

DEPARTMENT OF GENERAL SERVICES
Records Management Division

This Schedule Supersedes Schedule 612-113

SCHEDULE
NO. 612-145

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing & Regulation Commissioner of Consumer Credit

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Company Index:</u> 5" X 8" alphabetical cards listing the name, principle officers, changes in name and address, renewals of license and to whom accounts are sold when the licensee goes out of business. The greatest use of the index is to locate accounts of defunct companies.	Retain permanently. Transfer periodically to the Archives.
2.	<u>Reports of Examiners:</u> Companies licensed by this office are examined periodically. The examinations are recorded on legal size documents and check the financial soundness of the company, insure compliance with the Consumer Credit Laws, and are useful for statistical, research and comparison purposes.	Retain for three (3) years from date of examination, then destroy.
3.	<u>Applications for License:</u> Different application forms are provided for each type of financial establishments but all provide space for information regarding the administrative, managerial and financial operations of companies. Data considered to have permanent value is noted on the Index File (See Item 1). The applications are referred to when complaints are adjudicated or litigated.	Retain for ten (10) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1-6-95 *Ray A. Nelson* Director
Date Signature Title

4/27/95 *Edward J. ...*
Date State Archivist

Item No.	Description	Retention
	<p><u>Complaints of Borrowers:</u></p> <p>This file consists of written complaints against loan companies received the the Commissioner and are filed numerically by assigned number. Filed with them are copies of correspondence with the company whom the complaint has been made. A carbon copy of the first letter to the company notifying them that a complaint has been filed, is filed in alphabetical order by name of company. This copy serves as a nonrecord material, maintained for reference purposes only, and as such can be destroyed at the discretion of the Commissioner.</p>	Retain for one (1) year after receipt, then destroy.
5.	<p><u>Repossession Accounting Statements:</u></p> <p>The file consists of accounting statements with accompanying documentation which are provided to the Commissioner of Consumer Credit. These statements are provided by the companies who have repossessed consumer goods or vehicles and sold them at a private sale. The filing is required by regulation and statute.</p>	Retain for one (1) year after receipt, then destroy.

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

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1. DEPARTMENT/AGENCY
Licensing & Regulation
Commissioner of Consumer Credit

2. DIVISION
Financial Regulation

3. UNIT
Consumer Credit

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

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

A master card of each licensee, giving name, address, changes of address and names, licenses held, history of company's activities when an office is closed or sold the card reflects where records will be retained or who purchased them. Card used to locate records and persons to release liens on prior loans.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

5 X 8 cards

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER _____ MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

13th Floor, 501 St. Paul Place (File Room)

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))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO File in alphabetical order

18. RECOMMENDED RETENTION

Permanently

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE