

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
	Reporting Agency		Retain one (1) copy and forward original to address at left.
	Maryland Automobile Insurance Fund		
	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.				
92W1031	Misc. Accounting Records	1226	12	1990	1	1/2001	RECYCLE
93W613	Ins. Accounting Records	1226	6	12/1990	2	1/2001	RECYCLE
93W614	Gen. Accounting Records Misc. Accounting Records	1226	1, 12	1990	5	1/2001	RECYCLE
93W615	Gen. Accounting Records Misc. Accounting Records Payroll Accounting Records	1226	1, 12, 8	1990	23	1/2001	RECYCLE
93W1131	Gen. Accounting Records	1226	1	11/1990	2	1/2001	RECYCLE
94W1018	Ins. Accounting Records	1226	6	12/1990	1	1/2001	RECYCLE
94W1019	Misc. Accounting Records	1226	12	1990	1	1/2001	RECYCLE
95W590	Fiscal - OPE Bank Statements	1226	1	4/1991	3	1/2001	RECYCLE
96W191	Budget & Fiscal Planning Records	1226	7	1990	1	1/2001	RECYCLE
96W192	Misc. Accounting Records	1226	12	1/1989 - 12/1991	1	1/2001	RECYCLE
96W627	Claim Minor Files "Bodily Injury"	1226	21	1977 - 1979	13	1/2001	RECYCLE
96W2362	Ins. Accounting Records	1226	6	9/1995	1	1/2001	RECYCLE
96W1363	Premium Refund Check "Copies"	1226	11 a	7/1995	3	1/2001	RECYCLE
96W1364	Claim Files "Minor" Bodily Injury	1226	21	11/1978	1	1/2001	RECYCLE
97W20	Underwriting - Private Passenger	1226	13	7/1994	111	1/2001	RECYCLE
97W39	Underwriting - Private Passenger	1226	13	9/1994	110	1/2001	RECYCLE
97W40	Underwriting - Private Passenger	1226	13	12/1994	89	1/2001	RECYCLE
97W41	Underwriting - Privste Passenger	1226	13	11/1994	95	1/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2001 Date
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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			
Maryland Automobile Insurance Fund			
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.				
97W42	Underwriting - Private Passenger	1226	13	8/1994	113	1/2001	RECYCLE
97W43	Underwriting - Private Passenger	1226	13	10/1994	115	1/2001	RECYCLE
97W306	Premium Refund Check "Copies"	1226	11 (a)	9/1995	4	1/2001	RECYCLE
97W307	Premium Refund Check "Copies"	1226	11 (a)	11/1995	83	1/2001	RECYCLE
97W392	Litigation Files / House Counsel	1226	30	7/1995 - 2/1996	36	1/2001	RECYCLE
97W410	Premium Refund Check "Copies"	1226	11 (a)	1995	4	1/2001	RECYCLE
97W411	Underwriting - Commercial	1226	14 (a)	7/1994 - 1/1995	2	1/2001	RECYCLE
98W657	Miscellaneous Claim Files	1226	22	8/1995 - 1/1996	3	1/2001	RECYCLE
98W745	Underwriting - Commercial	1226	14 (a)	1995	26	1/2001	RECYCLE
98W746	Underwriting - Commercial	1226	14 (a)	12/1994 - 12/1995	2	1/2001	RECYCLE
99W296	Misc. Accounting Records Injury	1226	12	1990	1	1/2001	RECYCLE
99W297	Claim Files "Minor" Bodily Injury	1226	21	6/1979	1	1/2001	RECYCLE
99W298	Claim Files "Minor" Bodily Injury	1226	21	5/1979	1	1/2001	RECYCLE
99W1036	General Accounting Records	1226	1	1989 - 1990	7	1/2001	RECYCLE
99W1062	Fleet Policy Files	1226	59	7/1994 - 10/1995	3	1/2001	RECYCLE
00W294	Miscellaneous Claim Files	1226	9	7/1995 - 12/1995	1	1/2001	RECYCLE
00W304	Ins. Accounting Records	1226	23	7/1990 - 12/1990	1	1/2001	RECYCLE
00W309	Income Tax Records	1226	27	1990	2	1/2001	RECYCLE
00W324	Time Cards	1226	34	1996	2	1/2001	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2001</u> Date
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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. 92W1031	DATE REC'D 3-16-92
DIVISION/UNIT AGENCY ACCOUNTING / RUSTY WATSON			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 8 15	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 of 01		MISCELLANEOUS ACCOUNTING RECORDS JAN - DEC 1990	#1226 - ITEM # 12 JANUARY 2001 DIPITAL 2-8-01

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. 93W613	DATE REC'D 11-2-92
DIVISION/UNIT rusty watson			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 33 7	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	INSURANCE ACCOUNTING RECORDS OCT-DEC 1990	#1226 - ITEM 6 JANUARY 2001 <i>DISPOSAL 3-5-01</i>

REPORT: CONTRANS
TRANSDATE:10/08/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	INSURANCE ACCOUNTING RECORDS	6	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT
RUN DATE: 10/08/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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	000274	INSURANCE ACCOUNTING RECORDS RECORD #: 06292 PRODUCER STATEMENTS OCTOBER 1990	WATSON FISCAL	6	1226	WAIT TRANS
02 OF 02	000277	INSURANCE ACCOUNTING RECORDS RECORD #: 06293 PRODUCER STATEMENTS DECEMBER 1990	WATSON FISCAL	6	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

E

RECORDS TRANSMITTAL AND RECEIPT

IONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W614	DATE REC'D 11-2-92
VISION/UNIT BarbaraSmith / FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 18 6	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
01 BOX	GENERAL ACCOUNTING RECORDS JAN - AUG 1990	#1226 - ITEM 1
04 BOXES	MISCELLANEOUS ACCOUNTING RECORDS JUN-DEC 1990	# 1226 - ITEM 12
05 BOXES		JANUARY 2001

*Original
3-1-01*

REPORT: CONTRANS
TRANSDATE:10/02/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2001

***** 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	1	OF 05	
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	4	OF 05	

CONSOLIDATED TOTAL : 5 OF 05

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 05	000297	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06281 JULY - AUGUST 1990	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 05	000298	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06282 SEPTEMBER - OCTOBER 1990	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 05	000299	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06283 NOVEMBER - DECEMBER 1990	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 05	000301	GENERAL ACCOUNTING RECORDS RECORD #: 06285 DEPOSITS JAN - AUGUST 1990	SMITH FISCAL	1	1226	WAIT TRANS
05 OF 05	000306	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06286 TELEPHONE BILLS JUNE-DECEMBER 1990	SMITH FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

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

E

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W615	DATE REC'D 11-2-92
POSITION/UNIT BARBARA SMITH / FISCAL		RM CODE 24.01
BILLING ADDRESS 750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 143 7-8	NO. OF CU. FT. 23
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL 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 1990	#1226 - ITEM 1
12 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 1990	# 1226 - ITEM 12
1 BOX	PAYROLL ACCOUNTING RECORDS 1990	# 1226 - ITEM 8
23 BOXES		JANUARY 2001 DISPOSAL 3/5/01 LJS

REPORT: CONTRANS
TRANSDATE:10/02/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

***** 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	10	OF 23	
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	12	OF 23	
FISCAL	PAYROLL ACCOUNTING RECORDS	8	1	OF 23	

CONSOLIDATED TOTAL : 23 OF 23

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 23	000294	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06252 JANUARY - FEBRUARY 1990	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 23	000295	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06253 MARCH - APRIL 1990	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 23	000296	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06254 MAY - JUNE 1990	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 23	000276	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06255 1990	SMITH FISCAL	12	1226	WAIT TRANS
05 OF 23	000277	GENERAL ACCOUNTING RECORDS RECORD #: 06256 EXPENSE STATEMENTS 1990	SMITH FISCAL	1	1226	WAIT TRANS
06 OF 23	000279	GENERAL ACCOUNTING RECORDS RECORD #: 06257 EXPENSE STATEMENTS 1990	SMITH FISCAL	1	1226	WAIT TRANS
07 OF 23	000280	PAYROLL ACCOUNTING RECORDS RECORD #: 06258 1990	SMITH FISCAL	8	1226	WAIT TRANS
08 OF 23	000281	GENERAL ACCOUNTING RECORDS RECORD #: 06259 VENDORS 1990 A - B	SMITH FISCAL	1	1226	WAIT TRANS
09 OF 23	000282	GENERAL ACCOUNTING RECORDS RECORD #: 06260 VENDORS 1990 C - D	SMITH FISCAL	1	1226	WAIT TRANS
10 OF 23	000283	GENERAL ACCOUNTING RECORDS RECORD #: 06261 VENDORS 1990 E - J	SMITH FISCAL	1	1226	WAIT TRANS
11 OF 23	000284	GENERAL ACCOUNTING RECORDS RECORD #: 06262 VENDORS 1990 K - N	SMITH FISCAL	1	1226	WAIT TRANS
12 OF 23	000285	GENERAL ACCOUNTING RECORDS RECORD #: 06263 VENDORS 1990 O - R	SMITH FISCAL	1	1226	WAIT TRANS
13 OF 23	000286	GENERAL ACCOUNTING RECORDS RECORD #: 06264 VENDORS 1990 S - Z	SMITH FISCAL	1	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 23	000287	GENERAL ACCOUNTING RECORDS RECORD #: 06265 UNINSURED TEMPS 1990 A - C	SMITH FISCAL	1	1226	WAIT TRANS
15 OF 23	000288	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06266 1990	SMITH FISCAL	12	1226	WAIT TRANS
16 OF 23	000289	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06267 1990	SMITH FISCAL	12	1226	WAIT TRANS
17 OF 23	000290	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06268 1990	SMITH FISCAL	12	1226	WAIT TRANS
18 OF 23	000291	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06269 1990	SMITH FISCAL	12	1226	WAIT TRANS
19 OF 23	000302	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06270 DEPOSITS 1990	SMITH FISCAL	12	1226	WAIT TRANS
20 OF 23	000303	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06271 DEPOSITS 1990	SMITH FISCAL	12	1226	WAIT TRANS
21 OF 23	000304	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06272 DEPOSITS 1990	SMITH FISCAL	12	1226	WAIT TRANS
22 OF 23	000305	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06273 TELEPHONE BILLS JANUARY - MAY 1990	SMITH FISCAL	12	1226	WAIT TRANS
23 OF 23	000300	GENERAL ACCOUNTING RECORDS RECORD #: 06284 VENDORS 1990 K - W	SMITH FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 23 OF 23 BOXES

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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. 93W1131	DATE REC'D 3-16-93
DIVISION/UNIT HARRY FRAZIER / FISCAL SUBRO		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 3 32	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 AUGUST 1990 - NOVEMBER 1990	1226 - 1 JANUARY 2001 <i>Disposal 2-2-01</i>

REPORT: CONTRANS
TRANSDATE:03/15/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 01/01/2001

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: 03/15/93

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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 RECORD #: 06961	000038	DEPOSIT ENVELOPES AUGUST 1990	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS
02 OF 02 RECORD #: 06962	000039	DEPOSIT ENVELOPES AUGUST 1990 - NOVEMBER 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

3/18/93

Please check appropriate box

SHIP TO MADISON STREET

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

DEPARTMENT: FISCAL/SUBNO

RESPONSIBLE INDIVIDUAL: FRAZIER
 (Print Name)

[Signature]
 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
38	DEPOSIT ENVELOPES AUGUST 1990	1	lob 2	6961	1-2001
39	DEPOSIT ENVELOPES AUG 90 - NOV 90	1	2of 1	6962	1-2001

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)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 94W1018	DATE REC'D 4-18-94
DIVISION/UNIT WATSON-- FISCAL-AGENCY	RM CODE 24.01	
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 143 22	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
1 BOX	INSURANCE ACCOUNTING RECORDS DECEMBER 1990	1226-ITEM #6 JANUARY 2001 LIS 3/5/01 DISPOSAL

REPORT: CONTRANS
TRANSDATE: 01/05/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2001

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 01/05/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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	000330	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
		RECORD #: 08023 SUMMARY OF BUS. FOR PRODUCERS 12/90	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1-5-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL - AGENCY

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
330	Insurance Accounting Records Summary of Business for Producers 12/90	(6)	1081	8023	1/2001

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

E

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W1019	DATE REC'D 4-18-94
DIVISION/UNIT BARBARA SMITH - FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 143 22	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	MISCELLANEOUS ACCOUNTING RECORDS 1990	1226 - ITEM 12 JANUARY 2001 DISPOSAL 3/5/01 LJS

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 01/09/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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	000317	GENERAL ACCOUNTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08054 PRINTING & SUPPLYS 1990	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1-9-94

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)

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
317	1990 Printing + Supplies General Acct Records	12	181	8054	1-1-2000

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)

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>95W590</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT KEVIN WOOD - FISCAL			RM CODE <i>2401</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>153 6</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	OPE BANK STATEMENTS (FEBRUARY, JUNE, APRIL 1991)	ITEM 1 - 1226 JANUARY 2001 <i>D. J. Mumme</i> <i>3/28/01</i>

REPORT: CONTRANS
TRANSDATE: 09/13/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2001

***** 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: 09/13/94

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2001

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	000020 ✓	OPE BANK STATEMENTS RECORD #: 09110 FEBRUARY 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
02 OF 03	000029 ✓	OPE BANK STATEMENTS RECORD #: 09111 JUNE 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
03 OF 03	000031 ✓	OPE BANK STATEMENTS RECORD #: 09112 APRIL 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-13-94

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: Kevin Wood
(Print Name)

Kevin Wood
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
20	✓ OPE BK STMTS ^{2/91}	1		9110	July 2001
29	✓ OPE BK STMTS ^{6/91}	1		9111	July 2001
31	✓ OPE BK STMTS ^{4/91}	1		9112	July 2001
				c	

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

E

06/14/95

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W191	DATE REC'D 9-11-95
B. DIVISION/UNIT CINDY LAYTON, FISCAL DEPARTMENT.			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 6 18	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 BOX	BUDGET & FISCAL PLANNING RECORDS 1990 BUDGETS	1226 - ITEM # 7 JANUARY 2001

*DTF SAC
2/25/01*

REPORT: CONTRANS
TRANSDATE:06/14/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	BUDGET AND FISCAL PLANNING RECORDS	7	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 06/14/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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	000003	1990 BUDGETS	LAYTON	7	1226	WAIT TRANS
	RECORD #:	07937	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1/26/14

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: CINOY LAYTON
(Print Name)

Aidy Layton
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
3	1990 Budget	7	1.81	7937	JANUARY 2001

95 JUN 12 PM 3:11

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. 96W192	DATE REC'D 9-11-95
B. DIVISION/UNIT SHARON BEANE - REPORT CENTER			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 6 18	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
01 BOX	MISCELLANEOUS ACCOUNTING RECORDS DAILY COUNT WORKSHEETS 01/89 THRU 12/91	1226 - ITEM 12 JANUARY 2001

Handwritten signature and date: 2-5-01

REPORT: CONTRANS
TRANSDATE:08/01/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 01/01/2001

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
REPORT CENTER	MISCELLANEOUS ACCOUNTING RECORDS	12	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 08/01/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

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	000272	DAILY COUNT WORKSHEETS RECORD #: 08062 01/89 THRU 12/91	BEANE REPORT CENTER	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W627	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. 13
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
13 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 _ ITEM 21 JANUARY 2001 <i>DISPOSAL</i> <i>3/5/01</i> <i>LAB</i>

REPORT: CONTRANS
TRANSDATE:09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2001

***** 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	013	OF 13	

CONSOLIDATED TOTAL : 013 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	A 000223	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02176	CLAIMS MINOR FILES			
02 OF 13	A 000227	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02178	CLAIMS MINOR FILES			
03 OF 13	A 000878	CLAIM MINOR FILES DOB 12/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02231	CLAIMS MINOR FILES			
04 OF 13	A 003512	CLAIM MINOR FILES DOB 12/08/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	03114	CLAIMS MINOR FILES			
05 OF 13	A 006211	CLAIM MINOR FILES DOB 12/29/77	ADAMS	21	1226	WAIT TRANS
	RECORD #:	05753	CLAIMS MINOR FILES			
06 OF 13	A 006533	CLAIM MINOR FILES DOB 08/01/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	05910	CLAIMS MINOR FILES			
07 OF 13	B 001033	CLAIM MINOR FILES DOB 07/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07486	CLAIMS MINOR FILES			
08 OF 13	B 001791	CLAIM MINOR FILES DOB 07/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07456	CLAIMS MINOR FILES			
09 OF 13	B 001794	CLAIM MINOR FILES DOB 11/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07456	CLAIMS MINOR FILES			
10 OF 13	B 001836	CLAIM MINOR FILES DOB 12/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07454	CLAIMS MINOR FILES			
11 OF 13	B 001840	CLAIM MINOR FILES DOB 12/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07475	CLAIMS MINOR FILES			
12 OF 13	B 001996	CLAIM MINOR FILES DOB 07/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07485	CLAIMS MINOR FILES			
13 OF 13	B 002081	CLAIM MINOR FILES DOB 06/18/85	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07245	CLAIMS MINOR FILES			

REPORT: TRANSMIT
RUN DATE: 09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2
SCHEDULED DESTRUCTION DATE: 01/01/2001

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
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CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 013 OF 13 BOXES

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W1362	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 51	LOCATION 35
D. PHONE NO. 410 - 269 - 8558		SECTION(S) 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		NO. OF CU. FT. 1	
		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 Boxes	INSURANCE ACCOUNTING RECORDS	1226 - ITEM 6 01/01/01	

DISPOSAL
2/8/01
LIS

Maryland Automobile Insurance Fund

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

***** 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	WAIT TRANS
Consolidated Total: 01		OF	01		

Maryland Automobile Insurance Fund

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

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	474	INSURANCE ACCT RECORDS SEPT 1995	WATSON	6	1226	WAIT TRANS
Record #:	9203	COMMISSION & PRODUCER STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-8
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	474	Insurance Acct Records-Commission & Producer Statements September 1995	6	1081	9203	1/2001	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1363	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	LOCATION RANGE SECTION(S) 20 35	NO. OF CU. FT. 3
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
<input checked="" type="checkbox"/> 3 Box	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 01/01/01

Handwritten:
 Done
 3-1-01

Maryland Automobile Insurance Fund

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

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	3 OF	03	WAIT TRANS
Consolidated Total: 03 OF 03					

Maryland Automobile Insurance Fund

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

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 03	486 negotiable instrument copies	WATSON	11 (a)	1226	WAIT TRANS
	Record #:	9065 refund check copies 7/95	FISCAL			
	OF 03	487 negotiable instrument copies	WATSON	11 (a)	1226	WAIT TRANS
	Record #:	9066 refund check copies 7/95	FISCAL			
03	OF 03	488 negotiable instrument copies	WATSON	11 (a)	1226	WAIT TRANS
	Record #:	9067 refund check copies 7/95	FISCAL			

Consolidated Total of Detail Transmittal Report: 03 OF 03 Boxes

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W1364	DATE REC'D 4-23-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 49	LOCATION SECTION(S) 25
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
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	
1 Boxes	CLAIM FILES " MINOR " BODILY INJURY	1226 - ITEM 21 01/01/01	

DISPOSAL
8/2/01
LJS

Maryland Automobile Insurance Fund

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

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	1 OF	01	WAIT TRANS

Consolidated Total: 01 OF 01

Maryland Automobile Insurance Fund

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

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	A	7064	CLAIM MINOR FILES D.O.B. 11-19-78	ADAMS	21	1226	WAIT TRANS
	Record #:	9229		CLAIMS MINOR FILES				

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

3-11-96
①

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): Michael Butler Department: Class. Mail & File

	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	A7064	11-19-78	21	1081	9229	01-01-2001		
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. 97W20		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 15	LOCATION 5-7	SECTION(S) 111
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 111		
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		
111 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 01/01/01		

*DISPOSAL
2-20-01*

Maryland Automobile Insurance Fund

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

***** 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 111	111	TEMP/HAMPTON
Consolidated Total: 111 OF 111					

Maryland Automobile Insurance Fund

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

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
111 OF 111	794	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9616	JULY 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 111 OF 111 Boxes

PROGRAM ID UPO97
RUN DATE 08-OCT-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0180000	N288800
002	0818900	PO57601
003	0247601	N276802
004	N776902	0875203
005	N035503	0754104
006	N344204	N413605
007	N253705	N323606
008	0463606	0032907
009	N332907	N312108
010	0182208	N230209
011	N180309	N219809
012	0689809	N307910
013	N398010	0936911
014	N337011	PO46812
015	N316812	N315913
016	N186013	0174914
017	N254914	N194415
018	0554415	N402816
019	N952816	N431417
020	0901417	0410618
021	0850618	0509118
022	0729118	N176719
023	N286719	0785220
024	N265320	0774121
025	N254221	N412722
026	N252822	N281423
027	N391423	N229723
028	N339723	0597424
029	0217524	N496225

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0526225	N415926
031	N286026	N323827
032	N273927	N433428
033	0689428	P042329
034	N312329	0380530
035	P030630	N289130
036	0869130	N327431
037	0087531	N316332
038	N376432	N356733
039	0826733	0897134
040	N817234	N996635
041	N286735	N757436
042	N267536	N287537
043	0537537	N426138
044	0896138	0134939
045	N324939	N363640
046	0503640	N362741
047	N802741	N461642
048	N301742	0661343
049	N361443	N300444
050	N410444	N259444
051	N369444	N357845
052	P037945	N867246
053	P137346	N307147
054	N367247	0705448
055	N295548	N394449
056	0754449	0963250
057	N333350	N312051
058	0892051	N320852

PRDGRAM ID UPO97
RUN DATE 08-DCT-1995

MARYLAND AUTDMDBILE INSURANCE FUND
STRDRAGE BDX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	N430852	N459052
060	N299152	PO88353
061	N248353	N227054
062	N337054	N377455
063	PO57555	PO06756
064	N276756	O115357
065	N365457	P214758
066	N374758	N203759
067	N313759	N231760
068	N291860	N461561
069	N361761	D550762
070	N360862	P100663
071	O620663	O739563
072	N329663	N367964
073	N248264	N915465
074	N425565	N225566
075	N335566	N384567
076	N224667	N174368
077	N284368	N273269
078	N383269	N262070
079	N372070	N291771
080	O981771	N361672
081	N471672	N481473
082	N321573	N159873
083	N269873	O839274
084	N319374	N748275
085	N258375	N356776
086	O936776	N274877
087	O144977	N315778

