

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.				
91W1354	Ins. Accounting Records	1226	6	7/1990 - 12/1990	6	7/2001	RECYCLE
91W1355	Ins. Accounting Records	1226	6	1/1991	1	7/2001	RECYCLE
92W320	Fiscal Dept - Premium Refund Checks	1226	5	8/1990 - 9/1990	2	7/2001	RECYCLE
92W620	Ins. Accounting Records	1226	6	2/1991 - 5/1991	3	7/2001	RECYCLE
92W1032	Ins. Accounting Records	1226	6	6/1991	1	7/2001	RECYCLE
92W1330	Negotiable Instruments - Premium Refund Checks	1226	5	7/1990 - 10/1990	8	7/2001	RECYCLE
93W495	Negotiable Instruments - Premium Refund Checks	1226	5	12/1990	2	7/2001	RECYCLE
93W496	Negotiable Instruments - Premium Refund Checks	1226	5	1/1991 - 6/1991	4	7/2001	RECYCLE
93W869	Negotiable Instruments Claim Drafts	1226	5	1991	2	7/2001	RECYCLE
93W870	Negotiable Instruments - Premium Refund Checks	1226	5	9/1990	1	7/2001	RECYCLE
93W871	Negotiable Instruments - Premium Refund Checks	1226	5	1/1991 - 6/1991	4	7/2001	RECYCLE
93W1132	General Accounting Record	1226	1	10/1990 - 6/1991	3	7/2001	RECYCLE
94W293	Misc. Accounting Records and Negotiable Instruments	1226	12	7/1990 - 6/1991	4	7/2001	RECYCLE
95W589	Bank Statements	1226	1	8/1990 - 12/1990	4	7/2001	RECYCLE
95W661	Negotiable Instruments Claim Drafts	1226	5	1991	8	7/2001	RECYCLE
96W205	Negotiable Instruments Claim Drafts	1226	5	1991	2	7/2001	RECYCLE
96W206	Negotiable Instruments Claim Drafts	1226	5	1991	6	7/2001	RECYCLE
96W628	Claim Minor Files "Bodily Injury"	1226	21	3/1979	2	7/2001	RECYCLE
97W308	Underwriting - Private Passenger	1226	13	1995	114	7/2001	RECYCLE

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

Charlie P Lopez

Records Center Manager

December 31, 2001

Signature

Title

Date

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.				
97W309	Underwriting - Private Passenger	1226	13	1/1995	96	7/2001	RECYCLE
97W390	Underwriting - Private Passenger	1226	13	5/1995	98	7/2001	RECYCLE
97W391	Underwriting - Private Passenger	1226	13	4/1995	106	7/2001	RECYCLE
97W393	Underwriting - Private Passenger	1226	13	3/1995	112	7/2001	RECYCLE
97W395	Litigation Files / House Counsel	1226	30	1996	57	7/2001	RECYCLE
97W412	Premium Refund Check "Copies"	1226	11 (a)		4	7/2001	RECYCLE
97W1205	Underwriting - Private Passenger	1226	13	6/1995	102	7/2001	RECYCLE
97W1212	Premium Refund Check "Copies"	1226	11 (a)	6/1996	4	7/2001	RECYCLE
97W1213	Premium Refund Check "Copies"	1226	11 (a)	2/1996 - 5/1996	15	7/2001	RECYCLE
98W658	Litigation Files / House Counsel	1226	30	6/1996 - 7/1996	12	7/2001	RECYCLE
98W659	Miscellaneous Claim Files	1226	22	1/1996 - 5/1996	3	7/2001	RECYCLE
98W747	Underwriting - Commercial	1226	14 (a)	1/1995 - 4/1996	26	7/2001	RECYCLE
94W1071	Commercial Policy Files and Negotiable Instruments	1978	58	1/1995 - 6/1996	8	7/2001	RECYCLE
00W289	Miscellaneous Claim Files	1226	22	1/1994 - 9/1996	3	7/2001	RECYCLE
00W295	Miscellaneous Claim Files	1978	09	1/1996 - 6/1996	1	7/2001	RECYCLE
00W301	Ins. Accounting Records	1978	23	1/1991 - 6/1991	1	7/2001	RECYCLE
00W321	Time Cards	1978	34	1996	8	7/2001	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>December 31, 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

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1354	DATE REC'D 6-3-91
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 112 34	NO. OF CU. FT. 6
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
6	INSURANCE ACCOUNTING RECORDS JULY - DECEMBER 1990	#1226 - 6 JANUARY 2001 <i>Disposal 10/9/01</i>	

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

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

CONSOLIDATED TOTAL : 6 OF 6

TRANSMIT
TRANSDATE: 05/09/91

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCTION

DATE: 01/01/2001

PAGE NO: 1

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF6	193	PRODUCER AND COMMISSION STATEMENTS JULY 1990	WATSON FISCAL	6
2 OF6	194	PRODUCER AND COMMISSION STATEMENTS AUGUST 1990	WATSON FISCAL	6
3 OF6	195	PRODUCER AND COMMISSION STATEMENTS SEPTEMBER 1990	WATSON FISCAL	6
4 OF6	196	PRODUCER AND COMMISSION STATEMENTS OCTOBER 1990	WATSON FISCAL	6
5 OF6	197	PRODUCER AND COMMISSION STATEMENTS NOVEMBER 1990	WATSON FISCAL	6
6 OF6	198	PRODUCER AND COMMISSION STATEMENTS DECEMBER 1990	WATSON FISCAL	6

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 6 OF 6 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

PAGE NO 6 of 11

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal - Agency Accounting

RESPONSIBLE INDIVIDUAL: Rusty Watson
(Print Name)

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

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
193	Insurance Accounting Records Producer's Statements Commission Statements 7/90	(6)			1/2001
194	" " " 8/90	(6)			1/2001
195	" " " 9/90	(6)			1/2001
196	" " " Commission statements 10/90	(6)			1/2001
197	" " " 11/90	(6)			1/2001
198	" " " Commission Statements 12/90	(6)			1/2001

*5-13-91
Transmitted
prepared and mailed*

[Handwritten Signature]

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

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 91W1355	DATE REC'D 6-3-91
B. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 118 10	NO. OF CU. FT. 1
D. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1	INSURANCE ACCOUNTING RECORDS JANUARY 1991	#1226 - 6 JULY 2001 <i>Disposal 10-9-01</i>	

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

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

TRANSMIT
TRANSDATE: 05/09/91

MARYLAND AUTOMOBILE INSURANCE FUND

SCHEDULED DESTRUCTION
DATE: 07/01/2001
PAGE NO: 1

TRANSMITTAL FOR STATE RECORDS CENTER

JESSUP BOXES	MAIF BOX #	DESCRIPTION	RESPONSIBLE INDIVIDUAL	ITEM #
1 OF1	199	PRODUCER AND COMMISSION STATEMENTS JANUARY 1991	WATSON FISCAL	6

CONSOLIDATED TOTAL OF DETAIL TRANSMITTAL: 1 OF 1 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: Fiscal - Agency Accounting

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Rusty Watson

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

(Print Name)

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
199	Insurance Accounting Records Commission Statements 1/91	(6)	5-13-91 Transmittal prepared and mailed	<i>[Signature]</i>	7/2001

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

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W320	DATE REC'D 9-20-91
2. DIVISION/UNIT FISCAL DEPARTMENT			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 127 6	NO. OF CU. FT. 2
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
6. BOX NUMBERS	7. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	8. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
3 VOUCHER BOXES	FISCAL DEPARTMENT - PREMIUM REFUND CHECKS AUGUST - SEPTEMBER 1990	#1226 - ITEM #5 JANUARY 2001	

[Handwritten signature]
10/10/01

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. 92W620	DATE REC'D 12-12-91
DIVISION/UNIT FISCAL AGENCY ACCOUNTING/RUSTY WATSON		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 50 35	NO. OF CU. FT. 3
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 BOXES	INSURANCE ACCOUNTING RECORDS PRODUCER STATEMENTS FEBRUARY 1991 COMMISSION STATEMENTS MARCH, APRIL & MAY 1991	#1226 - ITEM 6 JULY 2001 <i>Disposal</i> <i>9/27/01</i> <i>a</i>

E

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

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1032	DATE REC'D 3-16-92
DIVISION/UNIT AGENCY ACCOUNTING / RUSTW WATSON			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 8 25	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	INSURANCE ACCOUNTING RECORDS JUNE 1991	#1226 - ITEM # 6 JULY 2001 <i>Disposal 9-27-01</i>

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 92W1330	DATE REC'D 5-13-92
2. DIVISION/UNIT FISCAL JOHN ALVANOS			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 136 34	NO. OF CU. FT. 8
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
8 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS JULY - OCTOBER 1990	# 1226 - item # 5 JANUARY 2001 <i>[Handwritten Signature]</i>

