

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

*An. Boringe
C. J. Taylor*

1. Requesting Agency

STATE INSURANCE DEPARTMENT

2. Division or Bureau of Requesting Agency

OFFICE OF THE DEPUTY COMMISSIONER

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. COMPANY CORRESPONDENCE

This file is composed of correspondence with insurance companies relative to charters, amendments, by-laws, agents, solicitors, brokers, licenses, financial payments to the State, information, submission of reports, etc. The correspondence is generally 8 1/2" x 11" in size. It is filed alphabetically by name of company and accumulates at the rate of 3 drawers (4 1/2 cubic feet) annually. It occupies 3 drawers (4 1/2 cubic feet) in the Secretary's office for the current year and 26 drawers (39 cubic feet) in the office storage area for the years 1946 to date, a total of 43 1/2 cubic feet. Approximately 25 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

2. CORRESPONDENCE - MISCELLANEOUS

This file includes correspondence with insurance departments of other states, other Maryland State agencies, local authorities and individuals. The correspondence which is generally 8 1/2" x 11" in size is filed alphabetically by name of correspondent and accumulates at the rate of 1 1/2 drawers (2 to 3 cubic feet) per year. The file occupies 3 drawers (4 1/2 cubic feet) for 1952 and 1953 in the Secretary's office and 15 drawers (22 1/2 cubic feet) in the office storage area for the years 1944 through 1951, a total of 27 cubic feet. Approximately 18 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

*Approved
Hall of Records
Commission*

7. Agency Division or Bureau Representative

John H. [Signature]
Signature

Deputy Insurance Commissioner
Title

March 4, 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 S. Radoff
Archivist

MAR 8 1954
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4.	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.
3.	<p><u>COMPANY CHARTER FILE</u> Every insurance company doing business in Maryland must file a copy of its charter, by-laws and amendments with the Department. The file for companies presently licensed occupies 20 drawers (35 cubic feet) in the Deputy Commissioner's office and the inactive file for companies no longer licensed occupies 4 drawers (8 cubic feet) in the office storage area, a total of 43 cubic feet. Both files cover the years 1904 to date. The annual rate of accumulation is estimated to be 1/2 drawer. Approximately 4 cubic feet of material will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR TWELVE YEARS AFTER A COMPANY CEASES TO FUNCTION AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p><u>COMPANY CHARTER FILE - REJECTED</u> This file contains the charters, by-laws and amendments of companies barred from conducting their business in Maryland. Companies so rejected must file an appeal within 90 days. Material in this file occupies 1 drawer (2 cubic feet) for the period 1904 to date. It is arranged alphabetically; the annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER REJECTION AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY
BOARD OF PUBLIC WORKS
Date..... MAR 8 1954

McCasen
Secretary