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	N425778	N254779
089	N204879	0893880
090	N973880	0021581
091	0241581	N261082
092	N371082	0920683
093	N240883	N770084
094	P230184	0697984
095	0807984	N746485
096	N366585	0926886
097	P136986	N566487
098	N896487	N945488
099	N345588	N204089
100	N314089	N433290
101	P223390	N352991
102	N223091	0773192
103	N253292	N292093
104	0322093	N312094
105	0292194	0430295
106	N350395	0369995
107	N250196	0998496
108	N368596	0397697
109	0837697	P057598
110	N227798	0856799
111	0036899	N419999

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W39	DATE REC'D 7-25-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 67	LOCATION SECTION(S) 13-16
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 110	
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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110 Boxes

UNDERWRITING - PRIVATE PASSENGER

1226 - ITEM 13

01/01/01

DISPOSAL
2/1/01
LJS

PROGRAM ID UPO97
RUN DATE 03-DEC-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	N700000	N678900
002	0359000	N738601
003	P088701	NG28202
004	0828302	0997503
005	N697603	N606004
006	N556104	N626005
007	N736005	N785006
008	0215106	N613507
009	N723507	N712408
010	N772508	0731309
011	N651409	N601010
012	N711010	0329810
013	N629810	N678811
014	N788811	N777712
015	0807712	0496113
016	N576113	0744214
017	N614414	N702615
018	N812615	N561116
019	N731216	N730317
020	P300417	P319517
021	N699517	N758718
022	P108818	N647819
023	0627919	N625920
024	N606020	P335121
025	0525121	0133622
026	N763622	N773423
027	P013523	0402224
028	N702224	0041825
029	N561825	N731526

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0331726	0402127
031	N702127	P122128
032	P342128	N701929
033	N792029	N640830
034	N750830	N709830
035	P059930	N699231
036	N649331	N648432
037	N758432	P417233
038	N467233	N675634
039	P135734	N674735
040	N684935	N603536
041	N713536	P041837
042	N641837	N629837
043	N739837	N800439
044	0940439	P279639
045	N659639	P179340
046	N669340	N707641
047	N547741	N636442
048	N746442	0594743
049	N674743	N714044
050	N824044	0683045
051	P113145	N821746
052	N551846	P310447
053	N690447	0669247
054	N749247	P439148
055	N709148	N679249
056	N739349	N737850
057	0987850	N696151
058	0406351	N876052

PROGRAM ID UPO97
RUN DATE 03-DEC-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	N556252	P285353
060	N775353	N755654
061	N595754	P314655
062	N584655	N703956
063	0733956	N693357
064	N753457	N762758
065	N602858	N811759
066	0461859	P281560
067	N661560	P270461
068	P380461	M178661
069	N708761	0218962
070	N628962	N667763
071	P017863	P317964
072	N678064	P497865
073	N767865	P237766
074	N617766	N756367
075	0416667	N595568
076	P055668	0525369
077	P175469	N774470
078	N674670	N723671
079	N673771	N773172
080	N613272	N653673
081	N763673	0103774
082	P243774	N692075
083	N642175	N691176
084	P041276	N709776
085	N819776	P099177
086	N699177	N688078
087	N638178	P137079

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	N627079	N596580
089	N706580	N624681
090	P304781	N623782
091	N733782	P172583
092	0862683	P251084
093	N741084	P390785
094	N770785	P450486
095	N720486	0289886
096	N589886	N649587
097	P439687	N619688
098	N679788	N658489
099	N718589	N657490
100	P337590	N706491
101	N716691	0645992
102	N725992	N755093
103	N595193	N603994
104	P044194	P333595
105	0413595	N772796
106	0422896	0031897
107	P281897	0060498
108	N750598	P380399
109	0580599	N698499
110	P378599	0889999

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

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
110 OF 110	994	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9618	SEPTEMBER 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 110 OF 110 Boxes

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W40	DATE REC'D 7-25-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 67	LOCATION SECTION(S) 16-18
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 89	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 89 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - PRIVATE PASSENGER	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 13 01/01/01	

DISPOSAL
2/9/01
LJS

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

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
89 OF 89 Record #:	1294 9620	private passenger policy files december 1994	BECKER UNDERWRITING SERVICES	13	1226	TEMP/HAMPTON

Consolidated Total of Detail Transmittal Report: 89 OF 89 Boxes

PROGRAM ID UPO97
RUN DATE 03-MAR-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0212565	0223966
060	P363966	0215467
061	0225667	P996268
062	0256368	P857969
063	0148069	0229670
064	P429770	0231772
065	Q021872	0184073
066	0514073	0234674
067	P324774	0235875
068	P265875	0217176
069	0877176	0119077
070	P319177	0220479
071	P250479	0200680
072	0141080	0212581
073	0112781	0135382
074	P605382	0545483
075	0165583	P896484
076	P806884	0187285
077	0527485	0127886
078	0237886	0298087
079	0138187	0299288
080	0089488	0131190
081	P601190	0252591
082	P012691	P724292
083	0154492	0124593
084	0344593	P625294
085	P845294	P935595
086	0205895	P496796
087	P936796	0208797

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0163033	P024134
031	0104134	0935435
032	P475535	0185436
033	0135536	P845537
034	0215637	P836538
035	0156738	0198139
036	0148239	P850441
037	0220541	0141242
038	0201342	P281943
039	P721943	0233244
040	0293344	0164145
041	0224245	0024246
042	0144446	0184847
043	0514847	P784848
044	0245048	0245749
045	P225849	P756550
046	0236650	0106951
047	P136951	0868452
048	P738552	P901054
049	0161154	0091555
050	0201555	0181856
051	0241956	0242057
052	0682057	P984758
053	0244858	P785259
054	0045359	0257860
055	P397860	0189261
056	0139361	0180663
057	P320663	0132464
058	P492464	0752365

PROGRAM ID UPO97
RUN DATE 03-MAR-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0130100	0240801
002	0790801	0231802
003	0772102	P574703
004	0164803	P197004
005	P637004	P117205
006	0197205	0209106
007	0109306	0140408
008	0090508	0201709
009	0311709	P303610
010	P633610	0155111
011	0265111	0295312
012	0135412	P785313
013	P075413	0206614
014	P566514	0217915
015	0198015	0409016
016	0249116	0211518
017	P191618	0872719
018	0982719	0134920
019	0354920	0986021
020	0166121	0108822
021	0218822	0070124
022	0180124	0171125
023	0181325	0243126
024	P123426	0204627
025	0154727	0185428
026	0405428	0015929
027	P645929	0708730
028	0168930	0220932
029	0550932	0342833

TransDate: 06/20/96

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/01

***** 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	89	TEMP/HAMPTON

Consolidated Total: 89 OF 89

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W41	DATE REC'D 7-25-96 RM CODE 24.01
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES	C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294 RANGE: 67 LOCATION: 18-20 SECTION(S): NO. OF CU. FT.: 95	
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
95 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 01/01/01

DISPOSAL
2/2/01
LJS

Maryland Automobile Insurance Fund

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

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
95	OF 95	1194 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
	Record #:	9619 NOVEMBER 1994	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		95 OF	95 Boxes			

PROGRAM ID UPO97
RUN DATE 04-FEB-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0070000	0051901
002	0032001	0021902
003	0071902	0032303
004	P392303	N993504
005	0093604	P623305
006	0053505	0074006
007	P104006	P693907
008	0094007	0183808
009	0023908	N933609
010	P173709	P544510
011	0024610	N975611
012	0075711	N996112
013	0046312	0055613
014	0005713	0935214
015	P695314	0006515
016	0116515	0107516
017	0057616	N978017
018	0078117	N979218
019	0079318	0179819
020	N919819	0100821
021	N950821	0060722
022	0400922	N952123
023	0982123	0063624
024	P533624	0123325
025	0073425	0104126
026	0164226	0115527
027	0065627	0085628
028	0035728	P795629
029	N905729	0016030

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0026230	P767331
031	0027431	0117732
032	P257732	0078133
033	P438133	0079334
034	P389434	0100236
035	N950236	P551037
036	0031137	P641338
037	N911338	N951739
038	0161839	0041140
039	0101240	P451741
040	P181841	0012442
041	0122442	0863043
042	0053343	0792944
043	0003044	P562845
044	0042945	0043046
045	P253346	P173547
046	0583547	0124348
047	N974348	N985749
048	0085849	P696450
049	P316550	0037151
050	N997151	P757352
051	0017452	0017053
052	N977053	N978254
053	0078354	0048455
054	0158455	0099556
055	N949556	P159757
056	0679757	N980259
057	0850359	0851460
058	0031560	N941261

PROGRAM IO UPO97
RUN DATE 04-FEB-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0041361	0850162
060	P390262	0022863
061	P162863	0042864
062	0152864	P552165
063	N932165	N961866
064	0061966	0092667
065	N942667	0053068
066	0003168	N963869
067	0173969	0095070
068	P515170	0054471
069	P194471	0343872
070	0073972	0104673
071	0984673	P465874
072	0256074	0156975
073	P777175	0116876
074	0996876	0776477
075	P806477	P666578
076	N996678	0086179
077	0036279	P475780
078	N965780	P737181
079	0107281	0117082
080	N967082	0047483
081	0067883	P738684
082	0108784	0070086
083	P490186	0121187
084	0071287	N982588
085	N992788	0063489
086	P753489	0183190
087	0403190	0944191

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	0074391	0726992
089	0047092	0108393
090	N958393	0318894
091	N948894	0079695
092	P109695	0080197
093	P880197	0010598
094	0120598	N951399
095	0051499	N969999

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/01

***** 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	95	TEMP/HAMPTON

Consolidated Total: 95 OF 95

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W42	DATE REC'D 7-25-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 41	LOCATION 20-22
D. PHONE NO. 410 - 269 - 8558		SECTION(S) 113	NO. OF CU. FT. 113
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	
113 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 01/01/01	

DISPOSAL
2/21/01
LJS

Maryland Automobile Insurance Fund

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

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	894	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9617	AUGUST 1994	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 113 OF 113 Boxes.

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	N539676	N568277
089	N518377	N386578
090	N496578	N634679
091	N474779	N503280
092	0863280	N512581
093	N622581	N431182
094	N931282	N560683
095	N400783	P150784
096	N420784	N469384
097	N689384	0517285
098	N437385	N375886
099	N485886	PO35187
100	N475287	N604788
101	0744788	N523389
102	0553389	0592090
103	0322190	N471591
104	N531691	0169791
105	0939791	N547792
106	N497892	N877893
107	N448093	N887194
108	N397294	N396395
109	N456495	0295096
110	N485096	N483697
111	N433797	N452198
112	N562198	N401399
113	N511399	0669999

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	N480051	L189651
060	0939651	N379652
061	N489652	N608953
062	N718953	N478154
063	N648254	0847455
064	N547555	N497256
065	N557356	N445957
066	N426057	P104758
067	N544858	P183259
068	N453259	0381960
069	N461960	0521061
070	N331161	N430062
071	N540062	N510163
072	N460263	0888763
073	N478863	N507464
074	N457564	P056265
075	N436265	N604966
076	N934966	N473667
077	N533767	N543568
078	0963668	N842069
079	N462169	0980570
080	0160670	N608570
081	N448670	P157371
082	N427371	0746772
083	0966772	N495873
084	P065973	P143974
085	N523974	N553075
086	0583075	N551676
087	P231776	0509576

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0115225	P313926
031	0723926	N601827
032	0851827	0880428
033	N420628	N519128
034	N359228	0077129
035	N487129	N375630
036	N435730	N534631
037	N374731	0884032
038	0724132	N422833
039	N532833	N511534
040	N621534	P139934
041	N519934	P047835
042	N317835	N616336
043	N566436	P035837
044	0335837	N424038
045	N534038	P103239
046	N433339	N552540
047	P122640	P072341
048	N452341	N501342
049	N611342	N490243
050	N330343	N609143
051	N559243	N508444
052	P078544	N446945
053	N556945	N435846
054	N495846	N424747
055	N534747	P153848
056	N464048	P132549
057	N622549	N430550
058	0790550	N519950

PROGRAM ID. UPO97
RUN DATE 05-NOV-1995

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	N480000	N459400
002	N569400	N618401
003	N568501	N537002
004	0677002	P156103
005	N536103	0775004
006	N475104	N654505
007	0904605	N523206
008	0723306	0860907
009	N591007	0289207
010	N479207	N488508
011	N598508	0137709
012	N987709	P106610
013	N486610	N505011
014	N565111	N484812
015	N924812	0213413
016	P093713	0252214
017	N442214	N440815
018	N610915	N478715
019	P048815	N618816
020	P219016	N487617
021	N597617	N437318
022	N547318	N535719
023	K175819	0363520
024	N553520	0401821
025	N481821	N411122
026	0991122	N419522
027	N529522	0767923
028	N498023	N436524
029	N546524	P035225

Maryland Automobile Insurance Fund

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

***** 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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W43	DATE REC'D 7-25-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 41	LOCATION SECTION(S) 22-25
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 115	
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	
115 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 01/01/01	

DISPOSAL
2/20/01
[Signature]

Maryland Automobile Insurance Fund

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

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	1094 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
	Record #:	9616 · OCTOBER 1994	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		115 OF	115 Boxes			

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	P513976	N833477
089	0263577	0522378
090	N822378	N720079
091	P400179	N838479
092	P298579	P347480
093	N727480	N855381
094	N965381	N843782
095	N953782	0952283
096	0022383	N800684
097	0940684	N898684
098	P138784	N837685
099	P247885	0426786
100	P406886	N935687
101	0915787	N844088
102	0054188	0663389
103	N743389	P532490
104	0832490	N850991
105	N941091	N888891
106	0918891	P507992
107	N777992	0826393
108	N906393	N834694
109	P184794	N803195
110	0343295	N912296
111	0782396	0021697
112	N981697	0459897
113	P599897	P538898
114	N808898	N898099
115	P248199	N859999

PROGRAM ID UPO97
RUN DATE 06-JAN-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	N861551	N950252
060	N900352	PO59752
061	N878752	N967853
062	0438253	N906954
063	N777054	N885655
064	N835755	N885256
065	0915256	0503357
066	N803357	0881858
067	0281958	N891159
068	P351259	N929059
069	N769159	PO37260
070	P367260	N926661
071	0136761	0185762
072	N815762	N894263
073	0104363	N932564
074	P612664	N982065
075	N882265	N931266
076	0471366	0460267
077	N760267	N938767
078	P288867	0387268
079	N797268	N836069
080	P296169	N904870
081	0934870	N904471
082	N754771	0542972
083	N823072	P151373
084	P481373	N798973
085	N908973	P606974
086	0007074	N905575
087	N855675	PO73976

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P476825	0004326
031	N854326	PO73127
032	N783127	N792428
033	0112528	0841929
034	N921929	N931630
035	P391730	PO49730
036	N759730	N810132
037	P160232	P508832
038	N778832	N778433
039	N888433	0087434
040	0527434	N916135
041	0016235	N914736
042	P594836	N933137
043	P613237	0111238
044	P471238	0059538
045	0609538	P567839
046	N947839	0055540
047	0385540	N714141
048	P724241	P562942
049	P103042	N811643
050	0351743	0941044
051	PO41144	N929644
052	P169744	P388845
053	N768845	P487746
054	N867746	N845947
055	N955947	N935148
056	P395248	N813549
057	PO53649	N983150
058	0303250	N911451

PROGRAM ID UPO97
RUN DATE 06-JAN-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	P100000	N908000
002	P258100	N828201
003	N838401	0916902
004	N867002	N925703
005	N875803	N924804
006	N874904	0944205
007	N864305	N842506
008	P302606	N863007
009	N813107	P502508
010	N882508	N860709
011	P210809	N909309
012	P039409	P528310
013	N908310	0977111
014	N787211	P346212
015	N946212	N885213
016	N835313	P644914
017	N914914	0484115
018	N784115	0502016
019	N802016	N950317
020	0710417	N888417
021	N898617	N847818
022	P417918	N816319
023	N926319	N755220
024	N865220	N854121
025	P094221	P451822
026	0701922	N869722
027	P609922	N808723
028	N918723	N858224
029	N918324	N796725

Maryland Automobile Insurance Fund

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

***** 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	TEMP/HAMPTON

Consolidated Total: 115 OF 115

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W306	DATE REC'D 9-16-96
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 2 34	NO. OF CU. FT. 4
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
04 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 01/01/01

Handwritten:
 [Signature]
 2-2-01

Maryland Automobile Insurance Fund

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

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	4 OF	04	WAIT TRANS

Consolidated Total: 04 OF 04

Maryland Automobile Insurance Fund

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

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 04 Record #:	522 9857	NEGOTIABLE INSTRUMENT "COPIES" 09/95	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 04 Record #:	523 9858	NEGOTIABLE INSTRUMENT "COPIES" 09/95	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 04 Record #:	524 9859	NEGOTIABLE INSTRUMENT "COPIES" 09/95	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 04 Record #:	525 9860	NEGOTIABLE INSTRUMENT "COPIES" 09/95	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

6/25/94

*** 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	<input checked="" type="checkbox"/> Confirm Receipt
① 522	Negotiable Instrument "Copies" Premium Refund Check "Copies" 9/95	11(a)	1084	9857	1/2001	
② 523	Negotiable Instrument "Copies" Premium Refund Check "Copies" 9/95	11(a)	2084	9858	1/2001	
③ 524	Negotiable Instrument "Copies" Premium Refund Check "Copies" 9/95	11(a)	3084	9859	1/2001	
④ 525	Negotiable Refund Check "Copies" Premium Refund Check "Copies" 9/95	11(a)	4084	9860	1/2001	
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. 97W307	DATE REC'D 9-16-96
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 6	LOCATION 16-17
		SECTION(S) 8	NO. OF CU. FT. 8
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
08 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 01/01/01

Handwritten: R. J. DODD
2-5-01

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/01

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	8 OF	08	WAIT TRANS

Consolidated Total: 08 OF 08

Maryland Automobile Insurance Fund

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

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 08 Record #: 9861	527 10/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 08 Record #: 9862	528 10/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 08 Record #: 9863	529 10/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 08 Record #: 9864	530 10/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 08 Record #: 9865	531 11/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 08 Record #: 9866	532 11/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
07 OF 08 Record #: 9867	533 11/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS
08 OF 08 Record #: 9868	534 11/95	NEGOTIABLE INSTRUMENT "COPIES"	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 08 OF 08 Boxes

7/03/94

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): 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	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	527	Negotiable Instrument "Copies" Premium Refund Check "Copies" 10/95	11(a)	1088	9861	1/2001		
②	528	Negotiable Instrument "Copies" Premium Refund Check "Copies" 10/95	11(a)	2088	9862	1/2001		
③	529	Negotiable Instrument "Copies" Premium Refund Check "Copies" 10/95	11(a)	3088	9863	1/2001		
④	530	Negotiable Instrument "Copies" Premium Refund Check "Copies" 10/95	11(a)	4088	9864	1/2001		
⑤	531	Negotiable Instrument "Copies" Premium Refund Check "Copies" 11/95	11(a)	5088	9865	1/2001		
⑥	532	Negotiable Instrument "Copies" Premium Refund Check "Copies" 11/95	11(a)	6088	9866	1/2001		
⑦	533	Negotiable Instrument "Copies" Premium Refund check "Copies" 11/95	11(a)	7088	9867	1/2001		
⑧	534	Negotiable Instrument "Copies" Premium Refund Check "Copies" 11/95	11(a)	8088	9868	1/2001		
⑨								
⑩								

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W392	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 SECTION(S) 12
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 36	
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	

36 Boxes

LITIGATION FILES / HOUSE COUNSEL

1226 - ITEM 30

01/01/01

*DIPLOMA
3601*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/01

***** 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	36 OF	36	WAIT TRANS

Consolidated Total: 36 OF 36

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

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 36 Record #:	582 9947	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 36 Record #:	583 9948	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 36 Record #:	584 9949	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 36 Record #:	585 9950	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 36 Record #:	586 9951	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 36 Record #:	587 9952	LITIGATION FILES 7/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 36 Record #:	588 9953	LITIGATION FILES 8/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 36 Record #:	589 9954	LITIGATION FILES 8/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
09 OF 36 Record #:	590 9955	LITIGATION FILES 8/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

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

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 36 Record #:	591 9956	LITIGATION FILES 8/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 36 Record #:	592 9957	LITIGATION FILES 9/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 36 Record #:	593 9958	LITIGATION FILES 9/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 36 Record #:	594 9959	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
14 OF 36 Record #:	595 9960	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 36 Record #:	596 9961	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 36 Record #:	597 9962	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 36 Record #:	598 9963	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 36 Record #:	599 9964	LITIGATION FILES 10/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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 36 Record #:	600 9965	LITIGATION FILES 11/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 36 Record #:	601 9966	LITIGATION FILES 11/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 36 Record #:	602 9967	LITIGATION FILES 11/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
22 OF 36 Record #:	603 9968	LITIGATION FILES 11/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
23 OF 36 Record #:	604 9969	LITIGATION FILES 11/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
24 OF 36 Record #:	605 9970	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
25 OF 36 Record #:	606 9971	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
26 OF 36 Record #:	607 9972	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
27 OF 36 Record #:	608 9973	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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
28 OF 36 Record #:	609 9974	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
29 OF 36 Record #:	610 9975	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
30 OF 36 Record #:	611 9976	LITIGATION FILES 12/95	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
31 OF 36 Record #:	612 9977	LITIGATION FILES 01/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
32 OF 36 Record #:	613 9978	LITIGATION FILES 01/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
33 OF 36 Record #:	614 9979	LITIGATION FILES 01/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
34 OF 36 Record #:	615 9980	LITIGATION FILES 01/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
35 OF 36 Record #:	616 9981	LITIGATION FILES 01/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
36 OF 36 Record #:	617 9982	LITIGATION FILES 02/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 36 OF 36 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
36

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: KAHLEEN 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
/ 582	HOUSE COUNSEL UNIT LITIGATION FILES (7/95)	XX 30	9947	1 OF 36	1/2001
/ 583	HOUSE COUNSEL UNIT LITIGATION FILES (7/95)	30	9948	2 OF 36	1/2001
/ 584	HOUSE COUNSEL UNIT LITIGATION FILES (7/95)	30	9949	3 OF 36	1/2001
/ 585	HOUSE COUNSEL UNIT LITIGATION FILES ((7/95)	30	9950	4 OF 36	1/2001
/ 586	HOUSE COUNSEL UNIT LITIGATION FILES (7/95)	30	9951	5 OF 36	1/2001
/ 587	HOUSE COUNSEL UNIT LITIGATION FILES (7/95)	30	9952	6 OF 36	1/2001
/ 588	HOUSE COUNSEL UNIT LITIGATION FILES (8/95)	30	9953	7 OF 36	1/2001
/ 589	HOUSE COUNSEL UNIT LITIGATION FILES (8/95)	30	9954	8 OF 36	1/2001

