

MVA INFO SYS. CENT. 26.02.14	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
TECHNICAL SERVICES-GLEN BURNIE		
Division or Unit		

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
93W144	FAMILY PLANNING CASE FILES	1402	6	1986-89	6	1/00	RECYCLE
93W145	FAMILY PLANNING CASE FILES	1402	6	1981-1989	1	1/00	RECYCLE
94W117	FAMILY PLANNING CASE FILES	1518	6	1983-89	1	1/00	RECYCLE
95W913	MISC. ACCOUNTING RECORDS	834	E	1993-94	1	1/00	RECYCLE
951437	M.H. & ADDICTIONS RECEIPT BOOKS	834	E	12/93-6/94	4	1/00	RECYCLE
95W1438	RECEIPT BOOKS	834	E	2/27/89-3/29/94	1	1/00	RECYCLE
96W122	CHARGE SLIPS	834	E	4/94-7/94	1	1/00	RECYCLE
96W198	MISC. ACCOUNTING RECORDS	834	E	1993-94	2	1/00	RECYCLE
96W1216	BC REIMBURSEMENT CHECKS	1518	19	1991-93	1	1/00	RECYCLE
97W197	RECEIPT BOOKS	834	E	1994	3	1/00	RECYCLE
97W465	CLIENT CASE FILES	1518	10	1993-1994	3	1/00	RECYCLE
97W801	CLIENT CASE FILES	1518	10	1992-94	3	1/00	RECYCLE
97W1077	RECEIPT BOOKS	834	1E	1994	2	1/00	RECYCLE
94W707	PEDIATRIC CASE FILES	1518	1	1974-1975	1	1/00	RECYCLE
97W1130	RECEIPT BOOKS	834	1E	1994	1	1/00	RECYCLE
97W198	RECEIPT BOOKS	834	E	1994	2	1/00	RECYCLE
98W561	CLIENT CASE FILES	1518	21	1988-1994	12	1/00	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

_____ Records Center Manager June 30, 2000 _____
 Title Date Signature

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 93W144	DATE REC'D 8-11-92
B. DIVISION/UNIT ODENTON HEALTH CENTER			RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 54 27	NO. OF CU. FT. 6
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-6	FAMILY PLANNING CASE FILES INCLUSIVE 1986 - 1989 BOX 1 A-B BOX 2 CAL-FL BOX 3 FO-G BOX 4 HO-M BOX 5 MC-R BOX 6 S-T	1402,6,2000 <i>Jan.</i> <i>DISPOSAL</i> <i>5/30/00</i> <i>LJS</i>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401</p>	<p>ACCESSION NO. 93W145</p>	<p>DATE REC'D 8-11-92</p>
<p>B. DIVISION/UNIT PAROLE HEALTH CENTER</p>	<p>RM CODE 11.03.02</p>	
<p>C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401</p>	<p>LOCATION RANGE SECTION(S) 5 35</p>	<p>NO. OF CU. FT. 1</p>
<p>D. PHONE NO. ANN HARRINGTON 222-7054</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>X 1.</p>	<p>FAMILY PLANNING CASE FILES INCLUSIVE 1981-89 H THRU J</p>	<p>1402, 6, 1999 1/00</p>

*Di...
4-11-00*

EX

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT 3 HARRY S TRUMAN PKWY ANNAPOLIS MD 21401		ACCESSION NO. 94W117	DATE REC'D 7-29-93
B. DIVISION/UNIT ODENTON HEALTH CENTER		RM CODE 11.03.02	
C. MAILING ADDRESS 3 HARRY S TRUMAN PKWY ANNAPOLIS, MD 21401		LOCATION RANGE SECTION(S) 12 9	NO. OF CU. FT. 1
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	FAMILY PLANNING CASE FILES B-Z 1983-1989	1518, 6, 1/2000

*DISPOSAL
4-13-00*

R-1
S-18

1 space

E
X

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE 709-1378)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD 21401		ACCESSION NO. 95WR437	DATE REC'D 5-3-95
B. DIVISION/UNIT OPEN DOOR LANGLEY M.H. & ADDICTIONS		LOCATION RANGE SECTION(S) 8 19	RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		NO. OF CU. FT. 4	
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 5 4	M.H. & ADDICTIONS RECEIPT BOOKS 12/93 - 6/94 1. 430550 - 450350 2. 450400 - 453450 3. 453500 - 466199 4. 466200 - 471699	834, E, 1/1995 - 2000

Disposal
4-2-00

ZE

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 95WR438	DATE REC'D 5-3-95
B. DIVISION/UNIT SACIS			RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 8 19	NO. OF CU. FT. 1
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Receipt Books (2/27/89 - 3/29/94) 116 Forms and Bank Deposit Slips (4/11/89-12/21/93)	834, E, 1/2000

*DISPOSED
4-12-00*

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 96W122	DATE REC'D 8-31-95
B. DIVISION/UNIT ANNAPOLIS HEALTH CENTER		RM CODE 11.03.02	
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 32 29	NO. OF CU. FT. 1
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	CHARGE SLIPS (RECEIPTS)-APRIL 1994-JULY 1994	834, E, 1/2000 <i>Disposed Date 4/10/00 DZ</i>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

3/26/96

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 96W1198	DATE REC'D 4-9-96																																																				
B. DIVISION/UNIT GLEN BURNIE HEALTH CENTER			RM CODE 11-03.02																																																				
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE 8 SECTION(S) 35	NO. OF CU. FT. 2																																																				
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER																																																					
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER																																																					
2. BOX NUMBERS 1062	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS ACCOUNTING RECORDS - RECEIPT <table border="1"> <thead> <tr> <th>RECEIPT NUMBERS</th> <th>DATES</th> </tr> </thead> <tbody> <tr><td>1. 383950 - 383999</td><td>2/10/93 - 9/29/93</td></tr> <tr><td>2. 404500 - 404549</td><td>5/24/93 - 1/19/94</td></tr> <tr><td>3. 432650 - 432699</td><td>11/5/93 - 12/30/93</td></tr> <tr><td>4. 440550 - 440599</td><td>12/30/93 - 2/16/94</td></tr> <tr><td>5. 449750 - 449799</td><td>2/16/94 - 4/5/94</td></tr> <tr><td>6. 462000 - 462049</td><td>4/19/94 - 5/11/94</td></tr> <tr><td>7. 462100 - 462149</td><td>5/12/94 - 5/26/94</td></tr> <tr><td>8. 464900 - 464949</td><td>5/26/94 - 6/9/94</td></tr> <tr><td>9. 464950 - 464999</td><td>6/9/94 - 6/21/94</td></tr> <tr><td>10. 465000 - 465049</td><td>6/21/94 - 7/31/94</td></tr> <tr><td>11. 465100 - 465149</td><td>5/25/94 - 6/20/94</td></tr> <tr><td>12. 465500 - 465599</td><td>11/23/94 - 12/22/94</td></tr> <tr><td>13. 465600 - 465649</td><td>5/3/94 - 7/13/94</td></tr> <tr><td>14. 465650 - 465699</td><td>5/25/94 - 8/11/94</td></tr> <tr><td>15. 465700 - 465749</td><td>6/16/94 - 5/16/94</td></tr> <tr><td>16. 465800 - 465849</td><td>7/13/94 - 7/28/94</td></tr> <tr><td>17. 475200 - 475249</td><td>6/14/94 - 8/16/94</td></tr> <tr><td>18. 475250 - 475299</td><td>7/28/94 - 8/10/94</td></tr> <tr><td>19. 484700 - 484749</td><td>8/16/94 - 9/14/94</td></tr> <tr><td>20. 484750 - 484799</td><td>8/12/94 - 10/17/94</td></tr> <tr><td>21. 484800 - 485049</td><td>8/25/94 - 9/1/94</td></tr> <tr><td>22. 485050 - 485099</td><td>9/1/94 - 9/16/94</td></tr> <tr><td>23. 485100 - 485149</td><td>9/14/94 - 10/11/94</td></tr> <tr><td>24. 485150 - 485199</td><td>9/16/94 - 10/6/94</td></tr> <tr><td>25. 485200 - 485249</td><td>10/11/94 - 10/26/94</td></tr> </tbody> </table>		RECEIPT NUMBERS	DATES	1. 383950 - 383999	2/10/93 - 9/29/93	2. 404500 - 404549	5/24/93 - 1/19/94	3. 432650 - 432699	11/5/93 - 12/30/93	4. 440550 - 440599	12/30/93 - 2/16/94	5. 449750 - 449799	2/16/94 - 4/5/94	6. 462000 - 462049	4/19/94 - 5/11/94	7. 462100 - 462149	5/12/94 - 5/26/94	8. 464900 - 464949	5/26/94 - 6/9/94	9. 464950 - 464999	6/9/94 - 6/21/94	10. 465000 - 465049	6/21/94 - 7/31/94	11. 465100 - 465149	5/25/94 - 6/20/94	12. 465500 - 465599	11/23/94 - 12/22/94	13. 465600 - 465649	5/3/94 - 7/13/94	14. 465650 - 465699	5/25/94 - 8/11/94	15. 465700 - 465749	6/16/94 - 5/16/94	16. 465800 - 465849	7/13/94 - 7/28/94	17. 475200 - 475249	6/14/94 - 8/16/94	18. 475250 - 475299	7/28/94 - 8/10/94	19. 484700 - 484749	8/16/94 - 9/14/94	20. 484750 - 484799	8/12/94 - 10/17/94	21. 484800 - 485049	8/25/94 - 9/1/94	22. 485050 - 485099	9/1/94 - 9/16/94	23. 485100 - 485149	9/14/94 - 10/11/94	24. 485150 - 485199	9/16/94 - 10/6/94	25. 485200 - 485249	10/11/94 - 10/26/94	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 834 E, 1/ 2000 <i>Disposal by 4-2-00</i>
RECEIPT NUMBERS	DATES																																																						
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 96W1216	DATE REC'D 4-9-96
B. DIVISION/UNIT HOME HEALTH			RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 18 30	NO. OF CU. FT. 1
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 OF 1	BC REIMBURSEMENT CHECKS (COPIES) (HH) FY' 91 FY' 92 FY' 93 HH MEMOS '90-94 HH ADVISORY MINUTES '88-93 HH CERTIFICATION MEMOS HH "LIMO" LIST & REGS PS & R REPORTS ELECTRONIC BILLING HH '92 BAD DEBTS HH '89-91 MEDICARE VERIFICATION FORM #486 INFO.	1518,19, 1/2000

Disposal 6-2-00

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401	ACCESSION NO. 97W197	DATE REC'D 8-28-96
		RM CODE 1103.02
B. DIVISION/UNIT ANNAPOLIS MENTAL HEALTH	LOCATION RANGE SECTION(S) 15 7	NO. OF CU. FT. 3
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		RECORDS CENTER MANAGER
D. PHONE NO. ANN HARRINGTON 222-7054	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-3	RECEIPT BOOKS INCLUSIVE 1994	834, E, 1/2000 <i>Disposal 5-13-00</i>

E X
 DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE-789-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 97W465	DATE REC'D 10-28-96
B. DIVISION/UNIT GLEN BURNIE MENTAL HEALTH		LOCATION RANGE SECTION(S) 33 12	RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401			NO. OF CU. FT. 3
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
14 1063	CLIENT CASE FILES INCLUSIVE 93-94 BOX 1 A - AU BOX 2 BE - BR BOX 3 BAIL - BEL BOX 4 BR - BY	1518, 10, 1/2000 <i>Disposed 4/10/00 DWR</i>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD 21401		ACCESSION NO. 97W801	DATE REC'D 3-10-97
B. DIVISION/UNIT ANNAPOLIS MENTAL HEALTH		LOCATION RANGE SECTION(S) 2 33	RM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		NO. OF CU. FT. 3	
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 - 3	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLIENT CASE FILES INCLUSIVE 92-94 BOX 1 SEV - SM BOX 2 SMITH, RO - WAHL BOX 3 WALT - ZELL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1518, 10, 1/2000	

*Disposal
 4/15/00*

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 97W1077	DATE REC'D 5-6-97
B. DIVISION/UNIT GLEN BURNIE MENTAL HEALTH		LOCATION RANGE SECTION(S) 53 35	IRM CODE 11.03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		NO. OF CU. FT. 2	
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 2	RECEIPT BOOKS INCLUSIVE 1994 BOX 1 236-270 BOX 2 271-299	834, 1E, 1/2000 DISPOSAL 5/30/00 LJS

EX

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 94W707	DATE REC'D 2-7-94
B. DIVISION/UNIT RECORDS MANAGEMENT		RM CODE 11.03.02	
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 1 10	NO. OF CU. FT. 1
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	PEDIATRIC CASE FILES. INCLUSIVE 1974 @ 1975 B - C	1518, 1, 2000 DISPOSAL 45.00

E

DEPARTMENT OF GENERAL SERVICES—STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD 21401		ACCESSION NO. 97W1130	DATE REC'D 5-19-97
B. DIVISION/UNIT GLEN BURNIE MENTAL HEALTH		LOCATION RANGE SECTION(S) 1 3	RM CODE 11.0302
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401			NO. OF CU FT. 1
D. PHONE NO. Ann Harrington 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1	RECEIPT BOOKS INCLUSIVE 1994 BOX 1 406 - 442	834, 1E, 1/2000 <i>DISPOSAL 4-5-00</i>	

EX

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 97W198	DATE REC'D 8-28-96
B. DIVISION/UNIT ANNAPOLIS MENTAL HEALTH		RM CODE 11.03.02	
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		LOCATION RANGE SECTION(S) 13 14	NO. OF CU. FT. 2
D. PHONE NO. ANN HARRINGTON 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 - 2	RECEIPT BOOKS INCLUSIVE 1994	834, E, 1/2000

*Disposal
4-14-00*

E X

DEPARTMENT OF GENERAL SERVICES--STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY ANNE ARUNDEL COUNTY HEALTH DEPT. 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401		ACCESSION NO. 98W561	DATE REC'D 12-10-97
B. DIVISION/UNIT OPEN DOOR GLEN BURNIE		LOCATION RANGE SECTION(S) 10 28	RM CODE 11-03.02
C. MAILING ADDRESS 3 HARRY S. TRUMAN PARKWAY ANNAPOLIS, MD. 21401			NO. OF CU FT. 12
D. PHONE NO. Ann Harrington 222-7054		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBER	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
1 - 12	CLIENT CASE FILES INCLUSIVE 88-94 BOX 1 I - JOHN BOX 2 HO - HY BOX 3 JOHNSON - KERN BOX 4 LEI - LLOY BOX 5 HARR - LEW BOX 6 RIG - SCH BOX 7 LOM - MAN BOX 8 COOK - SCOTT BOX 9 CAIN - GREE BOX 10 MAN - MILL BOX 11 SMITH - WHITE BOX 12 HA - HAR	1518, 21, 1/2000 <i>DISPOSAL 4-13-00</i>	

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Correctional Institution		ACCESSION NO. 94W342	DATE REC'D 9-21-93
B. DIVISION/UNIT Division of Correction			RM CODE 23.05.02
C. MAILING ADDRESS 18601 Roxbury Road Hagerstown, MD 21746		LOCATION RANGE SECTION(S) 8 2	NO. OF CU. FT. 8
D. PHONE NO. 301-733-2800 x341		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Patty Younker, Office Secretary, Psych. Dept.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 thru 8 inclusive	Inactive Psychological Files 1981-1986	12/99 (Dispose of in 13 years) #1406-12 #1 1/00 <i>DISPOSAL</i> <i>4-12-00</i>	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTITIES

<p>a) AGENCY CODE 1. <u>15.02.05</u> 23.05.05</p> <p>b) AGENCY MARYLAND CORRECTIONAL INSTITUTION FOR WOMEN</p> <p>c) DIVISION/UNIT DIVISION OF CORRECTION COMMITMENT OFFICE</p> <p>d) MAILING ADDRESS P. O. BOX 535 JESSUP, MARYLAND 20794</p> <p>e) AGENCY OFFICIAL JACQUETTA WILLIAMS <i>JWB</i> PHONE NO. 799-5550 (X400) CORRECTIONAL RECORDS SUPERVISOR</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">ACCESSORY # 89W741</td> <td style="width: 50%; text-align: center;">DATE REC'D 1-25-89</td> </tr> <tr> <td style="text-align: center;">LOCATION RANGE 7</td> <td style="text-align: center;">NO. OF CU. FT. 23</td> </tr> <tr> <td style="text-align: center;">SECTION(S) 17</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">RECORDS CENTER MANAGER</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	ACCESSORY # 89W741	DATE REC'D 1-25-89	LOCATION RANGE 7	NO. OF CU. FT. 23	SECTION(S) 17		RECORDS CENTER MANAGER	
ACCESSORY # 89W741	DATE REC'D 1-25-89								
LOCATION RANGE 7	NO. OF CU. FT. 23								
SECTION(S) 17									
RECORDS CENTER MANAGER									

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1 - 23	1984 CLOSED BASEFILES JANUARY, 1984 thru DECEMBER, 1984	<p>Sh. #280</p> <p>Item #3</p> <p>1/04</p> <p>14066</p> <p>#1</p> <p>1/00</p> <p><i>Did not</i></p> <p><i>4-11-00</i></p>

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES)

1984 CLOSED BASEFILES

BOX NUMBERCONTENTS

1	ADAM, KIMBERLY	-	BEASLEY, GLORIA
2	BELL, BARBARA	-	BROWN, ANITA
3	BROWN, BETTY	-	BULLOCK, MARIA
4	BUNCH, VERONICA	-	CARTER, TRACIE
5	CASTRANDA, DEBORAH	-	COURTNEY, BELINDA
6	CRABTREE, ELEANOR	-	DUENO, PAULA
7	FAULK, LEANN	-	GANT, ROBIN
8	GILES, CAROLINE	-	GREENE, BARBARA
9	GREGORY, JOSIE	-	HILL, WINIFRED
10	HINES, MARY	-	HUTT, ANNETTE
11	JACKSON, ANGELA	-	JONES, JENNIFER
12	JONES, MONA	-	KING, SHIRLEY
13	KING, SHELLEY	-	LOVINGS, DARLENE
14	MCCLAIN, VALERIE	-	MATHEW, JEANETTE
15	MAWSON, CHERYL	-	NICHOLS, LORETTA
16	ODOM, PAMELA	-	POPE, CATHERINE
17	PRICE, DEBORAH	-	RIDLEY, LOUISE
18	ROBINSON, ANNETTE	-	SHERMAN, GLENDA
19	SIMMONS, RUBY	-	SMOOT, LINDA
20	SOPER, ROXANNE	-	SWAIN, Barbara Ann
21	TATUM, OLIVIA	-	WALLY, MARY
22	WEAVER, JOAN	-	WIGGINS, SHARON
23	WHITE, MOLLIE	-	ZIMMERMAN, BRENDA

