-3140	(88)	4090-4129	(110)	5146-5199
(68)	3141-3199	(89)	4130-4179	(111)	5200-5249
(69)	3200-3249	(90)	4180-4236	(112)	5250-5299
(70)	3250-3299	(91)	4237-4299	(113)	5300-5349
(71)	3300-3340	(92)	4300-4349	(114)	5350-5399
(72)	3341-3393	(93)	4350-4399	(115)	5400-5455
(73)	3394-3426	(94)	4400-4449	(116)	5456-5499
(74)	3427-3469	(95)	4450-4488	(117)	5500-5549
(75)	3470-3511	(96)	4490-4539	(118)	5550-5599
(76)	3512-3549	(97)	4540-4580	(119)	5600-5649
(77)	3550-3599	(98)	4581-4629	(120)	5650-5699
(78)	3600-3649	(99)	4630-4679	(121)	5700-5749
(79)	3650-3699	(100)	4680-4720	(122)	5750-5799
(80)	3701-3749	(101)	4721-4766	(123)	5800-5849
(81)	3750-3799	(102)	4766-4809	(124)	5850-5899
		(103)	4810-4864		



Box#	From To	Box#	From To	Box#	From To
125	5900 - 5949	145	6900 - 6949	164	7852 - 7899
126	5950 - 5999	146	6950 - 6999	165	7900 - 7955
127	6000 - 6049	147	7000 - 7049	166	7956 - 7999
128	6050 - 6099	148	7050 - 7099	167	8000 - 8062
129	6100 - 6149	149	7100 - 7149	168	8063 - 8109
130	6150 - 6199	150	7150 - 7199	169	8110 - 8157
131	6200 - 6249	151	7200 - 7249	170	8158 - 8204
132	6250 - 6299	152	7250 - 7299	171	8205 - 8259
133	6300 - 6349	153	7300 - 7349	172	8260 - 8317
134	6350 - 6399	154	7350 - 7399	173	8320 - 8359
135	6400 - 6449	155	7400 - 7449	174	8360 - 8415
136	6450 - 6499	156	7450 - 7499	175	8416 - 8459
137	6500 - 6549	157	7500 - 7549	176	8460 - 8515
138	6550 - 6599	158	7550 - 7599	177	8516 - 8575
139	6600 - 6649	159	7600 - 7649	178	8576 - 8644
140	6650 - 6699	160	7650 - 7699	179	8645 - 8699
141	6700 - 6749	161	7700 - 7749	180	8700 - 8750
142	6750 - 6799	162	7750 - 7799	181	8751 - 8799
143	6800 - 6849	163	7800 - 7851	182	8800 - 8849
144	6850 - 6899			183	8850 - 8899
				184	8900 - 8949
				185	8950 - 8999
				186	9000 - 9049

R-106

S-13-16

94 empty

R106

S16-19

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W758	DATE REC'D 1-23-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 55 20-21	NO. OF CU. FT. 41
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR</u> : Linda Cook RM: 511 Ext: 7311		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>1989 Closed Cassettes</u>	
1.	6210 - 6341	Schedule 991-4 Item No. 24 ✓ Disposal Date 1-93 <i>Disposal</i> <u>2/4/93</u> <i>GR</i>
2.	6342 - 6473	
3.	6474 - 6605	
4.	6606 - 6737	
5.	6738 - 6869	
6.	6870 - 7001	
7.	7002 - 7133	
8.	7134 - 7265	
9.	7266 - 7397	
10.	7398 - 7529	
11.	7530 - 7661	
12.	7662 - 7796	
13.	7797 - 7928	
14.	7929 - 8064	
15.	8065 - 8200	
16.	8201 - 8336	
17.	8337 - 8472	
18.	8473 - 8608	
19.	8609 - 8744	
20.	8745 - 8889	
21.	8890 - 8993	
	22. 8994 - 9125	Duplicates) Duplicates)
	23. 9126 - 9257	
	24. 9258 - 9389	
	25. 9390 - 9521	
	26. 9522 - 9653	
	27. 9654 - 9785	
	28. 9786 - 9915	
	29. 9916 - 10047	
	30. 10048 - 10179	
	31. 10180 - 10311	
	32. 10312 - 10444	
	33. 10445 - 10576	
	34. 10577 - 10708	
	35. 10709 - 10840	
	36. 10841 - 10972	
	37. 10973 - 11105	
	38. 11106 - 11237	
	39. 11238 - 11365	
	40. 11400 - 1099 (89'-	
	41. 2000 - 8700 (89'-	

RECEIVED
 91 OCT 24 AM 9 47
 CONTRACTS & PROCUREMENT

R-55
S-20-21

12 Empties
S-21

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development
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: Olivia Owens, 333-7963

0804

ACCESSION NO. 9061153

DATE REC'D 4-27-90

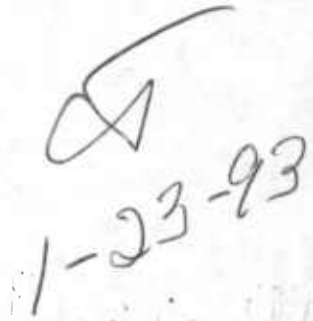
RM CODE 08.04

LOCATION RANGE 101 SECTION(S) 10-12

NO. OF CU. FT. 102

RECORDS CENTER MANAGER Paul C. Lamberson per

TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

DOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	Claimant 1989 Files Folders	991-4 Disposal: 1/93 Item No. 7
1	001-30-9920 154-30-5300	 MAR 1993 OFFICE OF GENERAL SERVICES
2	155-58-1550 201-52-8490	
3	201-56-2570 213-88-5640	
4	213-90-2320 217-60-0430	
5	217-60-8280 223-50-7060	
6	223-62-5530 235-19-3920	
7	235-40-8630 272-74-6360	
8	274-36-8670 452-60-2390	
9	452-62-9070 577-76-9030	
10	577-76-9660 579-74-6900	
11	579-74-7100 591-14-4140	
12	001-56-0531 168-34-1431	
13	168-48-4071 204-62-0181	
14	205-38-5041 215-82-9021	
15	215-88-8481 219-76-9811	
16	219-78-6471 228-78-7361	
17	228-82-9711 241-92-7851	
18	247-04-1611 345-48-6501	
19	352-40-0801 527-04-4991	
20	527-04-5021 578-66-7691	
21	578-68-5521 587-30-1161	
22	004-56-9502 161-34-8882	
23	161-46-5812 193-50-7172	
24	193-50-9782 214-70-2642	
25	214-78-4862 219-52-9072	
26	219-56-0382 228-50-9442	
27	228-60-5282 247-15-1992	
28	247-66-6452 410-60-5432	
29	410-60-6492 571-52-0182	
30	573-82-7172 579-34-4232	

31	579-36-0902	726-70-1152
32	004-54-8343	164-28-8263
33	164-38-6963	203-60-8633
34	204-34-5183	214-84-2203
35	214-86-5553	217-58-0893
36	217-68-5213	223-68-3633
37	223-76-6723	240-90-2523
38	241-19-0023	302-68-5703
39	303-44-5443	449-39-4373
40	451-70-4093	571-86-6593
41	577-88-4993	579-36-2283
42	579-86-7303	723-09-2613
43	001-45-1694	166-48-9594
44	166-52-4344	201-31-8084
45	201-48-4534	212-98-5354
46	213-04-7524	216-80-5644
47	216-82-9554	221-60-3894
48	221-60-8734	234-17-7414
49	234-21-8674	251-82-0414
50	251-88-0094	422-82-1664
51	423-92-3324	577-06-7664
52	577-11-3084	579-58-3434
53	579-58-8284	587-94-3314
54	002-32-0135	162-42-6005
55	162-64-5245	205-62-5285
56	206-44-2935	216-54-3335
57	216-70-5916	221-40-1956
58	220-72-1395	450-58-1575
59	230-04-2945	244-02-3735
60	244-62-5565	372-72-9045
61	379-64-4485	577-76-4255
62	581-37-2835	594-20-6725
63	216-68-9415	221-40-1956
64	221-44-0826	234-80-2186
65	280-34-8686	461-27-6466
66	234-86-0696	277-76-3206
67	578-56-1006	726-07-2826
68	461-96-5616	578-54-9986
69	167-42-4086	212-42-2596
70	212-44-7296	216-68-3376
71	001-46-2296	167-34-8706
72	579-90-1576	579-90-0977
73	069-60-1747	176-46-6637
74	177-42-3777	212-98-6807
75	213-32-6817	217-52-0977
76	217-56-2037	222-36-1037
77	222-28-9347	455-69-2367
78	230-04-4427	246-78-7807
79	247-06-5447	421-98-8787
80	459-69-2367	577-80-0577
81	577-80-0767	579-90-0707
82	154-54-5418	200-42-8348
83	207-28-2818	215-98-0808
84	215-98-7388	220-70-5399
85	220-70-7478	426-58-7628
86	232-13-3458	264-11-8808
87	264-15-8388	411-06-3528

61-A 577-76-4285
581-36-7615

88	428-24-9738	577-66-8908
89	577-68-9458	582-29-3818
90	582-41-4498	005-62-3087
91	003-42-2479	170-36-1779
92	170-36-3839	212-48-6799
93	212-50-3719	217-34-1149
94	217-58-0659	221-32-6319
95	231-36-6309	233-98-2269
96	234-11-4979	255-35-8049
97	257-74-7899	415-26-9239
98	416-54-3699	577-68-6589
99	577-66-6949	579-86-9339
100	579-88-0969	152-60-1208

101

Paper 88's

R-101

S-10-12

Total Boxes - 102 All together

R101

S12

16 empty

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY CODE 380410316	08.04	ACCESSION NO. 89W1271	DATE REC'D 6-19-89
AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 27	NO. OF CU. FT. 75
DIVISION/UNIT General Services Division		SECTIONS 1-2	
MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201		RECORDS CENTER MANAGER	
AGENCY OFFICIAL John Head or: Jim Boyd (WALTER KRYSIAK 333-5340 ROOM 512)	PHONE NO. GERRI COOPER 333-7532 383-2532 ROOM 512	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)
	87/3 WAGE RECORDS-7/1/87-9/30/87-	Schedule 991-4 Item 3A Date of Disposal: 9/30/92 Jan. 1993 1-11-93 JPS
1	001 - 034	
2	035 - 054	
3	055 - 075	
4	076 - 095	
5	096 - 126	
6	127 - 152	
7	153 - 174	
8	175 - 189	
9	190 - 202	
10	203 - 220	
11	221 - 244	
12	245 - 259	
13	160 - 280	
14	281 - 296	
15	297 - 313	
16	314 - 331	
17	332 - 352	
18	353 - 364	
19	365 - 384	
20	385 - 395	

21 397 - 405
22 406 - 419
23 420 - 428
24 429 - 437
25 438 - 447A
26 447B - 453A
27 453B - 466
28 467 - 485
29 486 - 497
30 498 - 507
31 508 - 515
32 516 - 529
33 530 - 550
34 551 - 558A
35 558B - 566
36 567 - 578
37 579 - 600
38 601 - 611
39 612 - 617
40 618 - 624
41 625 - 637
42 638 - 649
43 650 - 669
44 670 - 680
45 681 - 685A
46 685B - 694A
47 694B - 699
48 700 - 710
49 711 - 737
50 738 - 747
51 748 - 757
52 758 - 765
53 766 - 771
54 772 - 781
55 782 - 790
56 791 - 798
57 799 - 816
58 817 - 823
59 824 - 833
60 834 - 843
61 844 - 853
62 854 - 864
63 865 - 873
64 874 - 892
65 893 - 901
66 902 - 923A
67 923B - 932
68 933 - 942
69 943 - 952
70 953 - 965
71 966 - 987
72 988 - 999
6679 - 7041
73 7042 - 7466
74 7467 - 8152

75

MIXED QUARTERS

R-27

S-1-2

16 Empties

S-2

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTÉ 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.06

DEPT. ECONOMIC & EMPLOYMENT DEV
AGENCY

GENERAL SERVICES - MIDFA
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W785	BACK UP FILES PAID OUT	1164	1B1	11/87-12/88	6	1/93	RECYLED



SIGNATURE

RECORDS CENTER MANAGER
TITLE

1/21/93
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 Dept. of Economic & Employment Development 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 - ST. 2226 REDWOOD TOWER DANA WARGO 333-4299	0804	ACCESSION NO. <div style="font-size: 2em; font-weight: bold;">90W785</div>	DATE REC'D <div style="font-size: 1.5em; font-weight: bold;">1-24-90</div>
		LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-weight: bold;">5 13</div>	FM CODE <div style="font-size: 1.5em; font-weight: bold;">08.06</div>
		RECORDS CENTER MANAGER	NO. OF CU. FT. <div style="font-size: 2em; font-weight: bold;">6</div>
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
Box 1/88		11/13/87 - 12/31/88	
	#122	Art Litho Co. Paid Out 3/11/88	Schedule #1164 Item # 1 B 1 Disposal Date: 1/ 1993
	#274	Garamond/Pridemark Press & Back Up Files Paid Out 5/13/88	
	#160	McGregor & Werner, Inc. & Back up Files Paid Out 4/6/88	
Box 2/88	#307	Environmental Elements & Back Up Files Paid Out 10/31/88	
Box 3/88	#248	Brandt Cabinet Works Paid Out 10/7/88	<div style="font-size: 2em; font-weight: bold; transform: rotate(-15deg);"> Disposal 3/10/93 per </div> <div style="font-size: 1.5em; font-weight: bold; opacity: 0.5;"> RECEIVED </div> <div style="text-align: center;"> JAN 1990 </div> <div style="text-align: center;"> OFFICE OF GENERAL SERVICES </div>
	#161	Chemical Specialties Paid Out 9/1/88	
	#329	GTCO Corporation & Back Up Files Paid Out 12/30/88	
	#336	Garamond/Pridemark Press (Silvers & Assocs.) Paid Out 12/31/88	

Continuation
Records Retention

Box 4/ 38	#116	Consolidated Diesel/Condec/Open Road & Back Up Files Paid Out 8/29/88
	#C1042(25)	RCF Holding Company, Inc. Paid Out 12/15/87
<hr/>		
Box 5/ 38	#C1007(28)	Castle Associates & Back Up Files Paid Out (Claim) 6/24/88
	#C1084(50)	Delta Industries, Inc. Paid Out 11/13/87
	#C1074(47)	Integrated Power Corporation Paid Out 4/6/88
	#C1111(71)	Integrated Power Corporation Paid Out 12/16/88
	#163	Microdyne Corporation & Back Up Files Paid Out 8/29/88
	#119	Safeguard Automotive Parts & Accessories & Back Up Files Paid Out 8/18/88
<hr/>		
Box 6/ 38	#260	Maccaferri Gabions Manufacturing Co. & Back Up Files Paid Out 5/3/88
	#102	Pharmacopathics Research Labs & Back Up Files Paid Out 12/27/88

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. OF ECONOMIC & EMPLOYMENT DEV

OFC GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W338	ESARS	991-3	36	1989	2	1/94	RECYCLED
92W1272	ENDS DAILIES	991-3	25	1991	10		
92W751	ENDS DAILIES	991-3	25	1991	10		
92W1273	ENDS DAILIES	991-3	25	1991	9		
90W359	ESARS	991-3	36	1988-89	6		
89W1267	TJTC CERFICIATIONS	991-3	27B	1986	4		
90W586	CANCELLED APPR. PROGRAMS	991-3	7	1988	8		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 1. 0804	ACCESSION NO. 91W338	DATE REC'D 10-15-90
B. DIVISION/UNIT Division of Administration Office of General Services		RM CODE 08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 5 4	NO. OF CU. FT. 2
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURANEK ROOM 307 X7574	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	ESARS August 1989, Mandatory Job Listing Jul-Dec 1988	
2	ESARS November 1989, Mandatory Job Listing Jan-Dec. 1989	Schedule # 991-3 Item 36
		Date of Disposal 1/94 <i>Disposal</i> <i>1/7/94</i> <i>JPS</i>

E

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services		92W1272	08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201			LOCATION RANGE SECTION(S) 26 30
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek Rm 207 X7574		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	ENDS dailies Sep 30-Oct 3, 1991	Schedule #991-3 Item 25 Date of Disposal 1/93 1/94 <u>Disposal</u> 1/11/94 gpg
2	ENDS dailies Oct 4-9, 1991	
3	ENDS dailies Oct 10-16, 1991 & weekly Oct 4, 1991	
4	ENDS dailies Oct 17-22, 1991 & weekly Oct 11, 1991	
5	ENDS dailies Oct 23-28, 1991 & weekly Oct 18, 1991	
6	ENDS dailies Oct 29-31, 1991	
7	ENDS dailies Nov 1-5, 1991 & weekly Oct 31, 1991	
8	ENDS dailies Nov 6-8, 1991 & weekly Oct 25, 1991	
9	ENDS dailies Nov 12-14, 1991 & weekly Nov 8, 1991	
10	ENDS dailies Nov 15-19, 1991 & weekly Nov 15, 1991	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 92W751	DATE REC'D 1-23-92
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE 08.03	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE 37 SECTION(S) 5	NO. OF CU. FT. 10
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: AL HAVRANEK ROOM 207 X7574	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	ENDS dailies Aug 1-6,1991 & weekly Aug 9, 1991	Schedule #991-3 Item 25 Date of Disposal 1/94 <u>Disposal</u> 2/18/94 Jps
2	ENDS dailies Aug 7-12,1991 & weekly Aug 16,1991	
3	ENDS dailies Aug 14-19,1991	
4	ENDS dailies Aug 20-23,1991 & weekly Aug 23,1991	
5	ENDS dailies Aug 26-29,1991 & weekly Aug 30,1991	
6	ENDS dailies Aug 30-Sep 3,1991 & weekly Sep 6,1991	
7	ENDS dailies Sep 6-11,1991 & weekly Sep 13,1991	
8	ENDS dailies Sep 12-17,1991 & weekly Sep 20,1991	
9	ENDS dailies Sep 18-23,1991 & weekly Sep 20,1991	
10	ENDS dailies Sep 25-27,1991	

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

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W1273</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">5-1-92</div>
B. DIVISION/UNIT Division of Administration Office of General Services	FORM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">26 30</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">9</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek Rm 207 x7574	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	Ends dailies Nov 20-25, 1991	schedule #991-3 Item 25 Date of Disposal 1/94 <div style="font-size: 1.2em; font-family: cursive;">Disposal</div> <div style="font-size: 1.2em; font-family: cursive;">1/11/94</div> <div style="font-size: 1.2em; font-family: cursive;">JPS</div>
2	Ends dailies Nov 26-29, 1991 & weekly Nov 24, 1991	
3	Ends dailies Dec 2-3, 1991 & weeklies Nov 29 & Dec 6, 1991	
4	Ends dailies Dec 4-6, 1991 & weekly Dec 13, 1991	
5	Ends dailies Dec 10-13, 1991	
6	Ends dailies Dec 16-18, 1991 & weekly Dec 20, 1991	
7	Ends dailies Dec 19-27, 1991	
8	Ends dailies Dec 30, 1991-Jan 3, 1992	
9	Ends dailies Jan 6-8, 1992 & weekly Dec 30, 1991	

R-26

S-~~21~~-30

2 Emptyes

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W359	DATE REC'D 10-12-89
B. DIVISION/UNIT Division of Administration Office of General Services		RM CODE 08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 38 31	NO. OF CU. FT. 6
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: PAUL GILDEN (AL HAURANEK X7574)	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	ESARS MA345 listings Mar-Dec 1988, Purged Listings Apr-Jun 1988, Inactivations Apr & May 1988	SCHEDULE #991-3
2	ESARS Inactivations Jul-Sep 1988, Purged Listings Jul-Aug 1988	ITEM 36
3	ESARS Inactivations Oct 1988-Jan 1989, Purged Listings Sep-Nov 1988	DATE OF DISPOSAL: 1/94
4	ESARS Reports July, August & October 1988	
5	ESARS Reports September & November 1988	
6	ESARS Reports December 1988 & January 1989	<i>Disposal</i> <i>2/18/94</i> <i>JPG</i>

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

a) AGENCY CODE 1. 380310206 08.03		ACCESSION NO 89W1267	DATE REC'D 6-19-89
b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING		LOCATION - RANGE 118 SECTIONS(S) 11	
c) DIVISION/UNIT General Services Division			
d) MAILING ADDRESS 1100 North Eutaw Street Room 010 616 Baltimore, MD 21201		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL John Head GERRI COOPER <small>PHONE NO. 333-7532</small> For: Paul Gilden <small>333-2632</small> (AL HAVRANEK 333-7574 ROOM 207)		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 2 3 4	TJTC CERTIFICATIONS 10/1/86 - 12/86 TJTC CERTIFICATIONS 1/86 - 2/86 TJTC CERTIFICATIONS 1/86 - 3/86 TJTC CERTIFICATIONS 1/86 - 2/86	SCHEDULE #991-3 ITEM 27-B DATE OF DISPOSAL: 12/93 1/94 12/93 12/93 12/93 32994	

R-118

S-11

3 Empties

RECORDS TRANSMITTAL FORM

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W586	DATE REC'D 12-4-89
		FORM CODE 08.03
DIVISION/UNIT Division of Administration Office of General Services	LOCATION RANGE SECTION(S) 7 10-11	NO. OF CU. FT. 8
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
PHONE NO. 333-7532	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
AGENCY OFFICIAL Gerri Cooper For: JOHN HOBELMEYER ROOM 312X578		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	CANCELLED APPR. PROGRAMS (AAMCO - BATES) ^{THRU} 12-31-88	991-3-7 1-94
2	" " (BEAVERS - COLLIM)	" "
3	" " (COMM - EZRINE)	" "
4	" " (FAIR - INGL)	" "
5	" " (INTER - MERRETT)	" "
6	" " (MIDDLE - RITT)	" "
7	" " (R.K.B. - URBAN)	" "
8	" " (VICT - Z)	" "
	JTPA BOS CARDS SUBGRANT RECORDS	

