

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

SCHEDULE NO. 48
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. APPROVED POLICIES

The Actuarial Bureau must review and approve all health, life and accident policies issued in Maryland. The Bureau retains a record copy of each policy it approves; approved policies are stamped to indicate approval and date of action. Because a question regarding the provisions of a policy may arise as late as 80 years or more after the date of issue, this record copy showing approval must be retained for a long period of time. The policies are filed by name of company and then chronologically by date of approval. Filed with the policies, also chronologically, are the riders and amendments. The file, because of its bulk, has been separated at specified dates as follows: 1930 to 1941, 18 cubic feet in the State Warehouse, 318 Light Street, Baltimore; 1941 to July 1947, 25 drawers (37 cubic feet) in the Department's storage area; July 1947 to date, 40 drawers (60 cubic feet) in the Bureau office - a total of 115 cubic feet. The annual rate of accumulation is 7 drawers (10 1/2 cubic feet). The documents are of varying sizes, ranging from 5" x 8 1/2" to 12" x 24" when unfolded. Generally, the policies contain information on both sides of each page.

RECOMMENDATION: RETAIN IN THE CURRENT FILE FOR FIVE YEARS AND THEN MICROFILM; MICROFILM TO BE RETAINED PERMANENTLY.

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

M. H. ...
Signature

Agency
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.

Date

Morris S. ...
Archivist

APR 13 1954

Date

J. Melusson
Secretary