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE - 786-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Treasurer's Office		ACCESSION NO. 96W1681	DATE REC'D 6-19-96
B. DIVISION/UNIT Insurance Division			RM CODE 27.01
C. MAILING ADDRESS 80 Calvert Street, Rm 109 Annapolis, Md 21401		LOCATION RANGE SECTION(S) 169 22-23	NO. OF CU. FT. 45
D. PHONE NO. 410-974-3533		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Judy Smith		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	1993 - INSURANCE CLAIM FILE	1529, 4B 7/30/00
2	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
3	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
4	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
5	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
6	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
7	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
8	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
9	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
10	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00

DISPOSAL
8/11/00
LJS

11	1993 - INSURANCE CLAIM FILE	1529, 4B 7/30/00
12	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
13	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
14	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
15	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
16	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
17	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
18	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
19	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
20	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
21	1993 - INSURANCE CLAIM FILE	1529, 4B 7/30/00
22	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
23	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
24	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
25	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
26	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
27	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00

28	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
29	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
30	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
31	1993 - INSURANCE CLAIM FILE	1529, 4B 7/30/00
32	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
33	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
34	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
35	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
36	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
37	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
38	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
39	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
40	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
41	1993 - INSURANCE CLAIM FILE	1529, 4B 7/30/00
42	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
43	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
44	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00
45	1993 - INSURANCE CLAIM FILES	1529, 4B 7/30/00

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at College Park	ACCESSION NO. 95W87	DATE REC'D 7-27-94
B. DIVISION/UNIT Aerospace Engineering Glenn L. Martin Wind Tunnel	FM CODE 28.01.03	
C. MAILING ADDRESS Glenn L. Martin Wind Tunnel University of Maryland Bldg. 081 - Room 2102 College Park, Maryland 20742-3215	LOCATION RANGE SECTION(S) 104 28	NO. OF CU. FT. 4
D. PHONE NO. (301) 405-6861	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Jewel B. Barlow	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1-4	Budget and Fiscal Planning Records January 1, 1987 to June 30, 1991	Schedule #780 Item # 4d-e Disposal Date: July 1997 DISPOSAL 7/13/00 LSS

28.04	MHEC	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
	Reporting Agency		
	STATE SCHOLARSHIP ADMIN		
	Division or Unit		

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
95W1053	GENERAL PROGRAM	1206A-1	1	1992-93	3	8/00	RECYCLE
95W254	ACCOUNTING	623	1	1988-91	4	8/00	RECYCLE
95W253	FINANCE/FACILITIES	611	3	1985-91	7	8/00	RECYCLE
95W252	GENERAL	1206A-1	35	80-81 THRU 92-23	35	8/00	RECYCLE
97W1105	DELEGATE SCHOLAR	1831	1	93/94	1	8/00	RECYCLE
97W1106	TOLBERT MEMORIAL	1831	11	1993-1995	4	8/00	RECYCLE
99W117	STARS RECONCILIATION	1885	1C,1E	1995-97	2	8/00	RECYCLE
99W119	DISTINGUISHED SCHOL.	1973	1	1989-90 - 1990-91	9	8/00	RECYCLE
99W120	DISTING. SCHOLAR	1973	1	1991-94	4	8/00	RECYCLE
00W460	DISTING. SCHOLAR	1973	1	1989-96	4	8/00	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

 Signature
 DGS 550-2 (Rev. 1/93)

 Records Center Manager
 Title

 December 30, 2000
 Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 766-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 36.09.00 1. Maryland Higher Education Commission		ACCESSION NO. 95W254	DATE REC'D 8-19-94
B. DIVISION/UNIT			RM CODE 28.04
C. MAILING ADDRESS The Jeffrey Building 16 Francis Street Annapolis, MD 21401		LOCATION RANGE SECTION(S) 105 16	NO. OF CU. FT. 4
D. PHONE NO. (410) 974-2971		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Z		
1 Z	Accounting - VA FY88	Schedule 623 Item #1 Disposal date: 7/01/2000
2 Z	" VA FY89	
3 Z	" VA FY90	
4 Z	" VA FY91	

Handwritten signature and date: 8-19-94

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE- 799-1379)

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO. 95W252	DATE REC'D 8-19-94
B. DIVISION/UNIT State Scholarship Administration		RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) 108 20-21	NO. OF CU. FT. 35
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cis Whittington	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
H	General State Scholarship Program [AY80-81 thru AY92-93] Miscellaneous Student Files	Schedule 1206A-1 Item #1 Disposal Date: 07/01/2000
<ul style="list-style-type: none"> ✓1 Teachers of the Deaf AY80-81 ✓2 Year-End Summary AY85-89; Late GSS Awards/Funds Summary/Tentative Applicants AY89-90 ✓3 Administrative-Annual Reports AY85-89 ✓4 Validation Edit 87-88; UMCP Repackaging 92-93; Late FAF Edit 92-93; Miscellaneous correspondence ✓5 Administrative Files AY88 ✓6 Ineligibles AY88-89 ✓7 Ineligibles AY88-89 ✓8 Packaging/Late Awards/Final Edits AY89-90 ✓9 Packaging/Final Edits and Funding AY90-91 ✓10 Packaging Districts 11-47 AY90-91 ✓11 Edit Tracking Letters AY90-91 ✓12 Edits Reports AY91-92 ✓13 Edits Reports AY91-92 ✓14 CEs and Edits AY91-92 ✓15 Residency (A-R) AY91-92 ✓16 Residency (S-Z) AY91-92 ✓17 VA Bond Calculation; Late FAF Renewals; Reciprocity; Desert Storm AY91-AY93 ✓18 CEs and Edit Responses AY92-93 ✓19 Edit Letters; C6s; PO Boxes; Out-of-State AY92-93 ✓20 Edits AY92-93 ✓21 Edits/Residency AY92-93 	<div style="font-size: 2em; font-family: cursive; text-align: center;"> [Handwritten Signature] 2-2-00 </div>	

General State Scholarship Program
[AY80-81 thru AY92-93]

Miscellaneous Student Files

22	Final Packaging and Funding (AY91-92)
23	Student Letters, GSS Late Awards, Audit Reviews, Need Manual (AY89-90 thru AY91-92)
24	Packaging Late Awards, GSS Funding Late Awards (AY91-92)
25	Final Packaging and Funding (AY92-93)
26	Final Packaging, Senatorial Renewals (AY92-93)
27	DS Test, DS Software Development (AY92-93)
28	Student Letters, Audit Reviews, Need Manual (AY92-93)

Verification Process Letters (AY92-93)

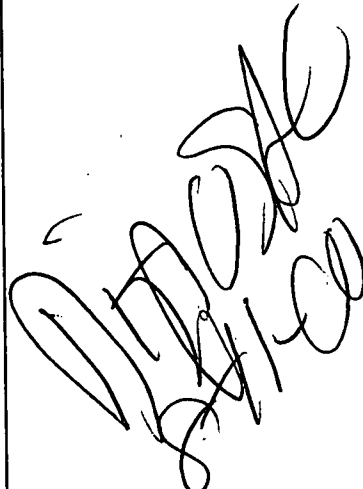
29	A - Cella
30	Ce - Ford
31	For - Jal
32	Jen - Me
33	Mc - Pi
34	Pl - S
35	T - Z

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE- 799-1379)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. 97W1105	DATE REC'D 5-13-97
B. DIVISION/UNIT State Scholarship Administration			RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 14 29	NO. OF CU. FT. 1
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
I 1	Delegate Scholarship Program (AY1993 thru 1994) General Correspondence and Fund Balances	Schedule 1831 Item #13 Disposal Date: 07/01/2000 	

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE- 799-1379)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. 97W1106	DATE REC'D 5-13-97
B. DIVISION/UNIT State Scholarship Administration			RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 14 29	NO. OF CU. FT. 4
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO. DISPOSAL DATE	
H 1 2 3 4	Tolbert Memorial Grant Program (AY1993 thru 1995) <u>Student Award Information</u> Fall 94-95 Spring 94-95 Spring 94-95 Summer 94-95	Schedule 1831 Item #11 Disposal Date: 07/01/2000 <i>[Handwritten Signature]</i>	

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Md. Higher Education Commission	Accession No. 99W117	Date Rec'd 8-26-98 RM Code 28-04
B. Division/Unit Management Services	Location Range Section(s) 42 32	No. of Cu. Ft. 2
C. Mailing Address 16 Francis St. Annapolis MD 21401	D. Phone No. 410-974-2971, ext. 184	
E. Agency Official Carla M. Rich	Records Center Manager To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1 2	Monthly STARS Reconciliations (April ^{July} , 1996 - April, 1997) Purchase Orders (F495)	Schedule 1885 Item 1C Disposal Date June, 2000 July Schedule 1885 Item 1E Disposal Date June, 2000 July 2000
<div style="border: 1px solid black; border-radius: 50%; width: 80%; margin: auto; padding: 20px;"> <p style="font-size: 2em; margin: 0;">Dropped 8/23/00 MPL</p> </div>		

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794(TELEPHONE- 410-799-1379)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO.	DATE REC'D 8-26-98
B. DIVISION/UNIT State Scholarship Administration		99W119	RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 70 23	NO. OF CU. FT. 9
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
K	Distinguished Scholar Program (AY89-90 and AY90-91) Achievement	Schedule 1831-A1973 Item #1 Disposal Date: 07/01/2000
	DS High School Submissions (Applications)	DISPOSAL 8/11/00 LIS
1	A - D (91)	
2	D - M (91)	
3	M - S (91)	
4	T - Y (91) and A - B (90)	
5	B - G (90)	
6	H - P (90)	
7	Q - Y (90)	
	DS Student Files - Awarded	
8	A - L	
9	M - Y	

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794(TELEPHONE- 410-799-1379)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission	ACCESSION NO.	DATE REC'D 8-26-98
B. DIVISION/UNIT State Scholarship Administration	99W120	RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401	LOCATION RANGE SECTION(S) 42 32	NO. OF CU. FT. 4
D. PHONE NO. (410) 974-5370	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carla Rich	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
H 1 2 3	Distinguished Scholar Program 1992 Applications submitted by high schools Aberdeen - Dematha Delone Catholic - Heights School Hereford - Quince	Schedule 4831 -A 1973 Item #1 Disposal Date: 07/01/2000
4	Delegate Scholarship Program (AY91 - AY94) Delegate Awards	

*Disposal
8/20/00
MMR*

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794(TELEPHONE- 410-799-1379)

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Higher Education Commission		ACCESSION NO. 00W 460	DATE REC'D 10-13-99
B. DIVISION/UNIT State Scholarship Administration			RM CODE 28.04
C. MAILING ADDRESS 16 Francis Street Annapolis, Maryland 21401		LOCATION RANGE SECTION(S) 40 25	NO. OF CU. FT. 4
D. PHONE NO. (410) 974-5370		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gerrie Ohrmann		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
B	Distinguished Scholar Program (Achievement) Student Files - Awarded AY 89 - AY 96	Schedule 1973 Item #1 Disposal Date: 07/01/2000
1	Applied 1991 Graduated 1996 A - K (9300)	DISPOSAL 8/22/00 LSS
2	Applied 1991 Graduated 1996 L - Z (9300)	
3	High School - Alpha (Talent) School Nomination Forms, Judges Evaluation Sheets, Judges Decision Sheets.	
4	Miscellaneous Student Files Talent/Achievement Reports	

E.

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland @ Baltimore		ACCESSION NO. 96W1338	DATE REC'D 4-23-96
B. DIVISION/UNIT Office of Human Services			RM CODE 28.01.05.01
C. MAILING ADDRESS 737 West Lombard Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) 116 18-19	NO. OF CU. FT. 33
D. PHONE NO. (410) 706-7171		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Beverly Bell / <i>Beverly Bell</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 - 33	Employment Records (1527) FY 1993 Disposal Date 12/31/99 Agency Code - 36.02.21 See attached schedule	#1527 #1 1/00 <i>202400</i>	

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. University of Maryland at Baltimore		ACCESSION NO. 96W22	DATE REC'D 8-1-95
B. DIVISION/UNIT Budget and Financial Support Services			RM CODE 28.01.05.02
C. MAILING ADDRESS Room 243 737 West Lombard Street Baltimore, Maryland 21201		LOCATION RANGE SECTION(S) 112 18	NO. OF CU. FT. 21
D. PHONE NO. 410-706-6048		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Elizabeth A. Light		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
	General Accounting Records (1429) See attached list	#1429 #1 7/00 DISPOSAL 8-9-00

2. Box Numbers	3. Description of Records with inclusive dates	4. Disposal Authority (Schedule, Item #, Disposal date)		
1	JV & IDT audits FY 93 Central service report FY 86-89 Terminated employee files	1429	1	6/30/00
2	Ledger sheets FY93 13-000 to 85-000	1429	1	6/30/00
3	Ledger sheets FY93 03-315 to 09-110	1429	1	6/30/00
4	Ledger sheets FY93 00-000 to 03-308	1429	1	6/30/00
5	Ledger sheets FY93 03-309 to 03-314	1429	1	6/30/00
6	AMO95 and AMO61 12-31-92	1429	1	6/30/00
7	AMO95 and AMO61 3-31-93	1429	1	6/30/00
8	AMO95 and AMO61 6-32-93	1429	1	6/30/00
9	ROO30 Space Inventory FY93	1429	1	6/30/00
10	Capital Equipment FY93 Building Improvements	1429	1	6/30/00
11	Salary Reports Period 2 Dentistry - SW	1429	1	6/30/00
12	Salary Reports Period 1	1429	1	6/30/00
13	Effort Reports Period 1 Nurs., Pharm., SW, MIEMSS, HSL	1429	1	6/30/00
14	Effort Reports Period 2 - all non-medicine	1429	1	6/30/00
15	<i>Salary Reports Period 1 - Medicine</i> Salary Reports Period 2 - Accumulated Salary Reports	1429	1	6/30/00
16	Effort Reports Period 2 - Medicine	1429	1	6/30/00
17	Salary Reports - full year	1429	1	6/30/00
18	Salary Reports - full year / Space R0030	1429	1	6/30/00
19	Effort Reports Period 1 Dent., Law, Med.	1429	1	6/30/00
20	Plant Fund Records	1429	1	6/30/00
21	Salary Reports period 1 Non-Medicine	1429	1	6/30/00

E

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Charles County Community College	Accession No. 94W643	Date Rec'd 12-15-93
		RM Code 28-03-01
B. Division/Unit Human Resources Department (HRD)	Location Range Section(s) 104 9	No. of Cu. Ft. 1
C. Mailing Address P.O. Box 910 La Plata, MD 20646-0910	Records Center Manager	
D. Phone No. (301) 870-3008 ext. 759 (Cindy Craig)	To Be Completed At State Records Management Center	
E. Agency Official Shirley Williams		

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
1	Permanent Personnel Records - 1989	Schedule #1530 Item #1 Disposal 12/1999 1/00 DISPOSAL 7/11/00 LSS

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Charles County Community College		ACCESSION NO. 97W1043	DATE REC'D 4-28-97
B. DIVISION/UNIT College Services/Financial Assistance		LOCATION RANGE SECTION(S) 55 3	RM CODE 28.03.01.01
C. MAILING ADDRESS P.O. Box 910 La Plata, Maryland 20646-0910			NO. OF CU. FT. 6
D. PHONE NO. (301) 934-2251 ext. 7531		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Chad A. Norcross, Director of Financial Asst.		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	STUDENT FINANCIAL ASSISTANCE RECORDS 1993-94 SCHOOL YEAR, INCLUSIVE DATES 7/1/93 - 6/30/94 Box # 1 is A - CLYBURN	Schedule #1531 Item #1 Disposal Date: 7/1/00
2	Same as above, alpha COBEY thru GRAYSON	same
3	same as above, alpha GREEN thru KUMBAR	same
4	same as above LACEY thru OXENDINE	same
5	Same as above PACHECO thru SOMMERVILLE	same
6	same as above SORRELLS thru ZWOLNKIEWICZ	same

F

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

1. Agency MARYLAND DEPARTMENT OF THE ENVIRONMENT	Accession No. 99W1056	Date Rec'd 6-24-99
		RM Code 31-10
2. Division/Unit AESA - Fiscal Services	Location Range Section(s) 1 11	No. of Cu. Ft. 5
3. Mailing Address 2500 Broening Hwy. Baltimore, MD 21224	Records Center Manager	
4. Phone No. 410-631-3142	To Be Completed At State Records Management Center	
5. Agency Official VALERIE BURLEY		

Box numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
4.	Payroll Registers 390101-05 F496	11881C 7/1/00
5.	Payroll Registers 390106-10 F496	11881C 7/1/00
6.	Payroll ETR'S 390101-10 12/95-6/96 F496	11881C 7/1/00
7.	Payroll ETRIS 390101-10 6/95-12/95 F496	11881C 7/1/00
8.	Payroll Contract Timesheets-Misc. F496 (390101-05)	11881C 7/1/00

Handwritten signature and date:
D. J. [unclear]
8-28-00

E

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Dept. of the Environment Water Management Administration		Accession No. 93W1447	Date Rec'd 5-5-93
			RM Code 31.11
B. Division/Unit Inspection and Compliance Program		Location Range Section(s) 155 15-19	No. of Cu. Ft. 144
C. Mailing Address 2500 Broening Highway Building 30 Baltimore, MD 21224			
D. Phone No. (410) 631-3532		Records Center Manager	
E. Agency Official John Starkloff / Debbie Rodney		To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule. Item No. Disposal Date
85 122	Item No. 1: State and Local Approval Files	Sched. #1537
86 123	File series contains approved plans; all inspection reports concerning sediment and erosion control and stormwater management; all correspondence pertaining to a particular project; photos documenting violations; etc.	Item #1
88 124		April, 2000
89 125		July 2000
90 126		
94 127		
95 129		
96 130	BOX NUMBERS (continued)	
97 131	147 169 186 204 225	
98 132	148 170 187 205 226 256	
99 133	149 171 188 206 227 257	
100 134	150 172 189 207 228 258	
106 135	152 173-A 190 208 229 259	
107 136	153 173-B 191 209 230 260	
108 137	154 174 192 210 231	
109 138	155 175 194 211 232	
110 139	158 176 195 212 233	
111 140 A+B	159 177 196 213 234	
113 142	160 179 197 214 236	
115 143	161 180 198 215 237	
116 144 A+B	162 181 199 216 239	
117 145	163 182 200 217 251	
118 A+B	146 A 164 183 201 218 252	
120	146 B 165 184 202 219 253	
121 CONT.	166 185 203 221 254	
		224 255

*Missing
Box #146-B
DISPOSAL
8/9/00
LSS

118-0A
118-0B
214-A
144-B

157
220
222
223
235
240
244

~~118~~

R-155

S-15-~~20~~19

missing B 146 B

144 cuft.