E

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W495	DATE REC'D 10-14-92
DIVISION/UNIT JOHN ALVANOS - FISCAL DEPARTMENT		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 28	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 BOXES	NEGOTIABLE INSTRUMENTS - PREMIUM REFUND CHECKS DECEMBER 1990	@ 1226 _ ITEM 5 JANUARY 2001 <i>[Handwritten signature]</i>

REPORT: CONTRANS
TRANSDATE: 08/13/92

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	NEGOTIABLE INSTRUMENTS	5	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT
RUN DATE: 08/13/92

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	000160	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 05921	DECEMBER 1990	FISCAL			
02 OF 02	000161	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 05922	DECEMBER 1990	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

09/13/92

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVARO S
(Print Name)

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

[Signature]
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
160	Premium REFUND CKS December 90	5	5921	01 of 02	JANUARY 2001
161	December 90	5	5922	02 of 02	JANUARY 2001

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

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W496	DATE REC'D 10-14-92
DIVISION/UNIT JOHN ALVANOS - FISCAL DEPARTMENT			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 30-31	NO. OF CU. FT. 4
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Murme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9 BOXES	NEGOTIABLE INSTRUMENTS - PREMIUM REFUND CHECKS JANUARY - JUNE 1991	# 1226 - ITEM # 5 JULY 2001 <i>[Handwritten Signature]</i>

REPORT: CONTRANS
TRANSDATE:08/14/92

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
FJSCAL	NEGOTIABLE INSTRUMENTS	5	9	OF 09	

CONSOLIDATED TOTAL : 9 OF 09

REPORT: TRANSMIT
RUN DATE: 08/14/92

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 09	000162	PREMIUM REFUND CHECKS RECORD #: 05923 JANUARY 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 09	000167	PREMIUM REFUND CHECKS RECORD #: 05924 MARCH 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 09	000168	PREMIUM REFUND CHECKS RECORD #: 05925 APRIL 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
04 OF 09	000169	PREMIUM REFUND CHECKS RECORD #: 05926 APRIL 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
05 OF 09	000170	PREMIUM REFUND CHECKS RECORD #: 05927 APRIL 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
06 OF 09	000171	PREMIUM REFUND CHECKS RECORD #: 05928 MAY 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
07 OF 09	000172	PREMIUM REFUND CHECKS RECORD #: 05929 MAY 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
08 OF 09	000174	PREMIUM REFUND CHECKS RECORD #: 05930 JUNE 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
09 OF 09	000173	PREMIUM REFUND CHECKS RECORD #: 05930 JUNE 1991	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 9 OF 09 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

08/14/92

Page 01 of ~~02~~

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVARO
(Print Name)

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

Alvaros
/ Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
162	Premium-Refund CKs JANUARY 91	5	5923	01 of 09	July 2001
167	MARCH 91	5	5924	02 of 09	July 2001
168	APRIL 91	5	5925	03 of 09	July 2001
169	APRIL 91	5	5926	04 of 09	July 2001
170	APRIL 91	5	5927	05 of 09	July 2001
171	MAY 91	5	5929	06 of 09	July 2001
172	MAY 91	5	5929	07 of 09	July 2001
173	JUNE 91	5	5930	08 of 09	July 2001
174	JUNE 91	5	5930	08 of 09	July 2001

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

R-126

S-30-31

4 cu. ft

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W869	DATE REC'D 1-18-93
DIVISION/UNIT BARBARA SMITH - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 3	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
03 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1991	1226 - ITEM 5 JANUARY 2001 <i>DISPOSAL</i> <i>10-10-01</i>

REPORT: CONTRANS
TRANSDATE: 12/01/92

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	NEGOTIABLE INSTRUMENTS	5	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 03 RECORD #:	000185 06325	CLAIM DRAFTS 1991 L 64000- L 67999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 03 RECORD #:	000186 06326	CLAIM DRAFTS 1991 L 68000- L 71999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 03 RECORD #:	000187 06327	CLAIM DRAFTS 1991 L 72000- L 75999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

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

Barbara Smith
Signature

12-1-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
185	^{Claims} ^{Drafts} 1991 L64000-L67999	S	1 of 3	6325	JAN. 2001
186	L68000-L71999	S	2 of 3	6326	JAN. 2001
187	L72000-L75999	S	3 of 3	6327	JAN. 2001

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

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W870	DATE REC'D 1-18-93
DIVISION/UNIT JOHN ALVANOS- FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 3	NO. OF CU. FT. 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	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS SEPTEMBER 1990	1226 - ITEM 5 JANUARY 2001 <i>Disposal 10-10-01</i>

REPORT: CONTRANS
TRANSDATE:12/02/92

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	NEGOTIABLE INSTRUMENTS	5	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 12/02/92

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 01	000159	PRMIUM RFFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06333	SEPTEMBER 1990	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVAMOS

(Print Name)

John G. Alamos
Signature

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

122-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
159	Premium Refund Checks Sept 90	5	1 of 1	6333	JANUARY 2001

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

R-126

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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. 93W871	DATE REC'D 1-18-93
DIVISION/UNIT JOHN ALVANOS - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 3-4	NO. OF CU. FT. 4
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
05 BOXES	NEGOTIABLE INSTRUMENTS JANUARY - JUNE 1991 PREMIUM REFUND CHECKS	1226 - ITEM 5 JULY 2001 <i>DISPOSAL 10-10-01</i>

REPORT: CONTRANS
TRANSDATE:12/02/92

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 07/01/2001

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	NEGOTIABLE INSTRUMENTS	5	5	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	000163	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06334	JANUARY 1991	FISCAL			
02 OF 05	000164	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06335	FEBRUARY 1991	FISCAL			
03 OF 05	000165	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06336	FEBRUARY 1991	FISCAL			
04 OF 05	000166	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06337	MARCH 1991	FISCAL			
05 OF 05	000175	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06338	JUNE 1991	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVANDOS

(Print Name)

John H. Alvandos
Signature

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

12-2-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
163	PREMIUM REFUND CHECKS JANUARY 91	5	1 of 5	6334	July 2001
164	FEB 91	5	2 of 5	6335	July 2001
165	FEB 91	5	3 of 5	6334	July 2001
166	MARCH 91	5	4 of 5	6337	July 2001
175	JUNE 91	5	5 of 5	6338	July 2001

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

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3/15/93

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W1132	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) 4 17	NO. OF CU. FT. 3
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
03 BOXES	GENERAL ACCOUNTING RECORDS DEPOSIT ENVELOPES - OCTOBER 1990 - JUNE 1991	1226 - 1 JULY 2001	
		<i>Disposal 9-27-01</i>	

REPORT: CONTRANS
TRANSDATE:03/15/93

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/SUBROGATION	GENERAL ACCOUNTING RECORDS	1	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REPORT: TRANSMIT
RUN DATE: 03/15/93

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 RECORD #: 06963	000041	CORRECTIONS & CONVERSIONS OCTOBER 1990 - MARCH 1991	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS
02 OF 03 RECORD #: 06964	000042	DEPOSIT ENVELOPES MARCH 1991 - APRIL 1991	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS
03 OF 03 RECORD #: 06965	000043	DEPOSIT ENVELOPES MAY 1991 - JUNE 1991	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

3/15/93

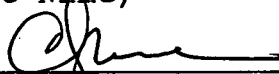
Please check appropriate box

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

*(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
41	CONFECTION/CONVERSIONS OCT 90 - MAR 91	1	1 of 3	6963	7-2001
42	DEPOSIT ENVELOPES MAR 91 - APR 91	1	2 of 3	6964	7-2001
43	DEPOSIT ENVELOPES MAY 91 - JUN 91	1	3 of 3	6965	7-2001

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

E DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W293	DATE REC'D 9-8-93
DIVISION/UNIT RUSTY WATSON - AGENCY ACCOUNTING			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 35 5	NO. OF CU. FT. 4
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
04 BOXES	MISCELLANEOUS ACCOUNTING RECORDS AND NEGOTIABLE INSTRUMENTS JULY 1990 - JUNE 1991	1226 ITEM 12 1226 - ITEM 5 JULY 2001 <i>Disposal 9-29-93</i>

REPORT: CONTRANS
TRANSOATF:07/07/93

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	MISCELLANEOUS ACCOUNTING RECORDS	12	2	OF 04	
FISCAL	NEGOTIABLE INSTRUMENTS	5	2	OF 04	