Disposal
1/10/94
JPS

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV

OFC OF GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W890	UCX CLAIMS	991-4	3	1988	4	1/94	RECYCLED
93W1053	UCX CLAIMS	991-4	6	1991	4		
92W748	CLOSED CASES	991-4	23	1990	40		
93W925	CLOSED CASES	991-4	23	1991	29		
93W1051	FEDERAL CLAIMS	991-4	6	1991	13		
93W623	CLAIM HISTORY	991-4	19	1990	5		
93W622	CLAIM HISTORY	991-4	19	1990	6		
92W1477	CLOSED CASES	991-4	23	1990	9		
92W1478	CLOSED CASES	991-4	23	1990	39		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
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

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p>	<p>ACCESSION NO. 91W890</p>	<p>DATE REC'D 2-22-91</p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>RM CODE 0804</p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE SECTION(S) 8 13</p>	<p>NO. OF CU. FT. 4</p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOMS 2 333-5340</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	UCX Claims 1/88 - 12/88	
1	0000 - 2999	Schedule 991-4
2	3001 - 5995	Item 3
3	6008 - 8998	Disposal Date
4	9007 - End	12/93- 1/94 <i>Disposal completed 1/10/94</i> <i>gpg</i>


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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development	0804	ACCESSION NO.	DATE REC'D
DIVISION/UNIT	Division of Administration	93W1053	3-2-93
MAILING ADDRESS	Office of General Services 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		FORM CODE
PHONE NO.	333-7532	LOCATION	NO. OF CU. FT.
AGENCY OFFICIAL Gerri Cooper	RD67512	RANGE	SECTION(S)
For: CAROL CAMPER (VALERIE TOWNS)	x5340	5	4
		RECORDS CENTER MANAGER	4
		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
	1991 UCK Claims	Schedule, 991-4
1	225-90-0002 - 254-49-3049	Item # 6
2	216-82-3053 - 284-74-5997	Disposal Date
3	259-27-6004 - 521-31-9087	12-31-94
4	218-86-9089 - 490-82-9995	1/94
		Disposal
		1/10/94
		eps


 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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">92W748</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">1-23-92</div>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div>	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">36 5-6</div>	NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">40</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 7311	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>1990 Closed Cases</u>	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.	01050 - 01099 01100 - 01149 01150 - 01199 01200 - 01249 01250 - 01299 01300 - 01349 01350 - 01399 01400 - 01449 01450 - 01499 01500 - 01549 01550 - 01599 01600 - 01649 01650 - 01699 01700 - 01749 01750 - 01799 01800 - 01849 01850 - 01899 01900 - 01949 01950 - 01999 02000 - 02049	21. 02050 - 02099 22. 02100 - 02149 23. 02150 - 02199 24. 02200 - 02249 25. 02250 - 02299 26. 02300 - 02349 27. 02350 - 02399 28. 02400 - 02449 29. 02450 - 02499 30. 02500 - 02549 31. 02550 - 02599 32. 02600 - 02649 33. 02650 - 02699 34. 02700 - 02749 35. 02750 - 02799 36. 02800 - 02849 37. 02850 - 02899 38. 02900 - 02949 39. 02950 - 02999 40. 03000 - 03049
		Schedule 991-4 Item No. 23 Disposal Date 1-94


 1-29-94

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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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W925	DATE REC'D 2-3-93
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 36 25	NO. OF CU. FT. 29
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 333-7311		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>1991 Closed Cases</u>	Schedule Date: 991-	
1.	9122600 - 9122624	25.	9123200 - 9123224
2.	9122625 - 9122649	26.	9123225 - 9123249
3.	9122650 - 9122674	27.	9123250 - 9123274
4.	9122675 - 9122699	28.	9123275 - 9123299
5.	9122700 - 9122724	29.	9123300 - 9123324
6.	9122725 - 9122749		
7.	9122750 - 9122774		
8.	9122775 - 9122799		
9.	9122800 - 9122824		
10.	9122825 - 9122849		
11.	9122850 - 9122874		
12.	9122875 - 9122899		
13.	9122900 - 9122924		
14.	9122925 - 9122949		
15.	9122950 - 9122974		
16.	9122975 - 9122999		
17.	9123000 - 9123024		
18.	9123025 - 9123049		
19.	9123050 - 9123074		
20.	9123075 - 9123099		
21.	9123100 - 9123124		
22.	9123125 - 9123149		
23.	9123150 - 9123174		
24.	9123175 - 9123199		
			1/94
			1-25-94

RECORDS TRANSFERENTIAL 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 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: <i>CAROL CAMPER (VALERIE TOWNS)</i> ROOM 512 X5340	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">93W1051</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">3-2-93</div> RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.04</div> NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">13</div>
	LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">36 13</div>	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER

BOX NUMBERS	1s.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		1991 Federal Claims	
1		512-46-0003 - 125-54-0899	Schedule 991.4 Item #6 Disposal date 12-31-94 1/94 <div style="font-size: 2em; font-family: cursive;">1-29-94</div>
2		212-54-0902 - 084-32-1772	
3		579-70-1774 - 219-50-2598	
4		219-52-2598 - 216-78-3508	
5		215-58-3810 - 578-62-4299	
6		213-92-4300 - 218-62-3090	
7		214-92-5091 - 242-39-5960	
8		214-08-5964 - 219-60-6726	
9		203-56-6750 - 579-02-7556	
10		007-52-7557 - 577-94-8390	
11		040-30-8392 - 239-17-9242	
12		214-36-9247 - 431-88-9999	

13

213-44-0011 - 431-88-9

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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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W623	DATE REC'D 11-6-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 20 17	NO. OF CU. FT. 5
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: MARGARET ASKEW COLUMBIA L.O. 313-7367		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

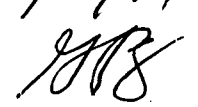
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	CLAIM HISTORY RECORDS 1/90-12/90	991-4, 19- 1/94
1	0002-1282	<u>Disposal</u> 3/14/94 <i>[Signature]</i>
2	1286-2309	
3	2313-2881	
4	2902-3639	
5	3640-4153	

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W622	DATE REC'D 11-6-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 21 16-17	NO. OF CU. FT. 6
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: MARGARET ASKEW COLUMBIA L.O. 313-7367		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
	CLAM HISTORY RECORDS 1/90-12/90	991-4, 19-1/94
1	0109-0811	<u>Disposal</u> 3/15/94 
2	0815-1657	
3	1665-2381	
4	2383-3448	
5	3451-4525	
6	4526-4842	

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO.	DATE REC'D 6-26-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		92W1477	RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 128 10	NO. OF CU. FT. 9
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 # 333-7311		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>1990 Closed Cases</u>	Schedule: 991-4 Item No. 23 Disposal Date: 1-94
1.	17400 - 17449	
2.	17450 - 17499	
3.	17500 - 17549	
4.	17550 - 17599	
5.	17600 - 17649	
6.	17650 - 17699	
7.	17700 - 17749	
8.	17750 - 17799	
9.	17800 - 17857	

CF
4-2-94

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO.	DATE REC'D 6-26-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		92W 1478	RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 128 10-11	NO. OF CU. FT. 39
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL: GERRI COOPER FOR: Linda Cook RM: 511 # 333-7311		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>1990 Closed Cases</u>	Schedule: 991-4 Item No. 23 Disposal Date 1-94
1.	15450 - 15499	
2.	15500 - 15549	
3.	15550 - 15599	
4.	15600 - 15649	
5.	15650 - 15699	
6.	15700 - 15749	
7.	15750 - 15799	
8.	15800 - 15849	
9.	15850 - 15899	
10.	15900 - 15949	
11.	15950 - 15999	
12.	16000 - 16049	
13.	16050 - 16099	
14.	16100 - 16149	
15.	16150 - 16199	
16.	16200 - 16249	
17.	16250 - 16299	
18.	16300 - 16349	
19.	16350 - 16399	
20.	16400 - 16449	
21.	16450 - 16499	
22.	16500 - 16549	
23.	16550 - 16599	
24.	16600 - 16649	
25.	16650 - 16699	
26.	16700 - 16749	
27.	16750 - 16799	
28.	16800 - 16849	
29.	16850 - 16899	
	30. 16900 - 16949	
	31. 16950 - 16999	
	32. 17000 - 17049	
	33. 17050 - 17099	
	34. 17100 - 17149	
	35. 17150 - 17199	
	36. 17200 - 17249	
	37. 17250 - 17299	
	38. 17300 - 17349	
	39. 17350 - 17399	

Handwritten signature and date 4-2-94

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV

OFC OF GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W749	CLOSED CASES	991-4	23	1990	40	1/94	RECYCLED
92W1269	CLOSED CASES	991-4	23	1990	45		
88W1074	EXPERIENCE RATING	991-4	11	12/87	13		
92W1266	CLOSED CASES	991-4	23	1990	36		
92W1267	CLOSED CASES	991-4	23	1990	40		
92W1268	CLOSED CASES	991-4	23	1990	35		
90W1152	WAGE RECORDS	991-4	3A	88/4	73		
90W695	WAGE REPORTS	991-4	3	1988	5		
92W750	CLOSED CASES	991-4	23	1990	45		
90W1151	COMPUTER PRINTOUTS	991-4	3A	88/4	5		


Signature

RECORDS CENTER MANAGER
Title

01/21/94
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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W749	DATE REC'D 1-23-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 36 5	NO. OF CU. FT. 40
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext:7311		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>1990 Closed Cases</u>	
1.	UCF 01 - 49	Schedule 991-4 Item No. 23 Disposal Date 1-94
2.	50 - 99	
3.	100 - 140 149	
4.	150 - 190 199	
5.	200 - 249	
6.	250 - 299	
7.	300 - 390	
8.	UCX 01 - 49	
9.	50 - 106/ USI - 01	
10.	CWC 01 - 49	
11.	50 - 99	
12.	100 - 149	
13.	150 - 199	
14.	200 - 249	
15.	250 - 299	
16.	300 - 349	
17.	350 - 399	
18.	400 - 449	
19.	450 - 539	
20.	00001 - 00049	
21.	00050 - 00099	
22.	00100 - 00149	
23.	00150 - 00199	
24.	00200 - 00249	
25.	00250 - 00299	
26.	00300 - 00349	
27.	00350 - 00399	
28.	00400 - 00449	
29.	00450 - 00499	
30.	00500 - 00549	
31.	00550 - 00599	
32.	00600 - 00649	
33.	00650 - 00699	
34.	00700 - 00749	
35.	00750 - 00799	
36.	00800 - 00849	
37.	00850 - 00899	
38.	00900 - 00949	
39.	00950 - 00999	
40.	01000 - 01049	

CA
1-29-94

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1269	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 52 17-18	NO. OF CU. FT. 45
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 7311		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>1990 Closed Cases</u>	
1.	11050 - 11099	Schedule 991-4 Item No. 23 Disposal Date 1/94 <i>Disposal</i> <i>1/27/94</i> <i>JPS</i> '92 MAR 18 AM 9 14
2.	11100 - 11149	
3.	11150 - 11199	
4.	11200 - 11249	
5.	11250 - 11299	
6.	11300 - 11349	
7.	11350 - 11399	
8.	11400 - 11449	
9.	11450 - 11499	
10.	11500 - 11549	
11.	11550 - 11599	
12.	11600 - 11649	
13.	11650 - 11699	
14.	11700 - 11749	
15.	11750 - 11799	
16.	11800 - 11849	
17.	11850 - 11899	
18.	11900 - 11949	
19.	11950 - 11999	
20.	12000 - 12049	
21.	12050 - 12099	
22.	12100 - 12149	
23.	12150 - 12199	
24.	12200 - 12249	
	25. 12250 - 12299	
	26. 12300 - 12349	
	27. 12350 - 12399	
	28. 12400 - 12449	
	29. 12450 - 12499	
	30. 12500 - 12549	
	31. 12550 - 12599	
	32. 12600 - 12649	
	33. 12650 - 12699	
	34. 12700 - 12749	
	35. 12750 - 12799	
	36. 12800 - 12849	
	37. 12850 - 12899	
	38. 12900 - 12949	
	39. 12950 - 12999	
	40. 13000 - 13049	
	41. 13050 - 13099	
	42. 13100 - 13149	
	43. 13150 - 13199	
	44. 13200 - 13249	
	45. 13250 - 13299	

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 08.04 b) AGENCY DEPARTMENT OF EMPLOYMENT AND TRAINING c) DIVISION/UNIT General Services Division d) MAILING ADDRESS 1100 North Eutaw Street Room 312 Baltimore, MD 21201 e) AGENCY OFFICIAL <i>John Starkleff</i> XXXXXXX For: Thelma Taylor 333-7179	ACCESSION NO 88W1074 LOCATION RANGE 149 SECTION(S) 4-5 NO OF CU FT 13 RECORDS CENTER MANAGER	DATE REC'D 4-11-88 TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DA
	The following records were closed 12/87.	
1.	Experience Rating 86-1 to 86-2	Schedule 991-4 ITEM-11 1/94 Date of Destruction 1/99 Disposed 2/14/94 [Signature]
2.	Experience Rating 86-2 to 86-3	
3.	Experience Rating 86-3 to 86-4	
4.	Experience Rating 86-4 to 87-1	
5.	Experience Rating 85-1 to 85-2	
6.	Experience Rating 85-2 to 85-3	
7.	Experience Rating 84-3 (Only)	
8.	Experience Rating 84-3 to 84-4	
9.	Cross Match 84-4 to 85-1	
10.	Cross Match 85-1 to 85-2	
11.	Cross Match 85-3 to 85-4	
12.	Benefit Charges 85-4, 85-3 and 85-1	
13.	Benefit Charges 86-1, 86-2, 86-3 and 86-4	

USE PLAIN UNLINED PAPER FOR CONTINUATION (ES)

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1266	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 54 3-4	NO. OF CU. FT. 36
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm: 511 Ext: 333-7311		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>1990 Closed Cases</u>	
1.	05300 - 05349	Schedule 991-4 Item No. #23 Disposal Date: 1-94 <i>Disposal</i> <i>2/9/94</i> <i>eps</i>
2.	05350 - 05399	
3.	05400 - 05449	
4.	05450 - 05499	
5.	05500 - 05549	
6.	05550 - 05599	
7.	05600 - 05649	
8.	05650 - 05699	
9.	05700 - 05749	
10.	05750 - 05799	
11.	05800 - 05849	
12.	05850 - 05899	
13.	05900 - 05949	
14.	06000 - 06049	
15.	06050 - 06099	
16.	06100 - 06149	
17.	06150 - 06199	
18.	06250 - 06299	
19.	06300 - 06349	
20.	06350 - 06399	
21.	06400 - 06449	
22.	06450 - 06499	
23.	06500 - 06549	
	24. 06650 - 06699	
	25. 06700 - 06749	
	26. 06750 - 06799	
	27. 06800 - 06849	
	28. 06850 - 06899	
	29. 06900 - 06949	
	30. 06950 - 06999	
	31. 07000 - 07049	
	32. 07050 - 07099	
	33. 07100 - 07149	
	34. 07150 - 07199	
	35. 07200 - 07249	
	36. 07250 - 07299	

92 MAR 18 AM 9 15

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1267	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 54 4-5	NO. OF CU. FT. 40
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR</u> : Linda Cook RM:511 Ext333-7311		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>1990 Closed Cases</u>	
1.	07300 - 07349	Schedule 991-4 Item NO.23 Disposal Date 1/94 <i>Disposal</i> <i>2/9/94</i> <i>gsp</i>
2.	07350 - 07399	
3.	07400 - 07449	
4.	07450 - 07499	
5.	07500 - 07549	
6.	07550 - 07599	
7.	07600 - 07649	
8.	07650 - 07699	
9.	07700 - 07749	
10.	07750 - 07799	
11.	07800 - 07849	
12.	07850 - 07899	
13.	07900 - 07949	
14.	07950 - 07999	
15.	08000 - 08049	
16.	08050 - 08099	
17.	08100 - 08149	
18.	08150 - 08199	
19.	08200 - 08249	
20.	08250 - 08299	
21.	08300 - 08349	
22.	08350 - 08399	
23.	08400 - 08449	
24.	08450 - 08499	
25.	08500 - 08549	
26.	08550 - 08599	
27.	08600 - 08649	
28.	08650 - 08699	
29.	08700 - 08749	
30.	08750 - 08799	
	31. 08800 - 08849	
	32. 08850 - 08899	
	33. 08900 - 08949	
	34. 08950 - 08999	
	35. 09000 - 09049	
	36. 09050 - 09099	
	37. 09100 - 09149	
	38. 09150 - 09199	
	39. 09200 - 09249	
	40. 09250 - 09299	

92 MAR 18 AM 9 14

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W1268	DATE REC'D 5-1-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 54 5-6	NO. OF CU. FT. 35
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER <u>FOR:</u> Lind Cook Rm: 511 Ext: 7311		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>1990 Closed Cases</u>	
1.	09300 - 09349	Schedule 991-4 Item No. 23 Disposal Date 1/94 <i>Disposal</i> <i>2/9/94</i> <i>gpc</i> '92 MAR 18 AM 9 14
2.	09350 - 09399	
3.	09400 - 09449	
4.	09450 - 09499	
5.	09500 - 09549	
6.	09550 - 09599	
7.	09600 - 09649	
8.	09650 - 09699	
9.	09700 - 09749	
10.	09750 - 09799	
11.	09800 - 09849	
12.	09850 - 09899	
13.	09900 - 09949	
14.	09950 - 09999	
15.	10000 - 10049	
16.	10050 - 10099	
17.	10100 - 10149	
18.	10150 - 10199	
19.	10200 - 10249	
20.	10250 - 10299	
	21. 10300 - 10349	
	22. 10350 - 10399	
	23. 10400 - 10449	
	24. 10450 - 10499	
	25. 10500 - 10549	
	26. 10550 - 10599	
	27. 10600 - 10649	
	28. 10650 - 10699	
	29. 10700 - 10749	
	30. 10750 - 10799	
	31. 10800 - 10849	
	32. 10850 - 10899	
	33. 10900 - 10949	
	34. 10950 - 10999	
	35. 11000 - 11049	

R-54

S-~~5~~6

5 empties

S-6

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 Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W1152	DATE REC'D 4-26-90
DIVISION/UNIT Division of Administration Office of General Services	LOCATION RANGE SECTION(S) 46 7-9	FM CODE 08.04
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	NO. OF CU. FT. 73	
PHONE NO. 333-7532	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAR ROOM 512 - X5340	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. 88/4	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 88/4	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		10/88-12/88 - WAGE RECORDS	
1	001-013		Schedule 991-4
2	014-028		Item 3 A
3	029-047		Disposal Date
4	049-061		12/31/93
5	062-073		1/94
6	074-090		<u>Disposal</u>
7	091-110		2/9/94
8	111-123		<i>ggs</i>
9	124-147		
10	148-173		
11	174-181		
12	182-194A		
13	194B-200		
14	201-212		
15	213-225		
16	226-250		
17	251-260		
18	261-271		
19	272-284		
20	285-293		
21	294-300		
22	301-316		
23	317-330		
24	331-337		
25	338-352		
26	353-364		
27	365-388		
28	389-405		
29	405B-420		
30	421-428A		

31	428B-434
32	435-447
33	448-460
34	461-472B
35	473-488
36	489-506B
37	507-520
38	521-532B
39	533-546A
40	546B-555
41	556-565
42	566-572
43	573B-583A
44	583B-592
45	593-615A
46	615B-624
47	625-632
48	633-640
49	641-653
50	654-664
51	665-688
52	689-696
53	697-705
54	706-716
55	717-727
56	728-746
57	747-756A
58	756B-776
59	777-791
60	792-814
61	815-838
62	839-858
63	859-883
64	884-899
65	900-913
66	914-943
67	944-962
68	963-987
69	988-999
70	6066-8457
71	8459-8855
72	8866-9451
73	Old Mixed Quarters

R-46
S-7-9

1 Empty

S-9

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

A. AGENCY Dept. of Economic & Employment Development 0804

B. DIVISION/UNIT
Division of Administration
Office of General Services

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

D. PHONE NO.
333-7532

E. AGENCY OFFICIAL Gerri Cooper
For: WALT KRYSIAK ROOM 512 X5340

ACCESSION NO. 90W695		DATE REC'D 1-5-90
RANGE 41		RM CODE 08.04
LOCATION SECTION(S) 30	NO. OF CU. FT. 5	
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
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1	<p align="center">WAGE REPORTS 7/1/88-9/30/88</p> <p align="center">COMPUTER PRINTOUTS</p> <p>CITY OF BALTIMORE MARRIOTT CORP. H R B SYSTEMS IBM CORP. BALTIMORE CO. GOV'T & LIBRARY UNIVERSITY OF MD. MEDICAL SYSTEMS(#2412) J.C. PENNY CO. GIANT FOODS INC. JOHNS HOPKINS HOSPITAL</p>	<p>Schedule 991-4 Item 3 Disposal Date: September, 1993 1/94</p> <p><i>Disposal</i> 2/18/94 <i>[Signature]</i></p>
2	<p>REVIEW & HERALD PUB. NORDSTROM INC. UNIVERSITY OF MD. MEDICAL (2 OF 2 #1102) BANK OF BALTIMORE KELLY SPRINGFIELD TIRE CO. HOWARD CO. GOV'T WATER & SEWER CO. HOWARD CO. LIBRARY BOARD NEW JERSEY BELL DART DRUG MCDONNELL DOUGLAS UNITED HEALTH INC F & M DISTRIBUTORS HOWARD CO. COMMUNITY COLLEGE</p>	

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

2

JOHNS HOPKINS UNIVERSITY
K-MART
MONTGOMERY CO. GOV'T
HARFORD CO. BOARD OF EDUCATION
SEARS
FREDERICK CO. BOARD OF EDUCATION
BENDIX FIELD ENGINEERING
WATKINS - JOHNSON
BETHLEHEM STEEL
ALEXANDER & ALEXANDER
C & P OF WASHINGTON
ALLEGANY COMMUNITY COLLEGE
BLUE CROSS & BLUE SHIELD
AMERICAN GENERAL CORP.
GENERAL ELECTRIC CO.
FERRANTI HEALTH CARE SYSTEMS
MONTGOMERY CO. BOARD OF EDUCATION

