

MARYLAND INSURANCE ADMINISTRATION'S

RECORD RETENTION

AND

DISPOSAL SCHEDULE

1995

**Executive Direction
Program
001**

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO.

1787

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AGENCY	DIVISION/UNIT	RETENTION
MARYLAND INSURANCE ADMINISTRATION	EXECUTIVE DIRECTION	
ITEM NO.	DESCRIPTION	
1	<p><u>General Correspondence & Administrative Files</u> Subject arrangement of original incoming letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the Insurance Administration</p>	<p>Screen annually & destroy material no longer needed for current business. Directives policies, & other material related to the planning & policy that illustrate the development of the Activity retain permanently, transfer to MD State Archives.</p>
2	<p><u>Hearings/Appeal File</u> Contains documentation relevant to the inquiry or complaint file, correspondence, memoranda, charges, notices, appeals, orders and etc.</p>	<p>Retain in office for one (1) year, then transfer to the State Record Center for three (3) years, then destroy.</p>
3	<p><u>Investigation File</u> Records and reports generated pursuant to complaints filed with the Administration</p>	<p>Retain in office for two (2) years. Transfer to the State Record Center for three (3) years, then destroy.</p>
4	<p><u>Legislative File</u> The legislative file includes correspondences, work papers and copies of legislation introduced relevant to the Administration.</p>	<p>Retain for five (5) years, then destroy.</p>
5	<p><u>Regulations</u> Regulations and Rules issued by the Commissioner for governing the insurance industry in the State of Maryland. Regulations developed by the Commissioner not part of COMAR.</p>	<p>Retain Agency copy Permanently. Transfer periodically to State Archives.</p>
6	<p><u>Opinions of The Attorney General</u> This file contains the opinions issued by the Attorney General pursuant to requests from the Commissioner or other sources.</p>	<p>Retain permanently. Transfer periodically to State Archives.</p>

Schedule Approved by Department, Agency or Division Representative

Date

12-1-85

Signature

[Handwritten Signature]

Typed Name

Title

Schedule Authorized by State Archivist

FEB 22 1986

Date

Signature

[Handwritten Signature: Edward C. Pappas]