R155 18 cuft empty

S19-20

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

E

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Dept. of the Environment Water Management Administration	Accession No. 93W1448	Date Rec'd 5-5-93
		RM Code 31.11
B. Division/Unit Inspection and Compliance Program	Location Range Section(s) 113 19	No. of Cu. Ft. 9
C. Mailing Address 2500 Broening Highway Building 30 Baltimore, MD 21224	D. Phone No. (410) 631-3532 Records Center Manager	
E. Agency Official John Starkloff / Debbie Rodney	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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241 242 243 245 246 247 248 249 250	Item No. 2: Civil Penalty Files File series contains original Field Investigation Reports, demand letters, civil penalties, photographs, site complaints, correspondence documenting violations, consent orders, etc.	Sched. #1537 Item #2 April, 2000 7/00 Original 8/500
---	--	--

R-113

S-19

1 empty

R113

S19

E

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Dept. of the Environment Water Management Administration	Accession No. 93W1572	Date Rec'd 5-17-93
		RM Code 31.11
B. Division/Unit Inspection and Compliance Program	Location Range Section(s) 116 24	No. of Cu. Ft. 7
C. Mailing Address 2500 Broening Highway Building 30 Baltimore, MD 21224	Records Center Manager	
D. Phone No. (410) 631-3532	To Be Completed At State Records Management Center	
E. Agency Official John Starkloff / Debbie Rodney		

2. Box Numbers	3. Description of Records with Inclusive Dates	Disposal Authority Schedule, Item No. Disposal Date
----------------	--	---

157 220 222 223 235 240 244	Item No. 1: State and Local Approval Files File series contains approved plans; all inspection reports concerning sediment and erosion control and stormwater management: all correspondence pertaining to a particular project; photos documenting violations, etc.	Sched. # 1537 Item # 1 July, 2000 <i>[Handwritten signature]</i>
---	---	---

R-116

S-24

1 empty

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Department of Juvenile Services		ACCESSION NO. 93W565	DATE REC'D 10-21-92
DIVISION/UNIT Planning, Research and Management Information Services Unit			RM CODE 32.01
MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 115 24	NO. OF CU. FT. 3
PHONE NO. 333-6776		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Lakshmi Iyengar		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#24 #25 #26	Population Data Jan. - Dec., 1989 Population Data Cont'd. July - Dec., 1989 Population Data July - Dec., 1989 Cont'd.	<i>1/00</i> 1383,8, (12/99) 1383,8, (12/99) 1383,8, (12/99)

*DISPOSAL
9-24-00*

~~R-118~~
~~S-3-5~~

R-115
S-24

2 ~~█~~ empties

E

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Department of Juvenile Services		ACCESSION NO. 93W566	DATE REC'D 10-21-92
DIVISION/UNIT Planning, Research and Management Information Services Unit			RM CODE 32.01
MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 115 24	NO. OF CU. FT. 2
PHONE NO. 333-6776		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Lakshmi Iyengar		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
#20 #21	Needs Survey Cont'd. thru ^{Sep.} Aug., 1989 Needs Survey Cont'd. Sept., 1989	1383,8, (8/99) 1383,8, (9/99) 1/00 DP/STAC 7-24-00

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Justice	Accession No. 99W461	Date Rec'd 12-17-98 RM Code 32.02
B. Division/Unit Office of Personnel Management	Location Range Section(s) 41 11	No. of Cu. Ft. 8
C. Mailing Address 2323 Eastern Blvd. Baltimore, Maryland 21220	D. Phone No. (410) 780-7808 ext. 206	
E. Agency Official Patricia Hopkins	Records Center Manager To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
1	1989 Inactive Personnel Files Adkins - Byrum	1999 1255-1
2	" " " " Callegary - Dangerfield	Jan-2000
3	" " " " Davenport - Evans	"
4	" " " " Fair - Hunter	"
5	" " " " Jackson - Lumsden	"
6	" " " " Madanick - Poston	"
7	" " " " Rehmert - Surrick	"
8	" " " " Tawes - Zachariah	DISPOSAL 8/22/00 LSD

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>MARYLAND STATE POLICE</i>		ACCESSION NO. <i>99W675</i>	DATE REC'D <i>4-2-99</i>
B. DIVISION/UNIT <i>LICENSING DIVISION</i>		LOCATION RANGE SECTION(S) <i>48 5</i>	RM CODE <i>34.01.06</i>
C. MAILING ADDRESS <i>7751 WASHINGTON BLVD JESSUP, MD. 20794</i>		RECORDS CENTER MANAGER	NO. OF CU. FT. <i>11</i>
D. PHONE NO. <i>(410) 799-0191 EXT 340</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
E. AGENCY OFFICIAL <i>D/Sgt. NICHOLAS PAROS</i>			
2. BOX NUMBERS <i>1-11</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>SECURITY GUARD APPLICATIONS 1995</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>RETAIN FOR 3 YEARS Sch#0971-29 Item#2906-4A Jan. 2000 Microfilm Disposed 7/20/00 Q</i>	

R-48

S-5

1 Empty

RECORDS TRANSMITTAL

AND RECEIPT

34-0108 ~~23-0608~~ E

Accession No.

85W551

Date Received

3-8-85

1. From: (Name, Division, Address or Agency)

Maryland State Police,
Planning & Research Division
1201 Reisterstown, Md
Pikeville, MD 21208

Signature

Title

2. Building and Room

"B"

3. Phone

846-3101 Ext. 267

4. To: State Records Center - Waterloo

State Warehouse
Route 175 at Rt. 1
Jessup, MD. 20794

5. Signature: (Agency Official)

Capt M. L. Krome

6. No. of Cu.Ft.

2

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-27

1

Major Project file, project #'s P-519 thru P-537, inclusive dates 1-24-77 to 6-5-78

Sch # 971-02
Retention Schedule
~~6-1~~-Item P; destroy-
Year 2000 - July

2

Major project file, Project #'s P-538 thru P-556, inclusive dates 9-11-78 thru 1-1-79

Retention schedule
~~6-1~~ 1, Item P, destroy
year 2000 - July

S-19

Duped
has
MAR

(Use Plain Unlined Paper For Continuation Pages)

34.03.03 ✓

Complete at State Records Center

RECORDS TRANSMITTAL

AND RECEIPT

23.02.05

E

Accession No. 84W600	Date Received 3-16-84
--------------------------------	---------------------------------

1. From: (Name, Division, Address or Agency)
 Office of the Fire Marshal
 33 West Washington Street
 Hagerstown, MD 21740

Signature _____
 Title _____

2. Building and Room
 County Office Building
 Room 377

3. Phone
 (301) 791-4758
 Marcom 8-228-4758

4. To: State Records Center

5. Signature: (Agency Official)
Shirley Sewell

6. No. of Cu.Ft.
 1

7. Records Location (Center)	8. Box Numbers	9. Description of Records With Inclusive Dates	10. Disposal Authority (Schedule and Item No.)
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R-18
S-1

6

Fire Investigation Reports
 Allegany and Washington County
 Fiscal Year 1975

~~957-8~~
 1805
~~July 1995~~
 July 2000

Handwritten signature and initials
 2-15-84

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 35.13.00		34.03.04 23-02-05	ACCESSION NO 91W392	DATE REC'D 10-19-90
b) AGENCY Dept. of Public Safety & Corr. Services		LOCATION - RANGE 32		SECTION(S) 29
c) DIVISION/UNIT State Fire Marshal's Office-Southern Region		NO. OF CU FT 1		RECORDS CENTER MANAGER
d) MAILING ADDRESS Box 163, Substation Road Waldorf, Maryland 20601		e) AGENCY OFFICIAL William A. Mitchell <i>W.A. Mitchell</i> Deputy Chief Fire Marshal 843-7049		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE, ITEM NO., DISPOSAL DATE)
1	Charles County Fire Investigations Fiscal Year 1975 08-75-01 thru 08-75-96 Calvert County Fire Investigations Fiscal Year 1975 04-75-01 thru 04-75-74 St. Mary's County Fire Investigations Fiscal Year 1975 18-75-02 thru 18-75-109	957 / 1805 Item #8 June 1995 7/00 <i>Disposal</i> <i>8/22/00</i> <i>MMH</i>

RECORDS TRANSMITTAL E

AND RECEIPT

23-02-04

34.03.05
Complete at State Records Center

Accession No.

85W477

Date Received

1-25-85

Signature

Title

From: (Name, Division, Address or Agency)

OFFICE OF THE STATE FIRE MARSHAL
DISTRICT COURT/MULTI-SERVICE CENTER
3451 Court House Drive, Ellicott City, MD 21043

Building and Room

3. Phone

DISTRICT COURT/MULTI-SERVICE CENTER

(301) 455-8883

4. To: State Records Center

Signature: (Agency Official)

Shirley Lennell

6. No. of Cu.Ft.

4

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-14

S-20
30

- 1 Fire Investigation Reports - FY 1975
Carroll County
- 2 Fire Investigation Reports - FY 1975
#52-165 Howard County
- 3 Fire Investigation Reports - FY 1975
#1-51 Howard County
- 4 Fire Investigation Reports - FY 1975
Frederick County

~~757-8~~
1805
July 1995
7/00

SHIRLEY LENNELL
8-11-00

24.01	MAIF	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
	Reporting Agency		
	FISCAL SUBRO / ARBITRATION		
	Division or Unit		

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
91W1040	GEN ACCOUNTRECORDS	1226	1,6,8	1989	6	8/00	RECYCLE
91W1059	NEGOTIABLE INSTRUME	1226	5	1988	7	8/00	RECYCLE
91W1060	NEG INSTRUMENTS	1226	5	1989	3	8/00	RECYCLE
92W316	FISCAL DEPARTMENT	1226	5	1988	8	8/00	RECYCLE
92W317	FISCAL DEPARTMENT	1226	5	1989	12	8/00	RECYCLE
92W1325	GEN ACCOUNT RECORD	1226	1,8,12	1989	14	8/00	RECYCLE
92W1326	NEG INSTRUMENTS	1226	5	1988	2	8/00	RECYCLE
92W1327	GEN ACCOUNT RECORD	1226	1	1989	2	8/00	RECYCLE
93W51	MISCELLANEOUS	1226	12	1989	1	8/00	RECYCLE
93W340	NEG INSTRUMENTS	1226	8	1988	8	8/00	RECYCLE
93W866	NEG INSTRUMENTS	1226	5	1989	4	8/00	RECYCLE
94W1174	OPERATION BANK REC	1226	1	1988	3	8/00	RECYCLE
95W332	PREMIUM REFUND	1226	11A	1994	6	8/00	RECYCLE
95W1517	PREMIUM REFUND	1226	11A	6.94	4	8/00	RECYCLE
96W385	LITIGATION FILES	1226	30	1994	57	8/00	RECYCLE
96W623	CLAIM MINOR FILES	1226	21		22	8/00	RECYCLE
96W624	CLAIM MINOR FILES	1226	21		11	8/00	RECYCLE
97W1211	JOB POSTING RECORDS	1226	32		5	8/00	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

 Signature
 DGS 550-2 (Rev. 1/93)

 Records Center Manager
 Title

 December 30, 2000
 Date

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1040	DATE REC'D 4-1-91
B. DIVISION/UNIT FISCAL & SUBRO / ARBITRATION			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 103 12	NO. OF CU. FT. 6
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 of 6	SUBRO/ARBITRATION= GENERAL ACCOUNTING RECORDS 1989	#1226 - # 1 JULY 1999
3 of 6	FISCAL - INSURANCE ACCOUNTING RECORDS 1989	#1226 - # 6 JULY 1999
1 of 6	FISCAL - PAYROLL ACCOUNTING RECORDS 1989	#1226 - #8 JULY 1999
		DISPOSAL 7/10/00 LSS

TRANSMITTAL
TRANSDATE: 11/26/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 07/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****

CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
SUBRO / ARBITRATION	GENERAL ACCOUNTING RECORDS	1	2	OF 6
FISCAL	INSURANCE ACCOUNTING RECORDS	6	3	OF 6
FISCAL	PAYROLL ACCOUNTING RECORDS	8	1	OF 6
CONSOLIDATED TOTAL :		6	6	

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1	OF6 ✓ 138	EARLY REQUESTS FOR PAYROLL CHECKS JUNE 1989	WATSON FISCAL	8 DEPART.
2	OF6 ✓ 27	DEPOSITS MAR 1989 - JUN 1989	FRAZIER SUBRO / ARBITRATION	1 DEPART.
3	OF6 ✓ 118	COMM. STATEMENTS/DEC 88 00001-05674 COMM&PROD STATES JAN 89 00000-05669	WATSON FISCAL	6 DEPART.
4	OF6 ✓ 119	COMMISSION STATEMENTS FEB - MAR 89 PRODUCER STATEMENTS FEB - MAR 89	WATSON FISCAL	6 DEPART.
5	OF6 ✓ 131	PRODUCER STATEMENTS MAY 1989 00001-04185	WATSON FISCAL	6 DEPART.
6	OF6 ✓ 26	DEPOSITS NOV 1988 - FEB 1989	FRAZIER SUBRO / ARBITRATION	1 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 6 OF 6 BOXES

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1059	DATE REC'D 4-2-91
B. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 116 7-9	NO. OF CU. FT. 7
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	Total Bxs - 9	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9 of 9	NEGOTIABLE INSTRUMENTS 1988		# 1226 - # 5 JANUARY 1999
			<i>Disposal 724.00</i>

TRANSMITTAL
TRANSDATE:12/01/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	NEGOTIABLE INSTRUMENTS	5	9 OF 9	

CONSOLIDATED TOTAL : 9 OF 9

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1 OF9	7	PREMIUM REFUND CHECKS B030001 - B034102	ALVANOS FISCAL	5 DEPART.
2 OF9	45	REFUND CHECKS 730500 - 735499	ALVANOS FISCAL	5 DEPART.
3 OF9	43	REFUND CHECKS 720500 - 725499	ALVANOS FISCAL	5 DEPART.
4 OF9	47	PREMIUM REFUND CHECKS 740500 - 745399 1988	ALVANOS FISCAL	5 DEPART.
5 OF9	70	PREMIUM REFUND CHECKS 855000 - 860299 1988	ALVANOS FISCAL	5 DEPART.
6 OF9	71	PREMIUM REFUND CHECKS 860300 - 865499 1988	ALVANOS FISCAL	5 DEPART.
7 OF9	69	PREMIUM REFUND CHECKS 850000 - 854999 1988	ALVANOS FISCAL	5 DEPART.
8 OF9	2	PREMIUM REFUND CHECKS B009301 - B013600	ALVANOS FISCAL	5 DEPART.
9 OF9	42	REFUND CHECKS 715700 - 720499	ALVANOS FISCAL	5 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL:

9 OF 9 BOXES

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1060	DATE REC'D 4-2-91
B. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 116 9-10	NO. OF CU. FT. 3
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3 of 3	NEGOTIABLE INSTRUMENTS 1989	# 1226 - # 5 JULY 1999	

PROJAC
7-24-00

TRANSMITTAL
FRANSDATE:12/01/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 07/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTA BOXE
FISCAL	NEGOTIABLE INSTRUMENTS	5	3 OF 3	

CONSOLIDATED TOTAL : 3 OF 3

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1 OF3	28	PREMIUM REFUND CHECKS 650600-65499	ALVANOS FISCAL	5 DEPART.
2 OF3	107	CLAIM DRAFTS I52000 - I55999 GENERAL ACCOUNTING	SMITH FISCAL	5 DEPART.
3 OF3	4	PREMIUM REFUND CHECKS B017601 - N021600	ALVANOS FISCAL	5 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 3 OF 3 BOXES

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W316	DATE REC'D 9-20-91
B. DIVISION/UNIT			RM CODE 24.01
C. MAILING ADDRESS FISCAL DEPARTMENT 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 22-23	NO. OF CU. FT. 8
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
10 VOUCHER BOXES	FISCAL DEPARTMENT - PREMIUM REFUND CHECKS august - december 1988	# 1226 - ITEM # 5 JANUARY 1999

Handwritten signature and date: 8-3-00

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W317	DATE REC'D 9-20-91
B. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 10-11	NO. OF CU. FT. 12
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13 VOUCHER BOXES	FISCAL DEPARTMENT - PREMIUM REFUND CHECKS JANUARY - JULY 1989	#1226 - ITEM #5 JULY 1999

*Original
223.00*

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1325	DATE REC'D 5-13-92
DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 103 30-31	NO. OF CU. FT. 14
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
10 BOXES	GENERAL ACCOUNTING RECORDS 1989	# 1226 - ITEM # 1
03 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 1989	# 1226 - ITEM # 12
01 BOX	PAYROLL ACCOUNTING RECORDS 1989	# 1226 - ITEM # 8
4 BOXES	TOTAL	JANUARY 1999

DISPOSAL
2/11/00
LJS

R-103

S-30-31

13 empty

R103

S31

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1326	DATE REC'D 5-13-92
DIVISION/UNIT FISCAL JOHN ALVANOS			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 134 34	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS SEPT 1988 - DECEMBER 1988	# 1226 - ITEM 5 JANUARY 1999