3

DENNY INC
S.O.C.P.O. INC. REVCO
GOODYEAR TIRE & RUBBER CO.
COLE NAT'L CORP.
ALLSTATE INC.
JOHNS HOPKINS HEALTH CARE SYSTEMS
HOUSING AUTHORITY OF BALTIMORE
HARFORD CO. GOV'T
DUNDALK COMMUNITY COLLEGE
CARROLL CO. BOARD OF EDUCATION
CATONSVILLE COMMUNITY COLLEGE
AETNA LIFE INS. CO.
H R B SINGER INC
NATIONAL GEOGRAPHIC SOCIETY
MONTGOMERY CO. COMMUNITY COLLEGE
BLACK & DECKER
ANNE ARUNDEL BOARD OF EDUCATION
BALTIMORE CO. BOARD OF EDUCATION
PRINCE GEO. CO. BOARD OF EDUCATION
PRINCE GEO. COMMUNITY COLLEGE
SUSQUEHANA REGION P I C (HARFORD CO. GOV'T)
FREDERICK COMMUNITY COLLEGE
FREDERICK CO. GOV'T
MERCY HOSPITAL
HOWARD CO. BOARD OF EDUCATION
CITY OF HAGERSTOWN
BLAKE CONSTRUCTION
ANNE ARUNDEL CO. LIBRARY
BELL ATLANTIC CO.
ANNE ARUNDEL CO. GOV'T
C & P OF MARYLAND
AUTOMATIC DATA PROCESSING PT. I

4

AUTOMATIC DATA PROCESSING PT. II
AUTOMATIC DATA PROCESSING PT. III
ESSEX COMMUNITY COLLEGE

5

STATE OF MARYLAND PT. I
STATE OF MARYLAND PT. II

R-13 ✓
~~S-~~R~~~~

R-41

S-~~30~~ 30

163 Empty Spaces

S-~~30~~-30-33

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 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 92W750	DATE REC'D 1-23-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 115 8-9	NO. OF CU. FT. 45
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: Linda Cook Rm:511 Ext: 7311		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>1990 Closed Cases</u>	Schedule 991-4 Item No. 23 Disposal Date: 1-94
1.	03050 - 03099	<p><i>*Missing Boxes 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42</i></p> <p><i>CA</i></p> <p><i>3-5-94</i></p>
2.	03100 - 03149	
3.	03150 - 03199	
4.	03200 - 03249	
5.	03250 - 03299	
6.	03300 - 03349	
7.	03350 - 03399	
8.	03400 - 03449	
9.	03450 - 03499	
10.	03500 - 03549	
11.	03550 - 03599	
12.	03600 - 03649	
13.	03650 - 03699	
14.	03700 - 03749	
15.	03750 - 03799	
16.	03800 - 03849	
17.	03850 - 03899	
18.	03900 - 03949	
19.	03950 - 03999	
20.	04000 - 04049	
	21. 04050 - 04099	
	22. 04100 - 04149	
	23. 04150 - 04199	
	24. 04200 - 04249	
	25. 04250 - 04299	
	26. 04300 - 04349	
	27. 04350 - 04399	
	28. 04400 - 04449	
	29. 04450 - 04499	
	30. 04500 - 04549	
	31. 04550 - 04599	
	32. 04600 - 04649	
	33. 04650 - 04699	
	34. 04700 - 04749	
	35. 04750 - 04799	
	36. 04800 - 04849	
	37. 04850 - 04899	
	38. 04900 - 04949	
	39. 04950 - 04999	
	40. 05000 - 05049	
	41. 05050 - 05099	
	42. 05100 - 05149	
	43. 05150 - 05199	
	44. 05200 - 05249	
	45. 05250 - 05299	

R-115

S-8-~~10~~9

Boxes Missing - # 34, 39, 41, 42 ~~43~~
4 empty

R115

S10

[Faint, illegible handwritten notes]

RECORDS TRANSMITTAL AND RECEIPT

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

RECEIVED

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W1151	DATE REC'D 4-26-90
B. DIVISION/UNIT Division of Administration Office of General Services	CONTRACTS & PROCUREMENT RM CODE 08.04	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 39 11	NO. OF CU. FT. 5
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For:	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. 88/4	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	88/4	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1		884 COMPUTER PRINTOUTS ALEXANDER & ALEXANDER BENDIX FIELD ENG. UNITED HEALTH INC. ANNE ARUNDEL CO. LIBRARY & 1 EMPLOYEE FOR GOVT. NORDSTROM GOODYEAR TIRE DENNY'S REVIEW & HERALD BLUE CROSS & BLUE SHIELD K-MART COLE NAT'L CORP. ANNE ARUNDEL CO. GOVT. JOHN HOPKINS HOSPITAL REVCO HOUSING AUTHORITY OF BALTO. CITY		Schedule 991-4 Item 3, BFC A Disposal Date 12/31/93 1/94 <u>Disposal</u> 2/18/94 JAP

HARFORD CO. GOVT.
C & P OF WASHINGTON
WATKINS & JOHNSON
BLAKE CONSTRUCTION
BELL ATLANTIC
CINCINNATI BELL
G M A C
MARRIOTT
BALTO. CO. GOVT. LIBRARY
DART DRUG STORE
J. C. PENNY
PRINCE GEORGE BOARD OF EDUCATION
AETNA LIFE INSURANCE
MONTGOMERY CO. GOVT.
CITY OF HAGERSTOWN
HOWARD CO. BOARD OF EDUCATION
BLACK & DECKER
FREDERICK CO. GOVT.
PRINCE GEORGE'S COMMUNITY COLLEGE
HOWARD CO. LIBRARY
MONTGOMERY COLLEGE

2

CITY OF BALTIMORE
FREDERICK COMMUNITY COLLEGE
ALLSTATE INSURANCE
ESSEX COMMUNITY COLLEGE
GENERAL ELECTRIC
CATONSVILLE COMMUNIT COLLEGE
MERCY MEDICAL CENTER
PRINCE GEORGE'S PUBLIC SCHOOL
MONTGOMERY COUNTY B.O.E.
JOHNS HOPKINS HEALTH CARE SYSTEM
DUNDALK COMMUNITY COLLEGE
HOWARD CO. GOV'T & WATER & SEWER
BALTIMORE CO. BOARD OF EDUCATION
FERRANTI (PENTAMATION)
CARROLL CO. BOARD OF EDUCATION
FREDERICK CO. BOARD OF EDUCATION
KELLY SPRINGFIELD TIRE
C & P TELEPHONE CO. OF MD.
H.R.B. SYSTEMS

3

NATIONAL GEOGRAPHIC SOCIETY
HOWARD COMMUNITY COLLEGE
ALLEGANY COMMUNITY COLLEGE
HARFORD CO. PUBLIC SCHOOLS
ANNE ARUNDEL CO. B.O.E.
BALTIMORE GAS & ELECTRIC
I B M CORP.
GIANT FOODS
SEARS & ROEBUCK
AMERICAN GENERAL CORP.
NEW JERSEY BELL(2 OF 2 #M52613)
NEW JERSEY BELL(1 OF 2 #M50333)

UNIVERSITY OF MARYLAND (TP#4630)
UNIVERSITY OF MARYLAND (TP#1854)
SAVINGS BANK OF BALTIMORE
MCDONNELL DOUGLAS
FORT HOWARD CORP.
BETHLEHEM STEEL
JOHN HOPKINS UNIVERSITY(DEL) REC. 4/25/89
STATE OF MARYLAND PT. I

4 STATE OF MARYLAND PT. II
AUTOMATIC DATA PROCESSING PT. I
AUTOMATIC DATA PROCESSING PT. II

5 AUTOMATIC DATA PROCESSING PT III
AUTOMATIC DATA PROCESSING PT IV

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. OF ECONOMIC & EMPLOYMENT DEV

OFC GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1271	CLAIM HISTORY	991-4	19	1990	24	1/94	RECYCLED
92W1274	DISPUTED CLAIMS	991-4	3B	1990	29		
93W621	CLAIM HISTORY	991-4	19	1990	19		
93W918	CLAIMANT RECORDS	991-4	7	1990	90		



Signature

DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/94
Date

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

REVISED

ADDED

(7 additional boxes)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>92W1271</i>	DATE REC'D <i>5-1-92</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>52 16-17</i>	NO. OF CU. FT. <i>24</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Angelique Burkhardt 333-5500 Room 504/ Karen Blass 333-7707		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
	CLAIM HISTORY RECORDS Batches Number (January thru December, 1990):	Schedule 991-4 Section 19 1/94
8	9014-9015	<i>Disposal</i> <i>1/27/94</i> <i>JPS</i>
9	9015-9017	
10	9017-9019	
11	9019-9021	
12	9022-9024	
13	9024-9026	
14	9026-9029	
15	9029-9031	
16	9031-9033	
17	9033-9035	
18	9035-9038	
19	9038-9040	
20	9040-9043	
21	9043-9045	
22	9045-9047	
23	9048-9050	
24	9050-9052	
1	9001-9002	
2	9003-9005	
3	9005-9007	
4	9007-9009	
5	9009-9011	
6	9011-9013	
7	9013 (one 9052 SS#219-96-0903)	

RECEIVED

JAN 20 1992

OFFICE OF GENERAL SERVICES

RECEIVED

FEB 21 1992

OFFICE OF GENERAL SERVICES

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

AGENCY Dept. of Economic & Employment Development	0804	ACCESSION NO. 92W1274	DATE REC'D 5-1-92
DIVISION/UNIT Division of Administration Office of General Services			RM CODE 08.04
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 52 18-19	NO. OF CU. FT. 29
PHONE NO. 333-7532		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK RM.512 X5340		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
	- 1990 - Disputed Claims	
1	001 28 8247 - 105 60 7539	Schedule 991-4 Item 3 B Date of Disposal 12/31/95 1/94 <u>Disposal</u> 1/27/94 <i>ggs</i>
29	106 34 4344 - 169 24 9452	
3	169 26 5230 - 198 30 2441	
4	198 30 6685 - 212 46 0861	
5	212 46 1931 - 212 86 0849	
6	212 86 2359 - 213 62 9120	
7	213 64 2736 - 213 90 0954	
8	213 90 3649 - 214 64 4052	
9	214 64 6414 - 215 20 6134	
10	215 20 8293 - 215 70 9023	
11	215 72 0099 - 216 16 2925	
12	216 16 3406 - 216 66 0726	
13	216 66 1597 - 217 05 4335	
14	217 06 2402 - 217 70 0673	
15	217 70 0892 - 218 08 6175	
16	218 08 9564 - 218 68 5333	
17	218 68 7000 - 219 28 1956	
18	219 28 2929 - 219 70 6533	
19	219 70 8318 - 220 26 9713	
20	220 27 6313 - 220 72 9127	
21	220 72 9302 - 224 60 9029	
22	224 68 3489 - 233 25 0901	
23	233 50 1148 - 242 24 8042	
24	242 42 4292 - 287 64 4596	
25	287 64 4740 - 399 78 0768	
26	400 04 7435 - 483 92 3921	
27	485 52 6830 - 577 80 1050	
28	577 80 3253 - 579 86 3735	
29	579 86 7196 -	

R-52

S-18-19

5 Empties

S-19

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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W621	DATE REC'D 11-6-92
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		RM CODE 08.04	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 12 12	NO. OF CU. FT. 19
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: MARGARET ASKEW COLUMBIA L.O. 313-7367		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 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	CLAIM HISTORY RECORDS 1/90-10/90 0004-1493 1497-2645 2674-4006 4012-4975 4981-5345 5349-5607 5609-5951 5953-6259 6262-6612 6615-6835 6837-7320 7328-7828 7829-8118 8123-8482 8484-8820 8821-9202 9204-9447 9452-9774 9778-9996	991-4, 19-1/94 <u>Disposal</u> 1/10/94 JPS	

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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W918	DATE REC'D 2-3-93
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 16 21-23	NO. OF CU. FT. 90
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: Olivia Owens 410-333-7230 Rooms 518		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
	1990 Claimant Records	
1	004-72-5010	991-4 #7 Disposal Date: 1/94 <i>CO</i> <i>1-8-94</i>
2	167-38-5020	
3	212-36-4390	
4	217-21-5480	
5	220-92-1570	
6	229-56-3880	
7	238-88-2710	
8	323-48-3650	
9	462-15-0570	
10	577-88-3910	
11	579-86-9000	
12	002-12-4451	
13	162-22-7481	
14	201-50-9431	
15	219-28-9341	
16	226-11-2421	
17	235-02-4911	
18	292-74-0331	
19	433-13-6910	
20	556-44-8531	
21	579-06-7161	
22	004-18-2842	
23	148-44-5962	
24	190-44-0392	
25	213-54-6602	
26	217-78-3592	
27	220-86-6372	
28	231-86-9042	
29	246-88-0352	
30	364-84-9172	
	166-38-5180	
	212-30-0910	
	217-04-8150	
	220-82-8920	
	229-52-8000	
	238-23-6130	
	320-48-1910	
	461-94-6240	
	577-88-2350	
	579-88-3130	
	723-10-7490	
	161-58-4521	
	201-40-5851	
	215-60-0491	
	226-08-7051	
	234-98-2761	
	292-44-1931	
	430-38-6791	
	555-75-0721	
	579-04-5821	
	627-03-7921	
	148-40-0252	
	190-42-9052	
	213-52-6952	
	217-76-0692	
	220-84-7162	
	231-88-3222	
	246-84-7152	
	351-50-6822	
	464-47-9132	

31 464-22-2742
32 577-82-3592
33 579-50-2582
34 000-00-0000
35 163-40-0723
36 205-36-9793
37 215-46-0423
38 219-72-5033
39 228-82-8833
40 245-37-6443
41 384-04-5073
42 526-94-5783
43 578-80-6233
44 003-18-3244
45 164-56-9674
46 198-52-2764
47 214-58-6114
48 218-64-6954
49 226-94-9584
50 235-82-4784
51 284-20-1764
52 451-72-3834
53 577-74-2244
54 001-32-5955
55 148-54-1805
56 192-60-3885
57 213-70-5935
58 218-24-6015
59 222-36-4395
60 231-04-5705
61 242-33-8935
62 299-36-5825
63 442-827505
64 577-54-1465
65 579-64-1825
66 033-32-8686
67 118-42-3696
68 180-26-5806
69 202-54-3996
70 213-90-8616
71 217-78-8806
72 221-26-0346
73 228-64-3076
74 235-84-7436
75 253-55-0925
76 383-60-8866
77 212-98-9786
78 578-15-5536
79 001-18-8977
80 163-48-0737
81 184-64-5657
82 212-68-9307
83 216-38-6587
84 218-96-5047
85 225-08-6547
86 237-35-8677
87 246-94-7307
88 297-54-8287
89 448-66-9747
90 577-70-2187

577-82-3562
579-90-1302

163-36-8393
204-56-6363
215-40-8303
219-68-3353
228-76-5573
245-21-1033
301-44-4123
526-66-2683
578-80-4473

164-54-6234
198-52-2214
214-58-3394
218-64-4944
226-94-1074
235-80-3164
283-74-0464
445-66-1624
577-72-8054
723-15-6274
148-52-1155
192-48-5995
213-68-5585
218-13-5925
222-34-3725
231-04-1695
242-25-4995
298-66-4215
442-72-9355
577-52-4465
579-58-5055
637-01-3495
100-50-9886
179-60-5316
201-50-4146
213-90-5756
217-66-9586
221-20-5866
228-62-9586
234-94-1896
250-98-5726
383-44-0046
473-826546
578-06-9286
725-01-1306
149-62-2697
182-46-5347
212-56-6627
214-92-4477
218-78-3707
223-82-4167
230-21-9267
241-37-0017
283-50-6647
447-50-1577
576-98-2677
578-68-4687

R-16

~~Box # 76 - Missing~~

S-21-23

6 Empty's

8-23

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.06

DEPT. OF ECONOMIC & EMPLOYMENT DEV

OFC OF GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W137	PAID OUT CREDIT FILES	1164	1B	1989	5	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS-550-2

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1370)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Dept. of Economic & Employment Development	ACCESSION NO. 92W137	DATE REC'D 8-14-91
2. DIVISION/UNIT Division of Administration Office of General Services		RM CODE 08.06
3. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 1 24	NO. OF CU. FT. 5
4. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Gerri Cooper For: DANA CARTER (MIDFA) 333-4299	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
one	PAID OUT CREDIT FILES #C1116(73) American HV Test Systems/Pd. Out 4/10/89 #273 American HV Test Systems/Pd. Out 4/10/89 #C1099(66) Severn Companies/Pd. Out 3/27/89 & Back Up File #117 Victor Stanley/Pd. Out 1/6/89 & Back up File	Schedule # 1164 Item I B. 1. Disposal: 1994-JAN.
two	#150/#180 Manor Hill Foods/Manor Realty/Pd. Out 5/11/89 #321 Micros Systems, Inc./Pd. Out 6/30/89 & Back Up File #C1068(46) PFS Corporation/Pd. Out 7/10/89 #C1078(53) VITeq Corporation/Pd. Out 1/11/89	Schedule # 1164 (AS ABOVE)
three	#139 Acme Packing Company/Acme Foods/Pd. Out 8/14/89 #224 Amtrol, Inc./Pd. Out 7/1/89	Schedule # 1164 (AS ABOVE)
four	#C1024(14) Frederick Iron and Steel, Inc./Pd. Out 11/3/89	(AS ABOVE)
five	#C1041(31) A.F. & G. Tool & Die Company/Pd. Out 11/8/89 #324 PAM Engineering, Inc./Pd. Out 10/31/89 #C1016(15) J. William Parker & Sons/Pd. Out 2/17/89	" " (AS ABOVE) Disposal 1/10/94 JPS

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.06

DEPT. ECONOMIC & EMPLOYMENT DEV

MD INDUSTRIAL DEV. FINANCING AUTHORITY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
87W1125	PAID-OUT LOANS=CREDIT FILES	990	B		3	7/94	RECYCLED



Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

DGS-550

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

a) AGENCY CODE 1. 37.01.24 <i>06.04 08.06</i>		ACCESSION NO. 87W1125	DATE REC'D 6-5-87
b) AGENCY Department of Economic & Community Development		LOCATION - RANGE 113	SECTION(S) 22
c) DIVISION/UNIT Maryland Industrial Development Financing Authority		NO. OF CU. FT. 3	
d) MAILING ADDRESS Suite 2244, World Trade Center 401 E. Pratt Street Baltimore, Maryland 21202-3042		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Richard Young		PHONE NO. (301) 333-4265	
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	PAID-OUT LOANS - CREDIT FILES #124 Life-Like Products, Inc. & (back-up file) Maryland Development Corporation #278 National Film & Video Purification Engineering, Inc. #145 Suwak Trucking, Inc. & (back-up file) #315 Creany & Smith/Selling Ltd. Partnership #277 Hemingway Transport (Bristol Terminals)	7/90 Schedule #990 / Item B 7/92 7/84
2	#171 Development Company of America & (back-up file) #183 Largo Music, Inc. #162 & 191 Consolidated Chocolate, Inc. & (back-up file) #220 Circuit Equipment Corporation	Schedule #990 Item B 7/94
3	#146 Goldwell U.S.A., Inc. & (back-up file) #234 & #261 A.J. Sackett & Sons, Inc. 1&2 & (back-up file)	Schedule #990 Item B 7/94

PLAIN UNLINED PAPER FOR CONTINUATION PAGES

Box
Numbers

Description of Records
With Inclusive Dates

Disposal Authority
(Schedule, Item No.,
Disposal Date)

3

#103 H.G. Parks
Cruis - Along
#147 Mangels, Herold Company, Inc.
& (back-up file)
#159 Selvin Shoe Company, Inc.

Schedule #990
Item B

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.04

DEPT. ECONOMIC & EMPLOYMENT DEV

GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
91W335	WAGE RECORDS	991-4	3A	89/1	4	7/94	RECYCLED
92W441	WAGE RECORDS	991-4	3B	FY 91	62		
91W330	WAGE RECORDS	991-4	3A	89/2	74		
93W1054	CASSETTES	991-4	24	1990	61		
91W339	WAGE RECORDS	991-4	3A	89/2	5		


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

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

A. AGENCY Dept. of Economic & Employment Development 0804

B. DIVISION/UNIT
Division of Administration
Office of General Services

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

D. PHONE NO.
333-7532

E. AGENCY OFFICIAL Gerri Cooper
For: WALT KRYSIAK ROOM 512 X 5340

ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">NW 335</div>	DATE REC'D <div style="font-size: 1.5em;">10-15-90</div>
LOCATION RANGE SECTION(S) <div style="font-size: 2em; font-family: cursive;">8 2</div>	FM CODE <div style="font-size: 1.5em;">08.04</div>
NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">4</div>	RECORDED CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p style="text-align: center; font-weight: bold;">JAN-MAR 1989-WAGE RECORDS</p> <p>Bell Atlantic McDonnell Douglas J.C. Penny Review & Harold United Health F & M Dist. Aetna Life Anne Arundel Co. Library & Gov't. Watkins & Johnson National Geographics Johns Hopkins University Baltimore Co. Gov't. & Library University of Maryland Systems Dart Drugs State of Maryland Med. Systems Montgomery Co. B.O.E. Anne Arundel Co. Gov't. Bendix Field Eng. Blue Cross & blue Shield K-Mart Bethlehem Steel Baltimore Gas & Electric Cole Nat'l Corp. Cole Nat'l. Corp. Dundalk Community College Allegany Community College Frederick Co. Community College Montgomery College</p>	<p>Schedule: 2991-4</p> <p>Item 30 3 A</p> <p>Disposal Date: 3/31/92 <div style="font-size: 1.5em; font-family: cursive;">7/94</div> </p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">Disposal</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">7/20/94</p> <p style="font-size: 1.5em; font-family: cursive; text-align: center;">JPS</p>

Frederick Co. Gov't.
Allstate Ins.
C. H. H. Medical Service (Church Hosp.)
Kelly Springfield Tire Co.
Church Home
Howard Co. Library Board
Church Hosp. Corp.
Denny's
Essex Community College
Frederick Co. I B.O.E.
Black & Decker
Baltimore Co. B.O.E.
Anne Arundel B.O.E.

2 Automatic Data Processing Part I
Automatic Data Processing Part II
Automatic Data Processing Part III
Automatic Data Processing Part IV

3 Automatic Data Processing Part V
Nordstorm
Homewood Hospital
Blake Construction
Prince George's Community College
Bank of Baltimore
Cinannati Bell
C & P of Maryland
Warner Corp.
Marriott
IBM
City of Baltimore Library Sec.
C & P of Washington
Alexander & Alexander

4 C & P of Maryland
Good year Tire
U.S. Shoe
Washington Adventist Hosp.
Prince George Co. School
GE/RCA
American Gen. Corp.
Howard Co. B.O.E.
Howard Co. Gov't. Water & Sewer
Harford Co. B.O.E.
Howard Community College
Harford County Gov't
Housing Authority of Baltimore City
Ferranti
Carroll Co. B.O.E.
Johns Hopkins Health Care
Catonsville Community College
Giant Food

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>92W411</i>	DATE REC'D <i>10-18-91</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES			RM CODE <i>08.04</i>
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>105 21-22</i>	NO. OF CU. FT. <i>62</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: <i>IRENE HALFTER ROOM 114 X560</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>7/90-6/91</i>	
	<u>DATE</u> <u>FROM SERIAL #</u> <u>TO SERIAL #</u>	
1	07-09-90 019003903 019004439 07-13-90 019406001 019460200 07-18-90 019903801 019904303 07-20-90 020100401 012010064	991-4, 3-B Date of Disposal : 10-93 <i>7/94</i>
2	07-16-90 019700001 019705448	<i>Disposal</i> <hr/> <i>7/21/94</i> <i>JPS</i>
3	07-17-90 019800001 019805856	
4	07-24-90 020505203 020505684 07-26-90 020700001 020700300 07-31-90 021206301 021207100	
5	08-03-90 021560704 021500829 08-06-90 021805501 021806072 08-08-90 022000001 022000200	
6	08-09-90 022104101 022104577 08-13-90 022503601 022504096 08-14-90 022600701 022607498 08-14-90 022607001 022607498 08-31-90 024300001 024300400	
7	09-05-90 024800001 024800600 09-10-90 025304701 025305128 09-11-90 025405201 025405559	

STORE LISTING

Page 2

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
8	09-19-90	026202202	026202539
	09-20-90	026300701	026301010
	09-24-90	026705201	026705659
9	09-25-90	026800001	026800500
	09-26-90	027002001	027002492
10	10-16-90	028906201	028906597
	10-22-90	029502801	029506468
	10-23-90	029605101	029605400
11	10-24-90	029702101	029702768
	10-29-90	030200001	030200700
	10-30-90	030300001	030300200
	11-09-90	030300002	030300436
12	11-14-90	031802001	031802200
	11-15-90	031901102	031901324
	11-19-90	032302301	032302499
	11-23-90	032701801	032702098
13	11-30-90	033401501	033401741
	12-03-90	033706401	033706772
	12-04-90	033802101	033802399
	12-07-90	034102402	024102733
	12-11-90	034511003	024511400
14	12-05-90	033900001	033904102
	12-06-90	034000001	034001249
15	12-10-90	034400001	034402700
16	12-17-90	035100001	035104200
17	12-17-90	035104201	035107537
18	12-18-90	035200001	035205845
19	12-19-90	035300001	035304100
20	12-19-90	035304101	035310043
21	10-23-90	029603901	029606765
22	12-24-90	035800001	035804304
23	12-26-90	036000001	036006000

STORE LISTING

Page 3

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
24	12-14-90	034801202	034801356
	12-31-90	036507301	036507615
	06-02-90	100208901	100207291
25	12-20-90	035400001	035402647
	12-21-90	032200001	035501059
26	12-27-90	036100001	036104399
27	12-27-90	036104401	036107968
28	01-03-91	100306101	100306400
	01-03-91	100309201	100309581
	01-04-91	100408102	100408597
29	01-07-91	100702501	100702999
	01-09-91	100905601	100905999
	01-11-91	101100001	101100499
	01-14-91	101407601	101408199
30	01-16-91	101607001	101607499
	01-16-91	101609601	101609999
	01-18-91	101806801	101807199
	01-19-91	101902901	101907799
	01-19-91	101907201	101909999
31	01-29-91	102904101	102904899
	01-30-91	103003101	103003799
	01-30-91	103011101	103011699
	02-04-91	103504201	103504799
	02-04-91	103511901	103512599
32	02-05-91	103603101	103611999
	02-05-91	103611301	103611999
	02-11-91	104203701	104204499
	02-11-91	104211601	104212099
	02-11-91	104212501	104212899
33	02-12-91	104302001	104302999
	02-12-91	104307301	104307899
	02-13-91	104404601	104401999
	02-13-91	104409101	104409799
34	02-14-91	104502001	104502699
	02-15-91	104602201	104602699
	02-19-91	105005601	105010399
35	02-19-91	105010401	105015999

STORE LISTING

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
36	02-19-91	105010401	105010399
37	02-20-91	105100001	105106699
38	02-20-91	105106701	105112999
39	02-21-91	105200001	105205499
40	02-22-91	105300001	105302499
41	02-25-91	105600001	105604499
42	02-25-91	105604501	105609699
43	02-25-91	105609701	105613499
44	02-26-91	105700001	105705999
45	02-27-91	105706001	105711699
46	02-27-91	105805901	105806499
	03-04-91	106302301	106302799
	03-04-91	106309901	106310699
47	03-11-91	107000001	107006499
48	03-11-91	107006501	107013699
49	03-12-91	107104501	107105099
	03-12-91	107112501	107113566
	03-13-91	107200001	107200599
	03-14-91	107300001	107300299
50	03-19-91	107803301	107804099
	03-26-91	108505001	108505599
	03-26-91	108511001	108511699
	03-27-91	108607201	108607999
51	01-01-91-	M01's	N/A
	02-14-91	M01's	N/A
52	02-14-91-	M01's	N/A
	03-15-91	M01's	N/A
53	03-16-91-	M01's	N/A
	03-31-91	M01's	N/A
54	04-01-91-	M01's	N/A
	04-30-91	M01's	N/A
55	05-01-91-	M01's	N/A
	05-16-91	M01's	N/A

STORE LISTING

Page 5

<u>BOX NUMBER</u>	<u>DATE</u>	<u>FROM SERIAL #</u>	<u>TO SERIAL #</u>
56	05-17-91-	M01's	N/A
	05-31-91	M01's	N/A
57	06-01-91-	M01's	N/A
	06-30-91	M01's	N/A
58	01-01-91-	Damaged & Duplicate Claim Certs.	
	06-30-91	Damaged & Duplicate Claim Certs.	
59	01-01-91-	Damaged & Duplicate Claim Certs.	
	06-30-91	Damaged & Duplicate Claim Certs.	
60	04-08-91	109807001	109808000
	04-09-91	109907201	109908200
	04-10-91	110002601	110003300
	04-10-91	110007701	110008200
61	04-22-91	111201501	111202100
	04-22-91	111209201	111209800
	04-23-91	111310101	111311000
	04-24-91	111400001	111406000
	04-24-91	111405101	111405897
62	04-25-91	111501501	111502499
	04-26-91	111600001	111601299
	04-29-91	111900001	111902500

R-105

S-21-22

6 empty

R105

922

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

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 91W330	DATE REC'D 10-12-90
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE 08.04	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 35 23-25	NO. OF CU. FT. 74
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: WALKRYSIAK ROOM 512 X5340	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
	89/2	
1	001 - 016	Schedule 991-4 Item 3A Date of Disposal 6/30/94 7/1/94 <i>Disposal</i> 7/29/94 [Signature]
2	017 - 040	
3	041 - 055	
4	056 - 066	
5	067 - 080	
6	081 - 096	
7	097 - 112	
8	113 - 132	
9	133 - 147B	
10	148 - 160	
11	160B - 173	
12	174 - 198	
13	199 - 215	
14	216 - 245	
15	246 - 258	
16	259 - 270	
17	271 - 285	
18	286 - 305	
19	306 - 315	
20	316 - 324	
21	325 - 348	
22	349 - 359	
23	360 - 370	
24	371 - 390	
25	391 - 399	
26	400 - 419	
27	420 - 437	
28	432 - 441	
29	442 - 451	
30	452 - 461	

31	462 - 488
32	489- 499
33	500 - 506
34	507 - 515
35	516 - 531
36	532 - 549
37	550 - 562
38	563 - 571
39	572 - 579A
40	580 - 599
41	600 - 609
42	610 - 638
43	639 650
44	651 - 665
45	666 - 680
46	681 - 691
47	692 - 705
48	706 - 712
49	713 - 726
50	727 -744
51	745 -757
52	758 - 769
53	770 - 782
54	783 - 797
55	798 - 815
56	816 - 829B
57	830 - 842
58	843 - 851
59	852 - 862
60	863 - 873
61	874 - 888
62	889 - 908
63	909 - 917
64	918 - 924
65	925 - 934
66	935 - 947
67	948 - 970
68	971 - 989
69	990 - 8953
70	8961 - 9230
71	9243 - 1038
72	1046 - 10121
73	10122 - 10825 mixed quarters 87-88
74	mixed quarters 1989

~~R-18~~

~~S-1120~~

R-35

S-23-25

76 Emptyies

S-25-26

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 0804 1. DEPARTMENT OF ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. 93W1054	DATE REC'D 3-2-93
B. DIVISION/UNIT DIVISION OF ADMINISTRATION/ OFFICE OF GENERAL SERVICES			RM CODE 08.04
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) 48 29-30	NO. OF CU. FT. 61
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL : GERRI COOPER FOR: <i>LOWER APPEALS - RM 511</i> <i>MARIE HURD 7311</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
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1990 CLOSED CASSETTES

- | | | |
|----------------|------------------|------------------|
| 1. 2772- 2903 | 31. 6727- 6852 | 61. 10676- 10774 |
| 2. 2904- 3035 | 32. 6853- 6984 | |
| 3. 2036- 3166 | 33. 6985- 7115 | |
| 4. 3167- 3295 | 34. 7116- 7242 | |
| 5. 3296- 3427 | 35. 7243- 7374 | |
| 6. 3428- 3560 | 36. 7375- 7506 | |
| 7. 3563- 3694 | 37. 7507- 7636 | |
| 8. 3695- 3826 | 38. 7637- 7766 | |
| 9. 3827- 3958 | 39. 7767- 7899 | |
| 10. 3959- 4089 | 40. 7900- 8035 | |
| 11. 4090- 4220 | 41. 8036- 8171 | |
| 12. 4221- 4352 | 42. 8172- 8307 | |
| 13. 4353- 4480 | 43. 8308- 8443 | |
| 14. 4481- 4611 | 44. 8444- 8579 | |
| 15. 4612- 4743 | 45. 8580- 8715 | |
| 16. 4744- 4875 | 46. 8716- 8851 | |
| 17. 4876- 5008 | 47. 8852- 8960 | |
| 18. 5009- 5149 | 48. 8961- 9092 | |
| 19. 5142- 5274 | 49. 9093- 9224 | |
| 20. 5275- 5406 | 50. 9225- 9356 | |
| 21. 5407- 5538 | 51. 9357- 9488 | |
| 22. 5539- 5670 | 52. 9489- 9619 | |
| 23. 5671- 5802 | 53. 9620- 9751 | |
| 24. 5803- 5934 | 54. 9752- 9883 | |
| 25. 5935- 6066 | 55. 9884- 10015 | |
| 26. 6067- 6198 | 56. 10016- 10147 | |
| 27. 6199- 6330 | 57. 10148- 10279 | |
| 28. 6331- 6462 | 58. 10280- 10411 | |
| 29. 6463- 6594 | 59. 10412- 10543 | |
| 30. 6595- 6726 | 60. 10544- 10675 | |

Schedule DATE: 991-4
ITEM NO. 24
Disposa DATE: 6/94
Disposal
8/8/94
JPS

R-48
S-29-30

2 empty

R48
S30

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

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: WALT KRYSIAK ROOMS 12 X 5340</p>	<p>ACCESSION NO. <i>91W339</i></p> <p>LOCATION RANGE SECTION(S) <i>1 1-2</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>10-15-90</i></p> <p>RM CODE <i>08.04</i></p> <p>NO. OF CU. FT. <i>5</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. 89/2 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	<i>APR-JUNE 1989</i>	
1	State of Maryland Pt. I State of Maryland Pt. II City of Baltimore Library	<p>Schedule 991-4</p> <p>Item 3 A</p> <p>Disposal Date: 6/30/94 <i>7/1/94</i></p>
2	Black & Decker Marriott Corp HRB Systems Review & Harold Pub. Washington Co. Hopital Assoc. Dundalk Community College Anne Arundel Co. B.O.E. Allegany Community College Howard Co. General Hospital Essex Community College F& M Distributors Baltimore Co. Gov't. & Baltimore Co. Library Carroll Co. B.O.E. Dart Drugs John Hopkins Hospital Montgomery Co. Govt. Dennys Inc. Bell Atlantic University of Maryland Med. Systems Homewood Hospital C&P Telephone of Washington Montgomery Co. Pub. School Nordstrom Frederick Co. Govt. Washington Adventist Hospital C&P Telephone of Maryland J. Baker	<p style="text-align: center;"><i>Disposal</i></p> <p style="text-align: center;"><i>7/14/94</i></p> <p style="text-align: center;"><i>[Signature]</i></p>

Howard Co. Library
Church Home Corp.
New Jersey Bell
Warner Corp.
M H M Inc.
PPG Industries
United Health Inc.
John Hopkins Health Care Systems.
Montgomery Community College
Kelly Springfield Tire
University of Maryland Medical Systems
John Hopkins University

3
Baltimore Co. B.O.E.
Baltimore Gas & Electric Co.
Howard Co. Govt. Water & Sewer
Comp.-U-Staff
Giant Food
Sears Roebuck
K-Mart
Alexander & Alexander
U.S. Shoe Corp.
Bank of Baltimore
McDonnell Douglas
Cole Nat'l Corp.
American General Corp.
Blue Cross & Blue Shield
Xerox Corp.
United Health Inc.
Fort Howard
GE/RCA
Revco
Goodyear Tire & Rubber
GMAC Mortgage Corp.
J.C. Penny
Prince George Co. B.O.E.
Montgomery Wards
Martin Marrietta
Church Hospital
CHH Medical
Frederick Co. B.O.E
Aetna Life Insurance
Watkins & Johnson

4
Automatic Data Processing Pt. II
Automatic Data Processing Pt. I
Bethlehem Steel
Bendix Field Engineer
Housing Authority of Baltimore City
Harford Co. B.O.E.
Anne Arundel Co. Public Library
Harford Co. Govt.
Cincinnati Bell
I.B.M. Corp
Howard Community College
Anne Arundel Co. G

4 Allstate Insurance
Catonsville Community College
Prince George's Community College
Blake Construction
National Geographic Society
Howard Co. Publich School
Frederick Community College
City of Hagerstown

5 Automatic Data Processing Pt. IV
Automatic Data Processing Pt. III
Automatic Data Processing Pt. VV

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

08.03

DEPT. ECONOMIC & EMPLOYMENT DEV

GENERAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W1276	ENDS DAILIES	991-3	25	1992	10	7/94	RECYCLED
93W250	ENDS AUTO INACT	991-3	25	1991-92	6		
93W252	ENDS DAILIES	991-3	25	1992	10		
93W251	ENDS DAILIES	991-3	25	1992	8		
92W1481	ENDS DAILIES	991-3	25	1992	10		
93W249	ENDS DAILIES	991-3	25	1992	11		
90W360	ESARS REPORTS	991-3	36	1989	3		


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

DGS-550-5

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 798-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804		ACCESSION NO. 92W1276	DATE REC'D 5-1-92
B. DIVISION/UNIT Division of Administration Office of General Services			RM CODE 08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201		RANGE 8	LOCATION SECTION(S) 5
D. PHONE NO. 333-7532			NO. OF CU. FT. 10
E. AGENCY OFFICIAL Gerri Cooper For: AL HAURANEIL ROOM 207 X7574		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Ends Dailies Jan 9-13, 1992 & Weekly Jan 3, 1992	Schedule #991-3 Item 25 Date of Disposal 7/94 <i>Disposal</i> <i>7/20/94</i> <i>JPS</i>
2	Ends Dailies Jan 14-17, 1992	
3	Ends Dailies Jan 20-22, 1992	
4	Ends Dailies Jan 23-24, 1992 & Weeklies Jan 10 & 17 1992	
5	Ends Dailies Jan 27-28, 1992 & Weekly Jan 24, 1992	
6	Ends Dailies Jan 29-30, 1992 & Weekly Jan 31, 1992	
7	Ends Dailies Jan 31-Feb 3, 1992 & Weekly Feb 7, 1992	
8	Ends Dailies Feb 5-6, 1992 & Weekly Feb 14, 1992	
9	Ends Dailies Feb 7-10, 1992	
10	Ends Dailies Feb 11-13, 1992	

E

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

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			93W250	RM CODE
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				NO. OF CU. FT.
D. PHONE NO. 333-7532			RANGE	SECTION(S)
E. AGENCY OFFICIAL Gerri Cooper For: <i>A1 Hauranek Rm207 x7574</i>			35	23
				6
			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Ends Auto Inact. (App) May-July 1991, (Orders) July - August 1991	Schedule #991-3 Item 25 Date of Disposal 7/94 <i>Disposal</i> <i>8/8/94</i> <i>[Signature]</i>
2	Ends Auto Inact. (App) Aug.-Sep. 1991	
3	Ends Auto Inact. (App) Oct.-Jan. 1992	
4	Ends App Purge Apr.-Jan. 1992	
5	Ends Auto Inact. (App) Feb.-Mar. 1992	
6	Ends Auto Inact. (App) Apr.-May 1992 & weekly Jun 6, 1992	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE • 709-1370)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p>	<p>ACCESSION NO. 93W252</p>	<p>DATE REC'D 9-1-92</p>
<p>B. DIVISION/UNIT Division of Administration Office of General Services</p>	<p>RM CODE 08.03</p>	
<p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p>	<p>LOCATION RANGE 35 SECTION(S) 23</p>	<p>NO. OF CU. FT. 10</p>
<p>D. PHONE NO. 333-7532</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Gerri Cooper For:</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ENDS dailies May 4-6, 1992	<p>Schedule #991-3 Item 25</p> <p>Date of Disposal 7/94</p> <p style="font-size: 1.2em; font-family: cursive; text-align: center;"><u>Disposal</u> 8/8/94 <i>[Signature]</i></p>
2	ENDS dailies May 7-11, 1992	
3	ENDS dailies May 12-14, 1992	
4	ENDS dailies May 15-18, 1992 & weekly May 8, 1992	
5	ENDS dailies May 19-20, 1992 & weeklies May 15 & 22, 1992	
6	ENDS dailies May 22 & 27, 1992	
7	ENDS dailies May 26, 28 & 29, 1992	
8	ENDS dailies Jun 1-2, 1992	
9	ENDS dailies Jun 3-5, 1992	
10	ENDS dailies Jun 8-9, 1992 & weekly May 29, 1992	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">93W251</div>	DATE REC'D <div style="font-size: 1.5em; font-family: cursive;">9-1-92</div>
B. DIVISION/UNIT Division of Administration Office of General Services	RM CODE <div style="font-size: 1.5em; font-family: cursive;">08.03</div>	
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) <div style="font-size: 1.5em; font-family: cursive;">52 35</div>	NO. OF CU. FT. <div style="font-size: 1.5em; font-family: cursive;">8</div>
D. PHONE NO. 333-7532	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek Rm 207 X7574	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	ENDS dailies Mar 25-Apr 7, 1992	Schedule #991-3 Item 25 Date of Disposal 7/94 <div style="font-size: 1.5em; font-family: cursive; text-align: center;"> <u>Disposal</u> 7/14/94 JMG </div>
2	ENDS dailies Apr 9-13, 1992	
3	ENDS dailies Apr 14-16, 1992	
4	ENDS dailies Apr 17-21, 1992	
5	ENDS dailies Apr 22-24, 1992	
6	ENDS dailies Apr 27, 1992 & weeklies Mar 31, Apr 10 & 17, 1992	
7	ENDS dailies Apr 28-29, 1992 & weekly Apr 24, 1992	
8	ENDS dailies Apr 30-May 1, 1992 & weekly Apr 30, 1992	

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 ECONOMIC & EMPLOYMENT DEVELOPMENT		ACCESSION NO. <i>92W1481</i>	DATE REC'D <i>6-28-92</i>
B. DIVISION/UNIT DIVISION OF ADMINISTRATION OFFICE OF GENERAL SERVICES		RM CODE <i>08.03</i>	
C. MAILING ADDRESS 1100 N. EUTAW ST. ROOM 616 BALTIMORE, MD. 21201		LOCATION RANGE SECTION(S) <i>128 13</i>	NO. OF CU. FT. <i>10</i>
D. PHONE NO. 333-7532		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL GERRI COOPER FOR: <i>AL HAJRANEK ROOM 007</i> <i>X7574</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	ENDS dailies Feb 18-21, 1992	Schedule #991-3 Item 25	
2	ENDS dailies Feb 14 & 25, 1992, weekly Feb 21, 1992	Date of Disposal 7/94	
3	ENDS dailies Feb 25-27, 1992	<i>Disposal</i> <hr/> <i>9/6/94</i> <i>[Signature]</i>	
4	ENDS dailies Feb 28-Mar 2, 1992, weekly Feb 28, 1992		
5	ENDS dailies Mar 3-5, 1992		
6	ENDS dailies Mar 6-10, 1992		
7	ENDS dailies Mar 11-13, 1992		
8	ENDS dailies Mar 16-18, 1992		
9	ENDS dailies Mar 19-23, 1992		
10	ENDS daily Mar 24, 1992, weeklies Mar 6, 13 & 20, 1992		

