

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

SCHEDULE NO. 49

PAGE NO. 1

Hall of Records Commission

1. Requesting Agency

STATE INSURANCE DEPARTMENT

2. Division or Bureau of Requesting Agency

ACTUARIAL BUREAU

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.

CORRESPONDENCE - ACTUARIAL BUREAU

The material in this file (generally 8 1/2" x 11") is correspondence concerned with the review and approval of health, life and accident policies issued in Maryland and with the reserves of issuing companies. It is filed alphabetically by name of company. Frequently correspondence with a company, dealing with a particular problem, may span a long period of time. The file, which dates from 1936, is divided into two sections, active and inactive. Correspondence relating to active and current subject matter is maintained in the active section. After the action has been completed, the file is removed and placed in the inactive section. Reference is made to inactive materials for a period of 5 years after placement in the inactive section. The active section occupies 4 drawers (6 cubic feet) while the inactive section occupies 18 drawers (27 cubic feet) - a total of 33 cubic feet. The annual rate of accumulation is 2 drawers (3 cubic feet). Approximately 12 drawers (18 cubic feet) of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE CURRENT AND IN THE INACTIVE FILE FOR FIVE YEARS AND THEN DESTROY.

Approved  
Hall of Records  
Commission

9.7.2

2.

RATE MANUALS

Rate Manuals of insurance companies issuing health, life and accident policies are contained in loose leaf binders (generally 5" x 8"). As changes are approved, the new rates are inserted in the binders; such changes are issued at irregular intervals. The manuals are filed alphabetically by name of company and are housed in 5 drawers (7 1/2 cubic feet). The beginning date of this file is approximately 1930, however, all rate changes for any given policy issued by a company in Maryland are in the Rate Manual of that com-

Approved  
Hall of Records  
Commission

9.7.3

7. Agency, Division or Bureau Representative

*W. L. Baker*

Signature

*Adams*

Title

*April 7 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.

*M. R. Radloff*

Date

Archivist

APR 13 1954

Date

*Malusner*

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.
	<p>pany. The method of filing this material is being changed so that only the current rates will be maintained in the active file and all superseded rates will be retained in an inactive file.</p> <p>RECOMMENDATION: RETAIN THE ACTIVE FILE WHILE CURRENT AND 5 YEARS THEREAFTER IN THE INACTIVE FILE AND THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 13 1954</p> <p><i>J. McQuinn</i> Secretary</p>