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~~R120~~

~~S23~~

R134

S34

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1327	DATE REC'D 5-13-92
DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 139 11	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	GENERAL ACCOUNTING RECORDS JAN - JUNE 1989	# 1226 - ITEM #1 JULY 1999

[Handwritten signature]
8-4-92

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W51		DATE REC'D 7-28-92
2. DIVISION/UNIT RUSTY WATSON - FISCAL				RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 37 7		NO. OF CU. FT. 1
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER		
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	MISCELLANEOUS ACCOUNTING RECORDS MISCELLANEOUS WORKPAPERS JANUARY 1989	# 1226 - 12 JULY 1999 <i>Disposed 8/3/00</i>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT**E**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W340	DATE REC'D 9-21-92
DIVISION/UNIT			RM CODE 24.01
DISCAL - BARBARA SMITH		LOCATION	NO. OF CU. FT.
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		RANGE SECTION(S) 126 16-17	8
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
5 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1988	#1226 - ITEM 5 JANUARY 1999 <i>M. J. Mumme</i> 8-2-00	

REPQRT: TRANSMIT
RUN DATE: 06/23/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2
SCHEDULED DESTRUCTION DATE: 01/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 15	000161	CLAIM DRAFTS 1988 RECORD #: 05873 K 68000 - K 71999	SMITH FISCAL	5	1226	WAIT TRANS
15 OF 15	000172	CLAIM DRAFTS 1988 RECORD #: 05874 L 12000 - L 15999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 15 OF 15 BOXES

REPORT: CONTRANS
TRANSDATE:06/23/92

MARYLAND AUTOMOBILE INSURANCE FUND PAGE NUMBER: 1
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 01/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	15	OF 15	

CONSOLIDATED TOTAL : 15 OF 15

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 15 RECORD #:	000148 05860	CLAIM DRAFTS 1988 K 16000 - K 19999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 15 RECORD #:	000149 05861	CLAIM DRAFTS 1988 K 20000 - K 23999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 15 RECORD #:	000150 05862	CLAIM DRAFTS 1988 K 24000 - K 27999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 15 RECORD #:	000151 05863	CLAIM DRAFTS 1988 K 28000 - K 31999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 15 RECORD #:	000152 05864	CLAIM DRAFTS 1988 K 32000 - K 35999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 15 RECORD #:	000153 05865	CLAIM DRAFTS 1988 K 36000 - K 39999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 15 RECORD #:	000154 05866	CLAIM DRAFTS 1988 K 40000 - K 43999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 15 RECORD #:	000155 05867	CLAIM DRAFTS 1988 K 44000 - K 47999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 15 RECORD #:	000156 05868	CLAIM DRAFTS 1988 K 48000 - K 51999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 15 RECORD #:	000157 05869	CLAIM DRAFTS 1988 K 52000 - K 55999	SMITH FISCAL	5	1226	WAIT TRANS
11 OF 15 RECORD #:	000158 05870	CLAIM DRAFTS 1988 K 56000 - K 59999	SMITH FISCAL	5	1226	WAIT TRANS
12 OF 15 RECORD #:	000159 05871	CLAIM DRAFTS 1988 K 60000 - K 63999	SMITH FISCAL	5	1226	WAIT TRANS
13 OF 15 RECORD #:	000160 05872	CLAIM DRAFTS 1988 K 64000 - K 67999	SMITH FISCAL	5	1226	WAIT TRANS

REPORT: TRANSMIT
RUN DATE: 06/23/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2
SCHEDULED DESTRUCTION DATE: 01/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 15 RECORD #:	000161 05873	CLAIM DRAFTS 1988 K 68000 - K 71999	SMITH FISCAL	5	1226	WAIT TRANS
15 OF 15 RECORD #:	000172 05874	CLAIM DRAFTS 1988 L 12000 - L 15999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 15 OF 15 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6/23/92

Page 1 of 2 Pages

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA Smith
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Barbara Smith
Signature

BOX NUMBER	CONTENTS	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
148	<i>Claims Drafts</i> K16000-K19999	5	1 of 15	Jan. 99 5960
149	K20000-K23999	5	2 of 15	Jan. 99 5961
150	K24000-K27999	5	3 of 15	Jan. 99 5962
151	K28000-K31999	5	4 of 15	Jan. 99 5963
152	K32000-K35999	5	5 of 15	Jan. 99 5964
153	K36000-K39999	5	6 of 15	Jan. 99 5965
154	K40000-K43999	5	7 of 15	Jan. 99 5966
155	K44000-K47999	5	8 of 15	Jan. 99 5967

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6/23/92
Page 2 of 2 pages

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA Smith
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Barbara Smith
Signature

BOX NUMBER	CONTENTS	Claims Drafts	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE	
156	K48000-K51999		5	9 of 15		Jan. 99	5868
157	K52000-K55999		5	10 of 15		Jan. 99	5869
158	K56000-K59999		5	11 of 15		Jan. 99	5870
159	K60000-K63999		5	12 of 15		Jan. 99	5871
160	K64000-K67999		5	13 of 15		Jan. 99	5872
161	K68000-K71999		5	14 of 15		Jan. 99	5873
172	L12000-L15999		5	15 of 15		Jan. 99	5874

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W866	DATE REC'D 1-18-93
DIVISION/UNIT BARBARA SMITH - FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 1	NO. OF CU. FT. 4
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
07 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1989	1226 - ITEM 5 1/99 <i>Original 8-2-00</i>

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
TISCAL	NEGOTIABLE INSTRUMENTS	5	7	OF 07	

CONSOLIDATED TOTAL : 7 OF 07

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 07 RECORD #:	000171 06308	CLAIM DRAFTS 1989 L 08000- L 11999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 07 RECORD #:	000173 06309	CLAIM DRAFTS 1989 L 16000- L 19999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 07 RECORD #:	000174 06310	CLAIM DRAFTS 1989 L 20000- L 23999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 07 RECORD #:	000175 06311	CLAIM DRAFTS 1989 L 24000- L 27999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 07 RECORD #:	000176 06312	CLAIM DRAFTS 1989 L 28000- L 31999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 07 RECORD #:	000177 06313	CLAIM DRAFTS 1989 L 32000- L 35999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 07 RECORD #:	000178 06314	CLAIM DRAFTS 1989 L 36000- L 39999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 7 OF 07 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES.

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA SMITH

(Print Name)

Barbara Smith
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

121-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
171	¹⁹⁸⁹ L 08000-L11999	5	1087	6308	JAN. '99
173	L 16000-L19999	5	287	6309	JAN. '99
174	L 20000-L23999	5	387	6310	JAN. '99
175	L 24000-L27999	5	487	6311	JAN. '99
176	L 28000-L31999	5	587	6312	JAN. '99
177	L 32000-L35999	5	687	6313	JAN. '99
178	L 36000-L39999	5	787	6314	JAN. '99

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

10/22/93

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>94W1174</i>	DATE REC'D <i>5-20-94</i>
DIVISION/UNIT Alvanos-Fiscal			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>35 7</i>	NO. OF CU. FT. <i>3</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 Boxes	Operations Bank Receipts June 1988 to July 1988 August 1988 to September 1988 October 1988 to November 1988	#1226-Item #1 January 1999 <i>disposed 8/21/00 Q</i>

REPORT: CONTRANS
TRANSDATE: 10/22/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SOURCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	GENERAL ACCOUNTING RECORDS	1	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 03	000302	OPERATIONS BANK RECEIPTS RECORD #: 07664 06/88 - 07/88	ALVANOS FISCAL	1	1226	WAIT TRANS
02 OF 03	000303	OPERATIONS BANK RECEIPTS RECORD #: 07665 08/88 - 09/88	ALVANOS FISCAL	1	1226	WAIT TRANS
03 OF 03	000304	OPERATIONS BANK RECEIPTS RECORD #: 07666 10/88 - 11/88	ALVANOS FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 95W332	DATE RECEIVED 9-8-94
DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 35 6	NO. OF CU. FT. 6
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
6 BOXES	PREMIUM REFUND CHECK COPIES JANUARY - FEBRUARY 1994	1226 - 11(a) JULY 1999 <i>Disposal 2/18/00 D</i>

REPORT: CONTRANS
TRANSDATE: 08/10/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 07/01/1999

PAGE NUMBER: 1

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

REPORT: TRANSMIT
RUN DATE: 08/10/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 06	000390	PREMIUM REFUND CHECK COPIES RECORD #: 08748 JANUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 06	000391	PREMIUM REFUND CHECK COPIES RECORD #: 08749 JANUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 06	000392	PREMIUM REFUND CHECK COPIES RECORD #: 08750 JANUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 06	000393	PREMIUM REFUND CHECK COPIES RECORD #: 08751 FEBRUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 06	000394	PREMIUM REFUND CHECK COPIES RECORD #: 08752 FEBRUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 06	000395	PREMIUM REFUND CHECK COPIES RECORD #: 08753 FEBRUARY 1994	WATSON FISCAL	11 (a)	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 6 OF 06 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal - Agency Accounting

RESPONSIBLE INDIVIDUAL: Rusty Watson
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Van
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
390	Negotiable Instrument premium refund "copies" check "copies" 1/94	(11) (a)			7/99
391	✓ " " 1/94	(11) (a)			7/99
392	✓ " " 1/94	(11) (a)			7/99
393	✓ " " 2/94	(11) (a)			7/99
394	✓ " " 2/94	(11) (a)			7/99
395	✓ " " 2/94	(11) (a)			7/99

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 95W1517	DATE REC'D 5-15-95
B. DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 112 7	NO. OF CU. FT. 4
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. CJ Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
04 BOXES	PREMIUM REFUND CHECK "COPIES" 06/94	#1226 - ITEM 11 (a) JULY 1999 <i>D. Mumme</i> <i>5-21-95</i>

REPORT: CONTRANS
TRANSDATE:01/17/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	4	OF 04	

CONSOLIDATED TOTAL : 4 OF 04

REPORT: TRANSMIT
RUN DATE: 01/17/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 04	000422	CHECK COPIES 06/94	WATSON	11 (a)	1226	WAIT TRANS
	RECORD #: 07402		FISCAL			
02 OF 04	000423	CHECK COPIES 06/94	WATSON	11 (a)	1226	WAIT TRANS
	RECORD #: 07403		FISCAL			
03 OF 04	000424	CHECK COPIES 06/94	WATSON	11 (a)	1226	WAIT TRANS
	RECORD #: 07404		FISCAL			
04 OF 04	000425	CHECK COPIES 06/94	WATSON	11 (a)	1226	WAIT TRANS
	RECORD #: 07405		FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: RUSTY WATSON
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Rusty Watson
Signature

1-17

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
422	Negotiable Instrument "Copies" Premium Refund Check "Copies" 6/94	11 (a)	7402	1084	7/1999
423	Negotiable Instrument "Copies" Premium Refund Check "Copies" 6/94	11 (a)	7403	2084	7/1999
424	Negotiable Instrument "Copies" Premium Refund Check "Copies" 6/94	11 (a)	7404	3084	7/1999
425	Negotiable Instrument "Copies" Premium Refund Check "Copies" 6/94	11 (a)	7405	4084	7/1999

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W385	DATE REC'D 10-18-95
B. DIVISION/UNIT KATHY HOEFLER / HOUSE COUNSEL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 116 6-7	NO. OF CU. FT. 57
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
57 BOXES	LITIGATION FILES 1994	1226 - ITEM 30 JULY 1999

*Disposal
10-24-99*

REPORT: CONTRANS
TRANSDATE:08/24/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXECUTIVE	LITIGATION FILES / HOUSE COUNSEL	30	057	OF 57	

CONSOLIDATED TOTAL : 057 OF 57

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 57 RECORD #: 07438	000409	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 57 RECORD #: 07439	000410	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 57 RECORD #: 07440	000411	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 57 RECORD #: 07441	000412	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 57 RECORD #: 07442	000413	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 57 RECORD #: 07443	000414	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 57 RECORD #: 07444	000415	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 57 RECORD #: 07445	000416	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
09 OF 57 RECORD #: 07446	000417	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
10 OF 57 RECORD #: 07447	000418	LITIGATION FILES 01/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 57 RECORD #: 07448	000419	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 57 RECORD #: 07449	000420	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 57 RECORD #: 07450	000421	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 57 RECORD #: 07451	000422	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 57 RECORD #: 07452	000423	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 57 RECORD #: 07453	000424	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 57 RECORD #: 07454	000425	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 57 RECORD #: 07455	000426	LITIGATION FILES 02/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
19 OF 57 RECORD #: 07456	000427	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 57 RECORD #: 07457	000428	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 57 RECORD #: 07458	000429	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
22 OF 57 RECORD #: 07459	000430	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
23 OF 57 RECORD #: 07460	000431	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
24 OF 57 RECORD #: 07461	000432	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
25 OF 57 RECORD #: 07462	000433	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
26 OF 57 RECORD #: 07463	000434	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
27 OF 57 RECORD #: 07464	000435	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
28 OF 57 RECORD #: 07465	000436	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
29 OF 57 RECORD #: 07466	000437	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
30 OF 57 RECORD #: 07467	000438	LITIGATION FILES 03/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
31 OF 57 RECORD #: 07468	000439	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
32 OF 57 RECORD #: 07469	000440	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
33 OF 57 RECORD #: 07470	000441	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
34 OF 57 RECORD #: 07471	000442	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
35 OF 57 RECORD #: 07472	000443	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
36 OF 57 RECORD #: 07473	000444	LITIGATION FILES 04/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
38 OF 57 RECORD #: 07474	000445	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
38 OF 57 RECORD #: 07475	000446	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
39 OF 57 RECORD #: 07476	000447	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
40 OF 57 RECORD #: 07477	000448	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
41 OF 57 RECORD #: 07478	000449	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
42 OF 57 RECORD #: 07479	000450	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
43 OF 57 RECORD #: 07480	000451	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
44 OF 57 RECORD #: 07481	000452	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
45 OF 57 RECORD #: 07482	000453	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
46 OF 57 RECORD #: 07483	000454	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
47 OF 57 RECORD #: 07484	000455	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
48 OF 57 RECORD #: 07485	000456	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
49 OF 57 RECORD #: 07486	000457	LITIGATION FILES 05/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
50 OF 57 RECORD #: 07487	000458	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
51 OF 57 RECORD #: 07488	000459	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
52 OF 57 RECORD #: 07489	000460	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REPORT: TRANSMIT
RUN DATE: 08/24/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 5
SCHEDULED DESTRUCTION DATE: 07/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
53 OF 57 RECORD #: 07490	000461	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
54 OF 57 RECORD #: 07491	000462	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
55 OF 57 RECORD #: 07492	000463	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
56 OF 57 RECORD #: 07493	000464	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
57 OF 57 RECORD #: 07494	000465	LITIGATION FILES 06/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 057 OF 57 BOXES

R-116

S-6-7

3 Employees

S-7

09/15/95

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W623	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIM MAIL & FILE		LOCATION RANGE SECTION(S) 123 1	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		NO. OF CU. FT. 22	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
22 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JANUARY 1999 <i>[Handwritten signature]</i> <i>8-1-00</i>

REPORT: CONTRANS
TRANSDATE:09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES ■ MINOR ■ BODILY INJURY	21	022	OF 22	

CONSOLIDATED TOTAL : 022 OF 22

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 22	A 001150	CLAIM MINOR FILES RECORD #: 02247	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 22	A 001153	CLAIM MINOR FILES RECORD #: 02250	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 22	A 001184	CLAIM MINOR FILES RECORD #: 02279	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 22	A 001385	CLAIM MINOR FILES RECORD #: 02338	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
05 OF 22	A 001393	CLAIM MINOR FILES RECORD #: 02346	MCDANIEL CLAIMS/OFFSITE-MAD.ST	21	1226	WAIT TRANS
06 OF 22	A 001722	CLAIM MINOR FILES RECORD #: 02485	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
07 OF 22	A 001946	CLAIM MINOR FILES RECORD #: 02633	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
08 OF 22	A 004160	CLAIM MINOR FILES DOB 01/22/77 RECORD #: 03728	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
09 OF 22	A 005008	CLAIM MINOR FILES RECORD #: 04557	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
10 OF 22	A 005073	CLAIM MINOR FILES RECORD #: 04622	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
11 OF 22	B 000543	CLAIM MINOR FILES DOB 12/76 RECORD #: 06401	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
12 OF 22	B 000849	CLAIM MINOR FILES DOB 12/76 RECORD #: 06678	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
13 OF 22	B 000887	CLAIM MINOR FILES DOB 11/76 RECORD #: 06714	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 22	B 001029	CLAIM MINOR FILES DOB 07/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07487		CLAIMS MINOR FILES			
15 OF 22	B 001030	CLAIM MINOR FILES DOB 11/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07411		CLAIMS MINOR FILES			
16 OF 22	B 001031	CLAIM MINOR FILES DOB 12/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05802		CLAIMS MINOR FILES			
17 OF 22	B 001032	CLAIM MINOR FILES DOB 12/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07412		CLAIMS MINOR FILES			
18 OF 22	B 001051	CLAIM MINOR FILES DOB 02/77	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07477		CLAIMS MINOR FILES			
19 OF 22	B 001369	CLAIM MINOR FILES DOB 07/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07439		CLAIMS MINOR FILES			
20 OF 22	B 001788	CLAIM MINOR FILES DOB 12/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07442		CLAIMS MINOR FILES			
21 OF 22	B 001851	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05807		CLAIMS MINOR FILES			
22 OF 22	B 001979	CLAIM MINOR FILES DOB 12/76	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05828		CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 022 OF 22 BOXES

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W624	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL& FILE			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 123 1-2	NO. OF CU. FT. 11
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
11 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JULY 1999 <i>[Handwritten Signature]</i>

REPORT: CONTRANS
TRANSDATE:09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES - MINOR - BODILY INJURY	21	011	OF 11	

CONSOLIDATED TOTAL : 011 OF 11

REPORT: TRANSMIT
RUN DATE: 09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/1999