CONSOLIDATED TOTAL : 4 OF 04

REPORT: TRANSMIT
RUN DATE: 07/07/93

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 04	000302	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 07335 JAN 91 - JUN 91	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 04	000303	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 07336 JUL 90 - DEC 90	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 04	000304	NEGOTIABLE INSTRUMENTS RECORD #: 07337 OTHER CHECKS-BAD CHECKS 1/91 - 6/91	WATSON FISCAL	5	1226	WAIT TRANS
04 OF 04	000305	NEGOTIABLE INSTRUMENTS RECORD #: 07338 OTHER CHECKS-BAD CHECKS 7/90- 12/90	WATSON FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-7-93

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: RUSTY WATSON
(Print Name)

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

Rusty Watson
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
302	Miscellaneous Accounting Records 1/91 - 6/91	12	184	7335	7/2001
303	Miscellaneous Accounting Records 7/90 - 12/90	12	204	7336	7/2001
304	Negotiable Instruments - Other Checks Bad Checks 1/91 - 6/91	5	304	7337	7/2001
305	Negotiable Instruments - Other Checks Bad Checks 7/90 - 12/90	5	404	7338	7/2001

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

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

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 95W589	DATE REC'D 11-7-94
DIVISION/UNIT KEVIN WOOD - FISCAL		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 118 15	NO. OF CU. FT. 4
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4 BOXES	UCJ BANK STATEMENTS DECEMBER 1990 OPE BANK STATEMENTS AUGUST 1990 OPE BANK STATEMENTS DECEMBER 1990 OPE BANK STATEMENTS OCTOBER 1990	ITEM 1 - 1226 JANUARY 2001

*11/9/94
10/10/94*

REPORT: CONTRANS
TRANSDATE: 09/12/94

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	4	OF 04	

CONSOLIDATED TOTAL : 4 OF 04

REPORT: TRANSMIT
RUN DATE: 09/12/94

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 04	000035 ✓	UCJ BANK STATEMENTS RECORD #: 09106 DECEMBER 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
02 OF 04	000022 ✓	OPE BANK STATEMENTS RECORD #: 09107 AUGUST 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
03 OF 04	000023 ✓	OPE BANK STATEMENTS RECORD #: 09108 DECEMBER 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
04 OF 04	000024 ✓	OPE BANK STATEMENTS RECORD #: 09109 OCTOBER 1990	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-12-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

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
35	UCJ BK STMS 12/90	1		9106	JAN 2001
22	OPE BK STMS 12 8/90	1		9107	JAN 2001
23	OPE BK STMS 12/90	1		9108	JAN 2001
24	OPE BK STMS 10/90	1		9109	JAN 2001

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

10/26/94

E

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 95W661	DATE REC'D 11-28-94
DIVISION/UNIT			FORM CODE 24.01
MAILING ADDRESS BARBARA SMITH / FISCAL 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 126 33-34	NO. OF CU. FT. 8
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
10 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1991	1226 - ITEM 5 JANUARY 2001 <i>[Handwritten signature and date: 11/28/94]</i>

REPORT: CONTRANS
TRANSDATE:10/26/94

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.	NEGOTIABLE INSTRUMENTS	5	10	OF 10	

CONSOLIDATED TOTAL : 10 OF 10

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 10	000204	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09206 M48000 - M51999	FISCAL			
02 OF 10	000205	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09207 M52000 - M55999	FISCAL			
03 OF 10	000206	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09208 M56000 - M59999	FISCAL			
04 OF 10	000207	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09209 M60000 - M63999	FISCAL			
05 OF 10	000208	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09210 M64000 - M67999	FISCAL			
06 OF 10	000209	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09211 M68000 - M71999	FISCAL			
07 OF 10	000210	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09212 M72000 - M75999	FISCAL			
08 OF 10	000211	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09213 M76000 - M79999	FISCAL			
09 OF 10	000212	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09214 M80000 - M83999	FISCAL			
10 OF 10	000213	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	09215 M84000 - M87999	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 10 OF 10 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: Barbara Smith
(Print Name)

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

Barbara Smith
Signature

PROPERTY ADMINISTRATOR
OCT 16 PM 2:34

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
	1991	5-2	CLAIM DRAFTS		
204	M48000-M51999	1 of 10	9206		JAN., 2001
205	M52000-M55999	2 of 10	9207		JAN., 2001
206	M56000-M59999	3 of 10	9208		JAN., 2001
207	M60000-M63999	4 of 10	9209		JAN., 2001
208	M64000-M67999	5 of 10	9210		JAN., 2001
209	M68000-M71999	6 of 10	9211		JAN., 2001
210	M72000-M75999	7 of 10	9212		JAN., 2001
211	M76000-M79999	8 of 10	9213		JAN., 2001

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

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

Barbara Smith
Signature

BOX NUMBER	CONTENTS	1991 *ITEM	5-2 CLAIM DRAFTS RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
212	M80000-M83999	9 of 10	9214		JAN., 2001
213	M84000-M87999	10 of 10	9215		JAN., 2001

94 OCT 12 PM 2:34
PROPERTY ADMINISTRATOR

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

R-126

S-33-34

8 cu ft

1947

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1005 .MAT

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W B O O D - W E S T I D J R 10

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RECORDS TRANSMITTAL AND RECEIPT

08/07/95

2

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W205	DATE REC'D 9-11-95
B. DIVISION/UNIT FISCAL BARBARA SMITH			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 136 10	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
01 BOX	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1991	1226 - ITEM 5 JANUARY 2001

Handwritten signature and date: 10/6/01

REPORT: CONTRANS
TRANSDATE:08/07/95

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	NEGOTIABLE INSTRUMENTS	5	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT
RUN DATE: 08/07/95

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	000214	CLAIM DRAFTS 1991	SMITH	5	1226	WAIT TRANS
	RECORD #:	08063 M88000 - M91999	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

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

Barbara Smith
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
214	¹⁹⁹¹ CLAIM DRAFTS M88000-M91999	5	8063	1 of 1	1-2004

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

E

6

RECORDS TRANSMITTAL AND RECEIPT

08/07/95

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W206	DATE REC'D 9-11-95
B. DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 136 11	NO. OF CU. FT. 6
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
10 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1991	1226 - ITEM #5 JULY 2001

*Disposal
10-6-95*

REPORT: CONTRANS
TRANSDATE: 08/07/95

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	NEGOTIABLE INSTRUMENTS	5	10	OF 10	

CONSOLIDATED TOTAL : 10 OF 10

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 10 RECORD #:	000215 08064	CLAIM DRAFTS 1991 N00001 - N03999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 10 RECORD #:	000216 08065	CLAIM DRAFTS 1991 N04000 - N07999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 10 RECORD #:	000217 08066	CLAIM DRAFTS 1991 N08000 - N11999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 10 RECORD #:	000218 08067	CLAIM DRAFTS 1991 N12000 - N16999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 10 RECORD #:	000219 08068	CLAIM DRAFTS 1991 N17000 - N21999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 10 RECORD #:	000220 08069	CLAIM DRAFTS 1991 N30000 - N33999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 10 RECORD #:	000221 08070	CLAIM DRAFTS 1991 N34000 - N37999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 10 RECORD #:	000222 08071	CLAIM DRAFTS 1991 N38000 - N41999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 10 RECORD #:	000235 08072	CLAIM DRAFTS 1991 P00001 - P03999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 10 RECORD #:	000236 08073	CLAIM DRAFTS 1991 P04000 - P07999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 10 OF 10 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

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

Barbara Smith
Signature

BOX NUMBER	CONTENTS	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE	
215	1991 CLAIM DRAFTS N00001-N03999	5	8064	1 of 10	7 - 2001
216	N04000-N07999	5	8065	2 of 10	"
217	N08000-N11999	5	8066	3 of 10	"
218	N12000-N16999	5	8067	4 of 10	"
219	N17000-N21999	5	8068	5 of 10	"
220	N30000-N33999	5	8069	6 of 10	"
221	N34000-N37999	5	8070	7 of 10	"
222	N38000-N41999	5	8071	8 of 10	"

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH
(Print Name)

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

Barbara Smith
Signature

BOX NUMBER	CONTENTS	1991 CLAIM DRAFTS * ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
235	P0001-P03999	5	8072	9 of 10	7 - 2001
236	P04000-P07999	5	8073	10 of 10	7 - 2001
	P				

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. 96W628	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 16	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	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JULY 2001

Handwritten signature and date: 10-6-95

REPORT: CONTRANS
TRANSDATE:09/15/95

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
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	002	OF 02	

CONSOLIDATED TOTAL : 002 OF 02

REPORT: TRANSMIT
RUN DATE: 09/15/95

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 02	B 000896	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06723		CLAIMS MINOR FILES			
02 OF 02	B 001795	CLAIM MINOR FILES DOB 03/79	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07478		CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 002 OF 02 BOXES

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W308	DATE REC'D 9-16-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE LOCATION SECTION(S) 49 28-31	NO. OF CU. FT. 114
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
114 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/01

Disposal
9/25/01
[Signature]

Maryland Automobile Insurance Fund

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

***** 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	114	TEMP/HAMPTON

Consolidated Total: 114 OF 114

Maryland Automobile Insurance Fund

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

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
114 OF 114	295	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9894	FEBRUARY 1995	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		114 OF	114 Boxes			

PROGRAM ID UPO97
RUN DATE 04-MAY-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0400000	P788800
002	P898800	P637101
003	0447201	0514502
004	0574602	0503403
005	P753403	P642504
006	0452604	0510205
007	P650205	0500706
008	0610706	P249306
009	0439306	0548407
010	P688407	0576508
011	P716508	0564909
012	P704909	0443710
013	0503810	Q302111
014	0522211	0490212
015	0600212	0668712
016	0508812	0547613
017	P907613	P326114
018	0516114	0465315
019	P495315	0503616
020	0943616	Q092117
021	0362117	Q030618
022	0520618	0559018
023	0889018	0678319
024	Q028419	0588220
025	0488420	Q206821
026	Q316821	Q036322
027	P176422	P224923
028	0634923	Q133824
029	0513824	P182325

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0372325	0551726
031	0451926	0401627
032	0511627	P669127
033	0369227	0566928
034	P816928	0445829
035	0665829	0524230
036	0634230	P692331
037	Q012431	Q110832
038	0490832	0368832
039	P398832	0577733
040	0907733	P526334
041	P746334	0556035
042	0506135	0806236
043	0536336	0575137
044	P935137	0514138
045	0574238	0772439
046	Q232539	0550940
047	0531040	0470041
048	P340141	0518141
049	Q088241	Q186642
050	0456642	0405843
051	0575943	Q213844
052	P133944	Q142645
053	0522645	0740146
054	0420346	P409346
055	0549446	P948247
056	0538347	0587348
057	0647448	0537049
058	P567049	Q215650

PROGRAM ID UPO97
RUN DATE 04-MAY-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0485650	0674151
060	0514251	P172052
061	0472052	0510353
062	P820453	P549253
063	0909353	0528554
064	P668554	0588255
065	P728255	P907656
066	P967756	Q326657
067	0816657	0455158
068	0565158	P723059
069	0423159	P622260
070	0542360	0500161
071	0610161	Q118361
072	Q228361	0537162
073	0977162	P575963
074	0655963	0524664
075	Q154864	0493165
076	P523165	0491766
077	0601766	0600867
078	P960867	M970268
079	Q270368	P138768
080	0438768	0628869
081	0578969	0448070
082	0558070	P556071
083	0316171	0543472
084	0553672	0992773
085	Q232873	0492274
086	0602274	0590675
087	Q160775	0550576

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	0660576	P869576
089	0459676	PO27877
090	Q167877	0417078
091	0527078	0625479
092	P165579	0494080
093	P474180	0443281
094	0503381	P682182
095	0492282	P671083
096	Q101183	P930984
097	PO31084	P410085
098	0600085	0498485
099	P638485	0547486
100	P907486	P506287
101	0426387	P923988
102	0434088	0502989
103	0612989	0441890
104	0551890	0680291
105	0520391	0528791
106	P558791	0997392
107	0507492	0515193
108	P655193	0425194
109	0535194	0204195
110	Q314195	P542496
111	Q082596	0451497
112	P481497	P891598
113	0431798	0450199
114	0560199	0559999

3/13

R-49

S-28 - ~~30~~ 31

(AN-GL)

85 empties

S-31-33

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W309	DATE REC'D 9-16-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 12 24-26	NO. OF CU. FT. 96
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
96 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 ^e 07/01/01

** Missing
Boxes #76-96
Here 9/18/96
DIPPOST
9-25-01*

Maryland Automobile Insurance Fund

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

***** 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 96	96	TEMP/HAMPTON

Consolidated Total: 96 OF 96

Maryland Automobile Insurance Fund

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

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
96	OF 96	195 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9893	JANUARY 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 96 OF 96 Boxes

PROGRAM ID UPO97
RUN DATE 01-APR-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0350100	P861001
002	0451101	0282202
003	0022402	0363903
004	P613903	0394604
005	0234704	0864805
006	0264905	P695306
007	P915306	0396607
008	0346707	P776608
009	0316808	0987109
010	0387209	P967810
011	P587910	0309011
012	0429211	P699212
013	0289312	0459013
014	0409113	0380115
015	0440215	0460216
016	0410316	P391617
017	P501617	0362818
018	P672918	0364519
019	0314619	Q075220
020	Q025320	P595921
021	0326021	P246722
022	0436722	0016623
023	0286623	0367224
024	0477224	P988125
025	0308325	0488226
026	Q168326	P918127
027	0398227	P109628
028	0299628	0349129
029	0899129	Q110131

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0270131	0331432
031	0391532	0311733
032	0971733	0261434
033	0371434	P922035
034	P542135	P841736
035	P901836	P912137
036	0282237	0262538
037	0382738	0461239
038	0301339	0321240
039	0431240	0411541
040	P441541	0272142
041	0332242	0323243
042	0333443	P974744
043	0344844	0375545
044	0485545	0205046
045	P895046	0415547
046	0365647	0775748
047	P915748	P665849
048	0365949	0289150
049	0839150	P799551
050	P969651	0378552
051	0328652	0377653
052	0217753	0477054
053	0317154	0407455
054	0627455	0316956
055	0407056	0326757
056	0276857	0477658
057	0317758	0348459
058	0458459	0388760

PROGRAM ID UPO97
RUN DATE 01-APR-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	P368860	P468261
060	P638361	0419062
061	0369162	0380964
062	P171064	0451365
063	P811365	Q022666
064	Q132666	0393667
065	0463967	0424368
066	P404468	0334369
067	0404669	0444970
068	P125070	0344771
069	0404871	0904572
070	P284772	0316573
071	0266673	P847874
072	0327974	0409075
073	P879075	0388876
074	0338976	0328377
075	0438377	P949278
076	0429378	0390080
077	0830080	P190581
078	0380581	0311482
079	0421482	PO13183
080	0423183	P982984
081	0933084	P822685
082	0412785	0662986
083	0313086	0433987
084	P793987	0394388
085	0404588	P794789
086	0274889	0274390
087	P144490	Q104891

R-12

S-24-26

(A.N.G.L)

5 empties

S-26

MISSING BOX 76-96

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W390	DATE REC'D 10-8-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 38	LOCATION 15-17
D. PHONE NO. 410 - 269 - 8558		SECTION(S)	NO. OF CU. FT. 98
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	
98 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/01	

~~DISPOSED~~
9/25/01
[Signature]

Maryland Automobile Insurance Fund

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

***** 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	98	TEMP/HAMPTON

Consolidated Total: 98 OF 98

Maryland Automobile Insurance Fund

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

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
98 OF 98	595	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	10048	MAY 1995	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		98 OF	98 Boxes			

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	P206488	P086989
089	P526989	P137990
090	0987990	P088191
091	Q668191	P138792
092	0988792	P069693
093	Q649693	P110995
094	P880995	P120796
095	Q590796	P090897
096	P040997	Q090998
097	P041098	P050399
098	P160399	0999999

PROGRAM ID UPO97
RUN DATE 04-AUG-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	P059558	Q229759
060	P039859	0949460
061	Q409560	P289561
062	Q319561	P199562
063	P209762	Q690464
064	P060564	0970265
065	P070365	Q710066
066	P080166	Q620067
067	P210167	P079567
068	Q879567	Q459568
069	P049668	P069669
070	P019769	P701071
071	P211171	P100272
072	P210272	0989772
073	0999972	P100574
074	Q680574	P070675
075	P020775	P101376
076	P211376	Q772177
077	P032277	P082878
078	P142978	P064179
079	P174179	P413580
080	P143680	Q493081
081	Q713081	P212682
082	P652682	Q582483
083	P992483	P063784
084	P123884	P045085
085	Q515085	P215886
086	Q795886	Q816387
087	P186487	0996388

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P348029	P117930
031	Q257930	P017731
032	P127731	Q896232
033	P046332	P015933
034	P125933	P107234
035	Q687234	Q536635
036	P236735	Q536236
037	P126336	P057237
038	P167237	Q707138
039	P787138	Q315639
040	P015739	P106440
041	P216440	Q696241
042	Q206341	P086342
043	P096542	P066643
044	P946643	P026544
045	P136544	Q136645
046	P166745	P147546
047	Q507546	P057547
048	Q197547	Q199248
049	Q099448	P169949
050	Q419949	P129750
051	Q659850	P529651
052	Q999751	Q618852
053	P098952	P058853
054	P168853	P078854
055	P738854	P038755
056	Q508755	P149956
057	Q999956	P079257
058	P189257	P159358

PROGRAM ID UPO97
RUN DATE 04-AUG-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	P210000	Q629900
002	P120001	0949401
003	PO49501	P059302
004	Q419302	P068603
005	Q208603	P059604
006	P169604	P229305
007	Q699305	Q549206
008	P029306	P129807
009	0979807	P780109
010	P020309	P130910
011	Q710910	P001711
012	P111711	Q551812
013	P012012	P141513
014	P201613	P162014
015	Q632014	P092415
016	P202415	Q703116
017	P183216	Q613117
018	P093217	P052618
019	P162618	P123019
020	P073119	Q743420
021	P063520	P463421
022	Q603421	P144822
023	Q614822	P016123
024	P126123	P166524
025	P006624	P128525
026	0978525	0987826
027	P087926	P137427
028	P087527	P036728
029	Q566828	P128029

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W391	DATE REC'D 10-8-96
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 30 6-8	NO. OF CU. FT. 106
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
106 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/01

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9-25-96

Maryland Automobile Insurance Fund

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

***** 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	106	TEMP/HAMPTON

Consolidated Total: 106 OF 106

Maryland Automobile Insurance Fund

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

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
106	OF 106	395 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9897	APRIL 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 106 OF 106 Boxes

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	Q203482	0922783
089	0872883	Q581584
090	P661584	0911285
091	P121385	P129785
092	P789785	0899986
093	Q150087	0919987
094	0880088	Q410089
095	Q030189	0939589
096	0889689	0919790
097	P019890	Q358591
098	P828691	0908292
099	Q148392	Q437793
100	Q277893	Q697094
101	P017294	0945295
102	P815395	Q455996
103	0945996	0924697
104	0764797	0873898
105	0933998	0803199
106	0913199	P969899

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0791255	0992056
060	0832156	0010757
061	0940757	0510458
062	0890458	0860559
063	Q320659	P618859
064	P728859	0908160
065	0808360	0938361
066	Q398461	P665962
067	P775962	0954863
068	0904963	P274564
069	0794564	0943365
070	Q293465	P361866
071	P471866	P890567
072	0970567	0841368
073	0951368	0921469
074	P571569	Q140170
075	Q360170	Q548870
076	P009070	0879071
077	0829171	0959172
078	Q419272	0878873
079	P858973	0997074
080	0947174	0966675
081	P176775	Q196176
082	0796176	Q055777
083	P135777	0934978
084	0805078	0915779
085	0865879	P015380
086	Q155380	P834381
087	0914381	P003382

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0969127	Q448728
031	0828728	Q598029
032	0978029	P027230
033	0877230	K396831
034	0846831	0886132
035	0946232	0894933
036	P025033	0993834
037	0833934	0892035
038	0952135	0871836
039	0931936	Q522537
040	P712537	0962238
041	P992238	P380739
042	0900739	Q321140
043	0921140	0839940
044	0910041	0909841
045	P009941	0839142
046	0789242	P268343
047	0898343	0968244
048	Q098344	0827845
049	0777945	0867146
050	Q437246	0946747
051	0896847	0885748
052	Q235848	0934749
053	P034849	Q533350
054	P613350	0923151
055	Q333351	P602952
056	0792952	0952453
057	P052553	Q041954
058	0751954	0731155

PROGRAM ID UPO97
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MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

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BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	P430000	0897800
002	0737900	Q097801
003	Q537801	0817602
004	0927602	0957803
005	Q527903	0817904
006	0927904	0877605
007	Q227705	Q366306
008	Q586306	0815707
009	0925707	0865208
010	0815308	0965708
011	0915809	Q336210
012	0826210	Q356211
013	0846211	Q745412
014	P005512	0875513
015	P305613	Q315914
016	Q356114	0876315
017	0936415	0806716
018	P836716	Q555117
019	0935117	0993818
020	Q343918	0992919
021	P013019	Q232520
022	P752520	0852521
023	P992521	0841422
024	0901522	0670423
025	0890423	0960324
026	0920624	Q510725
027	P700725	0859925
028	0820026	0969526
029	0809626	0859127

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W393	DATE REC'D 10-8-96		
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE 24.01		
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 30	LOCATION SECTION(S) 12-14	NO. OF CU. FT. 112	
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
112 Boxes	UNDERWRITING - PRIVATE PASSENGER	1226 - ITEM 13 07/01/01

*Disposal
9-26-01*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/01

***** 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	112	TEMP/HAMPTON

Consolidated Total: 112 OF 112

Maryland Automobile Insurance Fund

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

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
112 OF 112	395	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9896	MARCH 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 112 OF 112 Boxes

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	0682278	0820379
089	0660479	0639879
090	0699979	Q110581
091	0710581	0779581
092	P919581	Q338582
093	0668682	Q427283
094	0697283	0746284
095	0806384	0735185
096	0845185	Q074186
097	P374186	0653987
098	0763987	0962688
099	0802788	P521189
100	P741189	Q301190
101	P111290	P679890
102	0759890	0649491
103	0709591	Q308292
104	0688292	0736793
105	Q196893	Q465894
106	0625894	Q344795
107	0614795	0603696
108	P743696	0681697
109	0791697	0780598
110	0510698	0729398
111	0789498	P558899
112	0638899	0609899

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PROGRAM ID UPO97
RUN DATE 02-JUN-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

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BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	0737552	0746853
060	0696953	Q314454
061	0804454	P123655
062	0703755	0732356
063	0682456	0641857
064	0751857	0670458
065	0730558	0679358
066	Q139458	0748759
067	0478859	P668260
068	0748260	0657761
069	Q007861	0646662
070	0706762	0695663
071	0645763	0643264
072	Q323364	P851065
073	0661165	0659365
074	P369565	0657966
075	0767966	0827667
076	0667767	P885768
077	PO15968	0684769
078	Q364869	P923570
079	Q133670	0771971
080	P562071	0701272
081	0811272	0749372
082	0589472	0617573
083	0787673	Q307474
084	0797474	Q346275
085	P436475	0704476
086	0814476	Q022577
087	P212577	0512178

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	0214126	P463227
031	0653227	0913628
032	0643728	0943829
033	0403929	0713130
034	0663230	0722431
035	0672531	P921632
036	0731732	0760333
037	0870333	Q388733
038	0548733	0717934
039	Q318034	P247435
040	0657435	P896336
041	P626436	0825737
042	Q065837	0744338
043	P774338	0653839
044	P083939	0753140
045	Q433240	0641741
046	0701841	0670342
047	0780342	0870643
048	0710743	Q119643
049	P749643	Q358044
050	P438044	0747345
051	0967345	P695446
052	0775446	0603947
053	0823947	0752748
054	Q052948	0751849
055	0861849	P720750
056	0640850	Q249350
057	0629350	0778151
058	0728251	0627552

PROGRAM ID UPO97
RUN DATE 02-JUN-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	0730000	0648800
002	0689000	0737501
003	P167601	Q396302
004	0666302	0715303
005	Q175403	0813704
006	0653804	0703305
007	0653405	0652506
008	0762506	0702007
009	0812007	Q461708
010	0681808	P441509
011	0741509	0770010
012	P590210	0659810
013	0609910	0758711
014	0708811	Q258112
015	P068212	Q337713
016	0777813	0556914
017	0776914	0596215
018	0816215	0754716
019	0704816	0643817
020	0753817	0693318
021	Q153418	0602819
022	0712819	0711820
023	0821820	0670121
024	Q300321	Q038821
025	0679021	0727522
026	P867522	Q386323
027	0656323	Q155224
028	Q375224	0714625
029	0824625	0814026

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RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W395		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 28	LOCATION SECTION(S) 12-13	NO. OF CU. FT. 57
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		