96 AUG - 9 AM 7:37

PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
36

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

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
590	HOUSE COUNSEL UNIT LITIGATION FILES ((8/95)	30	9955	9 OF 36	1/2001
591	HOUSE COUNSEL UNIT LITIGATION FILES (9/95)	30	9956	10 OF 36	1/2001
592	HOUSE COUNSEL UNIT LITIGATION FILES (9/95)	30	9957	11 OF 36	1/2001
593	HOUSE COUNSEL UNIT LITIGATION FILES (9/95)	30	9958	12 OF 36	1/2001
594	HOUSE COUNSEL UNIT LITIGATION FILES (10/95)	30	9959	13 OF 36	1/2001
595	HOUSE COOUNSEL UNIT LITIGATION FILES (10/95)	30	9960	14 OF 36	1/2001
596	HOUSE COUNSEL UNIT LITIGATION FILES (10/95)	30	9961	15 OF 36	1/2001
597	HOUSE COUNSEL UNIT LITIGATION FILES (10/95)	30	9962	16 OF 36	1/2001

96 AUG -9 AM 7:37

PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
36

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

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
598	HOUSE COUNSEL UNIT LITIGATION FILES (10/95)	30	9963	17 OF 36	1/2001
599	HOUSE COUNSEL UNIT LITIGATION FILES (10/95)	30	9964	18 OF 36	1/2001
600	HOUSE COUNSEL UNIT LITIGATION FILES (11/95)	30	9965	19 OF 36	1/2001
601	HOUSE COUNSEL UNIT LITIGATION FILES (11/95)	30	9966	20 OF 36	1/2001
602	HOUSE COUNSEL UNIT LITIGATION FILES (11/95)	30	9967	21 OF 36	1/2001
603	HOUSE COUNSEL UNIT LITIGATION FILES (11/95)	30	9968	22 OF 36	1/2001
604	HOUSE COUNSEL UNIT LITIGATION FILES (11/95)	30	9969	23 OF 36	1/2001
605	HOUSE COUNSEL UNIT LITIGATION FILES ((12/95)	30	9970	24 OF 36	1/2001

96 AUG -9 AM 7:37
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
36

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

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
606	HOUSE COUNSEL UNIT LITIGATION FILES(12/95)	30	9971	25 OF 36	1/2001
607	HOUSE COUNSEL UNIT LITIGATION FILES (12/95)	30	9972	26 OF 36	1/2001
608	HOUSE COUNSEL UNIT LITIGATION FILES (12/95)	30	9973	27 OF 36	1/2001
609	HOUSE COUNSEL UNIT LITIGATION FILES (12/95)	30	9974	28 OF 36	1/2001
610	HOUSE COUNSEL UNIT LITIGATION FILES (12/95)	30	9975	29 OF 36	1/2001
611	HOUSE COUNSEL UNIT LITIGATION FILES (12/95)	30	9976	30 OF 36	1/2001
612	HOUSE COUNSEL UNIT LITIGATION FILES (1/96)	30	9977	31 OF 36	1/2001
613	HOUSE COUNSEL UNIT LITIGATION FILES (1/96)	30	9978	32 OF 36	1/2001

96 AUG - 9 AM 7:38
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-16-96
(36)

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 HOEFLER

*(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
614	HOUSE# COUNSEL UNIT LITIGATION FILES (1/96)	30	9979	33 OF 36	1#/2001
615	HOUSE COUNSEL UNIT LITIGATION FILES (1/96)	30	9980	34 OF 36	1/2001
616	HOUSE COUNSEL UNIT LITIGATION FILES (1/96)	30	9981	35 OF 36	1/2001
617	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9982	36 OF 36	1/2001
	HOUSE COUNSEL UNIT LITIGATION FILES				
	XXXXXXXXXXXXXXXXXX				

PROPERTY ADMINISTRATOR
96 AUG -9 AM 7:38

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. 97W410	DATE REC'D 10-16-96
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 15 25	NO. OF CU. FT. 4
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
04 Boxes	PREMIUM REFUND CHECK " COPIES " 1995	1226 - ITEM 11 (a) 01/01/01

Disposal 2-20-01

Maryland Automobile Insurance Fund

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

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	4 OF	04	WAIT TRANS

Consolidated Total: 04 OF 04

Maryland Automobile Insurance Fund

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

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 04 Record #:	540 9932	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 04 Record #:	541 9933	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 04 Record #:	542 9934	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 04 Record #:	543 9935	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-15-96

④

*** Item Number from the Retention Schedule must be listed!**

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

PROPERTY ADMINISTRATOR

96 AUG -9 AM 5:52

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): RUSTY WATSON Department: FISCAL

MAIF	Description / Contents of Box	* Item	DGS	Record	<input checked="" type="checkbox"/> Scheduled	<input checked="" type="checkbox"/> Confirm
BOX #	(Inclusive of oldest date in box)	Number	BOX #	Number	Destruct Date	Receipt

Initial/

①	540	COPIES NEGOTIBLE INSTRUMENTS&REM REF CK	11a	1 of 4	9932	1/2001	
②	541	COPIES NEGOTIBLE INSTRUMENT & PREMIUM REFUND Checks COPIES	11a	2 of 4	9933	1/2001	
③	542	COPIES NEGOTIBLE INSTRUMENT & PREM REF	11a	3 of 4	9934	1/2001	
④	543	COPIES NEG INSTRUMENT & PREM REF CKS	11a	4 of 4	9935	1/2001	
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. 97W411	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	LOCATION RANGE SECTION(S) 22 14	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	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 Boxes	UNDERWRITING - COMMERCIAL	1226 - ITEM 14 (a) 01/01/01

*DISPOSAL
3-1-01*

Maryland Automobile Insurance Fund

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

***** 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	WAIT TRANS

Consolidated Total: 02 OF 02

Maryland Automobile Insurance Fund

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

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 #:	725 9904	COMMERCIAL POLICIES JUL 94 - JUL 95 M 97 02 76 TO M 99 82 27	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS
02 OF 02 Record #:	726 9905	COMMERCIAL POLICIES DEC 94 - DEC 95 X 82 22 56 TO X 82 32 87	MILLER COMMERICAL	14 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-15-96
(2)

*** 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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
1	725	M.97.02.76 to M.99.82.27 <i>July 94 to July 95</i>	14A	1 of 2	9904	JAN 2001		
2	726	X82.22.56 to X82.32.87 <i>Dec 94 to Nov 95</i>	14A	2 of 2	9905	JAN 2001		
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. 98W657	DATE REC'D 4-3-98
B. DIVISION/UNIT BEANE - CALL CENTER - LOSS RE			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 1	LOCATION 17
		SECTION(S)	NO. OF CU. FT. 3
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	
03 Boxes	MISCELLANEOUS CLAIM FILES	1226 - ITEM 22 01/01/01	

*Original
2-2-01*

Maryland Automobile Insurance Fund

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

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
CALL CENTER - LOSS RE	MISCELLANEOUS CLAIM FILES	22	3 OF	03	WAIT TRANS
Consolidated Total:	03	OF	03		

Maryland Automobile Insurance Fund

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

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 03 Record #:	277 9962	NO COVERAGE LETTTER 01/94 - 08/95	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
02 OF 03 Record #:	278 9963	DAILY PRODUCTION 05/95 - 08/95	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
03 OF 03 Record #:	279 9964	DAILY PRODUCTION 08/95 - 01/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 03 OF 03 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

*** Item Number from the Retention Schedule must be listed!**

97 JUL 21 PM 12: 08

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): Sharon Beane Department: Law Reports (Call Center)

	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	277	No Coverage Letter 1/94 to 8/95	22	1083	9962	1/2001		
②	278	Daily Production 5/95 TO 8/95	22	2083	9963	1/2001		
③	279	Daily Production 8/95 TO 1/96	22	3083	9964	1/2001		
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. 98W745	DATE REC'D 4-16-98
B. DIVISION/UNIT MILLER - COMMERCIAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 37	LOCATION SECTION(S) 16-17
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 26	
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	

26 Boxes

UNDERWRITING - COMMERCIAL

1995

1226 - ITEM 14 (a)
01/01/01

[Handwritten signature]
3-7-01

Maryland Automobile Insurance Fund

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

***** 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)	26 OF	26	TEMP/HAMPTON

Consolidated Total: 26 OF 26

Maryland Automobile Insurance Fund

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

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 26 Record #:	729 9978	COMMERCIAL POLICY FILES N-08-00-88 TO N-11-76-66	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
02 OF 26 Record #:	730 9979	COMMERCIAL POLICY FILES N-11-79-68 TO N-14-98-94	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
03 OF 26 Record #:	731 9980	COMMERCIAL POLICY FILES N-15-06-71 TO N-17-56-31	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
04 OF 26 Record #:	732 9981	COMMERCIAL POLICY FILES N-17-71-03 TO N-21-73-69	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
05 OF 26 Record #:	733 9982	COMMERCIAL POLICY FILES N-21-73-93 TO N-24-87-52	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
06 OF 26 Record #:	734 9983	COMMERCIAL POLICY FILES N-24-97-24 TO N-27-84-06	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
07 OF 26 Record #:	735 9984	COMMERCIAL POLICY FILES N-27-84-14 TO N-35-33-98	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
08 OF 26 Record #:	736 9985	COMMERCIAL POLICY FILES N-32-40-33 TO N-35-14-13	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
09 OF 26 Record #:	737 9986	COMMERCIAL POLICY FILES N-35-30-17 TO N-38-93-05	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Maryland Automobile Insurance Fund

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

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 26 Record #:	738 9987	COMMERCIAL POLICY FILES N-39-26-40 TO N-42-94-20	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
11 OF 26 Record #:	739 9988	COMMERCIAL POLICY FILES N-43-01-19 TO N-46-98-05	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
12 OF 26 Record #:	740 9989	COMMERCIAL POLICY FILES N-47-06-25 TO N-51-19-09	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
13 OF 26 Record #:	741 9990	COMMERCIAL POLICY FILES N-51-20-34 TO N-54-98-76	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
14 OF 26 Record #:	742 9991	COMMERCIAL POLICY FILES N-55-02-03 TO N-58-36-32	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
15 OF 26 Record #:	743 9992	COMMERCIAL POLICY FILES N-58-37-05 TO N-62-41-77	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
16 OF 26 Record #:	744 9993	COMMERCIAL POLICY FILES N-62-42-23 TO N-66-34-74	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
17 OF 26 Record #:	745 9994	COMMERCIAL POLICY FILES N-66-38-65 TO N-69-97-54	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
18 OF 26 Record #:	746 9995	COMMERCIAL POLICY FILES N-70-04-26 TO N-73-99-50	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Maryland Automobile Insurance Fund

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

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 26 Record #:	747 9996	COMMERCIAL POLICY FILES N-74-02-66 TO N-76-94-42	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
20 OF 26 Record #:	748 9997	COMMERCIAL POLICY FILES N-77-11-13 TO N-81-17-83	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
21 OF 26 Record #:	749 9998	COMMERCIAL POLICY FILES N-81-19-53 TO N-84-77-53	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
22 OF 26 Record #:	750 9999	COMMERCIAL POLICY FILES N-84-77-61 TO N-88-54-93	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
23 OF 26 Record #:	751 10000	COMMERCIAL POLICY FILES N-89-03-22 TO N-90-97-83	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
24 OF 26 Record #:	752 10001	COMMERCIAL POLICY FILES N-91-00-05 TO N-94-34-18	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
25 OF 26 Record #:	753 10002	COMMERCIAL POLICY FILES N-94-52-91 TO N-97-97-30	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
26 OF 26 Record #:	754 10003	COMMERCIAL POLICY FILES N-98-30-53 TO N-99-96-69	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Consolidated Total of Detail Transmittal Report: 26 OF 26 Boxes

9-2-97

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

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

97 SEP -8 PM 12: 39

(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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	729	N.08.00.88 to N.11.76.66 ✓	14A	1 of 26	9978	JAN 2001		
②	730	N.11.79.68 to N.14.98.94 ✓	14A	2 of 26	9979	JAN 2001		
③	731	N.15.06.71 to N.17.56.31 ✓	14A	3 of 26	9980	JAN 2001		
④	732	N.17.71.03 to N.21.73.69 ✓	14A	4 of 26	9981	JAN 2001		
⑤	733	N.21.73.93 to N.24.87.52 ✓	14A	5 of 26	9982	JAN 2001		
⑥	734	N.24.97.24 to N.27.84.06 ✓	14A	6 of 26	9983	JAN 2001		
⑦	735	N.27.84.14 to N.32.33.98 ✓	14A	7 of 26	9984	JAN 2001		
⑧	736	N.32.40.33 to N.35.14.13 ✓	14A	8 of 26	9985	JAN 2001		
⑨	737	N.35.30.17 to N.38.93.05 ✓	14A	9 of 26	9986	JAN 2001		
⑩	738	N.39.26.40 to N.42.94.20 ✓	14A	10 of 26	9987	JAN 2001		

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

9-2-97

*** Item Number from the Retention Schedule must be listed!**

PROPERTY ADMINISTRATOR Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 SEP -8 PM 12: 39

(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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
✓	① 739	N.43.01.19 to N.46.98.05	✓ 14A	11 of 26	9989	JAN 2001		
	② 740	N.47.06.25 to N.51.19.09	✓ 14A	12 of 26	9989	JAN 2001		
	③ 741	N.51.20.34 to N.54.98.76	✓ 14A	13 of 26	9990	JAN 2001		
	④ 742	N.55.02.03 to N.58.36.32	✓ 14A	14 of 26	9991	JAN 2001		
✓	⑤ 743	N.58.37.05 to N.62.41.77	✓ 14A	15 of 26	9992	JAN 2001		
✓	⑥ 744	N.62.42.23 to N.66.34.74	✓ 14A	16 of 26	9993	JAN 2001		
✓	⑦ 745	N.66.38.65 to N.69.97.54	✓ 14A	17 of 26	9994	JAN 2001		
✓	⑧ 746	N.70.04.26 to N.73.99.50	✓ 14A	18 of 26	9995	JAN 2001		
✓	⑨ 747	N.74.02.66 to N.76.94.42	✓ 14A	19 of 26	9996	JAN 2001		
✓	⑩ 748	N.77.11.13 to N.81.17.83	✓ 14A	20 of 26	9997	JAN 2001		

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

9-2-97

PROPERTY ADMINISTRATOR

* Item Number from the Retention Schedule must be listed!

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 SEP -8 PH12: 39

(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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
✓ ①	749	N.81.19.53 to N.84.77.53	14A	21 of 26	9999	JAN 2001		
✓ ②	750	N.84.77.61 to N.88.54.93	14A	22 of 26	9999	JAN 2001		
✓ ③	751	N.89.03.22 to N.90.97.83	14A	23 of 26	10000	JAN 2001		
✓ ④	752	N.91.00.05 to N.94.34.18	14A	24 of 26	10001	JAN 2001		
✓ ⑤	753	N.94.52.91 to N.97.97.30	14A	25 of 26	10002	JAN 2001		
✓ ⑥	754	N.98.30.53 to N.99.96.69	14A	26 of 26	10003	JAN 2001		
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. 98W746	DATE REC'D 4-16-98
B. DIVISION/UNIT MILLER - COMMERCIAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 10 5	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 - COMMERCIAL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 14 (a) 01/01/01
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*Disposal
2-9-98*

Maryland Automobile Insurance Fund

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

***** 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: 01/01/01

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 #:	755 10030	COMMERCIAL POLICY FILES O-00-01-18 TO O-03-59-81	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
02 OF 02 Record #:	756 10031	COMMERCIAL POLICY FILES O-03-62-87 TO O-06-94-79	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

9-4-97

PROPERTY ADMINISTRATOR

* Item Number from the Retention Schedule must be listed!

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 SEP -8 PM 12:39

(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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	755	Dec 94 to Dec 95 0-00-01-18 to 0-03-59-81	14A	1 of 2	100 30	JAN 2001		
②	756	Dec 94 to Dec 95 0-03-62-87 to 0-06-94-79	14A	2 of 2	100 31	JAN 2001		
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W296	DATE REC'D 11-2-98
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 30	LOCATION SECTION(S) 11
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
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	
01 Box	MISCELLANEOUS ACCOUNTING RECORDS	1226 - ITEM 12 01/01/01	

*DISPOSAL
3-501*

Maryland Automobile Insurance Fund

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

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	1 OF 01		WAIT TRANS
Consolidated Total:	01	OF 01			

Maryland Automobile Insurance Fund

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

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 Record #:	665 10070	MISCELLANEOUS WORK PAPERS 1990	WATSON FISCAL	12	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

10/18/97
①

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

PROPERTY ADMINISTRATOR
97 OCT 21 AM 7:49

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	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	665	MISCELLANEOUS WORKPAPERS 1990	12	1081	10070	1/2001		
②								
③								
④								
⑤								
⑥								
⑦								
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⑩								

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W297	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 32	LOCATION SECTION(S) 4
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLAIM FILES " MINOR " BODILY INJURY	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 21 01/01/01	

*DISPOSAL
03-501*

Maryland Automobile Insurance Fund

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

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 Record #:	M 8171 11015	CLAIM MINOR BI FILES DOB 06-20-1979	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W298	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 33 32	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 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLAIM FILES " MINOR " BODILY INJURY	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 21 01/01/01
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Handwritten signature and initials

Maryland Automobile Insurance Fund

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

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 Record #:	M 8140 11000	CLAIM MINOR BI FILES DOB 05-27-1979	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W1036	DATE REC'D 6-17-99
B. DIVISION/UNIT WOOD - FISCAL	99W1036	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 5 32	NO. OF CU. FT. 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	GENERAL ACCOUNTING RECORDS	1226 - ITEM 1 01/01/01

*Disposal
2-5-01*

Maryland Automobile Insurance Fund

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

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	GENERAL ACCOUNTING RECORDS	1	7 OF 07		WAIT TRANS
Consolidated Total:		07	OF 07		

Maryland Automobile Insurance Fund

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

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 #:	418 9039	90 BANK RECS INS & UCJ	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 07 Record #:	450 9040	YREND W/PT REPORTS 90	WOOD FISCAL	1	1226	WAIT TRANS
03 OF 07 Record #:	451 9041	YREND W/PT REPORTS 90	WOOD FISCAL	1	1226	WAIT TRANS
04 OF 07 Record #:	452 9042	YREND W/PT REPORTS 90	WOOD FISCAL	1	1226	WAIT TRANS
05 OF 07 Record #:	453 9043	YREND W/PT REPORTS 90	WOOD FISCAL	1	1226	WAIT TRANS
06 OF 07 Record #:	456 9044	YREND W/PT REPORTS 89 - 90	WOOD FISCAL	1	1226	WAIT TRANS
07 OF 07 Record #:	457 9045	MONTHLY F/S FOLDERS 90	WOOD FISCAL	1	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 07 OF 07 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-19-99
(7)

*** Item Number from the Retention Schedule must be listed!**

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

98 MAR 19 AM 9:18

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): KEVIN WOOD Department: FISCAL

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	418 ✓ 90 BANK Recs INST + UCT	1	1007	9039	01/01/01	
2	450 ✓ YEAR END W/P + Reports 90	1	2007	9040	01/01/01	
3	451 ✓	1	3007	9041	01/01/01	
4	452 ✓	1	4007	9042	01/01/01	
5	453 ✓	1	5007	9043	01/01/01	
6	456 ✓ YEAR END W/P + Rep 89-90	1	6007	9044	01/01/01	
7	457 MONTHLY F/S Follows 90	1	7007	9045	01/01/01	
8						
9						
10						

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

RS
S32

10 SPACES

CONF 72

3 OF 3

3

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W1062	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) 2
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 01/01/2001	

*DISPOSAL
2-5-01*

Report: CONTRANS
TransDate: 08/01/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2001
***** 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 #:	910 9203	JUL 1994 TO JUL 1995 N05-60-47 TO N21-45-56	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
002 of 003 Record #:	911 9204	SEP 1994 TO SEP 1995 N22-32-61 TO N51-78-85	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
003 of 003 Record #:	912 9205	OCT 1994 TO OCT 1995 N53-01-13 TO N86-82-70	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

8-1-99
B

*** Item Number from the Retention Schedule must be listed!**

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

90 AUG -6 PM 3:33

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Page 1 of 1 Pages

Responsible Individual (Print Name): Jack Miller Department: Comm'l

"1979"

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	July 94 to July 95 N.05.60.47 to N.21.45.56	14859	910513	9289	JAN 2001		
②	Sept 94 to Sept 95 N.22.33.61 to N.31.78.85	14859	910513	9290	JAN 2001		
③	Oct 94 to Oct 95 N.53.01.13 to N.86.82.70	14859	910513	9291	JAN 2001		
④							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 00W294	DATE REC'D 9-13-99
B. DIVISION/UNIT DESOUSA, JOHN CLAIMS/HOME OFFICE	LOCATION 5	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 5	SECTION(S) 1
D. PHONE NO. 410 - 269 - 8558	NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 1 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 09 01/01/2001
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Disposal 2-5-01

Report: CONTRANS
TransDate: 03/23/1999

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2001
***** 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: 03/23/1999

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 01/01/2001
Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9862	15 AUDIT REPORTS AND SUPPORT WORKSHEET 07/01/1995 TO 12/31/1995	DESOUSA, JOHN CLAIMS/HOME OFFICE	WAITING FOR TRANSFER CLEARANCE	09	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

3-23-97

(1)

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

99 JAN 27 10 11 AM '97

(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

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 15	AUDIT REPORTS & SUPPORTING WORKSHEETS 7-1-95 to 12-31-95	09			JANUARY 2001	
②						
③						
④						
⑤						
⑥						
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

E

RECORDS TRANSMITTAL AND RECEIPT

710

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 00W304	DATE REC'D 9-13-99
B. DIVISION/UNIT WATSON FISCAL		RANGE 46	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION SECTION(S) 2	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 1 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 23 01/01/2001	

DISPOSAL
3/6/01
LJS

Report: CONTRANS
TransDate: 08/07/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2001
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	INSURANCE ACCOUNTING RECORDS	23	1 of 001	WAIT TRANS

