

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

1. Requesting Agency <b>STATE INSURANCE DEPARTMENT</b>	2. Division or Bureau of Requesting Agency <b>OFFICE OF THE COMMISSIONER</b>
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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.
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✓ 1. **CORRESPONDENCE**  
This file consists of correspondence (generally 8 1/2" x 11") with other Maryland State and local governmental agencies, other state agencies, insurance companies and associations, individuals, etc. The file is arranged alphabetically by name of correspondent. It occupies 4 drawers (6 cubic feet) for the period 1951 to date in the Commissioner's office and 12 drawers (18 cubic feet) in the office storage area for the years 1939 to 1951, a total of 24 cubic feet. The annual rate of accumulation is one drawer (1 1/2 cubic feet). Approximately 4 drawers (6 cubic feet) of material will be destroyed upon approval of this schedule. The following recommendation permits retention of the correspondence for a period covering three appointive terms.

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

*Approved  
Hall of Records  
Commission*

✓ 2. **MINUTES OF THE DEPARTMENT**  
The minutes of the Department have been kept since 1951. They are a record of the monthly meetings of the Commissioner with the Bureau heads, reports of individuals regarding various association meetings they have attended and monthly reports submitted to the Commissioner by the Bureau heads. The annual rate of accumulation is very small. Minutes presently occupy less than one linear foot. They are maintained in a post binder (8 1/2" x 11").

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative <i>[Signature]</i> Signature	Deputy Insurance Commissioner Title	March 4, 1954 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

3/5/54 Date  
Morris L. Radoff, Jr. Archivist

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

35 Date  
*[Signature]* Secretary