R-128

S-13

49 Empties

S-13-14

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Dept. of Economic & Employment Development		0804	ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Division of Administration Office of General Services			93W249	08.03
C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201				LOCATION RANGE SECTION(S)
D. PHONE NO. 333-7532			18 11-12	11
E. AGENCY OFFICIAL Gerri Cooper For: Al Havranek Rm 207 X 7574			RECORDS CENTER MANAGER	
			TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE
1	Ends Dailies Jun 10-11, 1992 & weekly Jun 12, 1992	Schedule #991-3 Item 25 Date of Disposal 7/94 <i>Disposal</i> <i>9/6/94</i> <i>[Signature]</i>
2	Ends Dailies Jun 12-16, 1992	
3	Ends Dailies Jun 17-18, 1992 & weekly Jun 19, 1992	
4	Ends Dailies Jun 19-22, 1992 & weekly Jun 26, 1992	
5	Ends Dailies Jun 23-24, 1992	
6	Ends Dailies Jun 26-30, 1992	
7	Ends Dailies Jul 1-2, 1992 & weekly Jul 10, 1992	
8	Ends Dailies Jul 6-7, 1992	
9	Ends Dailies Jul 8-9, 1992	
10	Ends Dailies Jul 10-13, 1992	
11	Ends Dailies Jul 14-15, 1992	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY Dept. of Economic & Employment Development 0804</p> <p>B. DIVISION/UNIT Division of Administration Office of General Services</p> <p>C. MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201</p> <p>D. PHONE NO. 333-7532</p> <p>E. AGENCY OFFICIAL Gerri Cooper For: PAUL GILDEN (AL HAURANEK X 7574)</p>	<p>ACCESSION NO. <i>QOW360</i></p> <p>LOCATION RANGE SECTION(S) <i>6 31</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>10-12-89</i></p> <p>RM CODE <i>08.03</i></p> <p>NO. OF CU. FT. <i>3</i></p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
--	--	--

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	ESARS Inactivation Listing Feb-Apr 1989 & Purged listing Dec 1988 & Jan-Mar 1989	SCHEDULE #991-3 ITEM 36 DATE OF DISPOSAL: 7/94
2	ESARS Reports Feb-Mar 1989	
3	ESARS Reports Apr-May 1989	

Disposed
7/19/94
[Signature]

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

09.08

EXECUTIVE DEPARTMENT
AGENCY

CASUALTY CLAIMS
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
88W269	POLICY-CLAIMS	882	4	1982-87	7	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/20/93
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

a) AGENCY CODE 1. 280101 <i>09.08</i> 10.15	ACCESSION NO. <div style="font-size: 2em; font-family: cursive;">88W269</div>	DATE REC'D <div style="font-size: 2em; font-family: cursive;">10-9-87</div>
b) AGENCY Department of General Services	LOCATION - RANGE SECTION(S) NO. OF CU. FT. <div style="font-size: 2em; font-family: cursive;">21 11 7</div>	
c) DIVISION/UNIT Casualty Claims		
d) MAILING ADDRESS Mr. W. Baker Harward, Chief Casualty Claims 301 W. Preston St. Rm. 1211 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL PHONE NO. Mr. W. Baker Harward (301) 225-4980	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)																														
	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Policy</u></th> <th style="width: 15%;"><u>Year</u></th> <th style="width: 65%;"><u>Claim Numbers</u></th> </tr> </table>	<u>Policy</u>	<u>Year</u>	<u>Claim Numbers</u>																												
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1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Auto Policy</td> <td style="width: 15%;">1985</td> <td style="width: 65%;">A 85150, A 87173</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1986</td> <td>A 86007, 22, 25, A 86031-140</td> </tr> </table>	Auto Policy	1985	A 85150, A 87173	" "	1986	A 86007, 22, 25, A 86031-140	SCH. #882 Item #4 July 1993																								
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2.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">" "</td> <td style="width: 15%;">1986</td> <td style="width: 65%;">A 86141-A 86340</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1987</td> <td>A 87002-AS87079</td> </tr> </table>	" "	1986	A 86141-A 86340	" "	1987	A 87002-AS87079	" " " "																								
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3.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">" "</td> <td style="width: 15%;">1987</td> <td style="width: 65%;">AS87082-AS87470</td> </tr> </table>	" "	1987	AS87082-AS87470	<div style="font-size: 1.5em; font-family: cursive; text-align: center;"> Disposal 10/4/93 <i>esp</i> </div>																											
" "	1987	AS87082-AS87470																														
4.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Blanket Policy</td> <td style="width: 15%;">1982</td> <td style="width: 65%;">F82019</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1984</td> <td>F84041, 51, 64-67, 73, 76</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1985</td> <td>F85006, 39, 44, 48</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1986</td> <td>F86001-F86030</td> </tr> </table>	Blanket Policy	1982	F82019	" "	1984	F84041, 51, 64-67, 73, 76	" "	1985	F85006, 39, 44, 48	" "	1986	F86001-F86030	" " " " " " " "																		
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" "	1985	F85006, 39, 44, 48																														
" "	1986	F86001-F86030																														
5.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">" "</td> <td style="width: 15%;">1986</td> <td style="width: 65%;">F86002, F86004, F86031-63</td> </tr> <tr> <td style="text-align: center;">Boiler Policy</td> <td>1985</td> <td>B85032</td> </tr> </table>	" "	1986	F86002, F86004, F86031-63	Boiler Policy	1985	B85032	" " " "																								
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Boiler Policy	1985	B85032																														
6.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Boiler Policy</td> <td style="width: 15%;">1986</td> <td style="width: 65%;">B86001-B86042</td> </tr> <tr> <td style="text-align: center;">Blanket Policy</td> <td>1986</td> <td>F86064-F86079</td> </tr> </table>	Boiler Policy	1986	B86001-B86042	Blanket Policy	1986	F86064-F86079	" " " "																								
Boiler Policy	1986	B86001-B86042																														
Blanket Policy	1986	F86064-F86079																														
7.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Railroad Policy</td> <td style="width: 15%;">1982</td> <td style="width: 65%;">R82001</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1984</td> <td>R84001</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1985</td> <td>R85002-R85005</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1986</td> <td>R86001</td> </tr> <tr> <td style="text-align: center;">Helicopter</td> <td>1986</td> <td>H86001-H86002</td> </tr> <tr> <td style="text-align: center;">Crane</td> <td>1986</td> <td>C86001</td> </tr> <tr> <td style="text-align: center;">Boat Policy</td> <td>1986</td> <td>HB86001</td> </tr> <tr> <td style="text-align: center;">Bus</td> <td>1985</td> <td>M85002, M85004</td> </tr> <tr> <td style="text-align: center;">" "</td> <td>1986</td> <td>M86001-M86002</td> </tr> <tr> <td style="text-align: center;">Boiler</td> <td>1984</td> <td>B84016</td> </tr> </table>	Railroad Policy	1982	R82001	" "	1984	R84001	" "	1985	R85002-R85005	" "	1986	R86001	Helicopter	1986	H86001-H86002	Crane	1986	C86001	Boat Policy	1986	HB86001	Bus	1985	M85002, M85004	" "	1986	M86001-M86002	Boiler	1984	B84016	" " " " " " " " " " " " " " " " " " " "
Railroad Policy	1982	R82001																														
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Bus	1985	M85002, M85004																														
" "	1986	M86001-M86002																														
Boiler	1984	B84016																														

88W 269

R-21

S-11

(7) BOXES * 1 thru 7

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

09.04

EXECUTIVE DEPT.

HEALTH CLAIMS ARBITRATION OFFICE
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
88W1208	CASE FILES	1611	1	1987	452	7/94	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/94
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

<p>a) AGENCY CODE 1. 09.04</p>	<p>ACCESSION NO. 88W1208</p>	<p>DATE REC'D 5-25-88</p>
<p>b) AGENCY Executive Dept., State of Maryland</p>	<p>LOCATION - RANGE SECTION(S) 151 8-19</p> <p>NO. OF CU. FT. 452</p>	
<p>c) DIVISION/UNIT Health Claims Arbitration Office</p>		
<p>d) MAILING ADDRESS 118 N. Howard St. Suite 610 Baltimore, Maryland 21201</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL PHONE NO. Pat Rinehart 333-4020 Daryl Washington 333-4018</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>2. BOX NUMBERS 1-399-B 350</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Case Records - 1987. * Missing Boxes #174 + 197</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE) 1611 768A, Item 1, January, 2000. 7/95 * Stripped & Destroyed 9/94</p>

PLAIN UNLINED PAPER FOR CONTINUATION PAGES

R-151

S-8-~~88~~19 SECTION #8 thru #8 *

174, + 197 MISSING ? *

RECEIVED

FEB 29 1988

RECORDS MANAGEMENT
DIVISION



STATE OF MARYLAND
EXECUTIVE DEPARTMENT

WILLIAM DONALD SCHAEFER
GOVERNOR

HEALTH CLAIMS ARBITRATION OFFICE

HARRY L. CHASE, DIRECTOR

6 ST. PAUL CENTRE, SUITE 1501
BALTIMORE, MARYLAND 21202-1608
(410) 767-8200 1-800-492-1851
TDD (410) 333-3098
FAX (410) 333-6247

September 8, 1994

To: Paul Lamberson, Manager
State Records

Subject: Disposal of HCAO Records

From: Harry Chase, Director

Please dispose of HCAO's records which were assigned to Accession #88W1208, all boxes, and Accession #91W184, boxes marked for disposal in the series 400 thru 499.

Thank you for your cooperation in this matter.

Post-it™ Fax Note 7671		Date 9/8/94	# of pages 1
To Paul Lamberson	From Pat Rinehart		
Co./Dept. State Records	Co. HCAO		
Phone #	Phone # 767-8220		
Fax # 799-8532	Fax # 333-6247		

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.10

DEPT. OF GENERAL SERVICES

PRINTING & PUBLICATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W1474	PURCHASE ORDERS	943	1	FY 89	30	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 92W1474	DATE REC'D 6-26-92
B. DIVISION/UNIT PRINTING AND PUBLICATION BUYING UNIT 25		LOCATION RANGE SECTION(S) 141 27	RM CODE 10.10
C. MAILING ADDRESS 301 W PRESTON STREET ROOM M8 BALTIMORE MD 21201		NO. OF CJ. FT. 30	
D. PHONE NO. 225-4426		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL HALOSKEY		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 - 30	FY 89 PO #54000 through PO #11727	943 FY 96 #1 7/94	

[Signature]
11-5-94

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.11

DEPT. OF GENERAL SERVICES

PURCHASING BUREAU
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W280	PO'S, REQUISITIONS	251	1,2,9	FY 88/89	41	7/94	RECYCLED
89W432	PO'S, REQUISITIONS	251	1,2,9	FY 86-89	12		
92W1482	ACCTS REC PAID	251	1	FY 89	12		
90W512	PURCHASE ORDERS	251	1,2,3	FY 89	22		
89W564	PURCHASE ORDERS	251	1,2,9	FY 89	25		


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/94
Date

DGS-550-2

RECORDS TRANSMITTAL AND RECEIPT

September 1, 1988

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.04.01.02 10.11	ACCESSION NO. 89W280	DATE REC'D 9-14-88
b) AGENCY Dept. General Services	LOCATION - RANGE SECTIONS 17 17-18	
c) DIVISION/UNIT Purchasing Bureau		
d) MAILING ADDRESS 301 W Preston St. Room M-2 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL PHONE NO. A. Griczin 111 - 225-4623	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)
9 - 100 to 9 - 137 9 - 138 to 9 - 140	P.O.'s FY 88/89 3rd Copies unscheduled Requisitions	Sch. 251 Items 1, 2, 9, July, 1993 1994 <i>Disposal</i> <i>10/12/94</i> <i>eps</i>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

E

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

a) AGENCY CODE 1. 28.04.01.02 10.11		ACCESSION NO. 89W432	DATE REC'D 11-3-88
b) AGENCY DEPT. OF GENERAL SERVICES		LOCATION - RANGE 26	SECTION(S) 13
c) DIVISION/UNIT PURCHASING BUREAU		NO. OF CU. FT. 12	
d) MAILING ADDRESS 301 W. PRESTON STREET ROOM M-2 BALTIMORE, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL ANTON GRICZIN, III	PHONE NO. 225-4623	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)
98-141 to 98-147	PURCHASE ORDERS - FY 89	1993 Sch. #251
98-148 to 98-149	3RD COPIES UNSCHEDULED REQUISITIONS	1993 Items # 1, 2 + 9
98-150 to 98-152	P O DATA COPIES FY 86	1991 7/94 10/12/94 gpy

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

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

A. AGENCY 1. Dept. of General Services	ACCESSION NO. 92W1482	DATE REC'D 6-26-92
B. DIVISION/UNIT Purchasing Bureau	FM CODE 10.11	
C. MAILING ADDRESS 301 West Preston St. M-4 Baltimore, Md. 21201	LOCATION RANGE SECTION(S) 28 10	NO. OF CU. FT. 12
D. PHONE NO. 225-4623	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL A Griczin lll	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
1-285 to 1-293 1-294 to 1-295 1-296	WAREHOUSE BATCHS - FY 89 ACCTS REC PAID WAREHOUSE REQS.	Sch 251 Item 1 1994/7 <i>Disposal</i> <i>10/13/94</i> <i>JJP</i>


E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 789-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPARTMENT OF GENERAL SERVICES F. 29.04.01.02	ACCESSION NO. 90W512	DATE REC'D 11-1-89
B. DIVISION/UNIT PURCHASING BUREAU		RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON STREET ROOM M-2 BALTIMORE, MD 21201	LOCATION RANGE SECTION(S) 139 11	NO. OF CU. FT. 22
D. PHONE NO. 225-4623	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL A. GRICZIN III	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
9-280 TO 9-301	PURCHASE ORDERS FY 89	SCH. 251 ITEMS - 1, 2 & 3 JULY 1993 & 1994  11-5-94

R-139

S-11

5 Empty

E

RECORDS TRANSMITTAL AND RECEIPT

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

To Records
12/5/88

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.04.01.02 10.11		ACCESSION NO. 89W564	DATE REC'D 12-7-88
b) AGENCY Dept. of General Services			
c) DIVISION/UNIT Purchasing Bureau	LOCATION - RANGE 122	SECTION(S) 30	NO. OF CU. FT. 25
d) MAILING ADDRESS 301 West Preston St. Room M-2 Baltimore, Maryland 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Anton Griczin 111	PHONE NO. 225-3623	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)
9-153 + 0 9-177	Purchase Orders FY 89	Sch. 251 Items 1, 2 & 9 July 1994

[Signature]
9-24-94

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.15

DEPT. OF GENERAL SERVICES

ENGINEERING & CONSTRUCTION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W427	CAPITAL BUDGET BOOKS	808	12	FY 79	5	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 91W427	DATE REC'D 11-1-90
B. DIVISION/UNIT Engineering & Construction			RM CODE 10.15
C. MAILING ADDRESS 301 W. Preston St Balt, MD 21201 RM 1402		LOCATION RANGE SECTION(S) 35 2	NO. OF CU. FT. 5
D. PHONE NO. 225-4359		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stacey Nicholson		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 5 6+A 7+A	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Capital Budget books FY 79	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 300/12/3YRS 7/94 <u>Disposal</u> 7/29/94 JPS	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

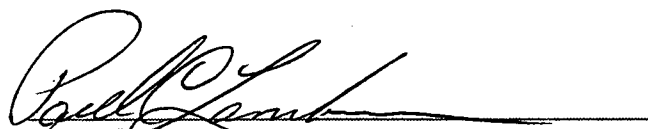
CERTIFICATE OF RECORDS DISPOSAL

10.13.01

DEPT. OF GENERAL SERVICES

RECORDS MANAGEMENT-COM-WORK
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
93M15	MDOT-ASSORTED JOBS			1992	1	7/94	RECYCLED


signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

DGS-550-2

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. DOT		ACCESSION NO. 93M15	DATE REC'D 1-7-93
B. DIVISION/UNIT		RM CODE 10.13 01	
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) 154 35	NO. OF CU. FT. 1
D. PHONE NO. 799-1729		RECORDS CENTER MANAGER Paul C. Lamberson per	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Jan to July 1992 assorted plus	Maintain 1 1/2 years Burn. 7/94 Disposal 8/8/94 JFS

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.13

DEPT. OF GENERAL SERVICES

RECORDS MANAGEMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W16	COM WORK-ORDER	912	15	FY 91	1	7/94	RECYCLED


SIGNATURE

RECORDS CENTER MANAGER
Title

07/21/94
Date

DGS-550-2

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. Dept. of General Services		ACCESSION NO. 93W16	DATE REC'D 7-16-92
B. DIVISION/UNIT Records Management Division			RM CODE 10.13
C. MAILING ADDRESS 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		LOCATION RANGE SECTION(S) 6 28	NO. OF CU. FT. 1
D. PHONE NO. 799-1728		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Marie Turner		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	Copies of Com work-order forms that have been completed and billed for FY/91.	Schedule 912 item 15 dispose 7/94 (interim) <i>Disposal</i> <i>7/19/94</i> <i>[Signature]</i>

R-6
S-28

2 Empties

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

10.12

DEPT. OF GENERAL SERVICES

TELECOMMUNICATIONS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W403	STARS, PHONE BILLES	859	2	FY 90	60	7/94	RECYCLED
93W404	STARS, TOLL CALLS	859	2	FY 91	23		


Signature

RECORDS CENTER MANAGER
Title

07/21/94
Date

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20784 (TELEPHONE 789-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. 93W403	DATE REC'D 10-1-92
B. DIVISION/UNIT Office of Telecommunications Management		LOCATION RANGE SECTION(S) 109 8-10	RM CODE 10.12
C. MAILING ADDRESS 301 West Preston Street Room 1304 Baltimore, MD 21201			NO. OF CU. FT. 60
D. PHONE NO. 225-4202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Louis V. LaRicci		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	

FY 90

SEE ATTACHED

859-2
9/93
7/94

8-27-94

Records Transmittal and Receipt-FY90

Disposal Authority: 859-2

<u>BOX NUMBERS</u>	<u>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</u>
17	FY90 Transmittals
18	FY90 Transmittals
19	FY90 Phone Bills and Backup
20	FY90 Phone Bills and Backup
21	FY90 Breakdowns
22	FY90 Ledgers & Trial Balances
23	FY90 MD Ten Bills
24	FY90 Transmittals
25	FY90 Transmittals
26	FY90 Ledgers & Comptrollers Stars Reports
27	FY90 Stars 120 July 89 - October 89
28	FY90 Stars 120 November 89 - March 90
29	FY90 Stars 120 April 90 - June 90
30	FY90 Deposits, Dedi Tech, Misc Info
31	FY90 MD Ten Bills
32	FY90 Transmittals
33	FY90 Breakdown Sheets, Ledger, Reconciliation
34	FY90 333-1000 Monthly Summary 1/90 - 6/90
66	FY90 TSRs Numerical File #0001 thru #4300
67	FY90 333-1000 Telephone Bills 8/89 - 9/89
68	FY90 333-1000 Telephone Bills 12/89 - 1/90
69	FY90 333-1000 Telephone Bills 12/89
70	FY90 333-1000 Telephone Bills 10/89 - 11/89
71	FY90 333-1000 Telephone Bills 2/90 - 3/90
72	FY90 333-1000 Telephone Bills 3/90 - 4/90
73	FY90 333-1000 Telephone Bills 4/90
74	FY90 333-1000 Telephone Bills 1/90
75	FY90 333-1000 Telephone Bills 7/89
76	FY90 333-1000 Telephone Bills 9/89 - 10/89
77	FY90 333-1000 Telephone Bills 2/90
78	FY90 333-1000 Telephone Bills 11/89 - 12/89
81	FY90 ETN October to December, 1989
82	FY90 ETN July and August, 1989
84	FY90 ETN October 1989
85	FY90 ETN January and March, 1990
86	FY90 ETN January and February, 1990
87	FY90 TSRs Alpha File UM thru Z Dedi Tech File 7/89 - 6/89

(Continued)

FY90 Continued

93 FY90 MD Ten 8/89
94 FY90 ETN May and June 1990
95 FY90 ETN March and April 1990
96 FY90 ETN April and May, 1990
97 FY90 ETN March 1990
98 FY90 TSR Numerical File #4400 thru End, T&Ms, AT&T Orders
99 FY90 ETN April & June 1990
100 FY90 ETN March & April, 1990
101 FY90 ETN September 1989
102 FY90 MD Ten Bills 1/90 - 4/90
103 FY90 ETN March, 1990
104 FY90 TSRs Alpha File "D" thru "T" 7/89 - 6/90
105 FY90 Transmittals
106 FY90 ETN September 1989
107 FY90 ETN April thru September, 1989
108 FY90 TSRs Alpha File "A" thru "D" 7/89 - 6/90
111 FY90 Transmittals
115 FY90 301 728-0228 168 (225) 4/90
116 FY90 ETN Telephone Detail - November, 1989
117 FY90 ETN Telephone Detail - October, 1989
118 FY90 ETN Telephone Detail - February, 1990
119 FY90 ETN Telephone Detail - July, 1989
120 FY90 MD Ten - 3/89 - 10/89

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S-8-10

Boxes # 24 + 25 - MISSING

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-789-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Department of General Services		ACCESSION NO. <i>93W404</i>	DATE REC'D <i>10-1-92</i>
B. DIVISION/UNIT Office of Telecommunications Management			RM CODE <i>10.12</i>
C. MAILING ADDRESS 301 West Preston Street Room 1304 Baltimore, MD 21201		LOCATION RANGE SECTION(S) <i>153 7</i>	NO. OF CO. FT. <i>23</i>
D. PHONE NO. 225-4202		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Louis V. LaRicci		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	

FY 91

SEE ATTACHED

859-2
7/94

7-30-94

Records Transmittal and Receipt-FY91

Disposal Authority: 859-2

<u>BOX NUMBERS</u>	<u>DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</u>
36	FY91 333-1000 MV Toll Calls, Megacom Calls 2/20/91
41	FY91 333-1000 MV Toll Calls, Megacom Calls 5/20/91
42	FY91 333-1000 MV Toll Calls, Megacom Calls 4/20/91
43-A	FY91 333-1000 Telephone Bills 9/90 - 10/90
44	FY91 333-1000 Telephone Bills 1/91 - 2/91
45	FY91 333-1000 Telephone Bills 2/91 - 3/91
46	FY91 333-1000 Telephone Bills 10/90 - 11/90
47	FY91 333-1000 Telephone Bills 4/91 - 5/91
48	FY91 333-1000 Telephone Bills 10/90 - 1/91
49	FY91 333-1000 Telephone Bills 7/90 - 8/90
50	FY91 333-1000 Telephone Bills 5/90
51	FY91 333-1000 Telephone Bills 8/90 - 9/90
52	FY91 333-1000 Telephone Bills 5/90 - 6/90
58	FY91 333-1000 MV Toll Calls Megacom Calls 3/20/91
60	FY91 333-1000 Telephone Bills 6/90 - 7/90
61	FY91 333-1000 MV Toll Calls Megacom Calls 6/20/91
83	FY91 Baltimore Centrex Bills & Correspondence 1989 - 1991
89	FY91 ETN October, November, December 1990
109	FY91 ETN Production Documentation 7/90 - 9/90
110	FY91 554U Centrex Bills
112	FY91 ETN July, August, September 1990
113	FY91 ETN Production Documentation 10/90 - 12/90