57 Boxes

LITIGATION FILES / HOUSE COUNSEL

1226 - ITEM 30

07/01/01

*9-25-01
9-25-01
9-25-01*

Maryland Automobile Insurance Fund

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

***** 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	58 OF	57	WAIT TRANS

Consolidated Total: 57 OF 57

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

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 57 Record #:	618 9983	LITIGATION FILES 2/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
02 OF 57 Record #:	619 9984	LITIGATION FILES 2/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
03 OF 57 Record #:	620 9985	LITIGATION FILES 2/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
04 OF 57 Record #:	621 9986	LITIGATION FILES 2/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
05 OF 57 Record #:	622 9987	LITIGATION FILES 2/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
06 OF 57 Record #:	623 9988	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
07 OF 57 Record #:	624 9989	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
08 OF 57 Record #:	625 9990	LITIGATION FILES 3/96	HOUSE COUNSEL SYSTEMS & CONTROL	30	1226	WAIT TRANS
09 OF 57 Record #:	626 9991	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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 57 Record #:	627 9992	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
11 OF 57 Record #:	628 9993	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
12 OF 57 Record #:	629 9994	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
13 OF 57 Record #:	630 9995	LITIGATION FILES 3/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
14 OF 57 Record #:	631 9996	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
15 OF 57 Record #:	632 9997	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
16 OF 57 Record #:	633 9998	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
17 OF 57 Record #:	634 9999	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
18 OF 57 Record #:	635 10000	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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 57 Record #:	636 10001	LITIGATION FILES 4/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
20 OF 57 Record #:	637 10002	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
21 OF 57 Record #:	638 10003	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
22 OF 57 Record #:	639 10004	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
23 OF 57 Record #:	640 10005	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
24 OF 57 Record #:	641 10006	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
25 OF 57 Record #:	642 10007	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
26 OF 57 Record #:	643 10008	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
27 OF 57 Record #:	644 10009	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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 57 Record #:	645 10010	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
29 OF 57 Record #:	646 10011	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
30 OF 57 Record #:	647 10012	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
31 OF 57 Record #:	648 10013	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
32 OF 57 Record #:	649 10014	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
33 OF 57 Record #:	650 10015	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
34 OF 57 Record #:	651 10016	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
35 OF 57 Record #:	652 10017	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
36 OF 57 Record #:	653 10018	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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
37 OF 57 Record #:	654 10019	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
38 OF 57 Record #:	655 10020	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
39 OF 57 Record #:	656 10021	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
40 OF 57 Record #:	657 10022	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
41 OF 57 Record #:	658 10023	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
42 OF 57 Record #:	659 10024	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
43 OF 57 Record #:	660 10025	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
44 OF 57 Record #:	661 10026	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
45 OF 57 Record #:	662 10027	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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
46 OF 57 Record #:	663 10028	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
47 OF 57 Record #:	664 10029	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
48 OF 57 Record #:	665 10030	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
48 OF 57 Record #:	665 10031	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
49 OF 57 Record #:	666 10032	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
50 OF 57 Record #:	667 10033	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
51 OF 57 Record #:	668 10034	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
52 OF 57 Record #:	669 10035	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
53 OF 57 Record #:	670 10036	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS

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

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
54 OF 57 Record #:	671 10037	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
55 OF 57 Record #:	672 10038	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
56 OF 57 Record #:	673 10039	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
57 OF 57 Record #:	674 10040	LITIGATION FILES 5/96	HOUSE COUNSEL EXECUTIVE	30	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		57 OF	57 Boxes			

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
(57)

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
✓ 618	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9983	1 OF 57	7/2001
✓ 619	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9984	2 OF 57	7/2001
✓ 620	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9985	3 OF 57	7/2001
✓ 621	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9986	4 OF 57	7/2001
✓ 622	HOUSE COUNSEL UNIT LITIGATION FILES (2/96)	30	9987	5 OF 57	7/2001
✓ 623	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)	30	9988	6 OF 57	7/2001
✓ 624	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)	30	9989	7 OF 57	7/2001
✓ 625	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)	30	9990	8 OF 57	7/2001

96 AUG -19 AM 7:38
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
57

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

*(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
626	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)		9991	9 OF 57	7/2001
627	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)		9992	10 OF 57	7/2001
628	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)		9993	11 OF 57	7/2001
629	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)		9994	12 OF 57	7/2001
630	HOUSE COUNSEL UNIT LITIGATION FILES (3/96)		9995	13 OF 57	7/2001
631	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)		9996	14 OF 57	7/2001
632	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)		9997	15 OF 57	7/2001
633	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)		9998	16 OF 57	7/2001

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

8-16-96
57

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
634	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)	XM 30	9999	17 OF 57	7/2001
635	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)	30	10000	18 OF 57	7/2001
636	HOUSE COUNSEL UNIT LITIGATION FILES (4/96)	30	10001	19 OF 57	7/2001
637	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10002	20 OF 57	7/2001
638	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10003	21 OF 57	7/2001
639	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10004	22 OF 57	7/2001
640	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10005	23 OF 57	7/2001
641	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10006	24 OF 57	7/2001

PROPERTY ADMINISTRATOR
96 AUG - 9 AM 7:38

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
(57)

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
642	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10007	25 OF 57	7/2001
643	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10008	26 OF 57	7/2001
644	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10009	27 OF 57	7/2001
645	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10010	28 OF 57	7/2001
646	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10011	29 OF 57	7/2001
647	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10012	30 OF 57	7/2001
648	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10013	31 OF 57	7/2001
649	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10014	32 OF 57	7/2001

PROPERTY ADMINISTRATOR
96 AUG - 9 AM 7:39

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
57

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
650	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10015	33 OF 57	7/2001
651	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10016	34 OF 57	7/2001
652	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10017	35 OF 57	7/2001
653	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10018	36 OF 57	7/2001
654	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10019	37 OF 57	7/2001
655	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10020	38 OF 57	7/2001
656	HOUSE COUNSEL UNIT LITIGATION FILES	30	10021	39 OF 57	7/2001
657	HOUSE COUNSEL UNIT LITIGATION FILES	30	10022	40 OF 57	7/2001

96AUG-9 AM 7:39
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
57

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
658	HOUSE COUNSEL UNIT LITIGATION FILES	30	10023	41 OF 57	7/2001
659	HOUSE COUNSEL UNIT LITIGATION FILES	30	10024	42 OF 57	7/2001
660	HOUSE COUNSEL UNIT LITIGATION FILES	30	10025	43 OF 57	7/2001
661	HOUSE COUNSEL UNIT LITIGATION FILES	30	10026	44 OF 57	7/2001
662	HOUSE COUNSEL UNIT LITIGATION FILES	30	10027	45 OF 57	7/2001
663	HOUSE COUNSEL UNIT LITIGATION FILES	30	10028	46 OF 57	7/2001
664	HOUSE COUNSEL UNIT LITIGATION FILES	30	10029	47 OF 57	7/2001
665	HOUSE COUNSEL UNIT LITIGATION FILES	30	10030	48 OF 57	7/2001

96 AUG -9 AM 7:39
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
(97)

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
666	HOUSE COUNSEL UNIT LITIGATION FILES	30	10031	49 OF 57	7/2001
667	HOUSE COUNSEL UNIT LITIGATION FILES	30	10032	50 OF 57	7/2001
668	HOUSE COUNSEL UNIT LITIGATION FILES	30	10033	51 OF 57	7/2001
669	HOUSE COUNSEL UNIT LITIGATION FILES	30	10034	52 OF 57	7/2001
670	HOUSE COUNSEL UNIT LITIGATION FILES	30	10035	53 OF 57	7/2001
671	HOUSE COUNSEL UNIT LITIGATION FILES	30	10036	54 OF 57	7/2001
672	HOUSE COUNSEL UNIT LITIGATION FILES	30	10037	55 OF 57	7/2001
673	HOUSE COUNSEL UNIT LITIGATION FILES	30	10038	56 OF 57	7/2001

96 AUG -9 AM 7:39
PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-16-96
57

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

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
674	HOUSE COUNSEL UNIT LITIGATION FILES (5/96)	30	10039	57 OF 57	7/2001

PROPERTY ADMINISTRATOR
96 AUG -9 AM 7:39

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

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/01

***** 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: 07/01/01

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 #:	544 9936	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 04 Record #:	545 9937	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 04 Record #:	546 9938	PREMIUM REFUND CHECK "COPIES" NEGOTIABLE INSTRUMENT COPIES	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 04 Record #:	547 9939	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

8-16-96
④

PROPERTY ADMINISTRATION
95 AUG -9 AM 5:53

* 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	544	CHECKS COPIES	11Ba	1 of 4	9936	7/2001		
②	545	NEGOTIBLE INSTRUMENT /CHECK COPIES	11A	2 of 4	9937	7/2001		
③	546	NEGOTIBLE INSTRUMENT/CHECK COPIES	11A	3 of 4	9938	7/2001		
④	547	NEGOTIBLE INSTRUMENT/CHECK COPIES	11A	4 of 4	9939	7/2001		
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.	DATE RECD 5-28-97
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		97W1205	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 51 3-6	NO. OF CU. FT. 102
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 102 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - PRIVATE PASSENGER	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 13 07/01/01
-----------------------------	--	---

*DISPOSAL
9269*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/01

***** 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	102	WAIT TRANS

Consolidated Total: 102 OF 102

Maryland Automobile Insurance Fund

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

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
102 OF 102	695	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	10283	JUNE 1995	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		102 OF	102 Boxes			

