

IV. RECORDS RETENTION SCHEDULE

612-44

INSURANCE DIVISION, GENERAL ADMINISTRATION
DEPARTMENT OF LICENSING AND REGULATION

SUPERSEDES
SCHEDULE NO. 612-26

This Schedule Lists Only Those Records
Created and Used in the

Offices of the Insurance Commissioner,
Deputy Commissioner and Associate Deputy Commissioner

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing & Regulation		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 correspondences, 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

Schedule Authorized by
Hall of Records Commission

5/5/88	<i>Joseph T. Seidel</i>	Director of Administration	5/25/88	<i>Charles Payne</i>	State Archivist
Date	Signature	Title	Date	Signature	Title

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
5.	<p><u>PERSONNEL FILES:</u></p> <p>All personnel jackets for the employees of the Insurance Division.</p>	<p>Retain employment records in office while active. Upon employee's separation from Division, retain records in office for 7 years, then destroy.</p>
6.	<p><u>FORMS FILE: (NON-RECORD)</u></p> <p>Blank forms to be used in the Division such as MS-20s, MS-21s, MS-22s, grievance forms, state applications, out-service training forms, expense accounts, advanced sick leave forms, etc.</p>	<p>Retain records in office until revised by the Department of Personnel.</p>

Fig. 9A