Consolidated Total: 1 of 001

Report: TRANSMIT
Trans Date: 08/07/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 01/01/2001
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 #:	774 9741	INSURANCE ACCOUNTING RECORDS 7/1990 - 12/1990	WATSON FISCAL	WAIT TRANS	23	1978

Consolidated Total of Detail Transmittal Report:

1 of 001 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8/7/99
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	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	775 Insurance Accounting Records 7/90 - 12/90	23			1/2001		
②							
③							
④							
⑤							
⑥							
⑦							
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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. 00W309	DATE REC'D 9-13-99
B. DIVISION/UNIT LAYTON FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 62 14	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	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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2 Boxes INCOME TAX RECORDS

1978-ITEM 27
01/01/2001

*Disposed
2/2/01
R*

Report: CONTRANS
TransDate: 11/14/1998

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

01/01/2001

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	INCOME TAX RECORDS	27	2 of 002	WAIT TRANS

Consolidated Total: 2 of 002

Maryland Automobile Insurance Fund
Schedule Destruction Date:

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 002 Record #:	21 9455	1990 1099'S WP-W9'S	LAYTON FISCAL	WAIT TRANS	27	1978
002 of 002 Record #:	6 9456	1990 1099'S	LAYTON FISCAL	WAIT TRANS	27	1978

Consolidated Total of Detail Transmittal Report: 2 of 002 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

11-14-98

2

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

98 NOV 19 AM 6:36

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): CINDY LAYTON 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	21	1990 1099 WP-W9's	27	1082	9455	JAN 2001	
2	6	1990 1099's	27	2082	9454	JAN 2001	
3							
4							
5							
6							
7							
8							
9							
10							

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 00W324	DATE REC'D 9-13-99
B. DIVISION/UNIT ANDRAS PAYROLL MASTER			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 9	LOCATION SECTION(S) 24
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 2 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES TIME CARDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 34 01/01/2001	

*9/13/99
2-9-99*

Report: CONTRANS
TransDate: 12/08/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2001
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
PAYROLL MASTER	TIME CARDS	34	2 of 002	WAIT TRANS

Consolidated Total: 2 of 002

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 002 Record #:	9699	39 CONTRACT TIME CARDS 1996	ANDRAS PAYROLL MASTER	WAIT TRANS	34	1978
002 of 002 Record #:	9700	41 CONTRACT TIME CARDS & COLA 1996	ANDRAS PAYROLL MASTER	WAIT TRANS	34	1978

Consolidated Total of Detail Transmittal Report: 2 of 002 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-8-99
(2)

*** Item Number from the Retention Schedule must be listed!**

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

SO DEC -4 AM 9:07

(Please Select appropriate box for storage delivery)

Madison Street

State Records-Jessup

State Archives-Annapolis

Responsible Individual (Print Name): JoAnn Andras Department: Fiscal, Payroll

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 Initial/ Receipt
1	39 CONTRACT TIME CARDS, 1996	34			1/2001	
2	41 CONTRACT TIME CARDS, COIA 1996	34			1/2001	
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 State Retirement Agency (MSRA)		ACCESSION NO. 97W1250	DATE REC'D 6-2-97
B. DIVISION/UNIT Office Services			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S) 112 24-25	NO. OF CU. FT. 33
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		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	Acct FY 96 DOP Postions, 95 Payroll & Backup 94,95,96 1995-96 Contractual Payroll	#1824 1A 1 2000 Jan. 2001
2	Acct Trial Balances RSTARS 96 Daily RSTARS FY 96	1A 1 2000
3	Acct Daily STARS, Exception Reports Vender Detail, Posted Detail Cash Receipts FY 96	1A 1 2000
4	BP Returned Check Reports, Control Nos.3903 thru 4768 Nov 88-Mar 89	3A 1 2000
5	Investmt. WFS Reports Jan 90-Jun 90	6B 6 2000
6	Investmt. Commercial Paper Jan 93-Jun 93	6AA 6 2000
7	Investmt. WFS Reports Jul 88- Jun 90	6B 6 2000
8	Investmt. Cash Sheets Jul 89-Jun 90	6B 6 2000
9	Investmt. Cash Flow Jul 92-Jun 93	6B 6 2000
10	Control W2P Recon 1989-1993	4B 7 2000
11	Control Edits/Updates Apr95	4B 7 2000
12	Control Edits/Updates Aug94-Sept94	4B 7 2000
13	Control Edits & Updates Feb 95	4B 7 2000
14	Control Edits & Updates Jan 95	4B 7 2000
15	Control Check reconciliation \$2000 reports (1993) Jan 95-June 95	4B 7 2000
16	Control One Pay File Jan 95-June 95	4B 7 2000
17	Control Tabs Jan95-Feb95	4B 7 2000
18	Control Edits/Updates Jul 94	4B 7 2000
19	Control Tabs Jul94-Dec94	4B 7 2000
20	Control One Pay File July 94-Dec 94	4B 7 2000
21	Control Reports \$2000 July94-Oct94	4B 7 2000
22	Control Edits/Updates June 95	4B 7 2000
23	Control Edits/Updates Mar 95	4B 7 2000

Handwritten notes:
#1824
Jan. 2001
*Missing
Box #7

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Office Services			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		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		
24	Control Tabs	Mar95-Apr95	4B	7 2000
25	Control Tabs	Mar95-June 95	4B	7 2000
26	Control Edits/Updates	May 95	4B	7 2000
27	Control Edits/Updates	Nov 94-Dec 94	4B	7 2000
28	Control Edits/Updates	Sept94-Oct94	4B	7 2000
29	Acct Payment Voucher Books FY 6/94, July 93-Nov 93		1A	11 2000
30	Investmt. Mortgage Reports	Jan 93-Dec 93	6AD	12 2000
31	Investmt. Cash Tickets	Jul 90-Dec 90	6B	12 2000

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

Page 12A of 21

A. AGENCY 1. Maryland State Retirement Agency (MSRA)		ACCESSION NO.		DATE REC'D	
B. DIVISION/UNIT Office Services				RM CODE	
C. MAILING ADDRESS 301 W. Preston Street, Room 704 Baltimore, MD 21201		LOCATION RANGE SECTION(S)		NO. OF CU. FT.	
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL George Sakkal, Director, Office Services		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	
32	Control	Active Stats	FY 95	4B	7 2000
33	Control	1099 Refund Rec.	1995	4B	7 2000

APRIL 15 '98

RECORDS TRANSMITTAL AND RECEIPT

FIVE OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 98W810	DATE REC'D 5-1-98
B. DIVISION/UNIT CONTROL (#4) ACCOUNTING (#1) MEMB.REL. (#8)			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 53 33-34	NO. OF CU. FT. 79
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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
76 A	CONTROL/AC - 5/97-6/97 BUY BACKS	SCHED.* 1824*.4. 1/2000
76 B	CONTROL - CROSS FOOT ERROR PAYMENTS, FY 96-97	Jan. 2001, 1/2000
77	" - CROSS FOOT ERROR PAYMENTS, FY 96-97	" " , 1/2000
78	ACCOUNTING - FY 95-96, 95 ADMIN. EXP., 96 MONTHLY STARS, 96 MONTHLY RX STARS, 96 EXCEPTION REPT., D.O.P. POSITIONS	" #1, 1/2000
79	CONTROL/AC - 7/96-6/97 REPT. OF CONTRIBUTIONS 7/96-6/97 UOSUNP 1/9/97-7/8/97 ALSO MISC. FILE	" #1, 2/2000
80	MEMB.RELA/DISABILITY FILES (DF), 21750-8835 TO 221-60-5610, DATED: 2/14/96	" #8, 2/2000
81	MEMB.RELA/DF, 214-46-8474 TO 217-38-5431 DATED: 2/14/96	" #8, 2/2000
82	" " " , 153-30-5851 TO 214-36-7204, DATED: 2/96	" " , 2/2000
83	" " " , 232-52-9693 TO 579-56-6128, DATED: 2/96	DISPOSAL, 2/2000
84	" " " , 029-28-8740 TO 587-20-2515, DATED: 2/15/96	DISPOSAL, 2/2000
85	" " " , 215-52-5244 TO 248-74-6729, DATED: 3/15/96	2/12/01, 3/2000
86	" " " , 034-32-0377 TO 215-48-7688, DATED: 3/15/96	2/12/01, 3/2000
87	" " " , 213-28-1482 TO 579-52-9543	" " , 4/2000
88	" " " , 249-46-6191 TO 579-64-5230 , 069-30-6394 TO 213-40-2557,	2/12/01, 4/2000
89	" " " , 217-26-5167 TO 581-58-4346, DATED: 4/96	" " , 4/2000
90	" " " , 027-34-4080 TO 217-20-4252, DATED: 4/96	" " , 4/2000
91	" " " , 022-16-8179 TO 220-34-0773, DATED: 3/96	" " , 4/2000
92	" " " , 214-62-7602 TO 218-54-9845, DATED: 3/96	" " , 4/2000
93	CONTROL/AC - 11/96-4/97 BUY BACKS + ADJ'S, O.Z.	" #4, 4/2000
94	MEMB.RELA/DF - 215-34-4632 TO 218-44-9608, PT 5/97	" #8, 5/2000
95	OFF. SERV./MAIL SERV.(MS) 6/96-6/97 MONTHLY REPTS	" #9, 6/2000
96	OFF. SERV./MS - 1/96-6/97 RETURNED CHECKS	" #9, 6/2000


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

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

SIX OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CONTROL (#4) ADMINISTRATION (#1)			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services 		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	
97	CONTROL/AC - 8/96 - 1/97 BUY BACKS, 37 TRANSACTIONS LIEN FLAGS, MISC. ADJTMNTS	SCHED.# 1824, 4, 7/2000	
98	" " - 1/96 - 8/96 MSRS-37 TRANSFORM FORM MSRS-26 BUY BACK - LIEN FLAGS - MISC.	" #4, 7/2000	
99	CONTROL - INTEREST WORK BOOK	" #4, 7/2000	
100	" - INTEREST WORK BOOK	" #4, 7/2000	
101	" - " " " "	" #4, 7/2000	
102	" - " " " "	" #4, 7/2000	
103	" - ACTIVE STATS	" #4, 7/2000	
104	" - FY 97 INTEREST WORK BOOK	" #4, 7/2000	
105	" - FY 97 ACTIVE STATS	" #4, 7/2000	
106	" - FY 97 INCENTIVE ESTIMATES	" #4, 7/2000	
107	" - " " " "	" #4, 7/2000	
108	" - " " " "	" #4, 7/2000	
109	" - " " " "	" #4, 7/2000	
110	" - " " " "	" #4, 7/2000	
111	" - " " " "	" #4, 7/2000	
112	" - " " " "	" #4, 7/2000	
113	" - INCENTIVE FY 97 ADDS. REC JAN & FEB	" #4, 7/2000	
114	" - " FY 96-97 ELIGIBILITY EXTRACTIONS	" #4, 7/2000	
115	" - " FY 96 ADDS. RECS NOV.	" #4, 7/2000	
116	ADMIN. FY 97 SBI ADJ. 220-38-8913 TO 245-68-6538	" #2, 7/2000	
117	CONTROL - INCENTIVE, FY 97, OCTOBER ADDS. RECONCL.	" #4, 7/2000	
118	" , ERIP, FY 97 SBI ADJ. 245-68-8913 TO 999-99-9999	" #4, 7/2000	
119	" , INCENTIVE, FY 97 APRIL-JULY ESTMS RECS & JULY-OCT FINAL RECS.	" #4, 7/2000	
120	" , ERIP, FY 97, SBI ADJ., 219-36-6767 TO 220-38-9704	" #4, 7/2000	
121	" , ERIP, FY 97, SBI ADJ., 000-00-0000 TO 214-05-5247	" #4, 7/2000	
122	" , ERIP, FY 97, SBI, ADJ., 214-26-9144 TO 217-28-9034	" #4, 7/2000	

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

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

SEVEN OF 16

DIRECTIONS- PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CONTROL (# 4) ACCOUNTING (#1) MEMB. REL. (#8)			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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	
123	CONTROL, ERIP, FY 97, SBI ADJ 217-30-3864 to 219-44-4614	SCHED. #102A, #4, 7/2000	
124	" FY 97, NOV. - ESTIMATE RECONCILIATIONS	" #4 7/2000	
125	" FY 97, JULY - ESTIMATE	" " 7/2000	
126	" FY 97, TABS OF INITIAL ESTIMATES	" " 7/2000	
127	CONTROL/DATA - INCENTIVE FY 97 MISC RECS BARNES & REYS	" " 7/2000	
128	" 1099'S	" " 7/2000	
129	ACCOUNTING - FY 96 DUPLICATIONS MICRO FILM, JA RENT DATA PROC. ETN. INTER AGENCY, CD'S ST. USE EXT. MGS	" #1 7/2000	
130	MEMB. RELA/DF, 008-40-2350 TO 217-32-2602 DATED: 7/24/96	" #8 7/2000	
131	" " " , 224-72-9961 TO 579-50-0931 PRIOR TO 8/16/96	" " 7/2000	
132	" " " , 221-54-2664 TO 579-56-4571, DATED: 6/18/96	" " 7/2000	
133	" " " , 219-84-4878 TO 582-68-1173, PRIOR TO 7/95	" " 7/2000	
134	" " " , 220-60-0593 TO 579-68-1342, DATED: 7/24/96	" " 7/2000	
135	" " " , 215-50-2758 TO 219-76-2497, P.T. 7/95	" " 7/2000	
136	" " " , 215-42-9908 TO 220-56-2881, P.T. 8/96	" " 7/2000	
137	" " " , 26-42-0274 TO 579-50-9868, P.T. 5/96	" " 7/2000	
138	" " " , 216-34-7716 TO 220-62-5482	" " 7/2000	
139	" " " , 028-42-1498 TO 215-62-1218, DATED: 6/96	" " 7/2000	
140	" " " , 216-30-8766 TO 220-36-6955, DATED: 7/96	" " 7/2000	
141	" " " , 189-24-5678 TO 579-50-0485	" " 7/2000	
142	" " " , 034-34-5608 TO 215-84-7921, DATED: 5/96	" " 7/2000	
143	" " " , 057-28-2654 TO 214-76-6768, P.T. 8/16/96	" " 7/2000	
144	" " " , 215-11-9847 TO 218-32-7788, PRIOR TO 11/95	" " 11/2000	
145	" " " , 050-24-5416 TO 214-92-2118, P.T. 11/95	" " 11/2000	
146	" " " , 238-42-1714 TO 587-30-4346, PRIOR TO 10/95	" " 11/2000	

APRIL 15, 98

RECORDS TRANSMITTAL AND RECEIPT

EIGHT OF 16

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT MEMB. REL. (# 8)			RM CODE
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services <i>JS</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	
147	MEMB. RELA/DF: 104-38-0650 to 217-32-4073, RT. 10/95	SH. # 1824, # 8, 11/2000	
148	" " " , 057-50-4870 to 216-34-7641, P.T. 11/95	" # 8, 11/2000	
149	" " " , 218-40-4939 to 234-90-7907, P.T. 11/95	" " , 11/2000	
150	" " " , 220-52-4103 to 579-56-5760 & 216-36-5259 to 220-50-2021	" " , 11/2000	
151	" " " , 217-38-1789 to 578-84-9338, P.T. 9/95	" " , 11/2000	
152	" " " , 140-40-0476 to 219-34-6226, P.T. 12/95	" " , 12/2000	
153	" " " , 219-40-0651 to 579-84-7464, P.T. 11/95	" " , 12/2000	
(END OF YR. 2000)			

E

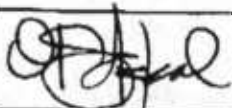
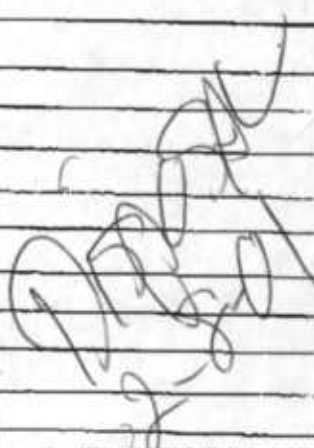
DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE-799-1379)

MAY 20, 99

RECORDS TRANSMITTAL AND RECEIPT

1 of 4

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland State Retirement Agency		ACCESSION NO. 99W906	DATE REC'D 6-1-99
B. DIVISION/UNIT CONTROL/ACTIVE LIFE			RM CODE 25.01
C. MAILING ADDRESS 301 W. Preston Street, RM. 704 Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 6 32	NO. OF CU. FT. 2
D. PHONE NO. (410) 767-4070		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL George Sakkal, Director Office Services 		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	10/97 - 3/98 FULL COST BUY BACKS	SCH. #1824-4.C. 8/2000	
2	7/1/98 - 7/1/98 E&B BATCH 1-15	0/25/2000	
		Jan. 2001	
			

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 706-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Dept. of Transportation		ACCESSION NO. 90W370	DATE REC'D 10-17-89
B. DIVISION/UNIT Maryland Aviation Administration		RANGE 33	FM CODE 26-01-01
C. MAILING ADDRESS Personnel & Training P.O. Box 8766 BWI Airport, MD 21240		LOCATION SECTION(S) 30	NO. OF CU. FT. 1
D. PHONE NO. 859-7646		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Barbara Hemmeter <i>Barbara Hemmeter</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	Permanent Employee Personnel Files Terminated in 1985	Sch. 1159 F.3. Jan, 2001 <i>DISPOSAL</i> <i>5-21</i>	

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 Aviation Administration		ACCESSION NO. 93W839	DATE REC'D 1-4-93
B. DIVISION/UNIT Audit Section Office of Business Administration			FBI CODE 26.01.01
C. MAILING ADDRESS P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE SECTION(S) 23 33-34	NO. OF CU. FT. 3
D. PHONE NO. (410) 859-7263 <i>M646</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Reggie D. Davis</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. 15	APCOA Revenue & Courtesy Tickets 1/90-3/90 —	1159C1 12/2000
2. 28	APCOA Revenue & Courtesy Tickets 6/90-7/90	1159C2 12/2000
3. 54	Limousine Unlimited - 1990	1159C2 12/2000
		1/01
		<i>Disposal 3/2/91</i>

26.01.01	MDOT	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			
Maryland Aviation Administration Airport Operations Center			
Division or Unit			

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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.				
99W954	BWI Charter & Supplemental Carrier Operations	1162	A1	1994	1	1/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
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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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Aviation Administration		ACCESSION NO. 99W954	DATE REC'D 6-9-99
B. DIVISION/UNIT Airport Operations Center			RM CODE 26.01.01
C. MAILING ADDRESS P.O. Box 8766 BWI Airport MD 21240		LOCATION RANGE SECTION(S) 4 32	NO. OF CU. FT. 1
D. PHONE NO. (410) 859-7018		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	BWI Charter & supplemental carrier operations. Jan. - Dec. 1994	SCHEDULE 116Z A1 #5 Dec. 2000 Jan. 2001 <i>Disposal 2-5d</i>	



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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 MTA-MDOT		ACCESSION NO. 95W56	DATE REC'D 7-12-94
B. DIVISION/UNIT TDD-De Leuw, Cather and Company			FM CODE 26-01-06
C. MAILING ADDRESS 301 N. Charles Street Baltimore, MD 21201		LOCATION RANGE SECTION(S) 164 11-12	NO. OF CU. FT. 44
D. PHONE NO. (410) 347-5566		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Carolyn Whitaker @ 333-3427		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	ON HOLD AT DELEUW CDRL # 101-A to 105-J	All Items #1001 January 1, 2001 #1 DISPOSAL 2/8/01 LSS
2	ON HOLD AT DELEUW CDRL # 106-A to 204-C1	
3	ON HOLD AT DELEUW CDRL # 205-A to 303-A	
4	ON HOLD AT DELEUW CDRL # 303-B to 516-J23	
5	ON HOLD AT DELEUW CDRL # 516-B25 to 516-J129	
6	ON HOLD AT DELEUW CDRL # 516-B130 to 531-J	
7	ON HOLD AT DELEUW CDRL # 532-J to 539-J	
8	ON HOLD AT DELEUW CDRL # 540-A to 626-C	
9	Change Order #6 to Change Order #14	
10	Change Order #15 to Change Order #22	
11	Change Order # 01 to Change Order #05	
12	Change Order #23 to Change order #262	
13	CL63 Inspection Reports	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
14	CL63 Cable and Equipment Test Report	January 1, 2001
15	CL63 Cable and Equipment Test Report	
16	T & M Maintenance General	
17	CL-65 Correspondence CA Backup CA 1-40 Baseline Estimates August 1988	
18	Contract MTA-0288, 0244 "89" CL-3,62,61, Conformed 89&90 - PBMK Status Rpt 1988-Jan 93	
19	1989 Central Files & Correspondence (1992 Signals File)	
20	Files & Correspondence 1990-91 Some of 1988 Catenary Files	
21	1990 & 1991 Catenary Files	
22	1988 & 89 Files, Correspondence, & Grade Crossing Information	
23	Track Bulletins 1-550 Faxes to CR 1-506	
24	Permits to Work Apr 91-May 92 Daily Track Usage May 90-May 91	
25	Cost Reports	
26	CL-63 (1 of 3)	
27	CL-63 (2 of 3)	
28	CL-63 (3 of 3)	
29	CL-62 (1 of 1)	
30	TPS/FC (1 of 1)	
31	Vehicle (1 of 1)	

32	EXECUTIVE REVIEW & MEETING MINUTES	January 1, 2001
33	SPECIFICATIONS, STUDIES & DRAWINGSS 1988-1989	
34	SPECIFICATIONS, STUDIES & DRAWINGSS 1989-1990	
35	ON HOLD AT DELEUW CDRL 503J	
36	WEEKLY MTG HANDOUTS SUNRISE CL-61, 62, 63	
37	BASELINE ESTIMATES & SCHEDULING DATA 1989	
38	BASELINE ESTIMATES & SCHEDULING DATA 1990	
39	MAINLINE DESIGN DRAWINGS CL-01, CL-05 - 3/90	
40	SCHEDULING DATA 89-91, VEHICLE CONTRACT (0244)	
41	SIGNALS CONTRACT CL-63, CATENARY CONTRACT CL-62	
42	SPECIFICATION 89, PROJECT OPERATIONS PLAN	
43	MISCELLANEOUS CIRCUIT DRAWINGS	
44	MISCELLANEOUS CIRCUIT DRAWINGS	