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 11	A 000205	CLAIM MINOR FILES RECORD #: 02175	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 11	A 000434	CLAIM MINOR FILES RECORD #: 02204	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 11	A 001182	CLAIM MINOR FILES RECORD #: 02277	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 11	A 001425	CLAIM MINOR FILES RECORD #: 02363	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
05 OF 11	A 004699	CLAIM MINOR FILES RECORD #: 04248	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
06 OF 11	B 000850	CLAIM MINOR FILES RECORD #: 06679	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
07 OF 11	B 000852	CLAIM MINOR FILES DOB 05/77 RECORD #: 06680	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
08 OF 11	B 001053	CLAIM MINOR FILES DOB 05/77 RECORD #: 07483	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
09 OF 11	B 001056	CLAIM MINOR FILES DOB 04/77 RECORD #: 07473	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
10 OF 11	B 001059	CLAIM MINOR FILES DOB 01/77 RECORD #: 07466	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
11 OF 11	B 001789	CLAIM MINOR FILES DOB 01/77 RECORD #: 07477	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 011 OF 11 BOXES

R123

S1-2

| EMPTY

S-2

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W1211	DATE REC'D 5-28-97
B. DIVISION/UNIT EVANS - PERSONNEL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 124 5	NO. OF CU. FT. 5
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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05 Boxes

JOB POSTING RECORDS

1226 - ITEM 32

01/01/99

Disposal 5/22/00

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/99

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
PERSONNEL	JOB POSTING RECORDS	32	5 OF 05	05	WAIT TRANS

Consolidated Total: 05 OF 05

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/99

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 05 Record #:	67 10466	JOB POSTINGS 1995 A - MAIF A	EVANS PERSONNEL	32	1226	WAIT TRANS
02 OF 05 Record #:	68 10467	JOB POSTINGS 1995 MAIF A - MAIF Claim Rep./MD	EVANS PERSONNEL	32	1226	WAIT TRANS
03 OF 05 Record #:	69 10468	JOB POSTINGS 1995 MAIF Claim Rep./MD -MAIF Director	EVANS PERSONNEL	32	1226	WAIT TRANS
04 OF 05 Record #:	70 10469	JOB POSTINGS 1995 MAIF Director - MAIF Net	EVANS PERSONNEL	32	1226	WAIT TRANS
05 OF 05 Record #:	71 10470	JOB POSTINGS 1995 MAIF R - Typ.	EVANS PERSONNEL	32	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 05 OF 05 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3/4
5

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Sue Evans Department: Human Resources

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
① 67	Job Postings 1995 A - MAIF A	32	01 of 05	10466	January 1999	
② 68	Job Postings 1995 MAIF A - MAIF Claim Rep./MD	32	02 of 05	10467	January 1999	
③ 69	Job Postings 1995 MAIF Claim Rep./MD - MAIF Director	32	03 of 05	10468	January 1999	
④ 70	Job Postings 1995 MAIF Director - MAIF Net	32	04 of 05	10469	January 1999	
⑤ 71	Job Postings 1995 MAIF R - Typ.	32	05 of 05	10470	January 1999	
⑥						
⑦						
⑧						
⑨						
⑩						

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

24.01	MAIF	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
	Reporting Agency		
	FISCAL DEPARTMENT		
	Division or Unit		

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
91W1041	GEN ACCOUNTING	1226	1,6	1989	5	8/00	RECYCLE
91W1042	INSURANCE ACCOUNT	1226	6	1989-1990	5	8/00	RECYCLE
91W1353	STATEMENTS	1226	6	JUNE 1990	1	8/00	RECYCLE
92W318	REFUND CHECKS	1226	5	AUG - OCT 1989	2	8/00	RECYCLE
92W319	REFUND CHECKS	1226	5	JAN -JULY 1990	5	8/00	RECYCLE
92W1328	NEGOTIABLE INSTRU.	1226	5	JULY - DEC 1989	8	8/00	RECYCLE
92W1329	REFUND CHECKS	1226	5	1-6/1990	5	8/00	RECYCLE
93W341	CLAIMS DRAFTS	1226	5	1989	2	8/00	RECYCLE
93W493	REFUND CHECKS	1226	5	1990	1	8/00	RECYCLE
93W494	REFUND CHECKS	1226	5	7-8/1989	1	8/00	RECYCLE
93W867	CLAIM DRAFTS	1226	5	1990	8	8/00	RECYCLE
93W868	REFUND CHECKS	1226	5	9-12/1989	2	8/00	RECYCLE
93W1130	DEPOSIT ENVELOPES	1226	1	4/90 & 10/91-2/92	2	8/00	RECYCLE
94W292	MISC ACCOUNTING	1226	5	1-6/1990	2	8/00	RECYCLE
95W588	OPE BANK STATEMENTS	1226	1	JUNE FEBAPRIL90	3	8/00	RECYCLE
95W659	CLAIM DRAFTS	1226	5	1990	10	8/00	RECYCLE
96W386	LITIGATION	1226	30	1994	21	8/00	RECYCLE
96W614	LITIGATION	1226	30	9-12/1994	37	8/00	RECYCLE
96W614	LITIGATION	1226	30	9-12/94	37	8/00	RECYCLE
96W615	LITIGATION	1226	30	1-5/95	50	8/00	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

 Signature
 DGS 550-2 (Rev. 1/93)

 Records Center Manager
 Title

 December 30, 2000
 Date

GROVER

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1041	DATE REC'D 4-1-91
B. DIVISION/UNIT FISCAL / SUBRO/ARBITRATION			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 103 24	NO. OF CU. FT. 5
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 5	SUBRO/ARBITRATION GENERAL ACCOUNTING RECORDS 1989	#1226 - # 1 JANUARY 2000
4 of 5	FISCAL INSURANCE ACCOUNTING RECORDS 1989	#1226 - # 6 JANUARY 2000
		DISPOSAL 2/10/00 LAS

TRANSMITTAL
TRANSDATE: 11/27/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****

CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
SUBRO / ARBITRATION	GENERAL ACCOUNTING RECORDS	1	1	OF 5
FISCAL	INSURANCE ACCOUNTING RECORDS	6	4	OF 5
CONSOLIDATED TOTAL :		5	OF	5

JESSUP	MAIF	RESPONSIBLE			
BOXES	BOX #	DESCRIPTION	INDIVIDUAL	ITEM #	
1	OF 5 ✓ 28	DEPOSITS JUL 1989 - OCT 1989	FRAZIER SUBRO / ARBITRATION	1	DEPART.
2	OF 5 ✓ 132	COMM&PROD 06-89 & 7-89 00011-05786 PRODUCER STATEMENTS JUNE 1989	WATSON FISCAL	6	DEPART.
3	OF 5 ✓ 148	PRODUCER STATEMENTS OCTOBER 1988 00000 THRU 05699	WATSON FISCAL	6	DEPART.
4	OF 5 ✓ 137	AGENTS COMMISSIONS DUE OR PAYABLE ACS 80 1989	WATSON FISCAL	6	DEPART.
5	OF 5 ✓ 141	COMMISSION STATEMENTS= OCT/NOV 1989 PRODUCER STATEMENTS= OCT/NOV 1989	WATSON FISCAL	6	DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 5 OF 5 BOXES

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1042	DATE REC'D 4-1-91
B. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 154 5	NO. OF CU. FT. #5
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
5 of 5	INSURANCE ACCOUNTING RECORDS 1989-1990()	#1226 - # 6 JULY 2000 DISPOSAL 8/8/00 LJS	

TRANSMITTAL
TRANSDATE: 11/26/90

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCT
DATE: 07/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	INSURANCE ACCOUNTING RECORDS	6	5 OF 5	
CONSOLIDATED TOTAL :		5	OF 5	

JESSUP BOXES	MAIF BOX #	RESPONSIBLE DESCRIPTION	INDIVIDUAL	ITEM #
1	OF5 159	PAYROLL WORKSHEET MAR 1988-DEC 1989 COMM & PRODUCER STATEMENTS FEB 1990	WATSON FISCAL	6 DEPART.
2	OF5 169	COMMISSION STATES MARCH 1990 PRODUCER STATES MARCH 1990	WATSON FISCAL	6 DEPART.
3	OF5 150	PRODUCER STATEMENTS - JANUARY 1990 00011 THRU 04185	WATSON FISCAL	6 DEPART.
4	OF5 168	COMMISSION STATES APRIL & MAY 1990 PRODUCER STATES MAY 1990	WATSON FISCAL	6 DEPART.
5	OF5 139	COMMISSION STATEMENTS=AUG/SEPT 1989 00011 THRU 05874	WATSON FISCAL	6 DEPART.

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 5 OF 5 BOXES

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1353	DATE REC'D 6-3-91
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 142 26	NO. OF CU. FT. 1
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	PRODUCER AND COMMISSION STATEMENTS JUNE 1990	#1226 - 6 JULY 2000 DISPOSAL 8/7/00 LS	

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1	OF 1

CONSOLIDATED TOTAL : 1 OF 1

TRANSMIT
TRANSDATE: 05/10/91

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCTION
DATE: 07/01/2000
PAGE NO: 1

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF1	192	PRODUCER AND COMMISSION STATEMENTS JUNE 1990	WATSON FISCAL	6

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 1 OF 1 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal - Agency Accounting

RESPONSIBLE INDIVIDUAL: Rusty Watson

(Print Name)

Rusty Watson
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
192	Insurance Accounting Records Producer's Statements Commission Statements 6/90	6	5-13-91 Transmittal prepared and mailed	<i>[Signature]</i>	7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W318	DATE REC'D 9-20-91
3. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 29	NO. OF CU. FT. 2
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 VOUCHER BOXES	FISCAL DEPARTMENT - PREMIUM REFUND CHECKS AUGUST - OCTOBER 1989	#1226 - #5 JANUARY 2000 <i>Disposal 8-3-00</i>

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W319	DATE REC'D 9-20-91
2. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 132 31	NO. OF CU. FT. 6
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9 VOUCHER BOXES	FISCAL DEPARTMENT - PREMIUM REFUND CHECKS, JANUARY - JULY 1990	#1226 - ITEM # 5 JULY 2000 <i>[Handwritten Signature]</i>

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1328	DATE REC'D 5-13-92
DIVISION/UNIT fiscal - JOHN ALVANOS			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 134 33	NO. OF CU. FT. 8
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
8 boxes	NEGOTIABLE INSTRUMENTS premium refund checks JULY - DEC 1989	#1226 - ITEM 5 JANUARY 2000

[Handwritten signature]
 2/24/92

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1329	DATE REC'D 5-13-92
DIVISION/UNIT FISCAL - JOHN ALVANOS			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 134 34	NO. OF CU. FT. 5
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
5 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS JAN - JUNE 1990	1226 - ITEM 5 JULY 2000	
<i>[Handwritten Signature]</i> 8-10-00			

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W 341	DATE REC'D 9-21-92
DIVISION/UNIT ISCAL - BARBARA SMITH		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 132 24	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1989	#1226 - ITEM 5 JANUARY 2000 <i>DISPOSAL 8-3-00</i>

REPORT: TRANSMIT
RUN DATE: 06/23/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 02	000162	CLAIM DRAFTS 1989 RECORD #: 05875 K 72000 - K 75999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 02	000163	CLAIM DRAFTS 1989 RECORD #: 05876 K 76000 - K 79999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

REPORT: CONTRANS
TRANSDATE: 06/23/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W493	DATE REC'D 10-14-92
DIVISION/UNIT JOHN ALVANOS - FISCAL DEPARTMENT			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 28	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	NEGOTIABLE INSTRUMENTS - PREMIUM REFUND CHECKS MAY 1990	#1226 - ITEM 5 JULY 2000 <i>Disposal 8-29-00</i>

EXECUTIVE

28 (c) 0 OF 03

CONSOLIDATED TOTAL : 0 OF 03

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 0 OF 03 BOXES

REPORT: CONTRANS
TRANSDATE:08/14/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NFGOTTABLE INSTRUMENTS	5	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT-
RUN DATE: 08/14/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000142	PREMIUM REFUND CHECKS RECORD #: 05920 MAY 1990	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

08/14/92

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVAREZ
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

[Signature]
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
142	Premium REFUND CHECKS MAY 1990	5	5920	01 of 01	July 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W494	DATE REC'D 10-14-92
DIVISION/UNIT JOHN ALVANOS - FISCAL DEPARTMENT			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 28	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	NEGOTIABLE INSTRUMENTS - PREMIUM REFUND CHECKS JULY - AUGUST 1989	# 1226 - ITEM 5 JANUARY 2000 <i>93W494 SAC 8-2-00</i>

REPORT: CONTRANS
TRANSDATE:08/13/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EISCAL	NEGOTIABLE INSTRUMENTS	5	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 08/13/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000120	PREMIUM REFUND CHECKS RECORD #: 05919 JULY - AUGUST 1989	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

09/13/92

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVANOS
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Alvanos
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
120	Premium Refund Checks August 89	5	5919	01 of 01	JANUARY 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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 DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W867	DATE REC'D 1-18-93
DIVISION/UNIT BARBARA SMITH _ FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 1-2	NO. OF CU. FT. 8
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
10 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1990	1226 - ITEM 5 JANUARY 2000 <i>Disposal 8/2/00</i>

***** TRANSFER FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	10	OF 10	

CONSOLIDATED TOTAL : 10 OF 10

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 10	000179	CLAIM DRAFTS 1990 RECORD #: 06315 L 40000- L 43999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 10	000180	CLAIM DRAFTS 1990 RECORD #: 06316 L 44000- L 47999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 10	000182	CLAIM DRAFTS 1990 RECORD #: 06317 L 52000- L 55999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 10	000183	CLAIM DRAFTS 1990 RECORD #: 06318 L 56000- L 59999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 10	000184	CLAIM DRAFTS 1990 RECORD #: 06319 L 60000- L 63999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 10	000189	CLAIM DRAFTS 1990 RECORD #: 06320 L 80000- L 83999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 10	000190	CLAIM DRAFTS 1990 RECORD #: 06321 L 84000- L 87999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 10	000191	CLAIM DRAFTS 1990 RECORD #: 06322 L 88000- L 91999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 10	000192	CLAIM DRAFTS 1990 RECORD #: 06323 L 92000- L 95999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 10	000193	CLAIM DRAFTS 1990 RECORD #: 06324 L 96000- L 99999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 10 OF 10 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1 of 2 Pages

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA SMITH

(Print Name)

Barbara Smith
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

12-1-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
179	¹⁹⁹⁰ L40000-L43999	5	1 of 10	6315	JAN. 2000
180	L44000-L47999	5	2 of 10	6316	JAN. 2000
182	L52000-L55999	5	3 of 10	6317	JAN. 2000
183	L56000-L59999	5	4 of 10	6318	JAN. 2000
184	L60000-L63999	5	5 of 10	6319	JAN. 2000
189	L80000-L83999	5	6 of 10	6320	JAN. 2000
190	L84000-L87999	5	7 of 10	6321	JAN. 2000
191	L88000-L91999	5	8 of 10	6322	JAN. 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

2 of 2 Pages

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

Barbara Smith
Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

12-1-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
192	<i>Claims Drafts</i> 1990 L92000-L95999	S	94810	6323	JAN. 2000
193	L96000-L99999	S	104810	6324	JAN. 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E
DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W868	DATE REC'D 1-18-93
DIVISION/UNIT JOHN ALVANOS - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 3	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
03 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS SEPT - DEC 1989	1226 - ITEM 5 JANUARY 2000
		Final 8-2-00

REPORT: CONTRANS
TRANSDATE:12/02/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REPORT: TRANSMIT
RUN DATE: 12/02/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 03 RECORD #:	000123 06330	PREMIUM REFUND CHECKS SEPTEMBER 1989	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 03 RECORD #:	000124 06331	PREMIUM REFUND CHECKS SEPTEMBER 1989	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 03 RECORD #:	000131 06332	PREMIUM REFUND CHECKS DECEMBER 1989	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVARO
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

John Alvaros
Signature

12-2-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
123	Premium Refund Checks Sept 89	5	1 of 3	6330	JANUARY 2000
124	Sept 89	5	2 of 3	6331	JANUARY 2000
131	Dec 89	5	3 of 3	6332	JANUARY 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

3/14/93

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W1130	DATE REC'D 3-16-93
DIVISION/UNIT HARRY FRAZIER / SUBRO-FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 4 24	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 BOXES	GENERAL ACCOUNTING RECORDS DEPOSIT ENVELOPES - APRIL 1990 & OCT91-FEB 92	1226 - 1 JULY 2000

REPORT: CONTRANS
TRANSDATE:03/14/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 07/01/2000

PAGE NUMBER: 1

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL/SUBROGATION	GENERAL ACCOUNTING RECORDS	1	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT
RUN DATE: 03/14/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 02	000036	DEPOSIT ENVELOPES RECORD #: 06959 OCTOBER 1991 - FEBRUARY 1992	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS
02 OF 02	000037	DEPOSIT ENVELOPES RECORD #: 06960 APRIL 1990	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

3/14/93

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:
 STATE RECORDS CENTER or ARCHIVES
 RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL/SUBS

RESPONSIBLE INDIVIDUAL: FRAZIER

(Print Name)

Signature

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
36	DEPOSITS ENVELOPES OCT 91 - FEB 92	1	1482	6959	7-2000
37	DEPOSIT ENVELOPES APRIL 1990	1	2082	6960	7-2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W292		DATE REC'D 9-8-93
DIVISION/UNIT RUSTY WATSON - AGENCY ACCOUNTING				RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE 9	SECTION(S) 15	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER		
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 01/90-6-90	1226 ITEM 12
01 BOX	NEGOTIABLE INSTRUMENTS 01/90-06/90	1226 ITEM 5
=====		
02 BOXES		JULY 2000

Handwritten signature and date:
 [Signature]
 8/10/93

REPORT: CONTRANS
TRANSDATE:07/07/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EJSCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	1	0E 02	
EJSCAL	NEGOTIABLE INSTRUMENTS	5	1	0E 02	

CONSOLIDATED TOTAL : 2 0E 02

REPORT: TRANSMIT
RUN DATE: 07/07/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 02	000300	NEGOTIABLE INSTRUMENTS	WATSON	5	1226	WAIT TRANS
	RECORD #:	07333 OTHER CHECKS-BAO CHECKS 1/90- 6/90	FISCAL			
02 OF 02	000301	MISCELLANEOUS ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	07334 JAN 90 - JUN 90	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-7-93

