

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 612-55

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation  
Maryland Deposit Insurance Fund

MDIF

AGENCY

DIVISION

Item No.	Description	Retention
1.	MDIF Files, Receivership, Conservatorship Association Files  All pertain to the savings and loan crisis and are coded as to privileged and producible (various documents from mortgages, correspondence, depositor records, signature cards, computer printouts, etc.)	Retain Permanently

Schedule Approved by Department, Agency, or Division Representative

Director of Administration

Schedule Authorized by

8/15/87

Joseph T. Seidel

5-57

Doris A. Russell

12/21/87

Seidel

Date

Signature

Title

Date

State Archivist

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY  
Licensing & Regulation

2. DIVISION  
MDIF

3. UNIT

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
MDIF Files, Association Files, Receivership Files

5. EARLIEST YEAR/LATEST YEAR  
1985 TO 1987

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
MDIF files correspondence, mortgages, etc.  
association files documents pertaining to institution  
receivership files depositor files, accounts, correspondence, etc.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
20 cabinets  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
never  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
34 Market Place  
Suite 801 The Brokerage

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
In accordance with document production

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
IBM computer, NBI Word Processors  
Sperry Computers

18. RECOMMENDED RETENTION  
Records must be retained indefinitely due to pending and potential lawsuits

19. NAME AND TITLE OF PREPARER  
Doris A. Tippet  
Administrative Officer

20. TELEPHONE NUMBER  
(301) 727-7810

21. DATE  
August 5, 1987