

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION, GENERAL ADMINISTRATION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-26

This Schedule Lists Only Those Records
Created and Used in the

Offices of the
Commissioner and the Executive Assistant to the Commissioner

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION
Office of the Commissioner

Insurance Division
General Administration

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>OPINIONS OF THE ATTORNEY GENERAL:</u></p> <p>This file contains the opinions issued by the Attorney General pursuant to requests from the Commissioner or from other sources for clarification of legal matters relating to the operation of the agency.</p>	Retain permanently.
2.	<p><u>REGULATIONS:</u></p> <p>The Regulations and Rules are issued by the Commissioner for governing the insurance business in Maryland as provided in Section 26, Article 48A, Annotated Code of Maryland.</p>	Retain agency copy permanently.
3.	<p><u>CORRESPONDENCE:</u></p> <p>This file is composed of general correspondence relating to the administrative activities of the office. Included with the current files are separate sections for files held over from the administrations of previous Commissioners. A reading file of outgoing correspondence is included.</p>	Retain for twelve (12) years, then destroy.
4.	<p><u>LEGISLATIVE FILE:</u></p> <p>The Legislative File includes correspondence, work papers and copies of legislation introduced relevant to the agency.</p>	Retain for five (5) years, then destroy.

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 2 1975
Date

[Signature]
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

m No.	Description	Retention
	<p style="text-align: center;">Insurance Division General Administration <u>Office of Executive Assistant to Commissioner</u></p> <p>5. <u>GENERAL CORRESPONDENCE FILE:</u> This file contains general administrative correspondence issuing to and from this office.</p> <p>6. <u>GENERAL ADMINISTRATIVE FILE:</u> General correspondence, press releases, newspaper clippings, studies and other miscellaneous papers relating to the administration of this office.</p>	<p>Retain in office for three (3) years; transfer to a State Records Center for three (3) additional years, then destroy.</p> <p>Retain in office for three (3) years; transfer to a State Records Center for three (3) additional years, then destroy.</p>