PROGRAM ID UPO97
RUN DATE 02-SEP-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	P270100	Q369100
002	P289200	Q221502
003	P301502	P301103
004	P411103	P380704
005	Q140804	P230605
006	P290705	P250606
007	P310706	P931107
008	P331207	P300808
009	P250908	P309708
010	Q509808	P329709
011	Q199809	Q228310
012	Q778310	Q947511
013	Q677611	P228112
014	P338112	P198213
015	Q018413	P208014
016	Q348014	P308515
017	Q778515	Q538816
018	P238916	Q918317
019	P178417	P247818
020	P357818	P297319
021	P247419	Q356920
022	P307020	P337221
023	P397321	P237022
024	P347022	Q808023
025	P178123	P367724
026	P317824	Q977925
027	P268025	Q508526
028	P208626	P279027
029	P229127	P318928

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P299028	Q899029
031	P269129	Q858330
032	P228430	Q108331
033	P298331	P308132
034	P258232	P387733
035	P227833	Q817634
036	P297734	R026835
037	P186835	Q387036
038	Q937036	P176937
039	P157037	P225938
040	Q016038	P325339
041	P275439	Q356440
042	P436440	P316941
043	P187041	P376642
044	P106742	P347243
045	P567243	P197144
046	P307144	Q797145
047	P277245	P296746
048	P406746	Q477647
049	P997647	P346948
050	Q357048	P257449
051	P367449	P177550
052	P237650	P187351
053	P247451	Q846952
054	P467052	P776853
055	P286953	P326254
056	Q196354	P506155
057	Q536155	P356056
058	P256256	P314957

PROGRAM ID UPO97
RUN DATE 02-SEP-1996

MARYLAND AUTOMOBILE INSURANCE FUND
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R025057	Q814058
060	R134158	P302959
061	P283059	Q293260
062	Q903360	P273061
063	P003161	P263562
064	Q843562	P222963
065	P313063	P342764
066	P562764	P271565
067	P821565	P321066
068	Q081166	Q231567
069	P311567	P210868
070	P270968	P341369
071	P181469	P271670
072	P221770	Q731071
073	P921071	P180772
074	Q270872	R091173
075	P251173	P761074
076	Q791074	P241275
077	P351275	Q961476
078	P281676	P340877
079	P290977	P311478
080	P261578	P370679
081	Q840679	P389779
082	P179979	P150881
083	P260881	P420382
084	Q730482	P170483
085	P390483	P311184
086	P261284	P360185
087	P310285	P570686

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	Q710686	P350287
089	P300387	P189087
090	P299087	P227388
091	P337388	P218389
092	P328389	P298390
093	P408390	Q647291
094	Q047391	P207492
095	P157592	P666993
096	R047093	Q376794
097	P896794	P707495
098	P327595	P348096
099	P898096	Q867097
100	P237197	Q906998
101	P307098	P265999
102	P375999	Q509999

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W1212	DATE RECEIVED 5-28-97
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 124	LOCATION SECTION(S) 5
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 4	
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	
.04 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 07/01/01	

*DISPOSAL
10/10/01*

Maryland Automobile Insurance Fund

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

***** 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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

1-14-97
4

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

97 JAN 15

(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
① 580 ✓	NEGOT INSTRUMENT CKS COPIES REM REF CKS COPIES 6/96	11a	1 of 4	16440	7/2001	
② 581 ✓	NEGOTIBLE INSTRUMENT/CHECK COPIES	11A	2 of 4	16449	7/2001	
③ 582 ✓	NEGOTIBLE INSTRUMENT CKS COPIES 6/96	11A	3 of 4	16450	7/2001	
④ 583 ✓	NEGOTIBLE INSTRUMENTS CKS COPIES 6/96	11A	4 of 4	16451	7/2001	
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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

Maryland Automobile Insurance Fund

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

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 #:	580 10448	PREMIUM REFUND CHECK COPIES 6/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 04 Record #:	581 10449	PREMIUM REFUND CHECK COPIES 6/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 04 Record #:	582 10450	PREMIUM REFUND CHECK COPIES 6/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 04 Record #:	583 10451	PREMIUM REFUND CHECK COPIES 6/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W1213	DATE REC'D 5-28-97 RM CODE 24.01		
B. DIVISION/UNIT WATSON - FISCAL	<table border="1"> <tr> <td data-bbox="680 519 1245 676"> LOCATION RANGE SECTION(S) 124 5 </td> <td data-bbox="1245 519 1602 676"> NO. OF CU. FT. 15 </td> </tr> </table>		LOCATION RANGE SECTION(S) 124 5	NO. OF CU. FT. 15
LOCATION RANGE SECTION(S) 124 5	NO. OF CU. FT. 15			
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RECORDS CENTER MANAGER Paul Lamberson			
D. PHONE NO. 410 - 269 - 8558	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR				

2. BOX NUMBERS 15 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PREMIUM REFUND CHECK " COPIES "	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 11 (a) 07/01/01
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*Disposal
10-10-01*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/01

***** 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)	15 OF	15	WAIT TRANS

Consolidated Total: 15 OF 15

Maryland Automobile Insurance Fund

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

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 15 Record #:	551 10408	PREMIUM REFUND CHECK COPIES 2/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 15 Record #:	552 10409	PREMIUM REFUND CHECK COPIES 2/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 15 Record #:	553 10410	PREMIUM REFUND CHECK COPIES 2/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 15 Record #:	554 10411	PREMIUM REFUND CHECK COPIES 2/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 15 Record #:	555 10412	PREMIUM REFUND CHECK COPIES 3/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 15 Record #:	556 10413	PREMIUM REFUND CHECK COPIES 3/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
07 OF 15 Record #:	557 10414	PREMIUM REFUND CHECK COPIES 3/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
08 OF 15 Record #:	558 10415	PREMIUM REFUND CHECK COPIES 4/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
09 OF 15 Record #:	559 10416	PREMIUM REFUND CHECK COPIES 4/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Maryland Automobile Insurance Fund

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

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 15 Record #:	560 10417	PREMIUM REFUND CHECK COPIES 4/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
11 OF 15 Record #:	561 10418	PREMIUM REFUND CHECK COPIES 5/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
12 OF 15 Record #:	562 10419	PREMIUM REFUND CHECK COPIES 5/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
13 OF 15 Record #:	563 10420	PREMIUM REFUND CHECK COPIES 5/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
14 OF 15 Record #:	564 10421	PREMIUM REFUND CHECK COPIES 5/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
15 OF 15 Record #:	565 10422	PREMIUM REFUND CHECK COPIES 5/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 15 OF 15 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

10-19
15 Boxes

*** 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

56 OCT 18 PM 4:23

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 type="checkbox"/> Confirm Receipt	Initial/
①	551	✓ PREMIUM REFUND CHECKS COPIES 2/96	11(a)	10815	10409	7/2001		
②	552	✓ PREMIUM REFUND CHECKS COPIES 2/96		20815	10409	7/2001		
③	553	✓ Premium refund checks COPIES 2/96		30815	10410	7/2001		
④	554	✓ Premium refund checks copies 2/96		40815	10411	7/2001		
⑤	555	✓ Premium refund checks copies 3/96		50815	10412	7/2001		
⑥	556	✓ Premium refund checks copies 3/96		60815	10413	7/2001		
⑦	557	✓ Premium refund checks copies 3/96		70815	10414	7/2001		
⑧	558	✓ Premium refund checks copies 4/96		80815	10415	7/2001		
⑨	559	✓ Premium refund checks copies 4/96		90815	10416	7/2001		
⑩	560	✓ Premium refund checks copies 4/96		100815	10417	7/2001		

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

10-19

* 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

95 OCT 18 1996

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	561 Premium refund checks copies 4/96	11(a)	11 of 15	10419	7/2001		
2	562 Premium refund checks copie 5/96		12 of 15	10419	7/2001		
3	563 Premium refund checks copies 5/96		13 of 15	10420	7/2001		
4	564 Premium refund checks copies 5/96		14 of 15	10421	7/2001		
5	565 Premium refund checks copies 5/96		15 of 15	10422	7/2001		
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. 98W658	DATE REC'D 4-3-98
B. DIVISION/UNIT HOEFFLER - EXECUTIVE - HOUSE		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 1	LOCATION SECTION(S) 17
D. PHONE NO. 410 - 269 - 8558	NO. OF CU. FT. 12	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 12 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES LITIGATION FILES / HOUSE COUNSEL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 30 07/01/01
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Handwritten signature and date: Mumme 9-26-98

Maryland Automobile Insurance Fund

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

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
EXECUTIVE - HOUSE COU	LITIGATION FILES / HOUSE COUNSEL	30	12 OF 12		WAIT TRANS