43-B ————— 333-1000 Telephone Bill 8/89 - 90

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10 Empties

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.11

DEPT. OF GENERAL SERVICES

PURCHASING
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
90W152	PURCHASE ORDERS	251	1 -3	FY 89	23	7/94	RECYCLED
90W846	PURCHASE ORDERS	251	1-3	FY 89	46		
90W41	PURCHASE ORDERS	251	1-3	FY 89	44		
89W918	PURCHASE ORDERS	251	1-3	FY 89	35		


Signature

RECORDS CENTER MANAGER
Title

07/21/94
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

A. AGENCY DEPT. OF GENERAL SERVICES 1. 28.04.01.02	ACCESSION NO. 90W152	DATE REC'D 8-25-89
B. DIVISION/UNIT PURCHASING BUREAU	FM CODE 10.11	
C. MAILING ADDRESS 301 W. PRESTON STREET M-2 BALTIMORE, MD 21201	LOCATION RANGE SECTION(S) 109 3	NO. OF CU. FT. 23
D. PHONE NO. 225-4623	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL A. GRICZIN, III	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
9-257 to 9-260	3RD COPIES UNSCHEDULED REQUISITIONS	SCH: 251 ITEMS - 1, 2 & 3 JULY 1994
9-261 to 9-263	PURCHASE ORDER FY 89	
9-264 to 9-267	DATA PROCESSING REPORTS	
9-268 to 9-279	WAREHOUSE OPERATIONS	

CG
 8-13-94

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2 Empties

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 796-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY DEPT. OF GENERAL SERVICES 29.04.01.02	ACCESSION NO. 9062846	DATE REC'D 2-14-90
B. DIVISION/UNIT PURCHASING BUREAU	RM CODE 10.11	
C. MAILING ADDRESS ROOM M-2 301 W. PRESTON STREET BALTIMORE, MD 21201	LOCATION RANGE SECTION(S) 155 24-26	NO. OF CU. FT. 46
D. PHONE NO. 225-4623	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANTON GRICZIN, III	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
0-100 TO 0-120	PURCHASING ORDERS FY 89	SCH 251 ITEMS -1, 2 & 3 7/ 1994
0-121 TO 0-134	DPRB - BPW - SOLICATIONS PURCHASE ORDERS FY 89	
0-135 TO 0-145	WAREHOUSE OPERATIONS	 8-13-94

E

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

A. AGENCY DEPT. OF GENERAL SERVICES 28.04.01.02 10.11	ACCESSION NO. 90W41	DATE REC'D 7-21-89
B. DIVISION/UNIT PURCHASING BUREAU	RM CODE 10.11	
C. MAILING ADDRESS 301 W. PRESTON STREET , M-2 BALTIMORE, MD 21201	LOCATION RANGE SECTION(S) 10 22-23	NO. OF CU. FT. 44
D. PHONE NO. 225-4623	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL ANTON GRICZIN III	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
9-213 TO 9-255	PURCHASE ORDERS FY 89	SCH: 251 ITEMS - 1, 2 & 3 JULY - 1994
9-256	DPRB, BPW, & MD REG. SOLICITATIONS AND AWARDS	Disposed 7/27/94 MKK

R-10

S-22-23

2. Empties

S-23

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

<p>a) AGENCY CODE 1. 28.04.01.02</p>	<p>ACCESSION NO. 89W918</p>	<p>DATE REC'D 3-13-89</p>
<p>b) AGENCY Dept. of General Services</p>	<p>LOCATION - RANGE 104 SECTION(S) 20 NO. OF CU. FT. 35</p>	
<p>c) DIVISION/UNIT Purchasing Bureau</p>		
<p>d) MAILING ADDRESS 301 West Preston St., Room M-2 Baltimore, Maryland 21201</p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL Anton Griczin 111</p>	<p>PHONE NO. 225-4623</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p>	<p>4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)</p>
<p>9-178 to 9-212</p>	<p>Purchase Orders FY 89</p>	<p>Sch 251 Items 1, 2 & 3 July 1994</p> <p style="text-align: center;"><i>Disposal</i> <u>7/21/94</u> <i>JHP</i></p>

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R-104

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S-20

1 Empty
Space

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.10

DEPT. OF GENERAL SERVICES

PRINTING & PUBLICATIONS
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W1273	DGS MAIL REPORTS	943	1	FY 86-89	2	7/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

DGS-550-5

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES	ACCESSION NO. 92W 1473	DATE REC'D 6-26-92
B. DIVISION/UNIT PRINTING AND PUBLICATION BUYING UNIT 25	R-32 LOCATION 5-21 RANGE SECTION(S) SS SS	RM CODE 10.10
C. MAILING ADDRESS 301 W PRESTON STREET ROOM M8 BALTIMORE MD 21201	NO. OF CJ. FT. 2	
D. PHONE NO. 225-4426	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL HALOSKEY	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 bxs.	DGS Mail Reports, FY 86 - 89	FY 94 # 943 # 1 <i>Disposal</i> 7/22/94 ggs

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

10.02

DEPT. OF GENERAL SERVICES

FISCAL SERVICES
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W1472	CAFETERIA SALES	777A1	31		1	7/94	RECYCLED
92W293	CHECK REGISTERS ETR	777	30	7/84-6/87	1		
91W1394	GCL-TRANSMITTALS	777	8	FY 89	5		
92W294	PURCHASE ORDERS	777	32	1991	1		


signature

RECORDS CENTER MANAGER
Title

07/25/94
Date

B

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. Dept. of General Services		ACCESSION NO. 92W1472	DATE REC'D 6-26-92
B. DIVISION/UNIT Fiscal Services Division			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309-I		LOCATION RANGE SECTION(S) 39 26	NO. OF CU. FT. 1
D. PHONE NO. 225.4130		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bruce Didier		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	Daily Cafeteria Sales Reports w/ Monthly Summaries	Schedule 777A-1 Item 31 Disposal Date 6/94 "Retain for three ⁷ / ₉₄ years and audit, then destroy." Disposal <u>9/9/94</u> <i>[Signature]</i>

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. 92W293	DATE REC'D 9-12-91
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 35 13	NO. OF CU. FT. 1
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		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	BALTO. PUBLIC BLDGS & GRSS (ETR) CHECK REGISTERS 7/3/84- 6/16/87	777-ITEM #30 6/30/94 7/94 Disposal 7/29/94 JSP	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>1. AGENCY CODE 28.01.01</p> <p>2. AGENCY Department of General Services</p> <p>3. DIVISION/UNIT Division of Fiscal Services - Accounting</p> <p>4. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201</p> <p>5. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services</p>	<p>ACCESSION NO. 91W 1394</p> <p>LOCATION - RANGE 36</p> <p>SECTIONS 32</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 6-5-91</p> <p>NO. OF CUL. FT. 5</p>
<p>PHONE NO. 225 4230</p>		<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	CA 1984- Transmittals, Various dates GCL 1973- " " " GCL 1974- " " "	777 #8
2	GCL 1977-Transmittals, Various dates GCL 1979- " " " GCL 1981- " " " GCL 1982- " " " GCL 1983- " " "	7/94 <u>Disposal</u>
3	GCL 1984-Transmittals, Various dates GCL 1985- " " " ORLL 1969- " " "	8/8/97 Jps
4	BUDGET LETTERS/FISCAL YEAR 1989 - A thru Natural	
5	BUDGET LETTERS/FISCAL YEAR 1989 - Noyes thru V	

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FOLDERS TRANSFERRED TO THE
RECORD ROOMTITLE Transmittals

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
1	CA 1984-003 GCL 1973-001 (5), 998 GCL 1974-009,010 (2), 036, 161	
2	GCL 1977-013,066 GCL 1979-050 (2), 051, 054, 058, 222, 280 (3) GCL 1981-061 (2), 062 GCL 1982-017, 030, 067 GCL 1983-012, 020, 079, 091	
3	GCL 1984-050, 060, 998 GCL 1985-009, 017, 021, 031, 032, 035, 036, 043, 065, 066, 067, 070, 072, 073, 074, 075, 077, 078, 080, 082, 086 ORLL 1969-131, 154, 230, 293, 295, 296, 901, 902, 903, 998	
4	BUDGET LETTERS/FISCAL YEAR 1989 - Dept. of Agriculture thru Dept. of Natural Resources	
5	BUDGET LETTERS/FISCAL YEAR 1989 - Alfred D. <u>Noyes</u> Center thru <u>Victor</u> Cullen Center	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W294</i>		DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting		LOCATION RANGE SECTION(S) <i>35 13</i>		RM. CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		RECORDS CENTER MANAGER		NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>DGS - FISCAL SERVICES PURCHASE ORDERS 1/91 - 6/91</i>	<i>777 - ITEM #32 7/1/94 Disposal 7/29/94 EFG</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.01

DEPT. GENERAL SERVICES
AGENCY

OFC SECRETARY
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
91W1270	GENERAL FILE & TELCOM.	843-6	8	1987-88	2	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. Department of General Services</p> <p>B. DIVISION/UNIT Office of the Secretary</p> <p>C. MAILING ADDRESS 301 W. Preston St., Rm. 1401 Balto., MD 21201</p> <p>D. PHONE NO. 225-4650</p> <p>E. AGENCY OFFICIAL John C. White (301)225-4650</p>	<p style="text-align: center;">ACCESSION NO.</p> <p style="font-size: 2em; text-align: center;">91W1270</p>	<p style="text-align: center;">DATE REC'D</p> <p style="font-size: 1.5em; text-align: center;">5-10-91</p> <p style="text-align: center;">RM CODE</p> <p style="font-size: 1.5em; text-align: center;">10.01</p>				
	<p>LOCATION</p> <table style="margin: auto;"> <tr> <td style="text-align: center;">RANGE</td> <td style="text-align: center;">SECTION(S)</td> </tr> <tr> <td style="font-size: 2em; text-align: center;">26</td> <td style="font-size: 2em; text-align: center;">10</td> </tr> </table>	RANGE	SECTION(S)	26	10	<p>NO. OF CU. FT.</p> <p style="font-size: 2em;">2</p>
RANGE	SECTION(S)					
26	10					
	<p>RECORDS CENTER MANAGER</p>					
	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>					
<p>2. BOX NUMBERS</p> <p style="font-size: 1.5em; margin-left: 20px;">1</p> <p style="font-size: 1.5em; margin-left: 20px;">2</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</p> <p>General File & Telecom.</p> <p>Affirmative Action Plan '87 Daily Correspondence '87 & '88 Computer Aid - Change Order '87 Green Slips '88 IBM Organization Imaging P.G. Co. DSS - Tele. Sys. Procure. Motorola MAG Mtgs '87 - '88 Telecom. Users Manual '87 Telecom. Retreat '88 Time Sheets '89 Video '87 - '88</p> <p>ISD & OTM EAPBX Inventory DATAbase '87 Leased DS1/DS3 Procurement ISD '88 House Delegates Rolm/Sperry Mgmt. Telecom. Resources MCI Municipal Leasing National Public Safety Plan Patuxent Inst. Cabling Staff Presen. PREPNET - Penn. Research State Accident Fund Telecom. Assoc. of MD Telephone Projects</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</p> <p style="text-align: center;">1993-</p> <p style="font-size: 1.5em; text-align: center;">#843-6</p> <p style="font-size: 1.5em; text-align: center;">#8</p> <p style="text-align: center;">7/1993</p> <p style="font-size: 1.5em; text-align: center;">Disposal</p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">10/8/93</p> <p style="font-size: 1.5em; text-align: center;">MPS</p>				

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.02

DEPT. GENERAL SERVICES
AGENCY

FISCAL SERVICES-ACCTG
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W287	TELEPHONE TRANSMITTALS	777	18	FY 90	2	7/93	RECYCLED
92W284	MFOMS	777	2	FY 90	1		
92W284	CAFETERIA COMMISSIONS	777	20	FY 90	1		
92W286	MSASP CERT OF DEPOSIT	777	25	FY 90	1		
92W288	TRANSMITTALS	777	18	FY 90	13		
92W289	TRANSMITTALS	777	18	FY 90	3		



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>926287</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services--Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>32 18</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>DGS-FISCAL SERVICES Fy 90 TELEPHONE TRANSMITTALS</i>	<i>777-ITEM# 18 7/1/93</i>
<i>2</i>	<i>" " " "</i>	<i>"</i>
		<i>Disposal. 9/7/93 Egy</i>

RECORDS TRANSMITTAL AND RECEIPT

E

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INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>Q2W284</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services—Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>46 6</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>1</i>	<i>DGS - FISCAL SERVICES MFOMS FY1990</i>	<i>777 - ITEM #2 7/1/93</i>	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

✓ JMA

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W285</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>46 6</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>BALTO. PUBLIC BLDG & GRDS CAFETERIA COMMISSIONS FY1990</i>	<i>777 - ITEM #20 7/31/93</i>

E

RECORDS TRANSMITTAL AND RECEIPT

JAR

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. 92W286		DATE REC'D 9-12-91
B. DIVISION/UNIT Division of Fiscal Services-Accounting				RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 46 6	NO. OF CU. FT. 1	
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		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	Fiscal Year 1990 CDs including BPB and G and MSASP cert. of Deposit	777 Item 25 7/1/93		

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. 92W288	DATE REC'D 9-12-91
B. DIVISION/UNIT Division of Fiscal Services—Accounting			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 34 6	NO. OF CU. FT. 13
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		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	DGS FISCAL SERVICES FY1990 TRANSMITTALS	777-ITEM #18 7/1/93
2	" " " "	" "
3	" " " "	" "
4	" " " "	" "
5	" " " "	" "
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8	" " " "	" "
9	" " " "	" "
10	" " " "	" "
11	" " " "	" "
12	" " " "	" "
13	" " " "	" "

Disposal
9/7/93
[Signature]

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>2</i> <i>Q2W289</i>	DATE REC'D. <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>34 30</i>	NO. OF CU. FT. <i>3</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY - SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>BALTO PUBLIC BLDG & GRSS FY1990 TRANSMITTALS</i>	<i>777-ITEM #18 7/1/93</i>
<i>2</i>	<i>" " " "</i>	<i>" "</i>
<i>3</i>	<i>" " " "</i>	<i>" "</i>
		<i>Disposal 9/7/93 JPG</i>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

10.11

DEPT. GENERAL SERVICES
AGENCY

PURCHASING BUREAU
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W1297	PURCHASE ORDERS	251	1-3	FY 88	10	7/93	RECYLED
88W398	PURCHASE ORDERS	251	1,2,9	FY 88	51		
88W1011	PURCHASE ORDERS	251	1,2,9	FY 88	21		
88W1228	PURCHASE ORDERS	251	1,2,9	FY 88	16		



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 DEPT. OF GENERAL SERVICES		ACCESSION NO. 9061297	DATE REC'D 6-21-90
B. DIVISION/UNIT PURCHASING BUREAU			RM CODE 10.11
C. MAILING ADDRESS 301 W. PRESTON ST. RM M-2 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S) 113 14	NO. OF CU. FT. 10
D. PHONE NO. 225-4623		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL AMION GRICZIN, III		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
0-191 TO 0-193	DATA MAINTENANCE	SCH. # 251 ITEM # 1-3 JULY 1993
0-198 TO 0-200	P O DATA COPIES FY 88	<i>Disposal</i> <u>9/29/93</u> <i>eps</i>
0-201 TO 0-204	P O FY 88	

R-113

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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)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.04.01.02		10.11	ACCESSION NO. 88W398	DATE REC'D 11-23-87
b) AGENCY DEPT. OF GENERAL SERVICES				
c) DIVISION/UNIT PURCHASING BUREAU			LOCATION - RANGE 116	SECTION(S) 21-22
d) MAILING ADDRESS ROOM M-2 301 W. PRESTON STREET BALTIMORE, MD 21201				NO. OF CU. FT. 51
e) AGENCY OFFICIAL A. GRICZIN III		PHONE NO. 225-4623	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)
8-258 to 8-308	PURCHASE ORDERS FY 88	Sch. # 251
8-292 to 8-296	UNSCHEDULED REQUISITIONS 3RD COPY	Items # 1, 2, 9
8-297 TO 8-298	MD REGISTER & PB 7's	July 1993
		Disposal 9/8/93 PC 2

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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)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.04.01.02 10.11		ACCESSION NO. 88W1011	DATE REC'D 3-29-88
b) AGENCY DEPT. OF GENERAL SERVICES			
c) DIVISION/UNIT PURCHASING BUREAU		LOCATION - RANGE 141	SECTION(S) 7
d) MAILING ADDRESS ROOM M-2 301 W. PRESTON ST. BALTIMORE, MD 21201		NO. OF CU. FT. 21	
e) AGENCY OFFICIAL ANTON GRICZIN, III AG		PHONE NO. 225-4623	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)
8-333 to 8-353	PURCHASE ORDERS FY 88	JULY, 1993 SCH # 251 ITEMS 1, 2, 9

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10-23-93

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R-141

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3-29-88

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RECORDS TRANSMITTAL AND RECEIPT

E

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

<p>a) AGENCY CODE 1. 28.04.01.02 10.11</p> <p>b) AGENCY DEPARTMENT OF GENERAL SERVICES</p> <p>c) DIVISION/UNIT PURCHASING BUREAU</p> <p>d) MAILING ADDRESS ROOM M-2 301 W. PRESTON ST. BLATIMORE, MD 21201</p> <p>e) AGENCY OFFICIAL PHONE NO. A. GRICZIN, III 225-4623</p>	<p>ACCESSION NO. 88W1228</p> <p>LOCATION - RANGE SECTION(S) 41 10</p> <p>NO. OF CU. FT. 16</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 5-17-88</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
--	---	--

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<p>8-354 TO 359</p> <p>8-361 TO 8-370</p>	<p>PURCHASE ORDERS FY 88</p>	<p>#251 ITEMS, 1,2,9 JULY, 1993</p> <p style="text-align: right; font-size: 1.5em;"><i>[Signature]</i> 10-23-93</p>

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.13.01

DEPT. GENERAL SERVICES
AGENCY

RECORDS MANAGEMENT
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
89M7	HUMAN RESOURCES-PROJECT			1988	2	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/21/93
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

a) AGENCY CODE 1. 10.13.01	ACCESSION NO. 89M7	DATE REC'D 3-1-89
b) AGENCY DHR	LOCATION - RANGE 54	SECTION(S) 35
c) DIVISION/UNIT	NO. OF CU. FT. 2	RECORDS CENTER MANAGER
d) MAILING ADDRESS	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
e) AGENCY OFFICIAL	PHONE NO.	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 2.	19 July 1984 thru July 1988 Dec-1986 Aim History File	5YRS 7/93 <hr/> Disposal 10/6/93 gary

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.15

DEPT. GENERAL SERVICES
AGENCY

ENGINEERING & CONSTRUCTION
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
91W426	CAPITAL BUDGET	808	12	FY 78	2	7/93	RECYLED



SIGNATURE

DGS-550-2

ADMINISTRATIVE OFFICER
TITLE

7/20/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 91W426	DATE REC'D 11-1-90
B. DIVISION/UNIT Engineering & Construction			RM CODE 10.15
C. MAILING ADDRESS 301 W. Preston St Balt, MD 21201 RM 1402		LOCATION RANGE SECTION(S) 43 1	NO. OF CU. FT. 2
D. PHONE NO. 225-4359		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Stacey Nicholson		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
3	Capital Budget FY '78	903/12/242
4	" " "	" " " 7/93

10-23-93

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

10.11

DEPT. GENERAL SERVICES

PURCHASING BUREAU
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
88W736	PURCHASE ORDERS	251	1,2,9	FY 88	14	7/93	RECYCLED
88W737	PURCHASE ORDERS	251	2		10		
88W1352	PURCHASE ORDERS	251	1,2,9	FY 88	18		


Signature

RECORDS CENTER MANAGER
Title

07/21/93
Date

RECORDS TRANSMITTAL AND RECEIPT

E

- 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

a) AGENCY CODE 1. 28.04.01.02		ACCESSION NO. 88W736	DATE REC'D 1-21-88
b) AGENCY DEPT. OF GENERAL SERVICES		LOCATION - RANGE 8	SECTIONS 23
c) DIVISION/UNIT PURCHASING BUREAU			
d) MAILING ADDRESS ROOM M -2 301 W. PRESTON ST. BALTIMORE, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL ANTON GRICZIN III	PHONE NO. 225-4623	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)
8-319 TO 8-330	PURCHASE ORDERS - FY 88	Sch. #251 Item 1,2,9 JULY 1993
8-331 TO 8-332	ADMINISTRATIVE RECORDS	<i>Disposal</i> <i>8/14/93</i> <i>eps</i>

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R-8

S-23

One \emptyset Empty Spaces

R-8

S-23

RECORDS TRANSMITTAL AND RECEIPT

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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