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485 Empties

8-12-23

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1018	DATE REC'D 3-23-00
B. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 33 3	NO. OF CU. FT. 3
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY, SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 3	Contract No. 3-25-27 3/90 - 3/93 Renovation of Building #8 - Bush Street Division Contract Specification Book Inspector Daily Reports Certified Payrolls Drafts Progress Payments Change Orders Project Photos	Sche. # 1001 All Items January 2001
2 of 3	Submittals Shop Drawings Transmittals	
3 of 3	Spec Book Daily Reminders Concrete Excavation Item Ledger Sheet Letters of Transmittals Payrolls Litigation	

*Disposal
3-5-01*

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1019	DATE REC'D 3-23-00
3. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26.01.06
C. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE 33 SECTION(S) 3	NO. OF CU. FT 1
D. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	Contract No. 4178-110 6/93 - 9/94 Penn North Line Landscaping Specs Correspondence In Correspondence Out Transmittals/Shop Drawings Pay Estimates Approved Submittals CCR/CN Spec Book	<i>Sch. # 1001</i> All Items January 2001
	Contract No. 4492-110 5/94 - 12/94 Parking Mod. Edgewood Station Specs Correspondence In Correspondence Out Transmittals/Shop Drawings Pay Estimates Approved Submittals CCR/CN Spec Book	
	Contract No. 4494-110 5/94 - 12/94 Improvements at Aberdeen Station Specs Correspondence In Correspondence Out Transmittals/Shop Drawings Pay Estimates Approved Submittals CCR/CN Spec Book	<i>DISPOSAL</i> <i>3-5-01</i>

RECORDS TRANSMITTAL AND RECEIPTS

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

DIRECTION - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration		ACCESSION NO. 00W1020	DATE REC'D 3-23-00
3. DIVISION/UNIT Office of Engineering/Construction			FM CODE 26-01-06
D. MAILING ADDRESS 6 Saint Paul Street William Donald Schaefer Tower Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 33 3	NO. OF CU. FT. 1
J. PHONE NO. 410-767-3328		RECORD CENTER MANAGER	
E. AGENCY OFFICIAL Deno S. Yenias		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATE	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	<p>Contract No. 23-91-S12 6/92 - 1/94</p> <p>Dorsey Road Park & Ride</p> <p>Inspector Daily Reports Certified Payrolls Progress Payments Unit Price Schedule Secretary Notes Correspondence Log Contract Closeout Job Photos Preconstruction Data Weekly Progress Reports Weather Delays</p>	<p>Sch. # 1001 All Items January 2001</p> <p><i>PROJ 3-5-01</i></p>

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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

<p>A. AGENCY 1. Mass Transit Administration 26.01.06.01</p>	<p>ACCESSION NO. 97W58</p>	<p>DATE REC'D 8-5-96</p>
<p>B. DIVISION/UNIT Finance/Payroll</p>	<p>RM CODE 26.01.06.01</p>	
<p>C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202</p>	<p>LOCATION RANGE SECTION(S) 113 26</p>	<p>NO. OF CU. FT. 1</p>
<p>D. PHONE NO. 767-3736</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL Frank J. Taylor</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	
<p>2. BOX NUMBERS 03</p>	<p>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Operator Adjustments 1/1/95 - 6/30/95</p>	<p>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE Schedule # 992 Item # 1-D January, 2001</p> <p style="text-align: right; font-size: 2em; font-family: cursive;"> <i>[Handwritten Signature]</i> 10-9-01 </p>

26.01.06.01 MDOT	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		
Maryland Transit Administration Office of Finance / Payroll		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

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.				
95W1509	Microfiche / Sick Leave / Office Timesheets	992	1-D	1991 - 1993	14	1/2001	RECYCLE
98W553	Staff Detail Folders / Workers Comp Reports / Leave Time Used / Vacation Advances	992	1-D	1/1992 - 12/1995	9	1/2001	RECYCLE
00W1243	ETR Reports	992	1-D	8/1994 - 10/1995	6	1/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2001 Date
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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. Mass Transit Administration 26.01.06.01		ACCESSION NO. 95W1509	DATE REC'D 5-12-95
B. DIVISION/UNIT Finance/Payroll			FORM CODE 26.01.06.01
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 146 18	NO. OF CU. FT. 14
D. PHONE NO. 767-3736		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Frank J. Taylor		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	microfiche 1991 - 1993	Schedule # 992 Item # 1-D January, 2001 DISPOSAL 3/8/01 LJS
58	updating balances staff/pension 1991 - 1993	
59 thru 60	updating balances wkly 1993	
61	gl interface wkly 6/6/92 - 5/29/93	
62	staff interface gl 10/29/91 - 12/21/93	
63 thru 65	summary staff 11/10/92 - 12/21/93	
66	summary pension 7/92 - 6/93	
67 thru 68	sick leave 1993	
69 thru 70	office timesheets/adj. 1993	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Mass Transit Administration 26.01.06.01	ACCESSION NO. 98W553	DATE REC'D 12-8-97	
	B. DIVISION/UNIT Finance/Payroll	RM CODE 26.01.06.01	
C. MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) 54 30		NO. OF CU. FT. 9
	D. PHONE NO. 767-3736		
E. AGENCY OFFICIAL Frank J. Taylor			RECORDS CENTER MANAGER
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

<u>Box #</u>	<u>Title</u>	<u>Dates</u>	<u>Disposal Date</u>	<u>Schedule/Item</u>
04	Staff Detail Folders	01/93 - 12/93	01/01	#992 / #1-D
05	Workers Comp Reports	01/88 - 12/93	01/01	
06	Holiday Listings	01/95 - 12/95	01/01	
07	Maintenance Adjustments	01/95 - 12/95	01/01	
08	Police Adjustments	01/95 - 12/95	01/01	
09	Operator Adjustments	07/95 - 12/95	01/01	
10	Leave Time Used	01/95 - 12/95	01/01	
11	Vacation Advances	01/95 - 12/95	01/01	
12	Operator Controls	01/92 - 12/95	01/01	

Disposed
2/12/01
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Mass Transit Administration 26.01.06.01	ACCESSION NO. 	DATE REC'D 5-5-00
DIVISION/UNIT Finance/Payroll	00W 1243	RM CODE 26.01.06.01
MAILING ADDRESS 6 St. Paul Street Payroll Dept., 8th Floor Baltimore, Maryland 21202	LOCATION RANGE SECTION(S) 8 11	NO. OF CU. FT. 6
PHONE NO. 767-3736	RECORDS CENTER MANAGER	
AGENCY OFFICIAL Frank J. Taylor	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

Box #	Title	Dates		Disposal Date	Schedule/Item
		From	To		
1	ETR Reports	08/02/94	10/25/94	January-01	#992 / #1-D
2	ETR Reports	11/08/94	01/03/95	January-01	
3	ETR Reports	01/17/95	03/14/95	January-01	
4	ETR Reports	03/18/95	05/23/95	January-01	
5	ETR Reports	06/06/95	08/15/95	January-01	
6	ETR Reports	08/29/95	10/23/95	January-01	

*Disposal
2-5-01*

R-176 S-21

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MDOT		ACCESSION NO. 98W255	DATE REC'D 10-3-97
B. DIVISION/UNIT MASS TRANSIT ADMINISTRATION			FORM CODE 26.01.0603
C. MAILING ADDRESS 301 N. Eutaw Street Baltimore, Maryland 21201		176 LOCATION 21 RANGE SECTION(S) 68 23	NO. OF CU. FT. 9
D. PHONE NO. 333-8141		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bernard B. Foster, Sr. Chief of Police		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 9	Daily Time Sheets - Contains detailed log of Officers' duties on a daily basis Alvi - Calderon 1995 ✓	1163,6,12/31/2000
2 of 9	Same as above - Carey - Damon 1995 ✓	- do -
3 of 9	" " " - Dorm - Harcum 1995 ✓	- do - 1/01
4 of 9	" " " - Harlee, L - Johnson, M. 1995 ✓	- do -
5 of 9	" " " - Jones, I. - McCollum 1995 ✓	- do -
6 of 9	" " " - McDavid - Reynolds 1995 ✓	- do -
7 of 9	" " " - Roane - Walthall 1995 ✓	- do -
8 of 9	" " " - Ward - Wynn 1995 ✓	- do -
9 of 9	" " " - Young - Zais 1995 ✓	- do -

DISPOSAL
2/2/01
LJB

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Md. Transportation Authority		ACCESSION NO. 91W44	DATE REC'D 7-24-90
B. DIVISION/UNIT Finance			RM CODE 26.01.14
C. MAILING ADDRESS P.O. Box 9088 Dundalk Md. 21222		RANGE 3	LOCATION SECTION(S) 35
D. PHONE NO. 563-7116		NO. OF CU. FT. 43	
E. AGENCY OFFICIAL Fredric Barron.		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
208	Mto Reserve Fund Vouch [#] 2796-3150 1/4/88-3/10/88	Sch. 1111 1/2001
209	" " " 3151-3400 3/10/88-5/10/88	" 777 1/2001
210	" " " 3401-3527 6/88-5/88	Item # 2.3 1/2001
		1592
213	Capital Fund Vouchers #1281-1451 1/88-6/88	" " 1/2001

** Partial -
 Bxs #213
 Returned to
 Agency - 6/6/94
 P 1725AL
 2-20*

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. Md. Transportation Authority	ACCESSION NO. 92W374	DATE REC'D 10-3-91
	B. DIVISION/UNIT Finance Division	FM CODE 26.01.14
C. MAILING ADDRESS P.O. Box 9088 Dundalk Md. 21222	LOCATION RANGE SECTION(S) 2 22	NO. OF CU. FT. 2
D. PHONE NO. 563-7116	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Fredric Barron	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
256	M+O Reserve Fund Vouchers # 3528-3900 7/1/88-9/30/88	1592 77th, Item 2, 2001
257	" " " " 3901-4234D 10/1/88-12/31/88	" " "
258	Cap. Exp. Fund Vouchers # 1952-2613C 9/1/88-12/31/88	77th, Item 3, 2001
	<p>Per Fred 9/16/91</p> <p>#258 - do not send until Junc 92</p>	

Handwritten initials and date:
JTB
2-2-01

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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

1. a) AGENCY CODE <u>26-01-14</u>		ACCESSION NO. <u>94W1236</u>	DATE REC'D <u>6-6-94</u>
b) AGENCY <u>Md TRANSPORTATION Authority</u>		LOCATION - RANGE <u>41</u>	SECTION(S) <u>10</u>
c) DIVISION/UNIT <u>Finance</u>			
d) MAILING ADDRESS <u>P.O. Box 9088 Dundalk Md 21222</u>		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL <u>Michele Bellus</u>		PHONE NO. <u>410-288-8454</u>	
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)	
<u>#355</u>	<u>Authorization for Expenditures</u>	<u>7/86-12/87</u>	<u>#1592 Item # 16</u> <u>Jan 2001</u> <u>DISPOSAL</u> <u>3/2/01</u> <u>WJS</u>

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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. 26.01.14.		ACCESSION NO.	DATE REC'D
b) AGENCY Maryland Transportation Authority		95W 1658	6-14-95
c) DIVISION/UNIT Finance		LOCATION RANGE 54	SECTION(S) 8
d) MAILING ADDRESS 300 Authority Dr. Dundalk, Md 21222		NO. OF CU. FT. 2	
e) AGENCY OFFICIAL MICHELE Sweeney		PHONE NO. 410/288-8454	
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)
#451 ✓	Payroll & Check Register 2/18/92 - 6/23/92	#1592 Item # 14
#452 ✓	Payroll & Check Register 7-1/92 - 12/22/92	Apr 2001 DISPOSAL 2/8/2001 LBS

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. 26 01 14		ACCESSION NO. 95W1659	DATE REC'D 6-14-95
b) AGENCY Maryland Transportation Authority		LOCATION - RANGE 54 SECTION(S) 8	NO. OF CU. FT. 1
c) DIVISION/UNIT Finance			
d) MAILING ADDRESS 300 Authority Drive Dundalk, MD 21222		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL MICHELE SWENEY	PHONE NO. 410288-0454	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)
#458	Cash & Ticket 1/92 - 6/92	#1592, Item # 07 Jan 2001 DISPOSAL 2/8/01 LSS

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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. 26-01-14		ACCESSION NO.	DATE REC'D
b) AGENCY Maryland Transportation Authority		95W1660	6-14-95
c) DIVISION/UNIT Finance		LOCATION - RANGE 54	SECTION(S) 8
d) MAILING ADDRESS 300 Authority Drive Dundalk Md 21222		NO. OF CU. FT. 3	
e) AGENCY OFFICIAL MICHELE SWEENEY		PHONE NO. 410/288-8154	
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)
#453 ✓	Bank STATEMENTS 1/92 - 4/92	#1592, ITEM #06 Jan 2001 ↓ DISPOSAL 2/8/01 LJS
#454 ✓	" 5/92 - 8/92	
#455 ✓	" 9/92 - 12/92	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority		ACCESSION NO. 97W420	DATE REC'D 10-17-96
B. DIVISION/UNIT Finance		RM CODE 26-01-14	
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222		LOCATION RANGE: 37 SECTION(S): 28	NO. OF CU. FT 1
D. PHONE NUMBER 410/288-8454		RECORDS CENTER MANGER	
E. AGENCY OFFICIAL Michele Sweeney		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	
514	Deposit Listings 01/93 - 12/93	#1592 Item # 8 Jan. 2001 D. [Signature] 3-9-01	

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RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 275, JESSUP, MD. 20734 (TELEPHONE - 799-1379)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1 Maryland Transportation Authority	ACCESSION NO. 97W421	DATE REC'D 10-17-96
		RM CODE 26-01-14
B. DIVISION/UNIT Finance	RANGE 37	LOCATION 27-28
C. MAILING ADDRESS 300 Authority Dr., Baltimore, MD 21222	SECTION(S) 37	NO. OF CU. FT. 37
D. PHONE NUMBER 410/288-8454	RECORDS CENTER MANGER	
E. AGENCY OFFICIAL Michele Sweeney	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
	Operating Checks: Dates:	#1592 Item # 1
527	21951 22200	12/93-01/06/94
528	22201 22550	01/94
529	22551 22800	01/94
530	22801 23000	01/27-02/04/94
531	23001 23200	02/04-02/10/94
532	23201 23440	02/10-02/17/94
533	23441 23700	02/17-03/04/94
534	23701 23950	03/04-03/11/94
535	23951 24200	03/11-03/17/94
536	24201 24480	03/17-03/23/94
537	24481 24650	03/23-04/07/94
538	24651 24935	04/08-04/10/94
539	24936 25200	04/11-04/21/94
540	25201 25550	04/22-05/11/94
541	25901 26200	05/12-05/18/94
542	26201 26450	05/94
543	26451 26700	05/26-06/06/94
544	26701 26900	06/06-06/16/94
545	26901 27150	06/16-06/24/94
546	27151 27400	06/25-07/11/94
547	27401 27600	07/94
548	27601 27900	07/11-07/21/94
549	27901 28150	07/22-07/27/94
550	28151 28500	07/28-08/05/94
551	28501 28771	08/11-08/22/94
552	28772 29150	08/18-09/08/94
553	29151 29300	08/25-09/01/94
554	29301 29650	09/02-09/22/94
555	29651 29900	09/22-10/13/94
556	29901 30200	10/13-10/17/94
557	30201 30500	10/17-10/24/94
558	30501 30900	10/24-11/14/94
559	30901 31000	11/01-11/03/94
560	31001 31200	11/04-11/11/94
561	31501 31700	11/28-12/16/94
562	31701 31900	12/16/94
563	31900 32200	12/16-12/28/94

Jan 2001

** Missing box # 536*

APR 2001

3-201

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RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Maryland Transportation Authority		ACCESSION NO. 96W720	DATE REC'D 12-8-95
B. DIVISION/UNIT Finance			FORM CODE 26.01.14
C. MAILING ADDRESS 300 Authority Dr. Baltimore, Md 21222		LOCATION RANGE SECTION(S) 120 33	NO. OF CU. FT. 18
D. PHONE NO. 410288-8454		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL SWEENEY		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
✓ #460	15651-16000 4/29-5/13/93 OPERATING FUND	#1592 Item # 01 Jan 2001 <i>DISPOSAL</i> <i>10/10/01</i>
✓ 461	16001-16450 5/13-5/27/93 CHECKS	
✓ 462	16451-16700 5/27-6/10/93	
✓ 463	16701-17000 6/10/93-6/17/93	
✓ 464	17001-17350 6/17-7/18/93	
✓ 465	17351-17600 7/08-7/13/93	
✓ 466	17601-17950 7/13-7/28/93	
✓ 467	17951-18400 7/28-8/12/93	
✓ 468	18401-18700 8/12-8/20/93	
✓ 469	18701-19100 8/20-9/10/93	
✓ 470	19351-19600 9/10-9/24/93	
471	19601-19950 9/24-10/15/93	
✓ 472	19951-20200 10/15-10/22/93	

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 Transportation Authority		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Finance		RM CODE	
C. MAILING ADDRESS 300 Authority Drive Balto., Md 21222		LOCATION RANGE	SECTION(S) NO. OF CU. FT.
D. PHONE NO. 410 288-8454		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Michele Swasey		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
✓ 473	20200 - 20550 10/23 - 10/26/93	# 1592 Item # 01 Jan 2001
✓ 474	20551 - 20900 10/27 - 11/15/93	
✓ 475	20901 - 21250 11/15 - 11/26/93	
✓ 476	21251 - 21650 10/26 - 12/09/93	
✓ 477	21651 - 21950 12/09 - 12/16/93	

OPERATING FUND CHECKS
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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 Transportation Authority		ACCESSION NO. 96W724	DATE REC'D 12-8-95
B. DIVISION/UNIT Finance		LOCATION RANGE SECTION(S) 120 33-34	RM CODE 26-01.14
C. MAILING ADDRESS 300 Authority Dr Baltimore, Md 21222			NO. OF CU. FT. 6
D. PHONE NO. 410/788-8454		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL MICHAEL SWANLEY		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
✓ 500	(93) Jan - June (Rpts 127, BV RK)	# 1592 Item # 14
✓ 501	(1) Nov - Dec (Pr jenu & CK REG)	Jan 2001
✓ 502	(1) Jan - Dec (Rpts 130, 128)	
✓ 503	(1) Jan - Dec (Rpt 127)	
✓ 504	(1) Jan - June (Rpt 101)	
✓ 505	(1) Jan - June (138, 140, 141)	

DISPOSED
10/10/01

RECORDS TRANSMITTAL AND RECEIPT

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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

AGENCY CODE 290500		26.02.06		ACCESSION NO. 89W541	DATE REC'D 12-2-88
AGENCY Motor Vehicle Administration		DIVISION/UNIT Registration/Filing Unit		LOCATION - RANGE 103	SECTION(S) 34
MAILING ADDRESS 6601. Ritchie Highway, N.E. Glen Burnie, Maryland 21062		NO OF CU. FT. 4		RECORDS CENTER MANAGER	
AGENCY OFFICIAL Ruth D. Burrell, Chief		PHONE NO. 768-7250		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)
	VALIDATED REGISTRATION CARD FILE	# 1716 # 9
1	0000001 - 0740392 1979-1980	1030-3 JAN, 2000
2	0740393 - 1496699 1979-1980	1/01
3	1496700 - 2247253 1979-1980	
4	2247254 - MISC & Doubles 1979-1980	

Handwritten signature and date:
 [Signature]
 10-6-01

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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

1. AGENCY 290500 Motor Vehicle Administration		ACCESSION NO. 98W58	DATE REC'D 8-1-97
2. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE 26.02.06
3. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 34 19	NO. OF CU. FT. 5
4. PHONE NO. 768-7250		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL Ruth D. Burrell <i>Ruth D. Burrell</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
	REGISTRATION CARD FILE	
1	AAA002 - DFT619 1979-1980	<i>Item 9 of</i> Schedule 1716 Disp. Dt: Dec., 2000 <i>Jan., 2001</i>
2	DFT626 - GBV571 1979-1980	
3	GBV572 - HHE766 1979-1980	
4	HHE767 - C81335 1979-1980	
5	C81336 - RX8254 1979-1980 (Misc., alpha, dealers)	
		<i>Disposal 3/6 Ed</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

A. AGENCY 290500 1. Motor Vehicle Administration		ACCESSION NO. 98W301	DATE REC'D 10-6-97
B. DIVISION/UNIT Vehicle Registration Registration/Title File			RM CODE 26.02.06
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 33 20	NO. OF CU. FT. 12
D. PHONE NO. (410) 768-7250		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth D. Burrell <i>LRB</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
	45 DAY TEMPORARY REGISTRATION CERTIFICATE (Boxes 1 - 33 are listed under a separate transmittal for disposal in Jan., 2000)	
34	90150E - 03214F 1994	Schedule 1716 Item # 3A Disp. Dt: Jan, 2001
35	03215F - 16000F 1994	
36	16001F - 28443F 1994	
37	28444F - 40899F 1994	
38	40900F - 53894F 1994	
39	53895F - 66573F 1994	
40	66574F - 79235F 1994	
41	79236F - 91599F 1994	
42	91600F - 04352G 1994	
43	04353G - 16000G 1994	
44	16001G - 28427G 1994	
45	28428G - 40959G 1994	

Disposal 3-5-01

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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

A. AGENCY Motor Vehicle Administration		ACCESSION NO. 96W1113	DATE REC'D 3-20-96
B. DIVISION/UNIT Finance & Statistics			RM CODE 26.02.13
C. MAILING ADDRESS 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062 Room 220		LOCATION RANGE SECTION(S) 15 16-17	NO. OF CU. FT. 31
D. PHONE NO. 410-768-7840		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lizy Kannarkat Section Chief Finance & Statistics General Accounting		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
	REFUND BACKUP	1014A-2 1712
1	" " LIST # 064-065 DATE 10-24 - 10-25-95	#6 1725
2	" " 086 12-6-95	#2
3	" " 087 12-7-95	
4	" " 088 12-8-95	
5	" " 089 12-11-95	
6	" " 090 12-12-95	
7	" " 091 12-13-95	
8	" " 092 12-14-95	
9	" " 093 12-18-95	
10	" " 093 12-15-95	
11	" " 094 12-19-95	
12	" " 094-096 12-20 - 12-26-95	
13	" " 096 12-22-95	
14	" " 095 12-21-95	
15	" " 097 12-27-95	
16	" " 098 12-28-95	
17	" " 099 12-29-95	
18	" " 099 1-2-96	
19	" " 100 1-3-96	
20	" " 101 1-4-96	
21	" " 102 1-5-96	
22	" " 103 1-11-96	
23	" " 104 1-16-95	
24	" " 105 1-17-96	
25	" " 106 1-18-96	
26	" " 106 1-19-96	
	VOUCHERS	
27	" " 082-087 12-1 - 12-8-95	
28	" " 080-095 12-13 - 12-21-95	

1014A-2 ~~1712~~
#6 1725
#2
1/00
Jan 2001
P1207L
2-20-01

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

VOUCHERS

(Cont.)

