

Hall of Records  
Commission

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 35

PAGE NO. 1

1. Requesting Agency

ADMINISTRATOR OF LOAN LAWS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

**A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. **SMALL LOAN COMPANY ANNUAL REPORTS**  
This annual financial statement is submitted by the company on a 14" x 17", unnumbered form, folded to make an 8 1/2" x 14" four-sided document. These statements are used for five years for research and statistical purposes and for comparison with previously submitted statements. They are filed alphabetically. The present accumulation in the office dates from 1937 and occupies 3 legal size drawers (6 cubic feet), one of which is in a file cabinet used for storage. The annual rate of accumulation is less than 1/2 cubic foot. An estimated 4 cubic feet of record material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR EIGHT YEARS AFTER RECEIPT AND THEN DESTROY.

2. **REPORTS OF EXAMINERS**  
Companies licensed by the Administrator are examined twice a year. The reports are on 2 or 3 page typewritten documents which measure 8 1/2" x 11". Basically, the examinations are made in the interests of the public; to check the financial soundness of the company, and to insure compliance with the Small Loan Laws. The reports are also used for statistical, research and comparison purposes. There is no reference to the reports for any purpose after 8 years' retention. The reports are filed by year and alphabetically by company therein. The accumulation in the office for companies currently operating, occupies 5 drawers (10 cubic feet) for the period 1937 to date. Reports for companies which have gone out of business occupy 2 drawers (4 cubic feet) in the storage cabinet for the years 1937 to date. An additional 4 cubic feet of these records are stored in the Hall of Records, Annapolis. These are for the years 1919 to 1932 and were deposited in the Hall of Records by the Bank Commissioner (July

*Approved  
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7. Agency Division or Bureau Representative

*John L. Barry*

Signature

*Administrator of Loan Laws*

Title

*February 26, 1954*

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*3/5/54*

Date

*Morris L. Radoff*

Archivist

MAR 8 1954

Date

*J. Melusson*

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1, 1937) who at that time administered the Small Loan Laws. The records occupy a total of 18 cubic feet. The present annual accumulation is less than 1 linear foot. Approximately 5 cubic feet of record material in the office and 4 cubic feet in the Hall of Records - a total of 9 cubic feet, will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER DATE OF EXAMINATION AND THEN DESTROY.

3. COMPLAINTS OF BORROWERS

This file consists of written complaints against loan companies received by the Administrator and are filed alphabetically by name of complainant. Filed with them are copies of correspondence with the company against whom the complaint has been made. Satisfactory settlement of the complaint is usually made within a few weeks. The records are used for 2 or 3 years for research, statistical and budgetary purposes and as a control on the number of complaints filed against a particular company. This information, plus the findings and the settlement, is contained on a summary form (See Item 4). This file occupies 3 drawers (6 cubic feet) for the years 1940 to date. The annual rate of accumulation is approximately 1/2 cubic foot. It is estimated that 2 cubic feet of material will be destroyed upon approval of this schedule.

(A carbon copy of the first letter to the company notifying them that a complaint has been filed, is filed in alphabetical order by name of company. This copy serves as a cross index to the complaint file. Since this is a duplicate of the letter in the complaint file, the index copy is considered non-record material, maintained for reference purposes only, and as such can be destroyed at the discretion of the Administrator. A further record of this information in summary form is retained on 4" x 6" cards which are contained in post-binders, (See Item 4.)

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RECEIPT AND THEN DESTROY.

4. SUMMARY OF COMPLAINT

A complete summary of the complaint of borrowers is recorded on a 5" x 8", unnumbered form. These are retained in post-binders. The information recorded is: type of complaint, date, complainant's name and address, company's name and address, the complaint, finding, settlement, by whom the case was referred to the Administrator, date of completion and by whom handled. The form is inserted in the binders in alphabetical order according to the name of the complainant. There are approximately three volumes (separated as follows: 1944 to 1949, 1949 to 1952 and 1952 to date) occupying 1 linear foot. Approximately 600 complaints are filed annually increasing the volume 2 or 3 linear inches.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER COMPLAINT IS SETTLED AND THEN DESTROY.

*Approved  
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APPROVED BY  
BOARD OF PUBLIC WORKS

Date *MAY 8 1954*

*[Signature]*  
Secretary

*Approved  
Hall of Records  
Commission*

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity: (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
5.	<p><b>APPLICATIONS AND LICENSES - SALES FINANCE COMPANIES</b> The application is a 13" x 17", unnumbered form, folded in half (8 1/2" x 13"). The license is 8 1/2" x 11", also unnumbered. The license must be renewed yearly. There are about 140 companies licensed by the State. A permanent register of licenses is maintained. The application and duplicate of licenses issued are filed together in alphabetical order each year. The applications and licenses are necessary for audit purposes. They occupy 1 drawer (2 cubic feet) for the years 1941 to date. The annual rate of accumulation is about two linear inches. Approximately 1 cubic foot of material will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER ISSUE OF LICENSE OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p><b>ANNUAL FINANCIAL REPORT - SALES FINANCE COMPANIES</b> This 8 1/2" x 13", two page, mimeographed form must be submitted to the Administrator with the Application for License. It is a detailed financial report used for research, statistical and comparison purposes, and is used for these purposes for a period of four years. They occupy 1 drawer (2 cubic feet) for the period 1941 to date and are filed by year and alphabetically therein. The annual accumulation is very small. Less than 1/2 cubic foot of material will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER RECEIPT AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
7.	<p><b>APPLICATION FOR LICENSE - SMALL LOAN COMPANIES</b> This application is an unnumbered (14" x 17") form folded in half forming a four sided document. Information regarding the administrative, managerial and financial operations of the company are shown on the application. Data which the Administrator has found to be of permanent value is noted on the Index File (see Item 8). The applications are referred to when complaints are adjudicated or litigated. Such cases are completed within the time specified in the recommendation. The file is maintained alphabetically on an annual basis and occupies 21 letter-size file boxes (8 1/2 cubic feet) for the period 1937 to date. An additional accumulation for the years 1918 through 1932 is stored in the Hall of Records and occupies 2 cubic feet - a total of 10 1/2 cubic feet. The annual accumulation is less than 1 cubic foot. Approximately 4 cubic feet of material will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
8.	<p><b>SMALL LOANS COMPANY INDEX</b> An index to Small Loan Companies licensed by the Administrator is retained on 5" x 8" cards. Indicated on the cards is the name, principle officers, changes in name and address, renewals of license and to whom the accounts are sold when the licensee goes out of business. The greatest use of the index is to locate accounts of defunct companies. The index is filed alphabetically and occupies 8 linear</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY  
BOARD OF PUBLIC WORKS

MAR... 8 1954

*J. McLean*  
Secretary