<p>a) AGENCY CODE 1. 28.04.01.02</p>	<p>ACCESSION NO. 88W737</p>	<p>DATE REC'D 1-21-88</p>
<p>b) AGENCY DEPT. OF GENERAL SERVICES</p>		
<p>c) DIVISION/UNIT PURCHASING BUREAU</p>	<p>LOCATION - RANGE 6</p>	<p>SECTION(S) 8</p>
<p>d) MAILING ADDRESS ROOM M-2 301 W. PRESTON ST. BALTIMORE, MD 21201</p>	<p>NO. OF CU. FT. 10</p>	
<p>e) AGENCY OFFICIAL ANTON GRICZIN III</p>	<p>PHONE NO. 225-4623</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<p>8-309 TO 8-318</p>	<p>PURCHASE ORDERS FUEL OIL - GASOLINE, DIESEL</p>	<p>251 # 2 HOLD FOR INVESTIGATION 7/93 <i>Disposal</i> <i>8/14/93</i> <i>espe</i></p>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 703-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 28.04.01.02 10.11	ACCESSION NO. 88W1352	DATE REC'D 6-17-88
b) AGENCY Dept. of General Services	LOCATION - RANGE SECTION(S) NO OF CU. FT. 14 8 18	
c) DIVISION/UNIT Purchasing Bureau		
d) MAILING ADDRESS Room M-2 301 W. Preston Street Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL PHONE NO. A. Griczin, III 225-4623	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)
8-371 to 8-384	Warehouse Operations	VARIES SCH #251 ITEMS 1,2,9
8-385 to 8-388	Purchase Orders - FY 88	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 20px;"> 7/93 </div> 7/16/93

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.13.01

DEPT. GENERAL SERVICES

RECORDS MANAGEMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
92W27	COM WORK ORDER	912	15	FY 90	1	7/93	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/93
Date

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of General Services		ACCESSION NO. 92W27	DATE REC'D 7-23-91
B. DIVISION/UNIT Records Management Division			RM CODE 10.13.01
C. MAILING ADDRESS 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		LOCATION RANGE SECTION(S) 3 16	NO. OF CU. FT. 1
D. PHONE NO. 799-1728		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Marie Seigel		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Copies of Com work order forms that have been completed and billed for the FY/90.	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE Schedule 912 item 15 dispose 7/93 (interim) <i>Disposal 8/12/93 JPS</i>	


DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.01

DEPT. GENERAL SERVICES
OFFICE OF THE SECRETARY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
89W116	DRAFT BILLS	843-6	1	1970-75	1	7/93	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/21/93
Date

E

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

a) AGENCY CODE 1. 10.01		ACCESSION NO. 89W116	DATE REC'D 7-22-88
b) AGENCY DEPT. OF GENERAL SERVICES			
c) DIVISION/UNIT OFFICE OF THE SECRETARY		LOCATION - RANGE 120 SECTION(S) 2	NO. OF CU. FT. 1
d) MAILING ADDRESS 301 W. PRESTON ST. BALTIMORE, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL DEBBIE WILEY		PHONE NO. 225-4958	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.	DEPT. OF GENERAL SERVICES, DRAFT BILLS (1970- 1975) OLD COURT OF APPEALS BLDG., ANNAPOLIS (DEMOLISHED) 1972	SCH. #843-6 ITEM #1 7/93 Disposal 8/12/83

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.02

DEPT. GENERAL SERVICES
AGENCY

FISCAL SERVICES/ACCTG
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
92W283	OVERTIME VOUCHERS	777	20	1989-90	1	7/93	RECYLED


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
TITLE

7/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. 92W283	DATE REC'D 9-12-91
B. DIVISION/UNIT Division of Fiscal Services—Accounting			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 46 6	NO. OF CU. FT. 1
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		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	BALTO. PUBLIC BLDGS & GRDS OVERTIME VOUCHERS 8/9/89-3/6/90	777- ITEM #20 3/31/93 7/93 Disposal 7/25/93 <i>[Signature]</i>	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.01

DEPT. GENERAL SERVICES
AGENCY

OFFICE OF THE SECRETARY
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W242	SENATE BILLS-LEGISLATIVE	843-6	2	1988	2	1/93	RECYLED
*PARTIAL	88W437 LESISLATION	843-6	6		1		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E

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

A. AGENCY 1. Department of General Services	ACCESSION NO. 90W242	DATE REC'D 9-26-89	
	B. DIVISION/UNIT Office of the Secretary	RM CODE 10-01	
C. MAILING ADDRESS 301 W. Preston St., Rm. 1400 Baltimore, MD 21201	LOCATION RANGE SECTION(S) 121 31		NO. OF CU. FT. 2
	D. PHONE NO. 225-4650		
E. AGENCY OFFICIAL John C. White (301) 225-4650	RECORDS CENTER MANAGER		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Senate Bills - 1988 Legislative Session Nos. 1 - 830 Senate Joint Resolutions Nos. 1-37	1993 Sch. #843-6 Item #2
2	House Bills - 1988 Legislative Session Nos. 1 - 1490 House Joint Resolutions Nos. 1-59	Jan. 1993 4/27/93 JJP

FOLDERS TRANSFERRED TO THE
RECORD ROOM

TITLE Legislative Files

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
1	Senate Bills - 1988 Legislative Session Nos. 1 - 830 Senate Joint Resolutions Nos. 1-37	1993
2	House Bills - 1988 Legislative Session Nos. 1 - 1490 House Joint Resolutions Nos. 1 - 59	"

* Partial

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. Dept General Services		ACCESSION NO. 8862437	DATE REC'D 12-8-87
B. DIVISION/UNIT Office Secretary			RM CODE 10.01
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) 104 31	NO. OF CU. FT. 1
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#8	Legislation	# 843-6 #6 1/93 Disposal 5/7/93 gpy

7. Left

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.08

DEPT. GENERAL SERVICES
AGENCY

PERSONNEL
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
90W1077	PERSONNEL FILES	843-3	3	1989	2	1/93	RECYLED



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES -- STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 760-1374)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.01.01.001		ACCESSION NO. 90W1077	DATE REC'D 4-3-90
B. DIVISION/UNIT General Services		LOCATION RANGE SECTION(S) 120 12	RM CODE 10.08
C. MAILING ADDRESS Personnel		NO. OF CU. FT. 2	
D. PHONE NO. 225-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Nancy Shagoue		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 3, 4	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Cut off Personnel files July - December 1989 Box # 3 A-M. Box # 4 M-O-Z	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 843-3 # 3 1/93 4/27/93 gpg	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.02

DEPT. GENERAL SERVICES
AGENCY

FISCAL SERVICES-ACCOUNTING
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
92W280	PURCHASE ORDERS	777	32	1989	1	1/93	RECYLED
92W281	BALTO BLDG & GRDS TIMESHEETS	777	31	12/88-12/89	1		
92W282	BALTO BLDG & GRDS-ACCTG	777	31	FY 89	2		
90W589	TRANSMITTALS-GCL	777	8	1970-83	20		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

2/21/93
DATE

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>Q2W280</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting		RM CODE <i>10.02</i>	
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>38 30</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>1</i>	<i>DGS - FISCAL SERVICES PURCHASE ORDERS 1/89 - 12/89</i>	<i>777 - ITEM #30 12/31/92</i>	
		<i>1/93</i> <i>Disposal</i> <i>1/23/93</i>	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W281</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>38 30</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>1</i>	<i>BALTIMORE PUBLIC BYG TIMESHEETS 12/28/88 - 12/26/89</i>	<i>777 - ITEM #31 12/31/92 1/93 Disposal 12/31/93 <i>[Signature]</i></i>	

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. 28.00.00 Dept. of General Services		ACCESSION NO. Q2W282	DATE REC'D 9-12-91
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE 10.02
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 38 30	NO. OF CU. FT. 2
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		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	BACTO PUBLIC BLDG #GRDS Fy 1989 MISC ACCOUNTING RECORDS	777-ITEM # 31 12/31/92
2	" " " " " "	" 1/93

Disposal 1/23/93

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 788-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 28.00:00 10.02	ACCESSION NO. 90W589	DATE REC'D 12-4-89
2. AGENCY Department of General Services		
3. DIVISION/UNIT Division of Fiscal Services - Accounting	LOCATION - RANGE SECTION(S) 27 9-10	NO. OF CL. FT. 20
4. MAILING ADDRESS 301 W. Preston Street Room 1402 Baltimore, Maryland 21201	RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services	PHONE NO. 225 4230	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	GCL 1970 - Transmittals - Various dates GCL 1973 - " " " GCL 1974 - " " " GCL 1975 - " " " GCL 1976 - " " "	Sch. # 777 Item # 8
2	GCL 1976 - Transmittals - Various dates GCL 1977 - " " "	Jan. 1993
3	GCL 1977 - Transmittals - Various dates GCL 1978 - " " " GCL 1979 - " " "	1/11/93 JBJ
4	GCL 1979 - " " " GCL 1980 - " " "	
5	GCL 1980 - Transmittals - Various dates GCL 1981 - " " "	
6	GCL 1981 - Transmittals - Various dates	
7	GCL 1981 - Transmittals - Various dates	
8	GCL 1982 - Transmittals - Various dates	
9	GCL 1982 - Transmittals - Various dates	
10	GCL 1983 - Transmittals - Various dates	
11	GCL 1983 - Transmittals - Various dates	

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12 GCL 1983 - Transmittals - Various dates

13 GCL 1983 - Transmittals - Various dates

14 GCL 1983 - Transmittals - Various dates
CA 1979 - Transmittals - Various dates

15 GCL 1983 - Transmittals - Various dates
CA 1980 - " " "

16 CA 1981 - Transmittals - Various dates

17 CA 1983 - Transmittals - Various dates
Outdoor Recreation Land Loan - Transmittals - Various dates

18 Outdoor Recreation Land Loan - Transmittals - Various dates

19 Outdoor Recreation Land Loan - Transmittals - Various dates

20 GCL 1984 - Transmittals - Various dates
Outdoor Recreation Land Loan - Transmittals - Various dates

FOLDERS TRANSFERRED TO THE
RECORD ROOMTITLE Transmittals

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
1	GCL 1970 - Items 001,998 GCL 1973 - Item 038 GCL 1974 - Items 036,197,214 (2), 288 GCL 1975 - Items 058,103,116 (2), 896,998 GCL 1976 - Items 037,057	777 - Item #8 1/93
2	GCL 1976 - Items 114,129,154,158,998 GCL 1977 - Items 067,071(2),092,250,851.(2 of 4)	777 - Item #8 1/93
3	GCL 1977 - Items 851 (2 of 4), 998 GCL 1978 - Items 000,001,042,056(2),064,081,998 GCL 1979 - Items 001,023,029	777 - Item #8 1/93
4	GCL 1979 - Items 041,052,059,071,079,836,998 GCL 1980 - Items 008 (3), 015	777 - Item #8 1/93
5	GCL 1980 - Items 033(2),035,998 GCL 1981 - Items 001,004,009,019,024,032,036,043	777 - Item #8 1/93
6	GCL 1981 - Items 050 (2), 055,059 (2), 077 (4 of 10)	777 - Item #8 1/93
7	GCL 1981 - Items 077 (5 thur 10 of 10), 998	777 - Item #8 1/93
8	GCL 1982 - Items 021,024,025,028,031,035,039 (2)	777 - Item #8 1/93
9	GCL 1982 - Items 048,050 (3), 054,065,066,071,072,076,080,081 082,998	777 - Item #8 1/93
10	GCL 1983 - Items 008,010,011,013,016,017,019,021,024,025,026, 027,028,030,031 (3), 034	777 - Item #8 1/93
11	GCL 1983 - Items 035,038,042,049,057,058, ⁰⁶⁰ 606 ,062,066,067,073, 074,075,078,081,082,083,084,085,087,092,093	777 - Item #8 1/93
12	GCL 1983 - Items 094 (6), 096(last 2 of 6)	777 - Item #8 1/93
13	Gcl 1983 -Item 096(1st.4 of 6)	777 - Item #8 1/93
14	GCL 1983 -Items098,099,101,102,998 CA 1979 -Items 814(4),818,824,834,838,855,867,907,934	777 - Item #8 1/93

FOLDERS TRANSFERRED TO THE
RECORD ROOMTITLE Transmittals

BOX NO	PROJECT	SCHEDULE NO & DISPOSAL DATE
15	CA 1979 - Item 936 CA 1980 - Items 310,327,328,333,348,368,383,384,388,393,399, 401,433,434,440,462,474	777 - Item #8 1/93
16	CA 1981 - Items 478,480,481,492,495,504,523,527,534,543,547(2)	777 - Item #8 1/93
17	CA 1983 - Items 001,002,003,004,006,007,008,009 Outdoor Recreation Land Loan 1969 Items - 006,009,014,033,034,035, 036,037,038,053,071,081,082,099,118,121,123,125,129,141, 145,150,155	777 - Item #8 1/93
18	Outdoor Recreation Land Loan 1969 Items - 163,167,168,188,192, 195 (2), 209,210,214,215,222,231,232,233,236,239,241, 242,244,246,247,248,249,254	777 - Item #8 1/93
19	Outdoor Recreation Land Loan 1969 Items - 257,262,264,265,266, 267,268,269,270,271,273,274,282,283,287	777 - Item #8 1/93
20	GCL 1984 - Items 004,011,014,015,016,018,020,022 thru 026,029,034 043,046,047,049,052,054,055,059,061,065,512 Outdoor Recreation Land Loan 1969 Item - 298	777 - Item #8 1/93

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.04

DEPT. GENERAL SERVICES
AGENCY

CONSTRUCTION
DIVISION

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>SCHED.</u>	<u>ITEM NO.</u>	<u>DATE OF RECORDS DISPOSAL</u>	<u>VOLUME CU. FT.</u>	<u>DATE OF DISPOSAL</u>	<u>METHOD OF DISPOSAL</u>
LOT 1856	CONSTRUCTION FILES	778	2		2	1/93	RECYLED


SIGNATURE
DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E

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

a) AGENCY CODE 1. 10.04		ACCESSION NO.		DATE REC'D	
b) AGENCY DGS		1854			
c) DIVISION/UNIT Construction		LOCATION - RANGE		SECTION(S)	
d) MAILING ADDRESS		32		20	
e) AGENCY OFFICIAL		PHONE NO.		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)
	Files	778 # 2 1/93 <u>Disposal</u> 1-12-93 SP8

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MAANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.13.01

DEPT. GENERAL SERVICES
AGENCY

RECORDS MANAGEMENT
DIVISION

NO.	DESCRIPTION OF RECORDS	SCHED.	ITEM NO.	DATE OF RECORDS DISPOSAL	VOLUME CU. FT.	DATE OF DISPOSAL	METHOD OF DISPOSAL
88M30	MAIF-COM WORK			1983, 1987	4	1/93	RECYLED
91M1	MAOA-COM WORK			1989-90	16		
91M5	MAOA-COM WORK			1990	1		
92M4	MAOA-COM WORK			1990-91	18		
92M11	ASSESS. & TAX-COM WORK			1/90-8/91	1		
92M12	GAS TAX-COM WORK			1989-90	2		
92M13	NATURAL RESOURCES-COM WORK			1991	1		



SIGNATURE

DGS-550-2

RECORDS CENTER MANAGER
TITLE

1/21/93
DATE

E

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

a) AGENCY CODE 1. 10.13.01		ACCESSION NO. 88M30	DATE REC'D 2-2-88
b) AGENCY M.I.A.F. MAIF			
c) DIVISION/UNIT		LOCATION - RANGE 54	SECTION(S) 34-35
d) MAILING ADDRESS 1750 Forest Drive. Annapolis, md 2140		NO. OF CU. FT. 4	
e) AGENCY OFFICIAL Marsha Taylor		PHONE NO.	
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	1983. Monthly. Feb thru Sept.	5 year Jan. 1993 Disposal 1/7/93 OC 2
1-3	1987 monthly. Jan thru Dec. Outstanding Balances. Draft Register 5057 Print Alpha Print Numeric Print. FRMT-CASA-Policy. PAY-PRT-03.	

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. <i>MAOA</i>	ACCESSION NO. <i>91M1</i>	DATE REC'D <i>2-1-91</i>
B. DIVISION/UNIT		RM CODE <i>10.13.01</i>
C. MAILING ADDRESS	LOCATION RANGE SECTION(S) <i>154 34-35</i>	NO. OF CU. FT. <i>16</i>
D. PHONE NO.	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>Feb - monthly 1990</i>	<i>1/93</i> <i>Disposal</i> <i>1/7/93</i> <i>RL</i>
<i>2</i>	<i>MARCH + April monthly 1990</i>	
<i>3</i>	<i>May June Monthly 1990</i>	
<i>4</i>	<i>May June " 1990</i>	
<i>5</i>	<i>May July " 1990</i>	
<i>6+7</i>	<i>August Monthly 1990</i>	
<i>8</i>	<i>Aug + Sept Monthly 1990</i>	
<i>9</i>	<i>Sept Monthly 1990</i>	
<i>10+11</i>	<i>Recis yearly Annual Type 'O' Period 7/89 to 6/90</i>	
<i>12</i>	<i>Nov Monthly 1990</i>	
<i>13</i>	<i>Dec monthly 1990</i>	
<i>14</i>	<i>Sept - Oct 1990</i>	
<i>15</i>	<i>1990</i>	
<i>16</i>	<i>Dec Jan</i>	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. M.A.O.A		ACCESSION NO. 91M5	DATE REC'D 2-13-91
B. DIVISION/UNIT			RM CODE 10.13.01
C. MAILING ADDRESS 201 W. Ruston St Rm LL-3		LOCATION RANGE SECTION(S) 154 35	NO. OF CU. FT. 1
D. PHONE NO.		RECORDS CENTER MANAGER Paul C. Lamberson/pey	
E. AGENCY OFFICIAL Jackie Smuck		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES 1990 Jan thru Dec 1990 Title XIX Alpha + Numeric, Prepay.	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 2 yrs. 1/93 Disposal 11/7/93 PP2	

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

E.

a) AGENCY CODE 1. 10.13.01		ACCESSION NO. 92M4	DATE REC'D 2-25-92
b) AGENCY M.A.O.A.		LOCATION - RANGE 54 SECTIONS 33-34	NO. OF CU. FT. 18
c) DIVISION / UNIT			
d) MAILING ADDRESS 201 W. Preston St O'Connor Bldg. Room 55-3A Baltimore, Md. 225-6020		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Jackie Smick		PHONE NO.	
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.	Oct. 1990 thru Jan. 91 Monthly	7/93 1/93 Disposal 1/7/93 [Signature]	
2.	Jan. 1991 Monthly		
3.	1-16-91 / FY 91 HLF1 - HQPS 061A - Annual Rec. Film		
4.	FY 91 - HQP 26081 - Provider S/T. Prov. Recipient		
5.	M.A.O.A. - O'Hmth Jan. 1991 monthly		
6.	Feb & March Begiving 1991 monthly		
7.	March 1991 monthly		
8.	April 1991 monthly		
9.	May 1991 monthly M.A.O.A. & O'Hmth.		
10.	June 1991 monthly		
11.	July & August 1991 monthly		
12.	Sept. 1991 monthly M.A.O.A. & O'Hmth		
13.	Year 1991 1 of 2 HQPS 061A Annual Rec.		
14.	Year 1991 2 of 2 " " "		
15.	Oct. 1991 monthly		
16.	Oct. & Nov. 1991 monthly		
17.	11-12-91 to 1-92 Voucher.		
18.	12-91 to Jan. 1992 monthly		

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1.		ACCESSION NO. <i>92 M11</i>	DATE REC'D <i>2-25-92</i>
B. DIVISION/UNIT <i>ASSESSMENT & TAXATION</i>			RM CODE <i>10.13.01</i>
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) <i>54 33</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>Jan. 1990 thru Aug. 1991 Assorted</i>	<i>1/93 Dispose! 1/7/93 PCZ</i>

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1.		ACCESSION NO. 92M12	DATE REC'D 2-25-92
B. DIVISION/UNIT GAS TAX			RM CODE 10.13.01
C. MAILING ADDRESS		LOCATION RANGE SECTION(S) 54 33	NO. OF CU. FT. 2
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Jan. 19 88 ⁸⁹ thru Dec. 19 89 ⁸⁹ Cash Receipts	1/93 Disposal 1/7/93 PCZ
2	Jan. 1990 thru Dec. 1990 Cash Receipts	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept of Natural Resources		ACCESSION NO. 92 M13	DATE REC'D 3-13-92
B. DIVISION/UNIT			RM CODE 10.13.01
C. MAILING ADDRESS 580 Taylor Ave Rm B1-B4 Annapolis Md. 21401		LOCATION RANGE SECTION(S) 154 32	NO. OF CU. FT. 1
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Marlene Carter.		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	1991 JAN thru Dec, Boating History Alpha + Num. Boating Batch. Tidal Seafood. assorted.	1yr. B. 1/93 Disposal 1/7/93 Pez	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.08

DEPT. GENERAL SERVICES

PERSONNEL
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
91W939	CUT-OFF FILES	1488	1	1990	2	7/93	RECYCLED
91W940	CONTRACT FILES	14883	1		1		


Signature

RECORDS CENTER MANAGER
Title

07/25/93
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. 28.01.01.001</p> <p>B. DIVISION/UNIT General Services</p> <p>C. MAILING ADDRESS Personnel Division</p> <p>D. PHONE NO. 225-4985</p> <p>E. AGENCY OFFICIAL Nancy Shagogue</p>	<p>ACCESSION NO. 91W 939</p> <p>LOCATION RANGE SECTION(S) 50 18</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 3-8-91</p> <p>RM CODE 10.08</p> <p>NO. OF CU. FT. 2</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS 1-2</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Personnel cut-off files January 1990 - July 1990</p> <p>#1 - Airey - ISSAC</p> <p>#2 - Jackson - Wright (+ AD Compl.)</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 843-31488 II 7/93 Disposal 7/6/93 878</p>

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. 28.01.01.001</p> <p>B. DIVISION/UNIT General Services</p> <p>C. MAILING ADDRESS Personnel Division</p> <p>D. PHONE NO. 225-4985</p> <p>E. AGENCY OFFICIAL Nancy Shagogue</p>	<p>ACCESSION NO. 91W940</p> <p>LOCATION RANGE SECTION(S) 50 18</p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D 3-8-91</p> <p>RM CODE 10.08</p> <p>NO. OF CU. FT. 1</p> <p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
<p>2. BOX NUMBERS 1</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES D&S Personnel Contract files Cut-offs A-W</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 843-31488 # 21 7/93 <u>Disposal</u> 7/6/93 JRS</p>

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.10

DEPT. GENERAL SERVICES

PRINTING & PUBLICATION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W447	PURCHASE ORDERS	943	1	FY 88	41	7/93	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