1014A-2

		LIST #	DATE
29	" "	096-101	1-1 - 1-8-96

CHECK REGISTER AND TRANSMITTAL

		LIST #	DATE
30	" "	083-090	12-12-95
31	" "	091-098	12-20-95 - 1-5-96

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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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 98W303	DATE REC'D 10-6-97
B. DIVISION/UNIT FINANCE & STATISTICS -GENERAL ACCOUNTING			RM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY. RM 220 GLEN BURNIE, MD. 21062		LOCATION RANGE SECTION(S) 5 16-18	NO. OF CU. FT. 45
D. PHONE NO. (410) 768-7393		RECORDS CENTER MANAGER <i>Paul Lambert</i>	
E. AGENCY OFFICIAL <i>LIZY KANNARKAT</i> DEPUTY DIRECTOR FINANCE & STATISTICS- GENERAL ACCOUNTING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

9/21/96

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
BOX #	REFUND BACKUP	LIST#	DATES	
1	"	" 054-055	9/2/ 96- 9/3/96	Sch# 1725; Item # 3 ; Retain at office for 2 months. Transfer to State Records center for 4 years then destroy. January, 2001 <i>[Signature]</i>
2	"	" 056	9/16/96	
3	"	" 057	9/17/96	
4	"	" 058	9/18/96	
5	"	" 059	9/19/96	
6	"	" 060	9/20/96	
7	"	" 061	9/21/96-9/23/96	
8	"	" 061	9/21/96-9/23/96	
9	"	" 062	9/24/96	
10	"	" 063-064	9/25/96-9/26/96	
11	"	" 065-066	9/27/96-9/30/96	
12	"	" 066-067	9/30/96-10/1/96	
13	"	" 068	10/2/96	
14	"	" 069	10/3/96	
15	"	" 070	10/4/96	
16	"	" 071	10/5/96	
17	"	" 071-072	10/5/96-10/8/96	
18	"	" 072	10/8/96	
19	"	" 073	10/9/96	
20	"	" 074	10/10/96	
21	"	" 075	10/11/96	
22	"	" 076	10/15/96	
23	"	" 077	10/16/96	
24	"	" 078	10/17/96	
25	"	" 079	10/18/96	
26	"	" 080	10/19/96- 10/21/96	
27	"	" 080	10/21/96	
28	"	" 081	10/22/96	
29	"	" 082	10/23/96	
30	"	" 083	10/24/96	

Box
Number

Description of Records
With Inclusive Dates

Disposal Authority
Schedule, Item No.,
Disposal Dates

BOX #	REFUND BACKUP	LIST#	DATES
31	"	" 084-085	10/25/96-10/26/96
32	"	" 085	10/26/96- 10/28/96
33	"	" 085	10/28/96
34	"	" 086-087	10/29/96- 10/30/96
35	"	" 087-088	10/30/96-10/31/96
36	"	" 089	11/1/96
37	"	" 090-091	11/4/96-11/6/96
38	"	" 091	11/6/96
39	"	" 092	11/7/96
40	"	" 093	11/8/96
41	"	" 094	11/12/96
42	"	"095-096	11/13/96-11/14/96
43	"	"097-098	11/15/96-11/18/96
44	"	"098-099	11/18/96- 11/19/96
45	"	"099-100	11/19/96-11/20/96

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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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Motor Vehicle Administration		ACCESSION NO. 98W304	DATE REC'D 10-6-97
B. DIVISION/UNIT Finance & Statistics-General Accounting			RM CODE 26.02.13
C. MAILING ADDRESS 6601 Ritchie Highway N.E. Rm 220 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 21 4-6	NO. OF CU. FT. 42
D. PHONE NO. (410) 768-7393		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Lizy Kannarkat, Deputy Director Finance & Statistics-General Accounting		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	Refund Backup List #100 - 11/20/96	Sch. # 1725 Item no. 3; January, 2001 <i>[Signature]</i>
2	" " " #101 - 11/21/96	
3	" " " #102 - 11/22/96	
4	" " " #103 - 11/25/96	
5	" " " #104 - 11/26/96	
6	" " " #105-106 - 11/27/96-11/29/96	
7	" " " #107 - 12/2/96	
8	" " " #108 - 12/3/96	
9	" " " #109 - 12/4/96	
10	" " " #110 - 12/5/96	
11	" " " #111 - 12/6/96	
12	" " " #112 - 12/7/96-12/9/96	
13	" " " #112 - 12/9/96	
14	" " " #113 - 12/10/96	
15	" " " #114 - 12/11/96	
16	" " " #115 - 12/12/96	
17	" " " #116-117 - 12/13/96-12/16/96	
18	" " " #117 - 12/14/96-12/16/96	
19	" " " #117-118 - 12/14/96-12/16/96-12/17/96	
20	Duplicates	
21	Duplicates	
22	211 R's Transmitted 11/1/96-11/30/96	
23	" " " 10/1/96-10/31/96	
24	" " " 9/1/96-9/30/96	
25	Refund Backup List #031 - 8/9/96-8/12/96	
26	211R's Transmitted 7/2/96-7/31/96	
27	FMIS Interfaces July 1996	
28	" " August 1996	
29	Refund Backup List #118-119 - 12/17/96-12/18/96	
30	" " " #119-120 - 12/18/96-12/19/96	
31	" " " #120-121 - 12/19/96-12/20/96	

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	ITEM NUMBER
32	FMIS Interfaces 6/3/96-6/30/96	1725
33	Refund Backup List #122 - 12/21/96-12/23/96	"
34	" " " #122 - 12/23/96	"
35	" " " #123-124 125 - 12/24/96-12/26/96-12/27/96	"
36	" " " #126-127 - 12/30/96-12/31/96	"
37	" " " #127-128 - 12/31/96-1/2/97	"
38	" " " #128-129 130 - 1/2/97-1/3/97-1/6/97	"
39	" " " #130-131 - 1/6/97-1/7/97	"
40	" " " #131 - 1/7/97	"
41	" " " #132-133 - 1/8/97-1/9/97	"
42	" " " #133-134 - 1/9/97-1/10/97=1/13/97	"

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 275, JESSUP, MD. 20784 (TELEPHONE - 769-1378)

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

<p>A. AGENCY 1. <i>MVA</i></p> <p>B. DIVISION/UNIT <i>F+S TARIS Room 217</i></p> <p>C. MAILING ADDRESS <i>6601 Ritchie Hwy Glen Burnie, MD 21062</i></p> <p>D. PHONE NO. <i>768-7099</i></p> <p>E. AGENCY OFFICIAL <i>PAT EVANS</i></p>		<p>ACCESSION NO. <i>98W305</i></p> <p>LOCATION RANGE SECTION(S) <i>46 5-6</i></p> <p>RECORDS CENTER MANAGER</p>	<p>DATE REC'D <i>10-6-97</i></p> <p>RM CODE <i>26.02.13</i></p> <p>NO. OF CU. FT. <i>20</i></p> <p style="text-align: center;">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>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p>	<p><i>7-18-97, 7-21-97</i></p> <p><i>7-22-97, 7-23-97</i></p> <p><i>7-24-97, 7-25-97</i></p> <p><i>7-28-97, 7-29-97</i></p> <p><i>7-30-97, 7-31-97</i></p> <p><i>8-1-97, 8-4-97</i></p> <p><i>8-5-97, 8-6-87</i></p> <p><i>8-7-97, 8-8-97</i></p> <p><i>8-11-97, 8-12-97</i></p> <p><i>8-13-97, 8-14-97</i></p> <p><i>8-15-97, 8-18-97</i></p> <p><i>8-19-97, 8-20-97</i></p> <p><i>8-21-97, 8-22-97</i></p> <p><i>8-25-97, 8-26-97</i></p> <p><i>8-27-97, 8-28-97</i></p> <p><i>8-29-97, 9-2-97</i></p> <p><i>9-3-97, 9-4-97</i></p> <p><i>9-5-97, 9-8-97</i></p> <p><i>9-9-97, 9-10-97</i></p> <p><i>9-11-97, 9-12-97</i></p>	<p style="text-align: center;"><i>1725</i></p> <p style="text-align: center;"><i>Item 6</i></p> <p style="text-align: center;"><i>Disposal</i></p> <p style="text-align: center;"><i>Jan 2001</i></p> <p style="text-align: center;"><i>DISPOSAL</i></p> <p style="text-align: center;"><i>3/6/01</i></p> <p style="text-align: center;"><i>LSS</i></p>	

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. MOTOR VEHICLE ADMINISTRATION		ACCESSION NO. 98W307	DATE REC'D 10-6-97
B. DIVISION/UNIT FINANCE AND STATISTICS			RM CODE 26.02.13
C. MAILING ADDRESS 6601 RITCHIE HWY. GLEN BURNIE, MD. 21062		LOCATION RANGE SECTION(S) 48 17-19	NO. OF CU. FT. 62
D. PHONE NO. (410) 768-8450		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL LIZY KANNARKAT, CHIEF FINANCE AND STATISTICS GENERAL ACCOUNTING		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
	REFUND BACKUP LIST # DATES	
1	" " 001-002 6/28/96- 7/1/96	Sch# 1725 ; Item# 3 ; Retain at office for 2 months Transfer to State Records Center for 4 years then destroy. January, 2001 DISPOSAL 3/2/01 LJS
2	" " 002-003 7/1/96- 7/2/96	
3	" " 003-004 7/4/96- 7/3/96	
4	" " 005-004 7/5/96- 7/8/96	
5	" " 006-007 7/8/96 - 7/9/96	
6	" " 007-008 7/9/96- 7/10/96	
7	" " 008 7/10/96	
8	" " 009-010 7/11/96- 7/12/96	
9	" " 011-012 7/15/96- 7/16/96	
10	" " 012-013 7/16/96- 7/17/96	
11	" " 013-014 7/17/96-7/18/96	
12	" " 014-015 7/18/96-7/19/96	
13	" " 016-017 7/22/96-7/23/96	
14	" " 017-019 7/23/96-7/25/96	
15	" " 019-021 7/25/96-7/29/96	
16	" " 021-022 7/29/96-7/30/96	
17	" " 024 8/1/96	
18	" " 025-026 8/2/96-8/5/96	
19	" " 026 8/5/96	
20	" " 027 8/6/96	
21	" " 028-029 8/7/96-8/8/96	
22	" " 029-030 8/8/96-8/9/96	
23	" " 031 8/12/96	
24	" " 032-033 8/13/96-8/14/96	
25	" " 033-034 8/14/96-8/15/96	
26	" " 035 8/16/96	
27	" " 036 8/19/96	
28	" " 038 8/20/96	
29	" " 040-041 8/22/96-8/23/96	

BOX
NUMBERS

DESCRIPTION OF RECORDS
WITH INCLUSIVE DATES

ITEM NUMBER

BOX NUMBERS	DESCRIPTION OF RECORDS	LIST#	DATES
30	REFUND BACKUP	042	6/4/96
31	"	042-043	8/26/96-8/27/96
32	"	043-044	6/5/96- 6/6/96
33	"	044-045	6/6/96-6/7/96
34	"	044-045	8/28/96-8/29/96
35	"	045-046	6/7/96-6/10/96
36	"	039-040	8/21/96-8/22/96
37	"	043-044	8/27/96-8/28/96
38	"	046	8/30/96
39	"	047	9/3/96
40	"	048	9/4/96
41	"	050-051	6/14/96-6/17/96
42	"	050-051	9/6/96-9/9/96
43	"	051	9/9/96
44	"	052	9/10/96
45	"	053	9/11/96
46	"	051-052	6/17/96-6/18/96
47	"	053-054	6/19/96-6/20/96
48	"	041	6/3/96
49	"	047-048	6/11/96-6/12/96
50	"	048-049	6/12/96-6/13/96
51	"	046-047	6/10/96-6/11/96
52	"	056-057	6/24/96-6/25/96
53	"	057-058	6/25/96-6/26/96
54	"	058-059	6/26/96-6/27/96

55	211R Tran REPORT	---	6/3-6/29
56	"	---	5/2-5/31

57	VRED. VOUC. BKUP.	-----	7/95- 3/96
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58	R STARS HEADERS	-----	(6/3/96-6/28/96) (7/1/96-7/31/96)
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59	CASHIER BACKUP	-----	5/1/96-6/28/96
60	"	-----	2/1/96-4/30/96

61	REFUND BACKUP	049	9/5/96
62	"	054-056	6/20/96-6/24/96

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

<p>A. AGENCY 1. M.V.A.</p>	<p>ACCESSION NO. 98W875</p>	<p>DATE REC'D 6-2-98</p>
<p>B. DIVISION/UNIT FINANCE & STATISTICS ROOM217</p>	<p>FM CODE 26.02.13</p>	
<p>C. MAILING ADDRESS 6601 RITCHIE HWY. GLEN BURNIE, MD. 21062</p>	<p>LOCATION RANGE SECTION(S) 48 19</p>	<p>NO. OF CU. FT. 14</p>
<p>D. PHONE NO. 410-768-7584</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL</p>	<p style="text-align: center;">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
	COUNTER DRIVING RECORDS	
1	07-02-97 - 07-14-97	1725 ITEM 6
2	07-15-97 - 07-26-97	"
3	07-28-97 - 08-07-97	"
4	08-08-97 - 08-19-97	"
5	08-20-97 - 09-02-97	" JAN 2001
	CERTIFIED COPIES BRANCH	
6	07-05-97 - 07-14-97	1725 ITEM 6
7	07-15-97 - 07-23-97	"
8	07-24-97 - 08-04-97	"
9	08-05-97 - 08-14-97	"
10	08-15-97 - 08-25-97	"
11	08-26-97 - 09-05-97	" JAN 2001
	EXPRESS CERTIFIEDS	
12	07-02-97 - 07-23-97	1725 ITEM 6
13	07-24-97 - 08-12-97	"
14	08-13-97 - 09-03-97	" JAN 2001

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. Motor Vehicle Administration		ACCESSION NO. 95W1283	DATE REC'D 4-5-95
B. DIVISION/UNIT Research & Planning Division			RM CODE 26.02.14.01
C. MAILING ADDRESS 6601 Ritchie Hwy., N.E. ISC - Room 022 Glen Burnie, MD 21062		LOCATION RANGE SECTION(S) 39 27	NO. OF CU. FT. 1
D. PHONE NO. (410) 768-7249		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Thomas E. Harris		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	COMAR Regulations Folders - 1990 11.11.03(.01 - .13) 11.12.01(.01 - .14); (.21) 11.12.04 11.12.05(.01 - .06) 11.15.03 11.15.19(.02, .03, .06, .07, .09, .10) 11.15.23(.01 - .05) 11.17.06(.01 - .11) 11.17.09 11.17.14(.04) 11.17.15(.01 - .06) 11.18.01(.01 - .06) 11.21.01(.01 - .04)	Sched. 1247 Item #2 January 2001 <i>DISPOSAL</i> <i>3/6/01</i> <i>LJB</i>

26.03.02	MDOT	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 Highway Administration Construction Inspection Division			
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.				
91W827	Construction Project Files	1539	3	6/1986 - 1990	10	1/2001	RECYCLE
96W737	Construction / Utilities Contract Files	1539	2	1994	15	1/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. 72.0 26.03.02		ACCESSION NO. 91W827	DATE REC'D 2-11-91
B. DIVISION/UNIT Construction Inspection Division Room 105			RM CODE 26.03.02
C. MAILING ADDRESS 707 N. Calvert Street Baltimore, MD 21202		LOCATION RANGE SECTION(S) 3 2	NO. OF CU. FT. 10
D. PHONE NO. 333-1525		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Richard F. Weddle Assistant Chief CID		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
567 to 576	Construction Project Files June 1986 thru Dec 1990	Schedule 1539 Item No. 1-A Item No. 2 3 1/01 <i>DRB JLC</i> <i>2-2-91</i>

R-3

S-2

2 Empties

RECORDS TRANSMITTAL AND RECEIPT

ACTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State Highway Administration		ACCESSION NO. 98W502	DATE REC'D 11-25-97
B. DIVISION/UNIT Highway Design Division		RM CODE 26.03.03	
C. MAILING ADDRESS 707 N. Calvert Street Baltimore, MD 21202 C-102		LOCATION RANGE SECTION(S) 109 20	NO. OF CU. FT. 2
D. PHONE NO. (410) 545-8861		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Kirk G. McClelland, Acting Chief Highway Design Division		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	Old Invoices from January 1990 - December 1995 The Vendors are as follows: Abbey Camera, Inc. Ad Specialties, Inc. Akehurst Home & Garden Center Baynesville Electronics, Inc. Baltimore Photo, Inc. Baltimore Photo & Blue Print Boise Cascade Products Cadd One, Incorporated Chesapeake Office Supply Communications CompuAdd Dawns Office Supply Essco Gardens Reproductive Arts High Tech Head Quarters Company (January - December 1990 -1991)	Sch. # 1784 #3 Jan. 2001 <i>Disposal 3-29-04</i>	

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State Highway Administration		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Highway Design Division			RM CODE
C. MAILING ADDRESS 707 N. Calvert Street Baltimore, MD 21202 C-102		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. (410) 545-8861		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Kirk G. McClelland, Acting Chief Highway Design Division		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	<p>Old Invoices from January 1990 - 1995 The Vendors are as follows: Head Quarters Company (January - December 1992 - 1995) J&J Repro & Drafting, Inc. Magazine Subscriptions Manpower Temporary Services Maryland Reproduction Maryland Office Systems, Inc. Miscellaneous Invoices Nyborgs, Inc. Office Equipment Center of MD, Inc. Paul Rice Mechanical Reproduction Specialties, Inc. Stark Office Services Wrightline, Inc. Young Environmental Zee Medical Services</p> <p>Commodities on Contract (January - December 1990 - 1995)</p> <p>Unscheduled Requisitions (January - December 1990 - 1994)</p> <p>Property Condemnation Reports "1985 - 1989"</p>		

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. SHA	ACCESSION NO 98W503	DATE REC'D 11-25-97
B. DIVISION/UNIT Highway Design		RM CODE 26-03.03
C. MAILING ADDRESS 707 N. Calvert Street Baltimore, MD 21202	LOCATION RANGE SECTION(S) 26 26	NO. OF CU. FT. 5
D. PHONE NUMBER (410) 545-8790	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Angela 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	MD 32 AA-739-507-570 Consultant invoices and proposals, man hour reports, semi-final review comments, general correspondence, form 42's, pre-quarterly notes, EWO info, SWM report, form 25-c, utility & R/W certs., addendum info., tab sheets. (9/86-5/91)	1784/1 1/01
2	US 50/301 AA-440-501-570 Technical proposal for Wallace Montgomery, capacity analysis, eng. est., MD 648 correspondence, Old Mill Bottom correspondence, misc. General correspondence. (1987-1992)	1784/1
3	MD 32 AA739-353-570 Replacement of D.C. Children's Center Proposal book, engineers estimate, general correspondence, misc. files for B-698-520-472 Owings Mills Metro Station, MD 32 technical prop.	1784/1
4	MD 32 AA-739-507-570 Consultant invoices, environmental impact statements, red line info. (1989)	1784/1
5	B 802-502-472 Warren Rd, CL 761-301-785 MD 32 @ MD 91, M 581-502-372 MD 182 General correspondence for all projects (1988)	1784/1

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 Maryland State Highway Administration 1. (Agency Code 00-29-0202)		ACCESSION NO. 94W657	DATE REC'D 12-20-93
B. DIVISION/UNIT Engineering Access Permits Division			RM CODE 26.03.04
C. MAILING ADDRESS PO BOX 717 707 N. Calvert Street, Room 609 Baltimore, MD 21203		LOCATION RANGE SECTION(S) 104 3	NO. OF CU. FT. 13
D. PHONE NO. 333-1350		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Charles Rose</i> David N. Ramsey Acting Chief, EAPD		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.	4226-91 to 4150-91 (4119, 4130, 4131, 4134, 4136, 4137, 4140, 4141, 4148, 4149)	# 466-A
2	4151-91 to 4175-91) (4152, 4155, 4160, 4163, 4167, 4170)	# 1
3	4176-91 to 4205-91 (4182, 4186, 4190, 4193, 4196, 4197, 4203)	1/01
4	4206-91 to 4236-91 (4207, 4208, 4211, 4214, 4220, 4221, 4223, 4224, 4226, 4230)	Microfilm
5	4237-91 to 4270-91 (4246, 4249, 4255, 4257, 4258, 4260, 4265, 4267)	
6	4271-91 to 4302-91 (4271, 4274, 4275, 4276, 4283, 4289, 4301)	
7	4303-91 to 4333-91 (4309, 4312, 4332)	
8	4334-91 to 4365-91 (4336, 4337, 4338, 4343, 4345, 4348, 4349, 4352, 4354, 4356)	
9	4336-91 to 4395-91 (4367, 4368, 4377, 4379, 4390, 4391, 4392, 4394)	
10	4396-91 to 4424-91 (4396, 4397, 4398, 4400, 4411, 4419, 4423)	
11	4425-91 to 4460-91 (4425, 4427, 4428, 4432, 4433, 4434, 4438, 4439, 4441, 4444, 4452, 4454, 4457)	

DISPOSAL
3-29-04

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Highway Administration 1. Engr. Access Permits Division		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT Engr. Access Permits Division			RM CODE
C. MAILING ADDRESS PO BOX 717 707 N. Calvert Street, Room 609 Baltimore, MD 21203-0717		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 333-1350		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Charles Ramsey</i> for David N. Ramsey, Acting Chief		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	
12	4461-91 to 4493-91 (4467, 4468, 4470, 4475, 4477, 4478, 4485, 4488, 4489, 4490, 4491)		
13	4494-91 to 4500-91 (4496)		
PLEASE NOTE: THE FILE NUMBERS NOTED IN THE PARENTHESIS WERE NOT RELEASED AND/OR READY TO BE PACKED AND BE SENT TO JESSUP FOR STORAGE.			