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: RUSTY WATSON

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
300	Negotiable Instruments - Other Checks - Bad Checks 1/90 - 6/90	5	1 of 2	7333	7/2000
301	Miscellaneous Accounting Records 1/90 - 6/90	12	2 of 2	7334	7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 95W588	DATE REC'D 11-7-94
DIVISION/UNIT KEVIN WOOD - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 40 14	NO. OF CU. FT. 3
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 BOXES	OPE BANK STATEMENTS (JUNE FEBRUARY, APRIL 1990)	ITEM 1 - 1226 JULY 2000 DISPOSAL 8/22/00 LJB

REPORT: CONTRANS
TRANSDATE: 09/12/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 07/01/2000

PAGE NUMBER: 1

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	GENERAL ACCOUNTING RECORDS	1	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REPORT: TRANSMIT
RUN DATE: 09/12/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 03	000026 ✓	OPE BANK STATEMENTS RECORD #: 09103 JUNE 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
02 OF 03	000027 ✓	OPE BANK STATEMENTS RECORD #: 09104 FEBRUARY 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
03 OF 03	000030 ✓	OPE BANK STATEMENTS RECORD #: 09105 APRIL 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-12-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: Fiscal

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Kevin Wood
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kevin Wood
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
26	OPE BK STMTS 6/90	1		9803	July 2000
27	OPE BK STMTS 2/90	1		9104	July 2000
30	OPE BK STMTS 4/90	1		9105	July 2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

10/26/94

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 95W659	DATE REC'D 11-28-94
DIVISION/UNIT		RM CODE 24.01
MAILING ADDRESS BARBARA SMITH / FISCAL 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 25-26	NO. OF CU. FT. 10
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
13 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1990	1226 - ITEM 5 JANUARY 2000

Handwritten signature/initials

REPORT: CONTRANS
TRANSDATE:10/26/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	13	OF 13	

CONSOLIDATED TOTAL : 13 OF 13

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 13 RECORD #:	000191 09194	CLAIM DRAFTS 1990 L48000 - L51999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 13 RECORD #:	000192 09195	CLAIM DRAFTS 1990 M00001 - M03999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 13 RECORD #:	000193 09196	CLAIM DRAFTS 1990 M04000 - M07999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 13 RECORD #:	000194 09197	CLAIM DRAFTS 1990 M08000 - M11999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 13 RECORD #:	000195 09198	CLAIM DRAFTS 1990 M12000 - M15999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 13 RECORD #:	000196 09199	CLAIM DRAFTS 1990 M16000 - M19999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 13 RECORD #:	000197 09200	CLAIM DRAFTS 1990 M20000 - M23999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 13 RECORD #:	000198 09295	CLAIM DRAFTS 1990 M24000 - M27999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 13 RECORD #:	000199 09201	CLAIM DRAFTS 1990 M28000 - M31999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 13 RECORD #:	000200 09202	CLAIM DRAFTS 1990 M32000 - M35999	SMITH FISCAL	5	1226	WAIT TRANS
11 OF 13 RECORD #:	000201 09203	CLAIM DRAFTS 1990 M36000 - M39999	SMITH FISCAL	5	1226	WAIT TRANS
12 OF 13 RECORD #:	000202 09204	CLAIM DRAFTS 1990 M40000 - M43999	SMITH FISCAL	5	1226	WAIT TRANS
13 OF 13 RECORD #:	000203 09205	CLAIM DRAFTS 1990 M44000 - M47999	SMITH FISCAL	5	1226	WAIT TRANS

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Barbara Smith
Signature

BOX NUMBER	1990 CONTENTS	5-2 CLAIM DRAFTS *ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
191	L48000-L51999	1 of 13	9194		JAN., 2000
192	M00001-M03999	2 of 13	9195		JAN., 2000
193	M04000-M07999	3 of 13	9196		JAN., 2000
194	M08000-M11999	4 of 13	9197		JAN., 2000
195	M12000-M15999	5 of 13	9198		JAN., 2000
196	M16000-M19999	6 of 13	9199		JAN., 2000
197	M20000-M23999	7 of 13	9200		JAN., 2000
198	M24000-M27999	8 of 13	9200		JAN., 2000

94 OCT 12 PM 2:33
PROPERTY ADMINISTRATOR

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Barbara Smith
Signature

BOX NUMBER	CONTENTS	1990 *ITEM	5-2 CLAIM DRAFTS RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
199	M 28000-M 31999	9 of 13	9201		JAN., 2000
200	M 32000-M 35999	10 of 13	9202		JAN., 2000
201	M 36000-M 39999	11 of 13	9203		JAN., 2000
202	M 40000-M 43999	12 of 13	9204		JAN., 2000
203	M 44000-M 47999	13 of 13	9205		JAN., 2000

94 OCT 12 PM 2:34
 PROPERTY ADMINISTRATOR

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

RECORDS TRANSMITTAL AND RECEIPT**E**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W386	DATE REC'D 10-18-95
B. DIVISION/UNIT KATHY HOEFLER / HOUSE COUNSEL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 116 13-14	NO. OF CU. FT. 21
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ. MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
21 BOXES	LITIGATION FILES 1994	1226 - ITEM 30 JANUARY 2000	

W. J. D. A. C.
24-00

REPORT: CONTRANS
TRANSDATE:08/24/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXECUTIVE	LITIGATION FILES / HOUSE COUNSEL	30	021	OF 21	

CONSOLIDATED TOTAL : 021 OF 21

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 21 RECORD #: 07495	000466	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 21 RECORD #: 07496	000467	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 21 RECORD #: 07497	000468	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 21 RECORD #: 07498	000469	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 21 RECORD #: 07499	000470	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 21 RECORD #: 07500	000471	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 21 RECORD #: 07501	000472	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 21 RECORD #: 07502	000473	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
09 OF 21 RECORD #: 07503	000474	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
10 OF 21 RECORD #: 07504	000475	LITIGATION FILES 07/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 21 RECORD #: 07505	000476	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 21 RECORD #: 00272	000477	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 21 RECORD #: 07507	000478	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REPORT: TRANSMIT
RUN DATE: 08/24/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2
SCHEDULED DESTRUCTION DATE: 01/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 21 RECORD #: 07508	000479	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 21 RECORD #: 07509	000480	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 21 RECORD #: 07510	000481	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 21 RECORD #: 07511	000482	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 21 RECORD #: 07512	000483	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
19 OF 21 RECORD #: 07513	000484	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 21 RECORD #: 07514	000485	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 21 RECORD #: 07515	000486	LITIGATION FILES 08/94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 021 OF 21 BOXES

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W614	DATE REC'D 11-27-95
B. DIVISION/UNIT KATHY HOFFLER - HOUSE COUNSEL			- RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 145 29-30	NO. OF CU. FT. 37
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
37 BOXES	LITIGATION FILES SEPT THRU DEC 1994	1226 - ITEM 30 JANUARY 2000 <i>DISPOSAL</i> <i>8/2/00</i> <i>LJS</i>

REPORT: CONTRANS
TRANSDATE: 09/26/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXECUTIVE	LITIGATION FILES / HOUSE COUNSEL	30	037	OF 37	

CONSOLIDATED TOTAL : 037 OF 37

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 37 RECORD #: 08072	000488	LITIGATION FILES 08-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 37 RECORD #: 08073	000489	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 37 RECORD #: 08074	000490	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 37 RECORD #: 08075	000491	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 37 RECORD #: 08076	000492	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 37 RECORD #: 08077	000493	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 37 RECORD #: 08078	000494	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 37 RECORD #: 08079	000495	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
09 OF 37 RECORD #: 08080	000496	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
10 OF 37 RECORD #: 08081	000497	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 37 RECORD #: 08082	000498	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 37 RECORD #: 08083	000499	LITIGATION FILES 09-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 37 RECORD #: 08084	000500	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 37 RECORD #: 08085	000501	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 37 RECORD #: 08086	000502	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 37 RECORD #: 08087	000503	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 37 RECORD #: 08088	000504	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 37 RECORD #: 08089	000505	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
19 OF 37 RECORD #: 08090	000506	LITIGATION FILES 10-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 37 RECORD #: 08091	000507	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 37 RECORD #: 08092	000508	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
22 OF 37 RECORD #: 08093	000509	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
23 OF 37 RECORD #: 08094	000510	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
24 OF 37 RECORD #: 08095	000511	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
25 OF 37 RECORD #: 08096	000512	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
26 OF 37 RECORD #: 08097	000513	LITIGATION FILES 11-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
27 OF 37 RECORD #: 08098	000514	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
28 OF 37 RECORD #: 08099	000515	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
29 OF 37 RECORD #: 08100	000516	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
30 OF 37 RECORD #: 08101	000517	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
31 OF 37 RECORD #: 08102	000518	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
32 OF 37 RECORD #: 08103	000519	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
33 OF 37 RECORD #: 08104	000520	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
34 OF 37 RECORD #: 08105	000521	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
35 OF 37 RECORD #: 08106	000522	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
36 OF 37 RECORD #: 08107	000523	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
37 OF 37 RECORD #: 08108	000524	LITIGATION FILES 12-94	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 037 OF 37 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
488	HOUSE COUNSEL UNIT LITIGATION FILES (08/94)	30	8072	1 of 37	1/2000
489	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8073	2 of 37	1/2000
490	HOUSE COUNSEL COUNSEL LITIGATION FILES (09/94)	30	8074	3 of 37	1/2000
491	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8075	4 of 37	1/2000
492	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8076	5 of 37	1/2000
493	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8077	6 of 37	1/2000
494	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8078	7 of 37	1/2000
495	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8079	8 of 37	1/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFERR
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen P. Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
496	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8080	9/8/37	1/2000
497	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8081	10/8/37	1/2000
498	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8082	11/8/37	1/2000
499	HOUSE COUNSEL UNIT LITIGATION FILES (09/94)	30	8083	12/8/37	1/2000
500	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8084	1/3/8/37	1/2000
501	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8085	1/4/8/37	1/2000
502	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8086	1/5/8/37	1/2000
503	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8087	1/6/8/37	1/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
504	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8099	17 of 37	1/2000
505	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8099	18 of 37	1/2000
506	HOUSE COUNSEL UNIT LITIGATION FILES (10/94)	30	8090	19 of 37	1/2000
507	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8091	20 of 37	1/2000
508	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8092	21 of 37	1/2000
509	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8093	22 of 37	1/2000
510	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8094	23 of 37	1/2000
511	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8095	24 of 37	1/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen P. Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
512	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8096	25 of 37	1/2000
513	HOUSE COUNSEL UNIT LITIGATION FILES (11/94)	30	8097	26 of 37	1/2000
514	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8098	27 of 37	1/2000
515	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8099	28 of 37	1/2000
516	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8100	29 of 37	1/2000
517	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8101	30 of 37	1/2000
518	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8102	31 of 37	1/2000
519	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8103	32 of 37	1/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen P. Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
520	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8104	33 of 37	1/2000
521	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8105	34 of 37	1/2000
522	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8106	35 of 37	1/2000
523	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8107	36 of 37	1/2000
524	HOUSE COUNSEL UNIT LITIGATION FILES (12/94)	30	8108	37 of 37	1/2000
525	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30			1/2000
526	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30			1/2000
527	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30			7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

09/26/95

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W615	DATE REC'D 11-27-95
B. DIVISION/UNIT KATHY HOEFLER - HOUSE COUNSEL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 145 30-32	NO. OF CU. FT. 50
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
50 BOXES //	LITIGATION FILES JAN THRU MAY 1995	1226 - ITEM 30 JULY 2000 DISPOSAL 8/8/00 LJS

REPORT: CONTRANS
TRANSDATE: 09/26/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
EXECUTIVE	LITIGATION FILES / HOUSE COUNSEL	30	050	OF 50	

CONSOLIDATED TOTAL : 050 OF 50

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 50 RECORD #: 08109	000528	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 50 RECORD #: 08110	000529	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 50 RECORD #: 08111	000530	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 50 RECORD #: 08112	000531	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 50 RECORD #: 08113	000532	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 50 RECORD #: 08114	000533	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 50 RECORD #: 08115	000534	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 50 RECORD #: 08116	000535	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
09 OF 50 RECORD #: 08117	000536	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
10 OF 50 RECORD #: 08118	000537	LITIGATION FILES 01-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 50 RECORD #: 08119	000538	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 50 RECORD #: 08120	000539	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 50 RECORD #: 08121	000540	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 50 RECORD #: 08122	000541	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 50 RECORD #: 08123	000542	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 50 RECORD #: 08124	000543	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 50 RECORD #: 08125	000544	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 50 RECORD #: 08126	000545	LITIGATION FILES 02-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
19 OF 50 RECORD #: 08127	000546	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 50 RECORD #: 08128	000547	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 50 RECORD #: 08129	000548	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
22 OF 50 RECORD #: 08130	000549	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
23 OF 50 RECORD #: 08131	000550	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
24 OF 50 RECORD #: 08132	000551	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
25 OF 50 RECORD #: 08133	000552	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
26 OF 50 RECORD #: 08134	000553	LITIGATION FILES 03-95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
27 OF 50	000554	LITIGATION FILES 03-95 RECORD #: 08135	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
28 OF 50	000555	LITIGATION FILES 03-95 RECORD #: 08136	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
29 OF 50	000556	LITIGATION FILES 03-95 RECORD #: 08137	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
30 OF 50	000557	LITIGATION FILES 03-95 RECORD #: 08138	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
31 OF 50	000558	LITIGATION FILES 03-95 RECORD #: 08139	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
32 OF 50	000559	LITIGATION FILES 04-95 RECORD #: 08140	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
33 OF 50	000560	LITIGATION FILES 04-95 RECORD #: 08141	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
34 OF 50	000561	LITIGATION FILES 04-95 RECORD #: 08142	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
35 OF 50	000562	LITIGATION FILES 04-95 RECORD #: 08143	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
36 OF 50	000563	LITIGATION FILES 04-95 RECORD #: 08144	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
37 OF 50	000564	LITIGATION FILES 04-95 RECORD #: 08145	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
38 OF 50	000565	LITIGATION FILES 04-95 RECORD #: 08146	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
39 OF 50	000566	LITIGATION FILES 04-95 RECORD #: 08147	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
40 OF 50	000567	LITIGATION FILES 04-95 RECORD #: 08148	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
41 OF 50	000568	LITIGATION FILES 04-95 RECORD #: 08149	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
42 OF 50	000569	LITIGATION FILES 05-95 RECORD #: 08150	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
43 OF 50	000570	LITIGATION FILES 05-95 RECORD #: 08151	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
44 OF 50	000571	LITIGATION FILES 05-95 RECORD #: 08152	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
45 OF 50	000572	LITIGATION FILES 05-95 RECORD #: 08153	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
46 OF 50	000573	LITIGATION FILES 05-95 RECORD #: 08154	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
47 OF 50	000574	LITIGATION FILES 05-95 RECORD #: 08155	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
48 OF 50	000525	LITIGATION FILES 01-95 RECORD #: 08156	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
49 OF 50	000526	LITIGATION FILES 01-95 RECORD #: 08157	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
50 OF 50	000527	LITIGATION FILES 01-95 RECORD #: 08158	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 050 OF 50 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen P. Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
528	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8109	1 of 50	7/2000
529	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8110	2 of 50	7/2000
530 530	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8111	3 of 50	7/2000
531	HOUSE COUNSEL UNIT FILES LITIGATION FILES (01/95)	30	8112	4 of 50	7/2000
532	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8113	5 of 50	7/2000
533	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8114	6 of 50	7/2000
534	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8115	7 of 50	7/2000
535	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8116	8 of 50	7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN BOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
536	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8117	9 of 50	7/2000
537	HOUSE COUNSEL UNIT LITIGATION FILES (01/95)	30	8118	10 of 50	7/2000
538	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8119	11 of 50	7/2000
539	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8120	12 of 50	7/2000
540	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8121	13 of 50	7/2000
541	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8122	14 of 50	7/2000
542	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8123	15 of 50	7/2000
543	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8124	16 of 50	7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
544	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8125	17 of 50	7/2000
545	HOUSE COUNSEL UNIT LITIGATION FILES (02/95)	30	8126	18 of 50	7/2000
546	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8127	19 of 50	7/2000
547	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8128	20 of 50	7/2000
548	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8129	21 of 50	7/2000
549	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8130	22 of 50	7/2000
550	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8131	23 of 50	7/2000
551	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8132	24 of 50	7/2000

95 SEP 22 AM 7:58

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
552	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8133	25 of 50	7/2000
553	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8134	26 of 50	7/2000
554	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8135	27 of 50	7/2000
555	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8136	28 of 50	7/2000
556	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8137	29 of 50	7/2000
557	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8138	30 of 50	7/2000
558	HOUSE COUNSEL UNIT LITIGATION FILES (03/95)	30	8139	31 of 50	7/2000
559	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8140	32 of 50	7/2000

RECEIVED 11/1/99

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFFER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
560	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8141	33 of 50	7/2000
561	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8142	34 of 50	7/2000
562	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8143	35 of 50	7/2000
563	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8144	36 of 50	7/2000
564	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8145	37 of 50	7/2000
565	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8146	38 of 50	7/2000
566	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8147	39 of 50	7/2000
567	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8148	40 of 50	7/2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND / HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Kathleen Hofer
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
568	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8149	41 of 50	7/2000
569	HOUSE COUNSEL UNIT LITIGATION FILES (04/95)	30	8150	42 of 50	7/2000
570	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8151	43 of 50	7/2000
571	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8152	44 of 50	7/2000
572	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8153	45 of 50	7/2000
573	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8154	46 of 50	7/2000
574	HOUSE COUNSEL UNIT LITIGATION FILES (05/95)	30	8155	47 of 50	7/2000
525	" " (1-95)	30	8156	48 of 50	7-2000
524	" " (1-95)	30	8157	49 of 50	7-2000
527	" " (1-95)	30	8158	50 of 50	7-2000

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

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S-32

24.01	MAIF	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
	Reporting Agency		
	FISCAL DEPARTMENT		
	Division or Unit		