07/25/93
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 786-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. 92W447	DATE REC'D 10-25-91
B. DIVISION/UNIT PRINTING AND PUBLICATION BUYING UNIT 25			RM CODE 10.10
C. MAILING ADDRESS 301 W PRESTON STREET ROOM M8 BALTIMORE MD 21201		LOCATION RANGE SECTION(S) 153 9-10	NO. OF CU. FT. 41
D. PHONE NO. 225-4426		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL HALOSKEY		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 - 41	FY 88 PO #52001 through PO #53550	FY 95 # 943 # 1 7/93 7/8/93 gpk

R-153

S-9-10

20 empty

R153

S10

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.01

DEPT. OF GENERAL SERVICES

OFC OF THE SECRETARY
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
88W437	CENTRAL SERVICES/TELECOMM	843-6	6		7	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

RECORDS TRANSMITTAL AND RECEIPT

11/87

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 28.01.01 10:01	ACCESSION NO. 88W437	DATE REC'D 12-8-87
b) AGENCY Department of General Services		
c) DIVISION/UNIT Office of the Secretary	LOCATION - RANGE 104 SECTIONS 31	NO. OF CL. FT. 8 7
d) MAILING ADDRESS 301 West Preston Street Room 1401 Baltimore, MD 21201	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL Mr. John C. White Assistant Secretary	PHONE NO. (301) 225-4650	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 2 3 4 5 6 7 8	Office of Central Services Office of Central Services (continued) Office of Central Services (continued) Telecommunications Telecommunications (continued) Telecommunications (continued) Insurance & United Charity Legislation	1993 for all the listed files Sch. # 843-6 Item #6 Jan 1993 1/94 *Partial BX-#8-193 2-1-94

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.02

DEPT. OF GENERAL SERVICES

FISCAL SERVICES-ACCTG
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
92W290	BALTO BLDG & GRDS	777	7	1989	2	1/94	RECYCLE
92W291	BALTO BLDG & GRDS	777	20	1990	1		
92W292	PURCHASE ORDERS	777	32	1990	1		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

E

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W290</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>46 19</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>1</i>	<i>BALTO Public BLDGS & GRDS</i>	<i>777-ITEM #7</i>	
<i>2</i>	<i>LEAVE RECORDS 1989 & PRIOR</i>	<i>12/31/93</i>	
	<i>" " "</i>	<i>"</i>	
		<i>1/94</i>	
		<i>Disposal</i>	
		<i>2/9/94</i>	
		<i>ggs</i>	

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W291</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services—Accounting			RM CODE <i>10.02</i>
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>46 19</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY—SCHEDULE, ITEM NO., DISPOSAL DATE
<i>1</i>	<i>BALTO. PUBLIC BLDGS & GRDS OVERTIME VOUCHERS 3/7/90 - 12/25/90</i>	<i>777 - ITEM #20 12/31/93 1/94 Disposal 2/9/94 EPP</i>

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.00.00 Dept. of General Services		ACCESSION NO. <i>92W292</i>	DATE REC'D <i>9-12-91</i>
B. DIVISION/UNIT Division of Fiscal Services-Accounting		RM CODE <i>10.02</i>	
C. MAILING ADDRESS 301 W. Preston Street Room 1309 Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) <i>46 19</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 225-4242 Eleanor G. Gyr		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Dennis Flynn, Chief Fiscal Services 225-4230		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
<i>1</i>	<i>DGS - FISCAL SERVICES PURCHASE ORDERS 1/90 - 12/90</i>	<i>777-ITEM #36 12/31/93 1/94 <u>Disposal</u> 2/9/94 <i>ggs</i></i>	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

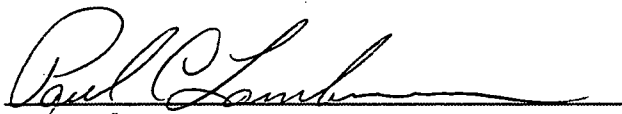
CERTIFICATE OF RECORDS DISPOSAL

10.04

DEPT. OF GENERAL SERVICES

CONSTRUCTION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
86W707	PROJECTS/CONTRACTORS	875	1	1979-83	9	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/21/94
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

a) AGENCY CODE 1. 28.02.01.03 <i>10.04</i>	ACCESSION NO. <i>86W707</i>	DATE REC'D <i>6-3-86</i>
b) AGENCY Department of General Services	LOCATION - RANGE SECTION(S) <i>7</i> <i>19</i>	
c) DIVISION/UNIT Construction		
d) MAILING ADDRESS 301 W. Preston Street Baltimore, Md. 21201 Room 1307	NO. OF CU. FT. <i>970</i>	
e) AGENCY OFFICIAL <i>Linda Betch</i>	PHONE NO. <i>225-4361</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)
#23	Military, UMES, Frostburg, Bowie, MTS/B 1979 - 1982	Sch 875
#24	UMES, Corrections, Military 1979 - 1983	Item # 1
#25	Annapolis, Corrections 1982 - 1983	1/94
#26	Military, DNR 1979 - 1983	
#27	Towson, Morgan 1979 - 1983	
#28	DHMH, DNR, Corrections 1981 - 1983	
#29	DNR, Annapolis, Baltimore 1980 - 1983	
#30	Spring Grove, Crownsville, Springfield 1979 - 1982	
#31	Military, MSP, Corrections, MSP 1974 - 1982	
#32	Montrose, Boys Village Cemetery 1978 - 1982 (Box 32 is Box 42 on Accession 87W979)	Disposal <i>1/10/94</i> <i>aps</i>

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No.	PROJECT	CONTRACTOR	AMOUNT	
	Military (General)			1981-83
	Military (General)			1980-81
KJC-622-771	Jessup Camp Center	Orfanos		Feb. 1980
SFC 2/28-309	Frostburg Paneling Lounges	Vic's Construction	18,157.10	June 1974
TB-663-B	Bowie Physical Education	John Ruff		Dec. 1976
DT-742	MTS/B Four cottages	Joseph Trionfo	1,627,000	June, 1981
U-644-753	Heavy Research (Folder #2)	Kora Williams	1,728,500	June, 1982
"	" " " #1	" "	"	April, 1980
TF-665	Frostburg New Dining Hall	Carl Belt		March, 1974
TC-591-692	Coppin Add'ts & alters to library	John Ruff	2,593,200	July, 1979
BOX #24				
N#514-737	Service Bldg. Morgan	Henry Lewis		October, 1979
TUB-751	Academic Center Folder #2	Roy Kirby		December, 1981
U-224-699	Social Sciences Bldg. Folder #2	General Federal -		March, 1979
XU-5-727	Physical Ed Facilities	UMES David Lawson Gregory	439,000	Sept., 1980
UP-201-717-A	UMES Renov. 3rd flr & complete Adm. Bldg	Carl Williams	184,600	2/10/82
UP-201-717	UMES Const. & Renov Adm. Bldg.	Chas Brohawn	689,300	9/22/80
XUP-4-758	UMES Relocated Backbone Road	American Paving	6,542.70	9/10/79
UP-751-772	UMES Add/Renov. Existing Research Grenhouse	W.B. Veables	99,000	7/10/80

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.05

DEPT. OF GENERAL SERVICES

GENERAL PROFESSIONAL SERVICES SELECTION
DIVISION

<u>NO.</u>	<u>Description of Records</u>	<u>Sched</u>	<u>Item No.</u>	<u>Date of Records Disposed</u>	<u>Volume</u>	<u>Dates of Disposal</u>	<u>Method of Disposal</u>
85W635	PROJECT FILES	843-5	2		3	1/94	RECYCLED
83W244	PROJECT FILES	843-5	2		13		
87W481	PROJECT FILES	843-5	2		4		
86W486	PROJECT FILES	843-5	2		6		
85W637	PROJECT FILES	843-5	2		9		



Signature

DGS-550-2

RECORDS CENTER MANAGER
Title

01/21/94
Date

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 301-1174)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1) AGENCY 28.01.01.01		10.05		85W635		4-11-85	
2) AGENCY Department of General Services				19		23	
3) OFFICE General Professional Services Selection Board						3	
4) MAILING ADDRESS 301 West Preston Street, Room 1305 Baltimore, Maryland 21201							
5) AGENCY OFFICIAL Robert J. Byrd, Administrator		PHONE NO 383-2066		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	Project File Nos. UB-592-791, KJB-801-(2) and UP-794-(20)	843-5 Item 2 9-17-87
2	Project File Nos. M-495-801-(12), MES-005-HW-1, and TF-603-794	188 10-15-87 1/93
3	Project File Nos. TF-762-(1), P-30-761A, AC-781, BA-781, MRS-771-9, SP-732-(4), RH-492-791, UB-592-791, C-546-801, KJ-785, KJ-785A, and P55-76	12-31-87
		Disposal 3/14/94 GOS

E

RECORDS TRANSMITTAL

AND RECEIPT

10-05

Complete at State Records Center

Accession No.

Date Received

83W244 *

9-30-82

Signature

Title

1. From: (Name, Division, Address or Agency)
Robert J. Byrd, Administrator
General Professional Services Selection Bd. (GPSSB)
DGS, 301 West Preston Street, Baltimore, Maryland

2. Building and Room
Room 1305
301 West Preston St.
Baltimore, Md. 21201

3. Phone
383-2066

4. To: State Records Center
7275 Waterloo Road
Jessup, Maryland 20794

5. Signature: (Agency Official)

Robert J. Byrd

6. No. of Cu.Ft.

13

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item N

R-26

1

Project File Nos. J-781-A-(19) & J-781-(19), KJ-784-(2)

843-5
#2 7-25-86 ~~1/90~~

S-11

2

Project File Nos. BC-7616, P-30-761-B, U-321-786

~~1/1/88~~ 7-25-86

3

Project File Nos. U-492-783, TC-781, TF-511-793

8-15-86

4

Project File Nos. C-493-783, BC-7614, BC-7330

8-15-86

5

Project File Nos. BC-759, P-44-771, P-46-781

9-19-86

6

Project File Nos. BCH-781, UB-781-(3)

10-03-86

7

Project File Nos. MES-781-(4), N-494-774, XN-3-773, BC-7414

10-17-86

8

Project File Nos. BC-781, UB-794, UE-791, UB-601-783, U-795

12-19-86

9

Project File Nos. UB-795; KBA-791; XMS-1-771-(14) & MS-531-793-(14); R-622-781, R-682-782, R-491-4-783 & R-495-2-784

3-05-87

10

Project File Nos. BA-522-794, BB-792, MS-791-(14), SG-594-792-(4), DNE-781

4-09-87

11

Project File Nos. BA-689-793-(2), UE-801, P-21-732-A

4-09-87

12

Project File Nos. F-20-792, T-493-782, KB-782, U-320-781

5-21-87

13

Project File No. TUB-781

6-18-87

Disposal
4/18/94

(Use Plain Unlined Paper For Continuation Pages)

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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)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 28.01.01.01		10.05	ACCESSION NO. 87W481	DATE REC'D 12-3-86
b) AGENCY Department of General Services				
c) DIVISION/UNIT General Professional Services Selection Board			LOCATION RANGE 123	SECTION(S) 30
d) MAILING ADDRESS Room 1305 301 W. Preston St. Baltimore, Md. 21201				NO. OF CU. FT. 4
e) AGENCY OFFICIAL Robert J. Byrd		PHONE NO. 225-4294	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	S-000-821-001, ES-004-831-001, S-492-822-001	January 1, 1990
2	ES-014-831-001; DT-000-832-001; KB-000-834-001	Sch. #843-5
3	T-592-831-001; ME-000-801-001	Item #2
4	U-000-841-024; UP-000-831-001; ES-000-831-001	1/93
		4-2-94

87-2W-481

R-123

S-~~A~~30

BOXES- 1- thru 4-

EA

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

1. AGENCY CODE 28.01.01.01		10.05	ACCESSION NO. 86W486	DATE REC'D 3-13-86
b) AGENCY Department of General Services				
c) DIVISION/UNIT General Professional Services Selection Board		LOCATION RANGE 33	SECTION(S) 5	NO. OF CU. FT. 6
d) MAILING ADDRESS 301 West Preston Street Room 1305 Baltimore, Maryland 21201		RECORDS CENTER MANAGER		
e) AGENCY OFFICIAL Robert J. Byrd		PHONE NO. 225-4295	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	M-000-821-024 and UA-660-791-002	2/2/90 843-5
2	U-000-821-001, AG-000-821-001, and R-546-811-001/ R-592-812-001	2/2/90 Item 2 7/91
3	UB-000-823-001 and BB-591-822-001	6/29/90 1/94
4	U-000-796-001, U-000-831-001, and P-021-781-002	11/1/90
5	DT-000-831-001 and NF-000-831-001/NE-000-781-020	11/30/90
6	KO-000-821-001	11/30/90
		Disposal 1/29/94 [Signature]

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE: 301-279-1174)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>28.01.01.01 10.05</p> <p>Department of General Services</p> <p>General Professional Services Selection Board</p> <p>301 West Preston Street, Room 1305 Baltimore, Maryland 21201</p> <p>Robert J. Byrd, Administrator 383-2066</p>	<p style="font-size: 2em; font-weight: bold;">85W637</p> <p style="font-size: 2em; font-weight: bold;">4-11-85</p> <p style="font-size: 2em; font-weight: bold;">18 12 9</p> <p style="text-align: right; font-weight: bold;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>
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2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Project File Nos. MES-00306001, U-000-811-001, UA-000-811-001, and U-000-683-401	843-5 Item 2 2-4-89
2	Project File Nos. VH-000-781-027, and N-000-811-001	2-24-89
3	Project File Nos. KG-000-801-201, BB-071-811-001, and T-000-812-041	4-15-89
4	Project File Nos. MES-C-240637-02, and U-000-794-102	4-15-89
5	Project File Nos. TS-000-731-001, MS-000-791-020, U-518-814-011, TS-000	6-30-89
6	Project File Nos. T-493-782-020, K-574-813-020, BA-681-811-001, and C-546-801-002	7-20-89
7	Project File Nos. KE-000-811-001, and R-000-813-001	9-2-89
8	Project File No. MES-82-05-14	11-10-89
9	Project File Nos. MES-00308001, KG-000-801-034, U-208-737-020, XSG-6-782, and UB-804	12-31-89

Box 2 T-622-682-120

1-8-94

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.08

DEPT. OF GENERAL SERVICES

PERSONNEL DIVISION
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Dates of Disposal	Method of Disposal
93W27	CUT-OFF FILES	1488	1	1990	2	1/94	RECYCLED

Signature

RECORDS CENTER MANAGER
Title

01/21/94
Date

DGS-550-2

E.

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 28.02.01.001		ACCESSION NO. 93W27	DATE REC'D 7-23-92
B. DIVISION/UNIT General Services		LOCATION RANGE SECTION(S) 3 7	FM CODE 10.08
C. MAILING ADDRESS Personnel Division			NO. OF CU. FT. 2
D. PHONE NO. 225-4985		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Nancy Shagoque		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 Cut-off Files Jan - Dec '90 Alston - Lenebarger (Swine Wade 6/29/89)	843-3 1488 Item #31	
(2)	Mayka - Wood	January 1994 <u>Disposal</u> 1/10/94 JPS	

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275


CERTIFICATE OF RECORDS DISPOSAL

10.09

DEPT. OF GENERAL SERVICES

PLANT MANAGEMENT
DIVISION

NO.	Description of Records	Sched	Item No.	Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
90W827	CASE FILES	913	4-5-9		11	1/94	RECYCLED


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

E

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

a) AGENCY CODE 1. 280701		10.09	ACCESSION NO. 90W827	DATE REC'D 2-6-90
b) AGENCY DEPT. OF GENERAL SERVICES				
c) DIVISION/UNIT PLANT MANAGEMENT DIVISION			LOCATION - RANGE 18	SECTION(S) 33-34
d) MAILING ADDRESS 300 W. PRESTON STREET ROOM 605 BALTIMORE, MD 21201				NO. OF CU. FT. 11
e) AGENCY OFFICIAL JANET BAST		PHONE NO. 225-1830	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)
10-11	PMD 35-67	913
12	Facility Files A - G LAGR - Saratoga Ctr.	Item 4, 5, 9
13	Finan Ctr. - Montrose School	1/94
14	Arbutus/Catonsville - Rosewood Ctr.	
15	St. Mary's Coll. - Univ. of Balto.	Disposal
16	UNAB - Casualty Claims Blanket Policy	3/14/94
18	Energy Cons. FY85 - Maint. Stat. Rpt.	JJP
20	Access MD - MD Manual	
23	PMD 26-34	
24	PMD 27-34	

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DEPARTMENT OF GENERAL SERVICES
STATE RECORDS MANAGEMENT CENTER
7275 WATERLOO ROAD (RTE 175)
P.O. BOX 275
JESSUP, MARYLAND 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

10.13.01

DEPT. OF GENERAL SERVICES

RECORDS MANAGEMENT
DIVISION

NO.	Description of Records	Sched		Date of Records Disposed	Volume	Date of Disposal	Method of Disposal
			Item No.				
88M24	INCOME TAX-COM WORK			1971-82,86	11	1/94	RECYCLED
89M10	INCOME TAX-COM WORK			1987	8		
89M13	MAIF-COM WORK			1988	3		
90M8	RETAIL SALES TAX-COM WORK			1989	1		
91M12	ANNA DATA CENTER COM-WORK			1988-90	1		
91M13	HUMAN RESOURCES-COM WORK			1988	1		
92M14	MAOA-COM WORK			1991	1		


Signature

RECORDS CENTER MANAGER
Title

01/25/94
Date

DGS-550-2

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>a) AGENCY CODE 1. 10.13.01</p>	<p>ACCESSION NO. 88 M24</p>	<p>DATE REC'D 2-2-88</p>
<p>b) AGENCY <i>Income Tax Dir.</i></p>		
<p>c) DIVISION/UNIT</p>	<p>LOCATION - RANGE 54 SECTION(S) 34</p>	<p>NO. OF CU. FT. 11</p>
<p>d) MAILING ADDRESS <i>Income Tax Rm 309 Annapolis Md.</i></p>	<p>RECORDS CENTER MANAGER</p>	
<p>e) AGENCY OFFICIAL Jim Daffin</p>	<p>PHONE NO.</p>	
<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	1971 Return Register.	7 years.
1	1982 NOV - Dec. Income Tax Emp. Withholding Post. Emp. Mater. File. W2/509 Accounts Receivable Combined Billing.	Jan. 1994
1-9	1986 1986 Income Tax. Financial Summary. Return Return. Accounts Receivable Combined Billing Employer W/H Master- W2/509 Data.	Disposal 2/8/94 <i>[Signature]</i>

E

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

a) AGENCY CODE 1. 10.13.01		ACCESSION NO. 89M10	DATE REC'D 3-1-89
b) AGENCY Income Jaf			
c) DIVISION/UNIT		LOCATION - RANGE 54 SECTION(S) 35	NO. OF CU. FT. 8
d) MAILING ADDRESS		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL		PHONE NO.	
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)
1-8	Jan to Dec 1987	7 yrs. AG. Jan. 1994 Disposal 2/8/94 OC

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

a) AGENCY CODE <div style="font-size: 2em; text-align: center;">10.13.01</div>	ACCESSION NO. <div style="font-size: 2em; text-align: center;">89M13</div>	DATE REC'D <div style="font-size: 2em; text-align: center;">3-1-89</div>
b) AGENCY <div style="font-size: 1.5em; text-align: center;">MAIF</div>	LOCATION - RANGE <div style="font-size: 2em; text-align: center;">154</div>	
c) DIVISION/UNIT		
d) MAILING ADDRESS	SECTION(S) <div style="font-size: 2em; text-align: center;">33</div>	NO. OF CU. FT. <div style="font-size: 2em; text-align: center;">3</div>
e) AGENCY OFFICIAL	PHONE NO.	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	1988 Jan - Feb	5YRS Jan. 1994 Disposal 2/8/94 flf
2	March - Aug.	
3	Aug. - Dec	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 278, JESSUP, MD. 20794 (TELEPHONE - 708-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. <i>10.13.01</i> <i>Retail Sales Tax</i>	ACCESSION NO. <i>90M8</i>	DATE REC'D <i>3-23-90</i>
b) AGENCY	LOCATION - RANGE <i>154</i>	SECTION(S) <i>34</i>
c) DIVISION/UNIT	NO. OF CU. FT. <i>1</i>	
d) MAILING ADDRESS	RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL	PHONE NO.	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
<i>1</i>	<i>Aug. 2, 1989 - Create History</i>	<i>Disposal 2/8/94 PC</i>

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Annapolis Data Center		ACCESSION NO. 91M12	DATE REC'D 2-13-91
B. DIVISION/UNIT			RM CODE 10-13-01
C. MAILING ADDRESS Data Processing Bldg. Annapolis Md. 21401		LOCATION RANGE SECTION(S) 154 35	NO. OF CU. FT. 1
D. PHONE NO.		RECORDS CENTER MANAGER Paul C. Lamberson/ry	
E. AGENCY OFFICIAL Van T. Jones -		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Jan 1988 thru 1990 Dec.	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 3 yrs. B. 1/94 Disposal 2/8/94 [Signature]	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept of Human Resource.		ACCESSION NO. 91M13	DATE REC'D 2-13-91
B. DIVISION/UNIT		LOCATION RANGE SECTION(S) 154 3.5	RM CODE 10.13.01
C. MAILING ADDRESS 311 W. Saratoga St Rm 408. Baltimore Md. 21201		NO. OF CU. FT. 1	
D. PHONE NO.		RECORDS CENTER MANAGER Paul C. Lamberson	
E. AGENCY OFFICIAL Neil Rodman		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 4	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES June 1988 thru Dec 1988	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Sys. 1/94 Disposal 2/8/94 Ph	

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. M.A.O.A		ACCESSION NO. 92M14	DATE REC'D 3-13-92
B. DIVISION/UNIT			RM CODE 10.13.01
C. MAILING ADDRESS 201 N. Preston St Rm 55 3A Baltimore Md 21201		LOCATION RANGE SECTION(S) 154 32	NO. OF CU. FT. 1
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jackie Smick		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	1991 Title XIX Alpha + Num. Prepay.	2yr Burn 1/94 <u>DISPOSAL</u> 2/10/94 ggs	