R104

S3

18 Empties

8-3-4

26.03.05	MDOT	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 Highway Administration Office of Finance & Program Management			
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.				
87W475	Budget Position Letters	490	5	11/1981 - 12/1982	1	1/2001	RECYCLE
94W754	Check Register - Central Pays 10 - 16	1813	7	4/1993 - 8/1993	4	1/2001	RECYCLE
94W755	Personnel Transmittal / Retirement & Pension Changes / Master Maint.	1813	7	1989 - 1992	3	1/2001	RECYCLE
94W756	Payroll Journal Check Register / Biweekly Time Reports	1813	7	10/1992 - 5/1993	5	1/2001	RECYCLE
94W758	Payroll Journal - Gross & Deduction Pay 1 - 21	1813	7	12/1991 - 8/1993	16	1/2001	RECYCLE
95W552	Payroll Journal & Check Register	1813	7	3/1994 - 8/1994	3	1/2001	RECYCLE
95W1675	Payroll Journal & Gross Deduction Pay 1 - 26	1813	7	9/1993 - 3/1994	14	1/2001	RECYCLE
96W548	Payroll Journal & Gross Deduction Pay 25	1813	7	11/1993 - 12/1993	1	1/2001	RECYCLE
96W1485	Payroll Block Control Register	1813	7	12/1994 - 12/1995	2	1/2001	RECYCLE
96W1508	Permanent & Temporary Input Pays 17 - 26	1813	17	1994 - 1995	4	1/2001	RECYCLE
96W1516	Inventory Withdrawal Ticket	1810	2	7/1994 - 9/1995	9	1/2001	RECYCLE
96W1517	P.O.S. Requisitions	1812	1	1/1992 - 12/1995	1	1/2001	RECYCLE
97W123	Miscellaneous Time Cards	1813	14	1995	1	1/2001	RECYCLE
97W124	Transmittal Report Payroll Authorization	1813	6	1995	1	1/2001	RECYCLE
97W125	Pre Payroll Authorization Transmittals	1813	6	1994 - 1995	3	1/2001	RECYCLE

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

Charlie P Lopez

Signature

Records Center Manager

Title

June 30, 2001

Date

E

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
 P.O. BOX 876, JESSUP, MD. 20794 (TELEPHONE • 703-1876)

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY CODE 29.02.01		26.03.05		AGENCY NO. 87W475		DATE REC'D 11-25-86	
2. AGENCY State Highway Administration				LOCATION - RANGE 9		SECTION 29	
3. DIVISION UNIT Office of Finance & Program Management				NO. OF DU. PT 1			
4. MAILING ADDRESS 707 N. Calvert Street Baltimore, Maryland 21202				RECORDS CENTER MANAGER			
5. AGENCY OFFICIAL William R. Burdette/d William R. Burdette		PHONE NO. 659-1442		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
6. BOX NUMBER 1		7. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Budget Positions Letters November 81 to December 82					

*Disposal
3-12-01*

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W754		DATE RECEIVED 2-15-94	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 8	LOCATION SECTIONS 16	NO. OF CU. FT. 4	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	CHECK REGISTER - CENTRAL PAYS 10 - 11 4/28 - 5/25	1813 #7 731-11	1/2001
2	CHECK REGISTER - CENTRAL PAYS 12 - 11 5/26 - 6/08 ✓	731-11	1/2001
3	CHECK REGISTER - CENTRAL PAYS 13 - 14 6/09/93 - 07/06/93	731-11	1/2001
4	CHECK REGISTER - CENTRAL PAYS 15 - 16 7/07/93 - 08/03/93	731-11	1/2001

DISPOSED
 3-12-04

RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W755	DATE RECEIVED 2-15-94		
B. DIVISION / UNIT Office of Finance and Program Management			PM CODE 26.03.05		
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 48	LOCATION SECTIONS 17	NO. OF CU. FT. 3	
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	DEPT OF PERSONNEL TRANSMITTAL 1991 - 1992	1813 II 7	
2	RETIREMENT & PENSION CHANGES 1991 - 1992	731-11	1/2001
3	MASTER MAINT (31304 - 31305) JAN - AUG - 89-90	731-11	1/2001
		731-11	1/2001

DISPOSAL
 3/19/04
 DJB

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W756		DATE RECEIVED 2-15-94	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 13		LOCATION SECTIONS 28	
D. PHONE NO. 333-1447 Baltimore, Md. 21202				NO. OF CU. FT. 5	
E. AGENCY OFFICIAL		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 | PAYROLL JOURNAL CHECK REGISTER 2/03/93 - 3/30/93 |
| 2 | PAYROLL JOURNAL CHECK REGISTER 5/26/93 - 7/20/93 |
| 3 | PAYROLL JOURNAL CHECK REGISTER 3/31/93 - 5/25/93 |
| 4 | BIWEEKLY TIME REPORTS 6/91 - 12/91 |
| 5 | BIWEEKLY TIME REPORTS 12/91 - 10/92 |

- | | |
|----------------------|--------|
| 731-11 #7 | 1/2001 |
| 731-11 | 1/2001 |
| 731-11 | 1/2001 |
| 731-20 #14 | 1/2001 |
| 731-20 | 1/2001 |

DISPOSAL
3-16-03

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 94W758		DATE RECEIVED 2-15-93
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 45	LOCATION SECTIONS 29	NO. OF CU. FT. 16
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 21 1992 09/30/92 - 10/13/92	1813 #7 731-11 1/2001
2	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 1 1993 12/23/91 - 01/13/93	731-11 1/2001
3	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 5 1993 02/17/93 - 03/02/93	731-11 1/2001
4	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 6 1993 03/03/93 - 03/16/93	731-11 1/2001
5	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 7 1993 03/17/93 - 03/30/93	731-11 1/2001
6	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 8 1993 03/31/93 - 04/13/93	731-11 1/2001
7	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 9 1993 04/14/93 - 04/27/93	731-11 1/2001
8	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 10 1993 04/28/93 - 05/11/93	731-11 1/2001
9	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 11 1993 05/12/93 - 05/25/93	731-11 1/2001
10	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 12 1993 05/26/93 - 06/08/93	731-11 1/2001
11	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 12 1993 5/27/92 - 6/9/92	731-11 1/2001
12	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 13 1993 06/09/93 - 06/22/93	731-11 1/2001
13	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 13 1993 6/10/92 - 6/23/92	731-11 1/2001
14	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 14 1993 06/23/93 - 07/06/93	731-11 1/2001
15	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 15 1993 07/07/93 - 07/20/93	731-11 1/2001
16	PAYROLL JOURNAL - GROSS & DEDUCTION PAY 16 1993 07/21/93 - 08/03/93	731-11 1/2001

DISPOSAL
 3/12/04
 LJB

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W552	DATE RECEIVED 11-3-94
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 122	LOCATION SECTIONS 30
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL		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	PAYROLL JOURNAL & CHECK REGISTER 03-02-94 - 04-26-94 ✓	731-11 1813 #7	1/2001
2	PAYROLL JOURNAL & CHECK REGISTER 04-27-94 - 06-21-94 ✓	731-11	1/2001
3	PAYROLL JOURNAL & CHECK REGISTER 06-22-94 - 08-16-94 ✓	731-11	1/2001

DISPOSAL
3-31-04

884

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 95W1675		DATE RECEIVED 6-14-95	
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26.03.05	
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 26		LOCATION SECTIONS 24	
D. PHONE NO. 333-1447 Baltimore, Md. 21202				NO. OF CU. FT. 14	
E. AGENCY OFFICIAL		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)			

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY (SCHEDULE ITEM NO. DISPOSAL DATE)	
1 ✓	PAYROLL JOURNAL & GROSS DEDUCTION PAY 26 12/08/93 - 12/21/93	1813 #7 731-11	1/2001
2 ✓	PAYROLL JOURNAL & GROSS DEDUCTION PAY 20 9/15/93 - 9/28/93	731-11	1/2001
3 ✓	PAYROLL JOURNAL & GROSS DEDUCTION 9/29 - 10/12	731-11	1/2001
4	CHECK REGISTER CPB PAY 21 & PAY 22 10/01/93 - 10/26/93	731-11	1/2001
5 ✓	PAYROLL JOURNAL GROSS DEDUCTION 11/10/93 - 11/23/93 PAY 24	731-11	1/2001
6 ✓	PAYROLL JOURNAL GROSS DEDUCTION PAY 23 10/27/93 - 11/09/93	731-11	1/2001
7 ✓	PAYROLL JOURNAL & CHECK REGISTER 7/21/93 - 09/14/93	731-11	1/2001
8	PAYROLL JOURNAL GROSS DEDUCTION PAY 22 10/13/93 - 10/26/93	731-11	1/2001
9 ✓	PAYROLL JOURNAL GROSS DEDUCTION PAY 7, 3/16/94 - 03/29/94	731-11	1/2001
10 ✓	MISCELLANEOUS TIME CARDS PAY 1 - 15 1994	731-11	1/2001
11 ✓	MISCELLANEOUS TIME CARDS PAY 16 - 26 1994	731-11	1/2001
12 ✓	COPIES OF CORRECTED CARD ADJUSTMENTS PROCESSED PAKY 17-20 1993	731-11	1/2001
13 ✓	COPIES OF CORRECTED CARDS & ADJUSTMENTS PAY 21 - PAY 25 THRU RC 61.8 0 NLY 1993	731-11	1/2001
14	FINISHED ASL ✓	731-25 17	1/2001

DISPOSAL
3/11/04
253

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES - STATE RECORDS MANAGEMENT CENTER

P. O. BOX 275, JESSUP, MD. 20794

(TELEPHONE - 799-1379)

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W548	DATE RECEIVED 11-21-95
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26-03-05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 34	LOCATION SECTIONS 2
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		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 ✓ | PAYROLL JOURNAL & GROSS DEDUCTION PAY 25
| 11/24/93 - 12/07/93

1813 #7
~~731 #7~~

1/2001

DISPOSAL
0/15/04
ES

1087

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W1485	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		RANGE 18	RM. CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		LOCATION SECTIONS 28	NO. OF CU. FT. 2
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	PAYROLL BLOCK CONTROL REGISTER 12/21/94 - 8/01/95
2	PAYROLL BLOCK CONTROL REGISTER 8/02/95 - 12/19/95

18B-7	731-12	1/99
731-12	731-12	1/99
#188		1/01

DISPOSAL
 3/19/04
 LB

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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

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W 1508	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 68	LOCATION SECTIONS 12
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 4	
E. AGENCY OFFICIAL		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	PERMANENT & TEMP. INPUTS PAYS 17 - 20 1994
2	PERMANENT & TEMP. INPUTS PAYS 18 - 21 1995
3	PERMANENT & TEMP. INPUTS PAYS 22 - 24 1995
4	PERMANENT & TEMP. INPUTS PAYS 25 - 26 11/22/95 - 12/19/95

731-25	1/2003
731-25	1/2003
731-25	1/2003
731-25	1/2003

#1813
#17
1/01

DISPOSAL
3/12/04
LJB

1148

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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

1. A. AGENCY State Highway Administration		ACCESSION NO.	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management		96W1516	RM CODE 26-03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE LOCATION SECTIONS 34 30	NO. OF CU. FT. 9
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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	INVENTORY WITHDRAWAL TICKETS FOR SHOP 84 7/01/94 - 8/04/94 TICKETS 1-351, SHOP 85 4/26/94 - 7/31/95 TICKETS 1 - 40 BOX 195	1005-2 #1810	7/99 1/01
2	INVENTORY WITHDRAWAL TICKETS SHOP 87.0 TICKETS 1 - 652 3/01/94 - 9/25/95 BOX 196	1005-2	7/99
3	INVENTORY WITHDRAWAL TICKETS SHOP 90.0 TICKETS 1 - 2003 9/21/93 - 2/25/94 BOX 197	1005-2	7/99
4	INVENTORY WITHDRAWAL TICKETS SHOP 90.0 TICKETS 2004 - 4007 2/25/94 - 7/05/94 BOX 198	1005-2	7/99
5	INVENTORY WITHDRAWAL TICKETS SHOP 90.0 TICKETS 4008 - 6010 7/05/94 - 12/09/94 BOX 199	1005-2	7/99
6	INVENTORY WITHDRAWAL TICKETS SHOP 90.0 TICKETS 6011 - 8014 12/09/94 - 4/28/95 BOX 200	1005-2	7/99
7	INVENTORY WITHDRAWAL TICKETS SHOP 90.0 TICKETS 8015 - 10201 4/28/95 - 9/28/95 BOX 201	1005-7	7/99
8	INVENTORY WITHDRAWAL REQUEST FORM FROM RC. 74.30 TRAFFIC SHOP 10.94 TICKETS 1 - 2003 WARDHOUSE BOX 202	1005-2	7/99
9	INVENTORY WITHDRAWAL TICKETS SHOP 94 TICKETS 2004 - 3506 3/09/95 - 9/26/95 BOX 203	1005-2	7/99

DISPOSE
9/15/01
JB

1138

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 96W1517	DATE RECEIVED 5-10-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 36	LOCATION SECTIONS 12
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		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 | P.O.S. REQUISITIONS 1/1992 - 12/1995

~~1-885-1~~

~~1/2000~~

#1812

1/01

Dispose
3/19/04
LDJ

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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

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W123		DATE RECEIVED 8-15-96
B. DIVISION / UNIT Office of Finance and Program Management				RM CODE 26-0305
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 41	LOCATION SECTIONS 4	NO. OF CU. FT. 1
D. PHONE NO. 333-1447 Baltimore, Md. 21202		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 | MISCELLANEOUS TIME CARDS 1995 | 1813-14 | 1/2001

Disposal
3/12/04
253

1177

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W124	DATE RECEIVED 8-15-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 41	LOCATION SECTIONS 4
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL		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	TRANSMITTAL REPORT PAYROLL AUTHORIZATION " YEAR 1995"	1813-6	1/2001
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DISPOSAL
3/12/04
ESB

1178

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

1. A. AGENCY State Highway Administration		ACCESSION NO. 97W125	DATE RECEIVED 8-15-96
B. DIVISION / UNIT Office of Finance and Program Management			RM CODE 26.03.05
C. MAILING ADDRESS 707 North Calvert Street Baltimore, Md. 21202		RANGE 5	LOCATION SECTIONS 33
D. PHONE NO. 333-1447 Baltimore, Md. 21202		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL		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	PRE 10 PAY 4 TO PAY 8 1995	1813-6	1/2001
2	PRE 10 PAY 9 TO PAY 13 1995	1813-6	1/2001
3	PRE 20 PAYROLL AUTHORIZATION TRANSMITTALS 1 994 - 1995	1813-6	1/2001

Disposal
3-12-04

26.03.06 MDOT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate
Reporting Agency		Retain one (1) copy and forward original to address at left.
State Highway Administration Motor Carrier - Hauling Permits		
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.				
99W106	Pink Copies & Blankets	1829	2	7/1996 - 12/1996	34	1/2001	RECYCLE
99W108	Pink Copies & Blankets	1829	2	7/1996 - 12/1996	8	1/2001	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>June 30, 2001</u> Date
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DGS 550-2 (Rev. 1/93)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 99W106	DATE REC'D 8-17-98
B. DIVISION/UNIT MOTOR CARRIER - HAULING PERMITS			RM CODE 26.03.06
C. MAILING ADDRESS OFFICE OF TRAFFICE AND SAFETY 7491 CONELLEY DRIVE HANOVER MD 21076		LOCATION RANGE SECTION(S) 9 14	NO. OF CU. FT. 34
D. PHONE NO. (410) 582-5729		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DARLENE I. EIDE		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
	PINK COPIES & BLANKETS (JULY 96 - DEC 96)	DISPOSAL DATE JANUARY 2001
1	A - C (JULY - DEC 1996)	SCH # 1829 ITEM #2
2	BERG CONTR - CHERRY HILL (JULY - DEC 96)	
3	CO - F O DAY (JULY - DEC 96)	
4	DA - FZ (JULY - DEC 96)	
5	G - J J HOCK (JULY - DEC 96)	
6	HOLT - LE (JULY - DEC 96)	
7	LI - N (JULY - DEC 96)	
8	P - SH (JULY - DEC 96)	
9	SIEMŞ - V JULY - DEC 96)	
10	RH WARFIELD - Y B CRANE (JULY - DEC 96) (BLANKETS) MONTHLY (JAN - DEC 95) YEARLY (JAN - APR 95)	
11	YEARLY BLANKETS (MAY - DEC 95) GROVE MFG (DEC 96) NO CHARGE BLANKETS (JAN - DEC 96)	
12	BUDS PERMIT SVC (JULY - SEPT 96)	
13	BUDS PERMIT SVC (SEPT - NOV 96)	
14	BUDS PERMIT SVC - TUI (DEC - DEC 96)	
15	TUI (JULY 96)	
16	TUI (JULY - AUG 96)	

Handwritten signature and date: D. B. ... 2-9-01

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1829

PAGE
NO. 2

Item No.	Description	Retention
		DISPOSAL DATE 2001
17	TUI (AUG - SEPT 96)	
18	TUI (SEPT - OCT 96)	
19	TUI (OCT 96)	
20	TUI (OCT - NOV 96)	
21	TUI (NOV - DEC 96)	
22	TUI (JAN 96)	
23	TUI (FEB 96)	
24	MARYLAND PERMIT SVC (JULY - OCT 96)	
25	MARYLAND PERMIT SVC (NOV - DEC 96) ZERO FAX (JULY - AUG 96)	
26	ZERO FAX (AUG - OCT 96)	
27	ZERO FAX (OCT - DEC 96)	
28	ZERO FAX (DEC 96) TRANSCOM (JULY - AUG 96)	
29	TRANSCOM (AUG - OCT 96)	
30	TRANSCOM (OCT - DEC 96)	
31	DAILY EXPRESS (JULY - NOV 96)	
32	DAILY EXPRESS (DEC 96) INTERSTATE (JULY - DEC 96)	
33	EDS PERMIT SVC (JULY 96 - DEC 96) NANTICOKE HOMES (JULY - DEC 96)	
34	PERMIT EXPRESS (JULY - DEC 96) STATE PERMIT (JULY - DEC 96) HOME RUN (JULY - DEC 96) SHAWNEE HOMES (JULY - DEC 96)	

R-9

S-14

2 ampties

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. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 99W108	DATE REC'D 8-19-98
B. DIVISION/UNIT MOTOR CARRIER - HAULING PERMITS			RM CODE 26.03.06
C. MAILING ADDRESS OFFICE OF TRAFFICE AND SAFETY 7491 CONELLEY DRIVE HANOVER MD 21076		LOCATION RANGE SECTION(S) 39 32	NO. OF CU. F 8
D. PHONE NO. (410) 582-5729		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL DARLENE I. EIDE		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	
	PINK COPIES & BLANKETS (JULY 96 - DEC 96) (BOXES WITH GREEN DOTS)	DISPOSAL DATE JANUARY 2001 SCH # 1829 ITEM #2	
1	CANCELLATIONS (1993-1996)	<i>DISPOSAL</i> <i>3/16/01</i> <i>LSB</i>	
2	INDUSTRIAL COMPANY LEDGER		
3	YEAR CLOSE (1995-1996)		
4	DAILY JOURNAL FOR FY (1995-1996)		
5	DAILY JOURNAL FOR FY 95 - 96		
6	PERMIT SERVICE LEDGER (1995-1996)		
7	INDUSTRIAL COMPANY LEDGERS CON'T		
8	ENGINEERING FEES CANCELLATIONS (1995-1996)		

R39
S32

4 empty R39
S32

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 378, JESSUP, MD. 20794 (TELEPHONE - 796-1378)

M. J. [unclear]

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300
MARYLAND STATE HIGHWAY ADMINISTRATION

B. DIVISION/UNIT
OFFICE OF MATERIALS AND RESEARCH

C. MAILING ADDRESS
2323 WEST JOPPA ROAD
BROOKLANDVILLE, MD. 21022

D. PHONE NO.
321-3584

E. AGENCY OFFICIAL
BETTY PATTERSON, SERVICES SPECIALIST

ACCESSION NO. 94W305	DATE REC'D 9-20-93
LOCATION RANGE SECTION(S) 122 30	NO. OF CU. FT. 7
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
260 261 262 263 264 265 266	Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	<p style="text-align: center;"># 925 # 1</p> <p>Retain for seven years from date sent to records center, then destroy</p> <p style="text-align: center; font-size: 2em;">1/01</p> <p style="font-size: 3em; transform: rotate(-15deg); opacity: 0.5;">DISPOSAL 10-20-01</p>

COMPLETED FILE SCHEDULE 925 BOX 260

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
403-09-114-91	12-17-91
403-19-114-91	12-17-91
403-22-114-91	12-16-91
403-23-114-91	12-16-91
CE 680-501-271	11-26-91
S 367-501-176	12-17-91
S 368-501-177	12-19-91
T 370-501-277	10-29-92

COMPLETED FILE SCHEDULE 925 BOX 261
STORED IN HALL OF RECORDS
COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
403-20-214-92	8-20-92
AW 281-701-014	2-21-92
CE 720-501-277	8-19-92
D 506-951-112	7-2-92
K 414-501-277	5-20-92
Q 650-501-277	8-19-92
Q 652-501-277	8-19-92
T 367-501-277	7-13-92
T 368-501-277	6-12-92

COMPLETED FILE SCHEDULE 925 BOX 262

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

AA 369-501-570

COMPLETED DATE

4-10-92

COMPLETED FILE SCHEDULE 925 BOX 263

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

AA 369-501-570

COMPLETED DATE

4-10-92

COMPLETED FILE SCHEDULE 925 BOX 264

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
403-05-214-92	8-20-92
403-07-214-92	8-20-92
403-14-214-92	8-20-92
403-17-214-92	8-20-92
AW 253-851-012	9-8-92
AW 270-851-012	9-8-92
AW 337-851-012	9-8-92
CE 716-501-277	12-21-92
CE 718-501-276	10-21-92
K 416-501-277	12-21-92
Q 654-501-276	2-16-93
WO 675-501-177	10-29-92

COMPLETED FILE SCHEDULE 925 BOX 265

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

CE 688-501-271

COMPLETED DATE

2-25-93

COMPLETED FILE SCHEDULE 925 BOX 266

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

<u>CONTRACT NUMBER</u>	<u>COMPLETED DATE</u>
403-09-114-92	3-10-93
403-19-114-92	3-10-93
403-22-114-92	3-10-93
403-23-114-92	3-11-93
BW 489-802-212	3-17-93
CE 723-501-277	3-2-93
WI 653-501-177	3-15-93
WI 659-501-177	2-25-93
WI 660-501-177	4-16-93
WO 680-501-177	5-18-93