C E R T I F I C A T E O F R E C O R D S D I S P O S A L

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
96W625	BODILY INJURY	1226	21		18	8/00	RECYCLE
96W1280	UNDERWRITING	1226	13		115	8/00	RECYCLE
96W1281	UNDERWRITING	1226	13		98	8/00	RECYCLE
96W1361	ACCOUNTING RECORDS	1226	6		1	8/00	RECYCLE
96W1716	UNDERWRITING	1226	13		108	8/00	RECYCLE
96W1717	UNDERWRITING	1226	13		113	8/00	RECYCLE
97W18	UNDERWRITING	1226	13		109	8/00	RECYCLE
97W19	UNDERWRITING	1226	13		103	8/00	RECYCLE
97W305	UNDERWRITING	1226	15		2	8/00	RECYCLE
97W394	LITIGATION	1226	30		7	8/00	RECYCLE
97W409	UNDERWRITING	1226	14 A		25	8/00	RECYCLE
98W744	UNDERWRITING	1226	14 A		2	8/00	RECYCLE
99W1072	FLEET POLICY	1978	59		3	8/00	RECYCLE
00W293	MISCELLANEOUS	1978	09		1	8/00	RECYCLE

I hereby certify that the records listed above were disposed of as indicated

 Signature
 DGS 550-2 (Rev. 1/93)

 Records Center Manager
 Title

 December 30, 2000
 Date

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W625	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 143 25	NO. OF CU. FT. 18
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
18 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JANUARY 2000 <i>DISPOSAL</i> <i>8/3/00</i> <i>LAS</i>

REPORT: CONTRANS
TRANSDATE:09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2000

***** TRANSMITTAL FOR TRANSFER TO OFFSITE STORAGE *****
CONSOLIDATED REPORT IN ITEM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES - MINOR - BODILY INJURY	21	018	OF 18	

CONSOLIDATED TOTAL : 018 OF 18

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 18	A 000203	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02173	CLAIMS MINOR FILES			
02 OF 18	A 000723	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02217	CLAIMS MINOR FILES			
03 OF 18	A 000744	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02219	CLAIMS MINOR FILES			
04 OF 18	A 000764	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02222	CLAIMS MINOR FILES			
05 OF 18	A 001162	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02258	CLAIMS MINOR FILES			
06 OF 18	A 001163	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02259	CLAIMS MINOR FILES			
07 OF 18	A 001197	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02292	CLAIMS MINOR FILES			
08 OF 18	A 001803	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02522	CLAIMS MINOR FILES			
09 OF 18	A 001808	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02525	CLAIMS MINOR FILES			
10 OF 18	A 001910	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02600	CLAIMS MINOR FILES			
11 OF 18	A 003338	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02958	CLAIMS MINOR FILES			
12 OF 18	A 003342	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02962	CLAIMS MINOR FILES			
13 OF 18	A 003482	CLAIM MINOR FILES DOB: 10/21/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	03086	CLAIMS MINOR FILES			

REPORT: TRANSMIT
RUN DATE: 09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2
SCHEDULED DESTRUCTION DATE: 01/01/2000

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 18	A 006312	CLAIM MINOR FILES DOB 12/12/77	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05873		CLAIMS MINOR FILES			
15 OF 18	B 000853	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06681		CLAIMS MINOR FILES			
16 OF 18	B 000892	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06719		CLAIMS MINOR FILES			
17 OF 18	B 001063	CLAIM MINOR FILES DOB 12/77	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07464		CLAIMS MINOR FILES			
18 OF 18	B 001790	CLAIM MINOR FILES DOB 12/77	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07477		CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 018 OF 18 BOXES

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1280	DATE REC'D 4-15-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES	96W1280	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 42 16-19	NO. OF CU. FT. 115
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
115 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/00

[Handwritten signature and date 8/24/99]

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	115	WAIT TRANS
Consolidated Total: 115 OF 115					

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
115	OF 115	294 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
	Record #:	8767	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		115 OF	115 Boxes			

PROGRAM ID UPO97
RUN DATE 04-MAY-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	M230000	M148800
002	N398800	M297601
003	M407601	D106102
004	N186102	N994403
005	M254503	M593804
006	M323904	N442605
007	M362705	M631706
008	M361806	N879906
009	D210007	M328507
010	M768507	M517008
011	M847008	D135609
012	M355709	M345010
013	N485010	N594111
014	D194311	N532612
015	M342712	N812313
016	M292413	M270614
017	M220714	M260015
018	M370015	N718015
019	M308115	M336216
020	N096316	N655617
021	N875617	M394518
022	N974518	M322819
023	D222919	M400720
024	M240820	N999820
025	M280121	M309421
026	N339421	M407822
027	M357922	M315723
028	N785723	N424224
029	N644224	M304225

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	M254325	M262026
031	N512026	M409426
032	N879426	N908027
033	M938127	M277228
034	N637228	M417429
035	N997429	M376730
036	M216830	0065031
037	M225031	0003532
038	M383532	M273133
039	M333233	M261534
040	M371534	0119034
041	M279034	M238435
042	M308735	M237536
043	N987636	M307437
044	M417437	0135838
045	M405838	N712939
046	M223039	M351940
047	M332040	M450841
048	N810841	M279441
049	M499441	M347242
050	0197442	M976843
051	N846943	N045444
052	M345444	N203945
053	0104045	N942446
054	N232546	M212347
055	M432347	N061148
056	M361148	M380649
057	M600649	N788949
058	M259149	M427750

PROGRAM ID UPO97
RUN DATE 04-MAY-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	M157850	N836751
060	M316851	M535952
061	O136052	N384789
062	M464753	O123554
063	M173554	M261755
064	M211855	M230256
065	N810256	N118956
066	M289056	O247857
067	M407857	O146058
068	M418058	M374859
069	M704959	M403460
070	M353560	M402561
071	O082661	M380762
072	N250862	M378962
073	N408862	N847863
074	O047963	N858364
075	M330464	M237765
076	N377765	N587166
077	M067266	M385667
078	M715667	N313368
079	M343468	M452569
080	N313668	M280870
081	M390970	M249070
082	M359070	M348871
083	O057071	N408072
084	O056172	M384873
085	O064973	N014174
086	M204174	M241975
087	M351975	M290976

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	0011276	M310977
089	M181077	M350278
090	M310578	M368878
091	M698878	M408179
092	M248279	M197380
093	M257480	M346181
094	M296281	0205682
095	M255682	N194083
096	M274083	M323084
097	0113184	M400585
098	M240685	0148085
099	M308085	M367286
100	N837286	M216687
101	M326687	M365488
102	M265688	M344189
103	M454189	N532590
104	0072690	M321391
105	N461391	M759591
106	0108691	M347692
107	M457692	M396693
108	M346793	0044794
109	M314794	M303695
110	M633695	N022096
111	N792096	M210697
112	N900697	M359097
113	N559197	N347998
114	M427998	N856299
115	M396499	M169999

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1281	DATE REC'D 4-15-96		
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01		
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 22	LOCATION 15-17	SECTION(S) 15-17	NO. OF CU. FT. 98
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
98 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/00

[Handwritten signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	98	WAIT TRANS
Consolidated Total: 98		OF	98		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
98 OF 98	194	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	8765	JANUARY 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 98 OF 98 Boxes

PROGRAM ID UPO97
RUN DATE 02-APR-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	M070100	M191401
002	M191501	M231902
003	N792002	M232003
004	M182103	N662504
005	M143604	M153405
006	M263405	M41406
007	M034406	N78507
008	M245407	M16508
009	M125908	M20509
010	M266609	M247110
011	M147510	M15511
012	M815811	M15512
013	M815412	M28513
014	M126513	M14714
015	M097114	M08115
016	M198115	M08116
017	M198816	M08117
018	M197917	182118
019	M143118	M13119
020	N933619	M76120
021	M163720	N74121
022	0030122	M160123
023	M110323	N79124
024	M141024	M15125
025	N002125	M48126
026	M072626	M26127
027	N843227	M99228
028	N092728	M11229
029	N092329	M17230

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	M153030	N893631
031	M153731	M394232
032	N864202	M414233
033	N834333	M223934
034	M204034	M284135
035	M124235	M244036
036	M684036	M694937
037	N925037	M115538
038	MO65638	N786339
039	M106539	M146840
040	M206940	MO86341
041	N886341	M136942
042	M227042	MO75943
043	N856043	N207444
044	M127544	M237145
045	N827145	N507146
046	M867246	M107047
047	M217047	M207548
048	M267848	M976849
049	M216849	M116550
050	M176650	MO87151
051	N337151	N488052
052	N598052	N728053
053	N848253	M118154
054	N698154	N987555
055	M137655	L986756
056	MO86856	N747457
057	L967557	M148258
058	MO98358	N977959

PROGRAM ID DPO07
RUN DATE 02-APR-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	M048099	N968380
060	M009460	M728661
061	N868861	M738482
062	M138562	N928063
063	M248163	M108264
064	M218264	M128265
065	M138465	M128966
066	M059166	L969967
067	M250168	N651069
068	M131169	N161770
069	N821770	N681871
070	N901871	M161572
071	N301872	M251873
072	M132173	O132774
073	M182774	M113675
074	M063775	M133676
075	M243676	M124677
076	M234677	M064178
077	M174178	N994179
078	M094379	M084780
079	M194780	M083881
080	M193881	M213882
081	N243882	O003583
082	M163583	N093384
083	M013484	M183185
084	M293185	N832586
085	M202686	N891787
086	N291887	N220688
087	N060788	M180089

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	N870089	M840690
089	N980690	N900891
090	M050991	M971892
091	M181992	N061993
092	M141393	M221494
093	N251494	M111095
094	0171095	M101596
095	M211596	M081897
096	N111897	M191498
097	N771498	M101499
098	M211499	N749999

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1361	DATE REC'D 4-23-96		
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01		
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 32	LOCATION 14	SECTION(S) 14	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 Boxes	INSURANCE ACCOUNTING RECORDS	1226 - ITEM 6 07/01/00

*Das [unclear]
2/22/00
[unclear]*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1 OF 01	01	WAIT TRANS
Consolidated Total: 01		OF 01			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 01	462 INSURANCE ACCT RECORDS JUNE 1995	WATSON	6	1226	WAIT TRANS
	Record #:	9178 COMMISSION & PRODUCER STATEMENTS	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-7
(1)

*** Item Number from the Retention Schedule must be listed!**
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Rusty Watson Department: Fiscal

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	462	Insurance Acct Records-Commission & Producer Statments June 1995	6	1 of 1	9178	7/2000	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W1716	DATE REC'D 6-25-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 47	LOCATION SECTION(S) 14-16
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 108	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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108 Boxes

UNDERWRITING - PRIVATE PASSENGER

5/94

1226 - ITEM 13

07/01/00

DISPOSAL
8/23/00
JSS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	108	TEMP/HAMPTON

Consolidated Total: 108 OF 108

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
108 OF 108	594	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9582	MAY 1994	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		108 OF	108 Boxes			

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	0182380	M931181
089	N641381	M951182
090	0631282	N340683
091	0700683	M939883
092	M889983	M858484
093	0648584	M987985
094	N008085	M987586
095	N197686	D877087
096	M927087	N006988
097	M856988	0665489
098	M825489	M894790
099	N434890	0584691
100	M964691	N384192
101	M964292	M973593
102	M813693	M892194
103	D852394	N012295
104	M862295	M992296
105	M832396	N031397
106	N471397	N070198
107	N400198	M990099
108	D780199	M829999

PROGRAM ID UPO97
RUN DATE 05-AUG-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	M943953	M983254
060	M933354	NO21855
061	0711855	M931556
062	NO31656	M981057
063	M711157	M890558
064	N920558	NO40159
065	0290159	M970160
066	M920260	0428460
067	0158560	N237661
068	M867661	M856562
069	M966562	0774563
070	NO34663	M854764
071	M964764	0013465
072	0623565	M943066
073	0513166	M952367
074	NO52467	NO51568
075	0741568	NO40469
076	0240569	M819969
077	M929969	M898370
078	M958470	0237371
079	M837371	M996372
080	M836472	M955773
081	0305873	M905474
082	NO05574	M965175
083	NO65275	M895576
084	M905776	0734677
085	M894677	0634478
086	NO04578	M882679
087	M992679	M942280

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0491227	0291228
031	N591228	N881129
032	M911229	M920430
033	N020530	N810531
034	M890531	0709931
035	M979931	M828232
036	N038332	0556833
037	0776833	M855434
038	M965434	N784735
039	M924835	M903536
040	0693636	0563937
041	N514037	0792138
042	0192238	M861639
043	M971639	0440940
044	M930940	0699340
045	N889340	M907841
046	N007941	N007542
047	0647642	N016843
048	N186943	N535344
049	0025544	M984145
050	N414245	M933346
051	0563546	N703247
052	M843347	N291348
053	N731348	N020549
054	N080649	N589649
055	M889649	M918150
056	N018250	M966651
057	M916751	M885252
058	M995252	M833953

PROGRAM ID UPO97
RUN DATE 05-AUG-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	N040000	N058600
002	M968700	M847601
003	N877601	N336902
004	M856902	N806003
005	M886003	05 15304
006	M955404	N014905
007	M754905	0324606
008	N024706	N024307
009	0164307	M973208
010	N073308	M942809
011	N372909	N022010
012	0332110	0171311
013	0011411	M890612
014	M840712	0429912
015	M809912	M948513
016	0518613	M928814
017	N028914	M838815
018	0719015	0038816
019	0588816	0627617
020	N327717	0616518
021	M666518	M865219
022	M925319	M994620
023	0454720	N724821
024	M804821	0253822
025	0583822	M963423
026	M913523	M912624
027	N012724	N703425
028	N103525	N032326
029	M882326	N241227

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1717	DATE REC'D 6-25-96		
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01		
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 11	LOCATION 17-22	SECTION(S) 113	NO. OF CU. FT. 113
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
113 Boxes	UNDERWRITING - PRIVATE PASSENGER 3/94	1226 - ITEM 13 07/01/00

[Handwritten signature]
8-11-00

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	113	TEMP/HAMPTON

Consolidated Total: 113 OF 113

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
113	OF 113	394 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
	Record #:	9443 MARCH 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 113 OF 113 Boxes

4-11-96
JOHN T. + JOHN M.
ADVISED

PROPERTY ADMINISTRATOR
96 APR 11 AM 10:56

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3/94
Distroy 7-00

113 Boxes
Road # 9443
Temp @ Hampton Park

PROGRAM ID UPO97
RUN DATE 03-JUN-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	M450000	M558200
002	0238300	M557301
003	N917301	M495802
004	M445902	M474503
005	M584503	0254004
006	M364104	N823005
007	M413105	M572106
008	M792106	M660307
009	M500407	N399807
010	M589807	M580109
011	M800109	M538609
012	N568609	M547810
013	M987810	0076211
014	0296211	N495512
015	M525612	M644913
016	M845013	M564014
017	M414314	M562615
018	M892615	M561716
019	N761816	M472217
020	N122317	M629817
021	M469917	M458818
022	M568818	M508319
023	M618319	M456920
024	M437020	M485521
025	M595521	0314422
026	N234522	M562623
027	M512723	M601424
028	0061524	0170625
029	M550625	0080626

PROGRAM ID UPO97
RUN DATE 03-JUN-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	N543851	0353452
060	M623452	0071953
061	0181953	M401654
062	M511654	M480155
063	M540255	0299555
064	M569555	0328156
065	M548256	M486757
066	M436857	M465458
067	0145558	M453859
068	M563859	K033860
069	0373860	M662261
070	M502361	M551362
071	M661362	M569962
072	M679962	M838963
073	M489063	M937864
074	N967864	M526465
075	M586565	M674766
076	M464966	M453867
077	M563867	M332768
078	M662768	M552369
079	M562569	M521870
080	M631870	M471571
081	N721571	M591372
082	M431472	M599772
083	M439872	M518373
084	M528573	M925874
085	M875974	M495675
086	M555775	0185576
087	M455576	N424577

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W18	DATE REC'D 7-15-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE LOCATION SECTION(S) 4 10-13	NO. OF CU. FT. 109
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
109 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/00

*Disposal
7/00*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	109	TEMP/HAMPTON

Consolidated Total: 109 OF 109

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
109 OF 109	494	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9514	APRIL 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 109 OF 109 Boxes

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	M695380	M735781
089	M575881	M665082
090	M775082	M723783
091	M673883	0482384
092	M642384	M770285
093	M670485	M759885
094	0329985	M869486
095	0329586	N078687
096	N188687	M727088
097	M787188	0476589
098	M746589	M765990
099	0366090	M675991
100	N466091	M825292
101	N695392	M564693
102	M784693	N933994
103	0174094	M733495
104	M843495	0121896
105	0451896	M740297
106	M690397	0449697
107	M719697	0389198
108	M659198	M737199
109	M847199	M769899

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	M718453	0357954
060	0467954	0396755
061	M886755	0436056
062	M706056	M865057
063	N895057	0604358
064	M874358	M804759
065	M754859	M644360
066	M754360	0433561
067	M703561	M792262
068	0092462	M861663
069	0161863	M771664
070	M721764	M740165
071	N770165	M768965
072	0039065	M688066
073	M798066	M767667
074	M717767	N607868
075	M687868	M737369
076	M847369	M636570
077	N176670	M695771
078	M805771	0364772
079	0474772	M722973
080	M763173	M672674
081	M782674	M600975
082	M710975	0478875
083	M748875	M677676
084	M737776	M687477
085	M797477	M676378
086	M626478	M845579
087	M795679	M635280

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0346626	M666127
031	N316227	M754328
032	M704428	M723929
033	M704029	M823230
034	M663330	M672631
035	0242731	M862732
036	0102832	M792033
037	M692233	M791134
038	M741234	0030335
039	0360335	N469635
040	0499635	0388736
041	M658736	0328237
042	M598237	N787238
043	M707338	M797639
044	N777739	M867440
045	0547540	M816641
046	0056741	M745442
047	M805542	0434843
048	M704843	0124844
049	M614844	M784545
050	M684745	M614046
051	M834046	M773047
052	0183247	M813448
053	D383548	0343449
054	M673549	M783050
055	M893050	M732251
056	M682351	N100852
057	M730852	M749952
058	M600053	N528453

