

IV. RECORDS RETENTION SCHEDULE

DIVISION OF BUILDING, SAVINGS AND LOAN ASSOCIATION  
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-16

This Schedule Lists Only Those Records  
Created and Used by the  
Division of Building, Savings and Loan Association

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Building, Savings and  
Loan Association

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>APPROVALS FILE:</u></p> <p>Alphabetical subject file containing requests for approvals, as required by law, to participate in various types of programs. Folders are established to cover subjects such as articles of amendment, applications in process (mergers, relocations, dissolutions and liquidations), branch offices, supplemental dividend certificates, service corporations, home improvement loans, subordinated debentures, violations, mobile home loans, mortgage insurance, complaints and briefs.</p>	<p>Retain in office for ten (10) years, then transfer to a State Records Center for permanent retention.</p>
2	<p><u>COMPLETED ORDER FILE:</u></p> <p>Orders signed by the Director consenting to or disapproving of requests for approvals of consolidations, mergers, sales or transfers of assets, liquidations, dissolutions or reorganizations, opening of branch offices or other actions which require the approval of the Director.</p>	<p>Retain in office for ten (10) years, then transfer to a State Records Center for permanent retention.</p>
3	<p><u>ANNUAL REPORTS OF STATE CHARTERED ASSOCIATIONS:</u></p> <p>Detailed financial reports and related statistics submitted by State chartered building, savings and loan associations.</p>	<p>Retain for five (5) years, then destroy.</p>
4	<p><u>STATE CHARTERED-FEDERALLY INSURED COMPANY REPORTS:</u></p> <p>Annual and semi-annual reports required to be filed with the Division by Federally insured associations.</p>	<p>Retain for five (5) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

Director,  
Administrative Services  
Title

July 31, 1975  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75  
Date

*[Signature]*  
Archivist

SEP 29 1975  
Date

*[Signature]*  
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p><u>FIDELITY BONDS:</u></p> <p>Copies of fidelity bonds required from associations registered with the State intermixed with correspondence and miscellaneous material.</p>	<p>Retain bonds for the period they are enforceable and for two (2) additional years, then destroy.</p>
6	<p style="text-align: center;"><u>Chief Examiner's Office</u></p> <p><u>CARD FILE FOR EXAMINERS' REPORTS:</u></p> <p>Index to the Examiners' Reports (item 7 below) giving the name and location of the company, dates of examination, changes and remarks, names of auditors, time required for each audit and the amount of assets involved.</p>	<p>Retain permanently.</p>
7	<p><u>EXAMINERS' REPORTS:</u></p> <p>Each report of examination includes some or all of the following:</p> <ul style="list-style-type: none"> <li>A. Name of Association and Examiners</li> <li>B. Summary of Dollar Amount of Share Accounts by Location</li> <li>C. List of Loan Commitments</li> <li>D. Summary of Mortgages by Areas</li> <li>E. List of Officers and Directors, Attorneys and Employees</li> <li>F. Comparative Percentage Summary</li> <li>G. Statement of Condition</li> <li>H. Statement of Operations</li> <li>I. Distribution of Net Income</li> <li>J. Reconciliation of Reserves</li> <li>K. Loans Subject to Comment</li> </ul>	<p>Retain in office three (3) years; transfer to a State Records Center for an additional ten (10) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
	<ul style="list-style-type: none"> <li>L. Real Estate Owned</li> <li>M. Schedule of Investments</li> <li>N. Office Building Evaluation</li> <li>O. Examiners Comments</li> <li>P. Index of Examination</li> <li>Q. Affidavits</li> <li>R. Questionnaires on Various Subjects</li> <li>S. Mortgage File Exceptions</li> <li>T. Cash Count</li> <li>U. Directors Attendance Records</li> <li>V. Federal Income Tax Return Copy</li> </ul> <p>Examination Reports on associations reorganized, merged, consolidated or liquidated are filed separately.</p>	
8	<p><u>MONTHLY REPORTS FROM STOCK CORPORATIONS:</u></p> <p>Statements of condition submitted by stock corporations showing the current and previous months statistics on loans, investments, deposits and other assets on a comparative increase/decrease basis including a detailed breakdown of operations and loans.</p>	Retain for three (3) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
9	<p><u>Building, Savings and Loan Association</u></p> <p><u>TAX FORMS:</u></p> <p>Copies of tax forms filed by all Maryland Building, Savings and Loan Associations reporting franchise taxes on free shares and net earnings.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
10	<p><u>SPECIAL STATISTICAL REPORTS:</u></p> <p>Special studies and reports relating to the business of this Division.</p>	<p>Retain for three (3) years, then destroy.</p>
11	<p><u>INVENTORY CARDS:</u></p> <p>Cards containing an itemized history of fixed assets, from purchase to disposal.</p>	<p>Retain until item is released by the Board of Public Works and all audit requirements have been fulfilled, then destroy.</p>