26.03.07	MDOT	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 Highway Administration Office of Materials and Research			
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.				
94W306	Materials & Research Contract	925	1	1/1966 - 11/1988	3	1/2001	RECYCLE
94W504	Material & Research Contract	925	1	1988	31	1/2001	RECYCLE
94W505	Material & Research Contract	925	1	1988	5	1/2001	RECYCLE

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

_____ Charlie P Lopez _____ June 30, 2001
 Signature Title Date

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

A. AGENCY 2902:7300 1. MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 94W306	DATE REC'D 9-20-93
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH		RANGE 36	SECTION(S) 28
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD 21022		NO. OF CU. FT. 3	RM CODE 26.03.07
D. PHONE NO. 321-3584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY PATTERSON, PERSONNEL 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
484 thru 486	Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	# 925 # 1 Retain for seven years from date sent to record center then destroy. 1/01 <i>Disposal 3600 C</i>

COMPLETED FILE SCHEDULE 925 BOX 484

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

879-25N

4/26/74-11/23/88

COMPLETED FILE SCHEDULE 925 BOX 485

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

879-25N

1/27/76-11/30/88

COMPLETED FILE SCHEDULE 925 BOX 486

STORED IN HALL OF RECORDS

COMPLETED CONTRACTS

CONTRACT NUMBER

COMPLETED DATED

879-25N

1/12/66-11/7/88

RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER
P.O. BOX 276, JESSUP, MD. 20794 (TELEPHONE • 709-1279)

DIRECTIONS • PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 94W504	DATE REC'D 10-18-93
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH			RM CODE 26.03.07
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022		LOCATION RANGE SECTION(S) 103 19-20	NO. OF CU. FT. 31
D. PHONE NO. 321-3584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY PATTERSON, SERVICES SPECIALIST		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
452-482	Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	# 925 # 1 Retain for seven years from date sent to records center, then destroy 1/01 <i>[Handwritten signature]</i> 3-9-91

R103

S19-20

3 empty

R103

S20

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 2902:7300 MARYLAND STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 94 W 505	DATE REC'D 10-18-93
B. DIVISION/UNIT OFFICE OF MATERIALS AND RESEARCH			RM CODE 26.03.07
C. MAILING ADDRESS 2323 WEST JOPPA ROAD BROOKLANDVILLE, MD. 21022		LOCATION RANGE SECTION(S) 20 21	NO. OF CU. FT. 5
D. PHONE NO. 321-3584		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL BETTY PATTERSON, SERVICES SPECIALIST		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 303 thru 307	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES Record center boxes arranged alphabetically by contract code number. No filing equipment was released by this transfer. However, our previous critically crowded filing space is now orderly and workable for efficient operation of our contract filing section for at least one year after completion.	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE # 925 # 1 Retain for seven years from date sent to records center, then destroy 1/01 <i>Disposal 3-1-94</i>	

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. STATE HIGHWAY ADMINISTRATION		ACCESSION NO. 97W1057	DATE REC'D 5-5-97
B. DIVISION/UNIT EMPLOYEE SERVICES DIVISION			RM CODE 26.03.08
C. MAILING ADDRESS 707 NORTH CALVERT STREET, ROOM C610 BALTIMORE, MARYLAND 21201		LOCATION RANGE SECTION(S) 6 3	NO. OF CU. FT. 13
D. PHONE NO. (410) 545-5791		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>Darnelle Winkler 1/7/97</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. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.	Employees Personnel Folders - Inactive "1991 thru 1992" A thru Burch Burchette thru Daniels Darr -thru Essien Etheridge thru Griffiths Grimes thru Horney Horton thru Kehoe Kelly thru Lingg Lizotte thru Nguyen Nguyen thru Puls Quade thru Slattery Smeltzer thru Thomas Thompson thru Wyatt Y thru Z	Sch.# 1822 Item # 14 Disposal Date: January, 2000 2001 <i>D. Winkler</i> <i>2-5-01</i>	

R-6
S-3

6 empties

26.03.08.01 MDOT	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 Highway Administration Employer / Employee Relations Division		
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.				
98W725	Grievance Appeals, Suspension Appeals and Discharge Appeals	1822	16, 17, 18	1992 - 1993	2	1/2001	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
---------------------------------------	--	--------------------------------

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. State Highway Administration	Accession No. 98W 725	Date Rec'd 4-15-98 RM Code 26.03.08.01
B. Division/Unit Employer/Employee Relations Division	Location Range Section(s) 19 19	No. of Cu. Ft. 2
C. Mailing Address 707 N. Calvert Street, Baltimore, MD 21202	Records Center Manager	
D. Phone No. 410-545-5563	To Be Completed At State Records Management Center	
E. Agency Official Debbie Fennell		

2. Box Numbers	3. Description of Records with inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
	Grievance Appeals, Suspension Appeals and Discharge Appeals	
Box 1	A. Anania, Charges through L. Marquez, G#5-028-93	1822 Items 16,17,18 Jan. 2001
Box 2	S. McGraw, S#5-064-92 through R. Yates, G#5-009-92	1822 Items 16,17,18 Jan. 2001

Disposal

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. State Highway Administration		ACCESSION NO. 93W1314	DATE REC'D 4-21-93
B. DIVISION/UNIT State Roads Commission			RM CODE 26.03.12
C. MAILING ADDRESS 707 N. Calvert Street, Room 407 Baltimore, MD 21202		LOCATION RANGE SECTION(S) 106 22	NO. OF CU. FT. 1
D. PHONE NO. (410) 333-1208		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Bonnie V. Carter Management Associate		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	1990 Authorizations	Sched. No. 109 1542 Item No. 1 Disposal Date: 1/1/2001 <i>[Handwritten signature]</i>

26.03.15 MDOT	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 Highway Administration Office of Maintenance / Equipment Division		
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.				
96W50	Accident Reports / Condemned History Sheets	1642	1, 3	1985 - 1990	9	1/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2001 Date
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RECORDS TRANSMITTAL AND RECEIPT

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

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

a) AGENCY CODE 1. 29.02.01		26.03.15		ACCESSION NO. 96W50	DATE REC'D 8-11-95
b) AGENCY MDOT - State Highway Administration					
c) DIVISION/UNIT Office of Maintenance/Equipment Division		LOCATION - RANGE 143	SECTION(S) 11	NO. OF CU. FT. 9	
d) MAILING ADDRESS 7491 Connelley Drive Hanover, Maryland 21076		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL David J. Coyne		PHONE NO. (410) 582-5575		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	Accident Reports (January 1990 through December 1990)	Schedule 1642, Item 1 January 2001
2	Accident Reports (January 1990 through December 1990)	Schedule 1642, Item 1 January 2001
3	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
4	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
5	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
6	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
7	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
8	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001
9	Condemned History Sheets (1985-1990)	Schedule 1642, Item 3 January 2001

DISPOSAL
3/5/01
LTS

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD, 20794 (TELEPHONE: 410-799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type or Print Clearly All Entries

<p>1. A. Agency: State Highway Administration</p> <p>B. Division/ Unit: Deputy Administrator's Office</p> <p>C. Mailing Address P.O. Box 717 Baltimore, MD 21203-0717</p> <p>D. Phone No. 410-545-0403</p> <p>E. Agency Official Eunice Kaplan</p>	<p style="text-align: center;">Accession No.</p> <p style="font-size: 2em; text-align: center;">98W724</p>	<p style="text-align: center;">Date Rec'd</p> <p style="font-size: 1.5em; text-align: center;">4-15-98</p> <p style="text-align: center;">RM Code</p> <p style="font-size: 1.5em; text-align: center;">26.03.21</p>
	<p>Range Location Section(s)</p> <p style="font-size: 2em;">14 21</p>	<p>No. of Cu. Ft.</p> <p style="font-size: 2em;">6</p>
<p>Records Center Manager</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 No., Item No. & Disposal Date
1	1989-90 PINKS (by addressee: A-Z) 1989-1990 COUNTY CORRESP. FILES (A.A. Co. - Worcester) 1989-90 GENERAL CORRESP. FILES: "Audits" > "Administrative Committee Meetings"	Sched. # 1873 Item #1 Disposal Date: December 31, 2000 <i>Jan. 2001</i>
2	1989-1990 GENERAL CORRESP. FILES: "Administrator's Office" > "Consultants General"	same
3	1989-1990 GENERAL CORRESP. FILES: "Consultant Recommendations" > "Fuel Management"	same
4	1989-1990 GENERAL CORRESP. FILES: "Graduate Engineers Training" > "Milestone Reports"	same
5	1989-1990 GENERAL CORRESP. FILES: "Miscellaneous" > "Research"	same
6	1989-1990 GENERAL CORRESP. FILES: "Reserach Advisory Council" > "WTS"	same

DGS 550-5 (Rev. 12/88) USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

SHA PC File Reference: (Bonnie Ford: c:\msoffice\winword\general\tr&rec-1.doc)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Lida Lee Tall Learning Resources Center		ACCESSION NO. 92W247	DATE REC'D 9-11-91
B. DIVISION/UNIT Main Office 317			RM CODE 28.02.01
C. MAILING ADDRESS at Towson State University Towson, MD 21204		LOCATION RANGE SECTION(S) 119 35	NO. OF CU. FT. 1
D. PHONE NO. (301) 830-2351		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Gail M. Price		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.	Lida Lee Tall - Audits 1990	# 1382 # 3 Jan. 2001 <i>PIPPIN</i> <i>10-10-91</i>

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. 94W645	Date Rec'd 12-15-93
		RM Code 28-03-01
B. Division/Unit Human Resources Department (HRD)	Location Range Section(s) 23 34	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 - 1990	Schedule #1530 Item #1 Disposal 12/2000 1/01 DISPOSED 3-1-01

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. 94W646	Date Rec'd 12-15-93
		RM Code 2803.01
B. Division/Unit Human Resources Department (HRD)	Location Range Section(s) 23 3	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	Part-time Faculty Personnel Records - 1990	Schedule #1530 Item #1 Disposal 12/2000 1/01 <i>[Handwritten Signature]</i>

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>Subsequent Injury Fund</i>		ACCESSION NO. <i>01W7</i>	DATE REC'D <i>8-28-00</i>
B. DIVISION/UNIT <i>Workmen's Comp. Commission</i>			RM CODE <i>29.01</i>
C. MAILING ADDRESS <i>Subsequent Injury Fund 320 E. Towson Blvd. Baltimore, Md 21286</i>		LOCATION RANGE SECTION(S) <i>6 1</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. <i>410-321-2007</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <i>John Mc Cahey</i>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>2</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>COI 0031 workmen's Comp Commission Not in order.</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>1565-6 6 month January 2001</i>	

*DISPOSAL
2-5-01*

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 Department of the Environment	Accession No. 95W1215	Date Rec'd 3-23-95
		RM Code 31.01
B. Division/Unit Air and Radiation Management Administration	Location Range Section(s) 38 5	No. of Cu. Ft. 8
C. Mailing Address 2500 Broening Highway Baltimore, Maryland 21224	Records Center Manager	
D. Phone No. (410) 631-3280	To Be Completed At State Records Management Center	
E. Agency Official <i>Stephen L Hill</i>		

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
		Schedule -984 Disposal Date
1	Premise Files-Assorted Counties-1990	7.1.0 2001
2	Premise Files-Assorted Counties-1990	7.1.0 2001
3	Premise Files-Assorted Counties-1990	7.1.0 2001
4	Emission Reports-1990-1991	8.0 2001
5	Premise Files-Assorted Counties-1990	7.1.0 2001
6	Premise Files-Cement Project II-Independent Cement and Essroc - 1976-1990	7.1.0 2001
7	Premise Files-Cement Project I-Lehigh Portland Cement-Union Bridge and Lehigh Portland Cement Woodsboro-1972-1990	7.1.0 2001
8	Premise Files-Assorted Counties - 1990	7.1.0 2001

DISPOSAL
4-1-04
Jan. 2001

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 Department of the Environment		Accession No. 95W1231	Date Rec'd 3-28-95
B. Division/Unit Air and Radiation Mgmt. Administration		Location Range Section(s) 35 14	RM Code 31.01
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224		No. of Cu. Ft. 2	
D. Phone No. (410) 631-3280		Records Center Manager	
E. Agency Official <i>Stephen G. Reid</i>		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	
# 1	Premise Files - BGE - 1973-1990	Item Number 7.1.0	Schedule # 984 Disposal Date 2000
# 2	Premise Files - BGE and PEPCO - 1977-1990	7.1.0	2000
		<i>Disposal 4-1-04</i>	1/01

Box # 3
Missing from
Original Submission
2/15/95 phone conversation w/ PAUL
Kambersky to notify ~~one~~ of one address

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 Department of the Environment		ACCESSION NO. 96W1007	DATE REC'D 2-22-96
B. DIVISION/UNIT Air and Radiation Mgmt. Admin.			RM CODE 31.01
C. MAILING ADDRESS 2500 Broening Highway Baltimore, MD 21224		LOCATION RANGE SECTION(S) 103 12	NO. OF CU. FT. 2
D. PHONE NO. (410) 631-3280		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Steve Kiel <i>Stephen A Kiel</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	
	<u>ITEM NUMBER</u>	SCHEDULE NO. 984	
X 1.	Premise File-Montgomery County RRF - 1986-90 7.1.0	Disposal Date 1/2001	
X 2.	Premise File-Montgomery County RRF - 1986-90 7.1.0	2001	
	<i>Disposal 3-29-01 Boxes Already sent</i>		

31.02 MDE	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		
Md. Department of the Environment DHMH - Division of General Sanitation		
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.				
82W373	Pool Plans	704-15	4	1975 - 1976	4	1/2001	RECYCLE

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

Charlie P Lopez	Records Center Manager	June 30, 2001
Signature	Title	Date

RECORDS TRANSMITTAL AND RECEIPT

E

31.02
~~110116~~

To Be Completed At State Records Center

Accession No. 82 W 373
Date Records Received 2-23-82

1. FROM: (Name and Division of Transferring Agency) Division of General Sanitation
Dept. of Health & Mental Hygiene

Signature *Jane A Lewis*
Title Head, Recreational Sanitation Section

2. Address of Agency:
201 W. Preston St., 2nd Floor
Baltimore, Maryland 21201

3. TO: STATE RECORDS CENTER
301 W. Preston St.

4. Agency Official (Signature)
4 cu. ft.

5. Building & Room No.
O'Connor Building
2nd Floor

6. Telephone No.
383-6665

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item)

R-116
S-23

1
2
3
4

1975 - 1 through 13, excluding 3 and 7
1975 - 14 through 32, excluding 22, 24, 26 (in office) and 27
1976 - 1 through 15 excluding 4, 11, 13
Miscellaneous 1963 through 1970:
63-0273, 64-0071, 64-0645, 66-0243, 66-0244, 67-0073, 68-0134, 68-0166 and 70-0037

POOL PLANS

Judith A. Lewis
25 years
30 yrs
~~_____~~
~~_____~~

7104-15
#4
2001
DISPOSAL
3-29-84

(Use Plain Unlined Paper For Continuation Sheets)

31.06

AND RECEIPT

~~110112~~

Accession No.

82 W227

Date Received

12-1-81

1. From: (Name, Division, Address or Agency)
Dept. of Health and Mental Hygiene,
Office of Environmental Programs
Division of Grants Programming and Liaison

Signature

Title

2. Building and Room
O'Connor Bldg.
2nd Floor

3. Phone
383-7136

4. To: State Records Center

5. Signature: (Agency Official)

Charlotte J. Holland

6. No. of Cu.Ft.

5

7. Records Location (Center)

8. Box Numbers

9. Description of Records With Inclusive Dates

10. Disposal Authority (Schedule and Item No.)

R-113
S-7

1
2
3
4
5

Sterling Grants
Sterling Grants
Sterling Grants
Sterling Grants
Sterling Grants

1977

740-17
740-17
740-17
740-17
740-17

1/01

~~704-17~~

~~961-11~~

1997

1227 #10

1/01

[Handwritten signature]

(Use Plain Unlined Paper For Continuation Pages)

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 Department of the Environment		Accession No. 00W1290	Date Rec'd 6-9-00 RM Code 31.11
B. Division/Unit Water Management Administration Director's Office		Location Range Section(s) 35 13	
C. Mailing Address 2500 Broening Highway Baltimore MD 21224		No. of Cu. Ft. 2	
D. Phone No. (410) 631-3512 Fax No. (410) 631-4894		Records Center Manager	
E. Agency Official Mark Wells		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	March 1993 – August 1993 Governor & Secretarial Referrals September 1993 – June 1994 Governor & Secretarial Referrals	Schedule # 2091, Item # 1, Disposal Date - January 2001 <i>Disposed</i> 3/6/01 <i>[Signature]</i>	

31.11	MDE	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			
Md. Department of the Environment Water Management Administration Inspection and Compliance Program			
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.				
94W487	All Inspection Reports - State and Local Approval Files	1537	1		31	1/2001	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2001 Date
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DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

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Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Dept. of the Environment Water Management Administration	Accession No. 946487	Date Rec'd 10-15-93
B. Division/Unit Inspection and Compliance Program	Location Range Section(s) 115 10	RM Code 31.11
C. Mailing Address 2500 Broening Highway Building 30 Baltimore, MD 21224	No. of Cu. Ft. 31	
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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0001 0002 0003 0004 0005 0006 0007 0008 0009 0010 0011 0012 0013 0014 0015 0016 0017 0018 0019 0020 0021 0022 0023 0024 0025	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. 0026 0027 0028 0029 0030 0031 0032	Sched. #1537 Item #1 September, 2000 1/01 P. [Signature] 3-13-01
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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 Department of the Environment	Accession No. 95W926	Date Rec'd 1-27-95
B. Division/Unit Recycling Division	Location Range Section(s) 114 16	RM Code 31-12
C. Mailing Address 2500 Broening Highway Baltimore MD 21224	No. of Cu. Ft. 1	
D. Phone No. (410) 631-3315	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
4	Scrap Tire Recycling Surveys	1468, Retain 5 years. Transfer to State Records for 2 years, then destroy in 2001. <i>Jan.</i> Item 3c

R-114

S-16

2 Spaces

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

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INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY Department of Juvenile Services		ACCESSION NO. 93W567		DATE REC'D 10-21-92	
2. DIVISION/UNIT Planning, Research and Management Information Services Unit				RM CODE 32.01	
3. MAILING ADDRESS 321 Fallsway Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 27 19		NO. OF CU. FT. 4	
4. PHONE NO. 333-6776		RECORDS CENTER MANAGER			
5. 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
#27 #28 #29 #30	Population Data Jan., - Jan., 1991 Population Data Jan., 1990 thru Jan. 1991 Population Data Jan., 1990 thru Jan., 1991 Cont'd. Population Data Continued Feb.-Dec., 1991	1383,8, (Jan.2001) 1383,8, (Jan.2001) 1383,8, (Jan.2001) 1383,8, (Jan.2001)

*DISPOSAL
3-5-01*

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DEPARTMENT OF GENERAL SERVICES
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RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. DEPARTMENT OF JUVENILE SERVICES	Accession No.	Date Rec'd 5-3-94
	94W1059	RM Code 32.02
B. Division/Unit PERSONNEL Patricia Hopkins	Location Range Section(s)	No. of Cu. Ft
C. Mailing Address 321 FALLSWAY BALTIMORE, MD 21202	105 30	2
D. Phone No. (410)333-6876	Records Center Manager	
E. Agency Official Robert Sivert	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
2	PERSONNEL FILES -- Inactive Special Payments Payroll Inclusive dates 1990	1255 Item #1 2000 1/01 <i>[Handwritten Signature]</i> 10-6-94

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Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Services	Accession No.	Date Rec'd 5-3-94
	94W1060	RM Code 32.02
B. Division/Unit Personnel	Location Range Section(s)	No. of Cu. Ft
C. Mailing Address 321 Fallsway Baltimore, Maryland 21202	105 30	1
D. Phone No. (410)333-6876	Records Center Manager	
E. Agency Official Robert Sivert	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	Eligible List List are used for employment of new hires, transfers, reinstatements and TP employees. Inclusive dates 1990	1255 A-1 9 2000 1/01 DIPAC 10-6-01

32.02	DJS	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			
Department of Juvenile Services Office of Personnel Management			
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.				
99W462	OSHA Reports	1255	1	1988 - 1990	1	1/2001	RECYCLE
99W463	Inactive Personnel Files	1255	1	1990	6	1/2001	RECYCLE

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

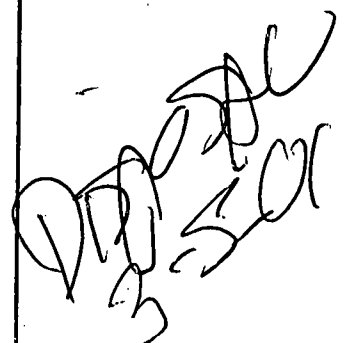
_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ June 30, 2001 Date
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RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Department of Juvenile Justice	Accession No.	Date Rec'd
	99W462	12-17-98
B. Division/Unit Office of Personnel Management	Location	No. of Cu. Ft.
	Range Section(s)	
C. Mailing Address 2323 Eastern Blvd. Baltimore, Maryland 21220	33	6
		1
D. Phone No. (410) 780-7870	Records Center Manager	
E. Agency Official Patricia Hopkins	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	OSHA Reports 1988 - 1990	2000 sche. 1255 Item # 1 Jan. 2001 

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A. Agency 1. Department of Juvenile Justice	Accession No. 99W463	Date Rec'd 12-17-98 RM Code 32.02
B. Division/Unit Office of Personnel Management	Location Range Section(s) 33 11	No. of Cu. Ft. 6
C. Mailing Address 2323 Eastern Blvd. Baltimore, Maryland 21220	D. Phone No. (410) 780-7808 ext. 206	
E. Agency Official Patricia Hopkins	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	1990 Inactive Personnel Files Abdulrahman - Brown	2000 1255-1
2	" " " " Carroll - Davis	sche
3	" " " " Dewan - Hale	Item # 1
4	" " " " Hamlin - Myers	Jan-2001
5	" " " " O'Rourke - Sturdivant	"
6	" " " " Tate - Zentgraf	"

Disposal