PROGRAM ID UPO97
RUN DATE 02-JUL-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0290000	M819500
002	M829700	0379001
003	N789001	M736702
004	M846702	0135803
005	M625803	M504704
006	M624904	M723805
007	M833805	M683706
008	M793706	0242707
009	M622707	M761308
010	M601408	M670809
011	M661109	0290310
012	M670310	N269210
013	0469310	M838211
014	M788311	0427812
015	M807812	N957613
016	0607713	M706714
017	N846714	M666615
018	0236715	M684516
019	N884616	0353517
020	N763517	0484018
021	M864018	M673719
022	0243819	0263720
023	0483720	0003621
024	M713621	0432522
025	0112722	M761723
026	M881923	N670624
027	M750624	M759524
028	M709624	M737725
029	0417825	0236626

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W19	DATE REC'D 7-15-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 40 30-32	NO. OF CU. FT. 103
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
103 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/00

DISPOSAL
8/20/00
LIS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
103	OF 103	694 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
	Record #:	9615 JUNE 1994	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		103 OF	103 Boxes			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	103	TEMP/HAMPTON

Consolidated Total: 103 OF 103

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0998755	0878156
060	0058256	N196957
061	N177057	N207258
062	N157358	0036759
063	N226759	N206960
064	0896960	0906761
065	0746861	N077362
066	N197562	N157463
067	N057663	N146364
068	N206464	N407265
069	N957265	N126266
070	N236266	N044367
071	N154367	N074568
072	N184568	N023769
073	N193869	N164370
074	N114470	N443571
075	0693571	N073472
076	N183472	0782973
077	0892973	N073774
078	N183774	0943675
079	N093775	0783376
080	N153476	N134277
081	N464277	N053978
082	N823978	0864279
083	N124379	0542980
084	N053080	N182581
085	0492681	0343082
086	N263182	N162483
087	0192483	N071984

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	N225027	N054028
031	N164028	N184029
032	N624029	N132630
033	M982630	Q542131
034	N022231	N861632
035	N151732	Q571433
036	N051533	N241634
037	Q001734	N181135
038	N731135	Q741436
039	Q911536	N119936
040	N229936	N210038
041	M950038	N129338
042	N239338	M978439
043	Q438539	Q468640
044	N938740	N118441
045	N838541	N198542
046	Q668542	N158443
047	Q958443	M959744
048	N059844	N088445
049	N048745	N139546
050	N089646	N709547
051	N819547	Q298648
052	N108748	N089549
053	N099749	N658950
054	N199050	N138051
055	N198151	Q019552
056	N099552	N259053
057	Q399053	N209854
058	N049954	Q778755

PROGRAM ID UPO97
RUN DATE 03-SEP-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	N150000	N139600
002	N089700	N089301
003	N199301	0019102
004	N049202	N268303
005	N928303	N167604
006	N497604	0425305
007	N015405	N255406
008	N095506	N293707
009	0763707	N143608
010	N093708	0683509
011	N053609	0082610
012	N162610	N821711
013	0911811	N051312
014	0411312	N011213
015	N121213	M980514
016	N080614	N179114
017	0649114	N149215
018	0569315	N169216
019	0199216	N069017
020	N129117	0018718
021	N098718	N008719
022	N118719	0148220
023	N068320	N617421
024	N237521	N187222
025	N137322	0026923
026	N216923	0776124
027	N036224	N375525
028	N215625	N224926
029	0584926	N115027

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W305	DATE REC'D 9-16-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES	RANGE 6	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION SECTION(S) 20	NO. OF CU. FT. 2
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 02 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING SUPPORT DOCUMENTS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 15 07/01/00
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A large, stylized handwritten signature in black ink, located in the bottom right corner of the page. The signature appears to be 'CJ Mumme'.

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING SUPPORT DOCUMENTS	15	2 OF	02	WAIT TRANS

Consolidated Total: 02 OF 02

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 02	70 URO90 01-95 - 03-95	BECKER	15	1226	WAIT TRANS
Record #:	9879		UNDERWRITING SERVICES			
02	OF 02	71 URO90 04-95 - 06-95	BECKER	15	1226	WAIT TRANS
Record #:	9880		UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7/11/94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: UNDERWRITING

RESPONSIBLE INDIVIDUAL: ELLEN L BECKER
(Print Name)

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

Ellen L Becker
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
70	LLR 90 1-95 to 3-95	15	1 of 2	9979	7-00
71	LLR 90 4-95 to 6-95	15	2 of 2	9980	7-00

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W394		DATE REC'D 10-8-96
B. DIVISION/UNIT HOUSE COUNSEL - EXECUTIVE				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 34	LOCATION 22	SECTION(S) 7
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
07 Boxes		LITIGATION FILES / HOUSE COUNSEL		1226 - ITEM 30 07/01/00

Handwritten:
Mumme
8/23/96
Mumme

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
EXECUTIVE	LITIGATION FILES / HOUSE COUNSEL	30	7 OF	07	WAIT TRANS

Consolidated Total: 07 OF 07

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 07 Record #:	575 9940	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 07 Record #:	576 9941	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 07 Record #:	577 9942	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 07 Record #:	578 9943	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 07 Record #:	579 9944	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 07 Record #:	580 9945	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 07 Record #:	581 9946	LITIGATION FILES 6/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 07 OF 07 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
⑦

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: HOUSE COUNSEL UNIT

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFERL

*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)

(Print Name)

Kathleen P. Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
575	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9940	1 OF 7	7/2000
576	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9941	2 OF 7	7/2000
577	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9942	3 OF 7	7/2000
578	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9943	4 OF 7	7/2000
579	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9944	5 OF 7	7/2000
580	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9945	6 OF 7	7/2000
581	HOUSE COUNSEL UNIT LITIGATION FILES (6/95)	30	9946	7 OF 7	7/2000

96 AUG - 9 AM 7:37
PROPERTY ADMINISTRATOR

RECORDS OFFICER: ORIGINAL (WHITE) SHIPPING DEPT/UNIT: (YELLOW) RECEIVING DEPT: (PINK)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W409		DATE REC'D 10-16-96
B. DIVISION/UNIT MILLER - COMMERCIAL				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 37	LOCATION 11	SECTION(S) 25
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 25		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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25 Boxes

UNDERWRITING - COMMERCIAL

1226 - ITEM 14 (a)

07/01/00

*Received
7/23/00
mm*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
COMMERICAL	UNDERWRITING - COMMERCIAL	14 (a)	25 OF	25	WAIT TRANS
Consolidated Total: 25			OF	25	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 25 Record #:	700 9906	COMMERCIAL POLICIES JAN 94 - JAN 95 L 87 09 01 TO M 11 86 77	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
02 OF 25 Record #:	701 9907	COMMERCIAL POLICIES FEB 94 - FEB 95 M 12 22 16 TO M 15 99 77	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
03 OF 25 Record #:	702 9908	COMMERCIAL POLICIES FEB 94 - FEB 95 M 21 34 24 TO M 26 77 45	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
04 OF 25 Record #:	703 9909	COMMERCIAL POLICIES FEB 94 - FEB 95 M 21 34 24 TO M 26 77 45	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
05 OF 25 Record #:	704 9910	COMMERCIAL POLICIES MAR 94 - MAR 95 M 27 06 30 TO M 31 84 71	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
06 OF 25 Record #:	705 9911	COMMERCIAL POLICIES MAR 94 - MAR 95 M 32 16 93 TO M 36 48 13	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
07 OF 25 Record #:	706 9912	COMMERCIAL POLICIES MAR 94 - MAR 95 M 36 50 38 TO M 40 97 79	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
08. OF 25 Record #:	707 9913	COMMERCIAL POLICIES MAR 94 - MAR 95 M 41 07 77 TO M 46 33 58	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
09 OF 25 Record #:	708 9914	COMMERCIAL POLICIES MAR 94 - MAR 95 M 46 43 11 TO M 46 98 08	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
10 OF 25 Record #:	709 9915	COMMERCIAL POLICIES MAR 94 - MAR 95 M 49 98 75 TO M 53 88 54	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
11 OF 25 Record #:	710 9916	COMMERCIAL POLICIES MAR 94 - MAR 95 M 54 03 60 TO M 57 74 42	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
12 OF 25 Record #:	711 9917	COMMERCIAL POLICIES APR 94- APR 95 M 57 87 40 TO M 61 79 24	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
13 OF 25 Record #:	712 9918	COMMERCIAL POLICIES MAY 94- MAY 95 M 61 79 32 TO M 64 79 25	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
14 OF 25 Record #:	713 9919	COMMERCIAL POLICIES MAY 94- MAY 95 M 64 40 26 TO M 66 98 35	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
15 OF 25 Record #:	714 9920	COMMERCIAL POLICIES MAY 94- MAY 95 M 67 09 73 TO M 71 61 16	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
16 OF 25 Record #:	715 9921	COMMERCIAL POLICIES MAY 94- MAY 95 M 72 16 32 TO M 74 39 70	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
17 OF 25 Record #:	716 9922	COMMERCIAL POLICIES JUN 94- JUN 95 M 74 41 60 TO M 77 69 92	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
18 OF 25 Record #:	717 9923	COMMERCIAL POLICIES MAY 94- MAY 95 M 77 71 23 TO M 80 99 63	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
19 OF 25 Record #:	718 9924	COMMERCIAL POLICIES JUN 94- JUN 95 M 81 00 74 TO M 83 15 00	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
20 OF 25 Record #:	719 9925	COMMERCIAL POLICIES JUN 94- JUN 95 M 83 22 05 TO M 85 86 70	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
21 OF 25 Record #:	720 9926	COMMERCIAL POLICIES JUN 94- JUN 95 M 86 12 13 TO M 88 79 13	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
22 OF 25 Record #:	721 9927	COMMERCIAL POLICIES JUN 94- JUN 95 M 88 84 56 TO M 91 99 55	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
23 OF 25 Record #:	722 9928	COMMERCIAL POLICIES JUN 94- JUN 95 M 92 01 12 TO M 94 69 01	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
24 OF 25 Record #:	723 9929	COMMERCIAL POLICIES JUN 94- JUN 95 M 94 76 57 TO M 96 98 71	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
25 OF 25 Record #:	724 9930	COMMERCIAL POLICIES MAY 94- MAY 95 X 82 00 83 TO M 82 22 48	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 25 OF 25 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

0-15-94
25

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JACK MILLER Department: COM MIL

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
① 700	^{JAN 94 to JAN 95} L-87-09-01 to M-11-86-77	14A	10 of 25	9906	July 2000	
② 701	^{Feb 94 to Feb 95} M-12-22-16 to M-15-99-77	14A	20 of 25	9907	July 2000	
③ 702	^{Feb 94 to Feb 95} M-16-00-10 to M-21-21-34	14A	30 of 25	9909	July 2000	
④ 703	^{Feb 94 to Feb 95} M-21-31-24 to M-26-17-45	14A	40 of 25	9909	July 2000	
⑤ 704	^{MAR 94 to MAR 95} M-27-06-30 to M-31-84-71	14A	50 of 25	9910	July 2000	
⑥ 705	^{MAR 94 to MAR 95} M-32-16-93 to M-36-48-13	14A	60 of 25	9911	July 2000	
⑦ 706	^{MAR 94 to MAR 95} M-36-50-38 to M-40-97-79	14A	70 of 25	9912	July 2000	
⑧ 707	^{MAR 94 to MAR 95} M-41-07-77 to M-46-23-58	14A	80 of 25	9913	July 2000	
⑨ 708	^{MAR 94 to MAR 95} M-46-43-11 to M-49-98-08	14A	90 of 25	9914	July 2000	
⑩ 709	^{MAR 94 to MAR 95} M-49-98-75 to M-53-88-521	14A	100 of 25	9915	July 2000	

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-15-96
⑤

* Item Number from the Retention Schedule must be listed!
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JACK MILLER Department: COMMITTEE

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial/
①	710	MAR 94 to MAR 95 M-54-03-60 to M-57-74-42	14A	11 of 25	9916	July 2000		
②	711	APR 94 to APR 95 M-57-87-40 to M-61-79-24	14A	12 of 25	9917	July 2000		
③	712	MAY 94 to MAY 95 M-61-79-32 to M-64-39-25	14A	13 of 25	9918	July 2000		
④	713	MAY 94 to MAY 95 M-64-40-26 to M-66-98-35	14A	14 of 25	9919	July 2000		
⑤	714	MAY 94 to MAY 95 M-67-09-73 to M-71-61-16	14A	15 of 25	9920	July 2000		
⑥	715	MAY 94 to MAY 95 M-72-16-32 to M-74-39-70	14A	16 of 25	9921	July 2000		
⑦	716	JUN 94 to JUN 95 M-74-41-60 to M-77-69-92	14A	17 of 25	9922	July 2000		
⑧	717	MAY 94 to MAY 95 M-77-71-23 to M-80-99-63	14A	18 of 25	9923	July 2000		
⑨	718	JUN 94 to JUN 95 M-81-00-74 to M-83-15-00	14A	19 of 25	9924	July 2000		
⑩	719	JUN 94 to JUN 95 M-83-22-05 to M-85-86-70	14A	20 of 25	9925	July 2000		

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-15-96
25

*** Item Number from the Retention Schedule must be listed!**
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JACK MILLER Department: Comm'

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial/
①	720	M.86.12.13 ^{Jun 94} to M.88.79.13 ^{Jun 95}	14A	210825	9926	July 2000		
②	721	M.88.84.56 ^{Jun 94} to M.91.99.55 ^{Jun 95}	14A	220825	9927	July 2000		
③	722	M.92.01.12 ^{Jun 94} to M.94.69.01 ^{Jun 94}	14A	230825	9928	July 2000		
④	723	M.94.76.57 ^{Jun 94} to M.96.98.71 ^{Jun 95}	14A	240825	9929	July 2000		
⑤	724	X82.00.83 ^{MAY 94} to X82.22.48 ^{MAY 95}	14A	250825	9930	July 2000		
⑥								
⑦								
⑧								
⑨								
⑩								

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 98W744	DATE REC'D 4-16-98
B. DIVISION/UNIT MILLER - COMMERICAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 10	LOCATION SECTION(S) 5
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 02 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - COMMERCIAL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 14 (a) 07/01/00	

[Handwritten signature]
8/11/00

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/00

***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
COMMERICAL	UNDERWRITING - COMMERCIAL	14 (a)	2 OF 02		TEMP/HAMPTON

Consolidated Total: 02 OF 02

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/00

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 02 Record #:	727 9976	COMMERCIAL POLICY FILES N-00-29-66 TO N-03-59-96	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
02 OF 02 Record #:	728 9977	COMMERCIAL POLICY FILES N-03-63-56 TO N-07-99-93	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

97 SEP -8 PM 12: 39

*** Item Number from the Retention Schedule must be listed!**
Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JACK MILLER Department: COMM'L

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
1	727	N:00.29.66 to N:03.59.96	✓ 14A	1 of 2	9976	July 2000	
2	728	N:03.63.56 to N:07.99.93	✓ 14A	2 of 2	9977	July 2000	
3							
4							
5							
6							
7							
8							
9							
10							

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

08/04/1998

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W1072	DATE REC'D 6-25-99
B. DIVISION/UNIT MILLER COMMERCIAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 4	LOCATION SECTION(S) 31-32
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 3 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES FLEET POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 59 07/01/2000	

*Disposal
7/00*

Report: CONTRANS
TransDate: 08/04/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2000
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	FLEET POLICY FILES	59	3 of 003	TEMP/MILLERSVILLE BIN 243 A

Consolidated Total: 3 of 003

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 003 Record #:	907 9192	MAR 1994 TO MAR 1995 M00-31-44 TO M42-87-65	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
002 of 003 Record #:	908 9193	MAY 1994 TO MAY 1995 M56-05-07 TO M86-92-73	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
003 of 003 Record #:	909 9194	JUN 1994 TO JUN 1995 M91-09-58 TO M05-60-39	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978

Consolidated Total of Detail Transmittal Report: 3 of 003 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-4-99
3

* Item Number from the Retention Schedule must be listed!

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

99 AUG -6 PM 3:33

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JACK MILLER Department: COMM L

"1978"

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	^{MAR 94 to MAR 95} M-00-31-44 to M-42-87-65	14859	1 of 3	9278	July 2000		
②	^{MAY 94 to MAY 95} M-56-85-07 to M-86-92-73	14859	2 of 3	9279	July 2000		
③	^{JUN 94 to JUN 95} M-91-09-58 to M-05-60-39	14859	3 of 3	9280	July 2000		
④							
⑤							
⑥							F
⑦							F
⑧							
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⑩							

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 00W293	DATE REC'D 9-13-99
B. DIVISION/UNIT DESOUZA, JOHN CLAIMS/HOME OFFICE		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 5	LOCATION 1
	SECTION(S) 1	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 Boxes	MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)	1978-ITEM 09 07/01/2000

*Disposal
7/00*

Report: CONTRANS
TransDate: 03/22/1999

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2000
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
CLAIMS/HOME OFFICE	MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)	09	1 of 001	WAITING FOR TRANSFER CLEARANCE

Consolidated Total: 1 of 001

Report: TRANSMIT
Trans Date: 03/22/1999

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 07/01/2000
Requesting Authorization to Transmit records to an OffSite Storage Facility

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9861	14 AUDIT REPORTS AND SUPPORT WORKSHEET 01/01/1995 TO 06/30/1995	DESOUSA, JOHN CLAIMS/HOME OFFICE	WAITING FOR TRANSFER CLEARANCE	09	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

① 3-22-99

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

*** Item Number** from the Retention Schedule **must** be listed!
 Scheduled Destruct Date **must** be timeframe stipulated in Retention Schedule

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): JOHN A. DE SOUSA Department: DEPT OF AUDITS
CLAIMS AUDITING UNIT

1978

Initial/

MAIF Description / Contents of Box * Item DGS Record Scheduled Confirm
BOX # (Inclusive of oldest date in box) Number BOX # Number Destruct Date Receipt

①	14	AUDIT REPORTS & SUPPORTING WORKSHEETS 1-1-95 TO 6-30-95	09		9861	JULY 2000	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)