Consolidated Total: 12 OF 12

Maryland Automobile Insurance Fund

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

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 12 Record #:	675 9900	LITIGATION FILES (06/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
02 OF 12 Record #:	676 9901	LITIGATION FILES (06/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
03 OF 12 Record #:	677 9902	LITIGATION FILES (06/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
04 OF 12 Record #:	678 9903	LITIGATION FILES (06/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
05 OF 12 Record #:	679 9904	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
06 OF 12 Record #:	680 9905	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
07 OF 12 Record #:	681 9906	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
08 OF 12 Record #:	682 9907	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
09 OF 12 Record #:	683 9908	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

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

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 12 Record #:	684 9909	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
11 OF 12 Record #:	685 9910	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
12 OF 12 Record #:	686 9911	LITIGATION FILES (07/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 12 OF 12 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-16

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 Hoefler
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
675	HOUSE COUNSEL UNIT LITIGATION FILES (6/96)	30	9900	1 OF 12	7/2001
676	HOUSE COUNSEL UNIT LITIGATION FILES (6/96)	30	9901	2 OF 12	7/2001
677	HOUSE COUNSEL UNIT LITIGATION FILES (6/96)	30	9902	3 OF 12	7/2001
678	HOUSE COUNSEL UNIT LITIGATION FILES (6/96)	30	9903	4 OF 12	7/2001
679	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9904	5 OF 12	7/2001
680	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9905	6 OF 12	7/2001
681	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9906	7 OF 12	7/2001
682	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9907	8 OF 12	7/2001

197 JUL 21 PM 3:45

PROPERTY ADMINISTRATOR

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

716

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: MARYLAND AUTOMOBILE INSURANCE FUND

RESPONSIBLE INDIVIDUAL: KATHLEEN HOEFLER

(Print Name)

Kathleen Hoefler

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
683	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9908	9 OF 12	7/2001
684	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9909	10 OF 12	7/2001
685	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9910	11 OF 12	7/2001
686	HOUSE COUNSEL UNIT LITIGATION FILES (7/96)	30	9911	12 OF 12	7/2001

97 JUL 21 PM 3:45

PROPERTY ADMINISTRATOR

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 98W659	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 07/01/01	

[Handwritten signature]

Maryland Automobile Insurance Fund

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

***** 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: 07/01/01

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 #:	280 9965	NO COVERAGE LETTER 08/95 - 02/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
02 OF 03 Record #:	281 9966	NO COVERAGE LETTER 02/96 - 06/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
03 OF 03 Record #:	282 9967	DAILY PRODUCTION SHTS 01/96 - 05/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 03 OF 03 Boxes

7-20

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: Loss 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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
1	280	No Coverage letters 9/95 to 2/96	22	1083	9965	7/2001	
2	281	No Coverage letters 2/96 to 6/96	22	2083	9966	7/2001	
3	282	Daily Production Sheets 1/96 to 5/96	22	3083	9967	7/2001	
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. 98W747	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 6	LOCATION SECTION(S) 23
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

1226 - ITEM 14 (a)

07/01/01

*Disposal
9-27-01*

Maryland Automobile Insurance Fund

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

***** 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: 07/01/01

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 #:	757 10004	COMMERCIAL POLICY FILES O-07-01-91 TO O-12-89-63	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
02 OF 26 Record #:	758 10005	COMMERCIAL POLICY FILES O-13-02-91 TO O-16-41-37	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
03 OF 26 Record #:	759 10006	COMMERCIAL POLICY FILES O-16-60-32 TO O-20-26-59	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
04 OF 26 Record #:	760 10007	COMMERCIAL POLICY FILES O-20-34-69 TO O-23-18-37	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
05 OF 26 Record #:	761 10008	COMMERCIAL POLICY FILES O-23-20-35 TO O-26-64-52	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
06 OF 26 Record #:	762 10009	COMMERCIAL POLICY FILES O-26-65-68 TO O-30-82-60	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
07 OF 26 Record #:	763 10010	COMMERCIAL POLICY FILES O-30-91-35 TO O-34-71-85	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
08 OF 26 Record #:	764 10011	COMMERCIAL POLICY FILES O-34-74-28 TO O-37-71-81	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
09 OF 26 Record #:	765 10012	COMMERCIAL POLICY FILES O-37-72-03 TO O-40-96-95	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Maryland Automobile Insurance Fund

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

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 #:	766 10013	COMMERCIAL POLICY FILES O-41-03-40 TO O-46-49-39	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
11 OF 26 Record #:	767 10014	COMMERCIAL POLICY FILES O-46-51-02 TO O-49-76-40	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
12 OF 26 Record #:	768 10015	COMMERCIAL POLICY FILES O-50-43-88 TO O-54-39-60	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
13 OF 26 Record #:	769 10016	COMMERCIAL POLICY FILES O-54-41-42 TO O-57-35-76	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
14 OF 26 Record #:	770 10017	COMMERCIAL POLICY FILES O-57-35-84 TO O-61-16-72	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
15 OF 26 Record #:	771 10018	COMMERCIAL POLICY FILES O-61-17-10 TO O-65-24-76	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
16 OF 26 Record #:	772 10019	COMMERCIAL POLICY FILES O-65-31-70 TO O-68-56-68	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
17 OF 26 Record #:	773 10020	COMMERCIAL POLICY FILES O-68-62-81 TO O-71-95-70	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
18 OF 26 Record #:	774 10023	COMMERCIAL POLICY FILES O-72-08-03 TO O-75-25-43	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Maryland Automobile Insurance Fund

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

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 #:	775 10022	COMMERCIAL POLICY FILES O-75-33-29 TO O-78-66-69	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
20 OF 26 Record #:	776 10023	COMMERCIAL POLICY FILES O-78-73-63 TO O-81-96-13	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
21 OF 26 Record #:	777 10024	COMMERCIAL POLICY FILES O-82-03-44 TO O-84-99-70	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
22 OF 26 Record #:	778 10025	COMMERCIAL POLICY FILES O-85-00-06 TO O-88-99-05	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
23 OF 26 Record #:	779 10026	COMMERCIAL POLICY FILES O-89-00-32 TO O-92-43-95	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
24 OF 26 Record #:	780 10027	COMMERCIAL POLICY FILES O-92-50-14 TO O-94-92-58	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
25 OF 26 Record #:	781 10028	COMMERCIAL POLICY FILES O-95-05-15 TO O-98-59-63	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON
26 OF 26 Record #:	782 10029	COMMERCIAL POLICY FILES O-98-63-07 TO O-99-91-90	MILLER COMMERICAL	14 (a)	1226	TEMP/HAMPTON

Consolidated Total of Detail Transmittal Report:

26 OF

26 Boxes

9-3-97

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

Table with 8 columns: MAIF BOX #, Description / Contents of Box (Inclusive of oldest date in box), * Item Number, DGS BOX #, Record Number, Scheduled Destruct Date, Initial/Confirm Receipt. Contains 10 rows of data for boxes 757-766.

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

9-3-97

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	767	MAR 95 to MAR 96 0-46-51-02 to 0-49-76-40	✓ 14A	11 of 26	10014	July 2001		
②	768	APR 95 to APR 96 0-50-43-88 to 0-54-39-60	✓ 14A	12 of 26	10015	July 2001		
③	769	MAR 95 to MAR 96 0-54-41-42 to 0-57-35-76	✓ 14A	13 of 26	10016	July 2001		
④	770	APR 95 to APR 96 0-57-35-84 to 0-61-16-72	✓ 14A	14 of 26	10017	July 2001		
⑤	771	APR 95 to APR 96 0-61-17-10 to 0-65-24-76	✓ 14A	15 of 26	10018	July 2001		
⑥	772	JUNE 95 to JUNE 96 0-65-31-70 to 0-68-20-68	✓ 14A	16 of 26	10019	July 2001		
⑦	773	APR 95 to APR 96 0-68-62-81 to 0-71-95-70	✓ 14A	17 of 26	10020	July 2001		
⑧	774	APR 95 to APR 96 0-72-08-03 to 0-75-25-43	✓ 14A	18 of 26	10021	July 2001		
⑨	775	MAY 95 to MAY 96 0-75-33-29 to 0-78-66-69	✓ 14A	19 of 26	10022	July 2001		
⑩	776	APR 95 to APR 96 0-78-73-63 to 0-81-96-13	✓ 14A	20 of 26	10023	July 2001		

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

9-3-97

PROPERTY ADMINISTRATOR

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 SEP -8 PM12: 39

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

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

	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	777	APR 95 to APR 96 0-82-03-44 to 0-84-99-70 ✓	14A	21 of 26	10024	July 2001	
②	778	MAY 95 to MAY 96 0-85-00-06 to 0-88-99-05 ✓	14A	22 of 26	10025	July 2001	
③	779	JUNE 95 to JUNE 96 0-89-00-32 to 0-92-43-95 ✓	14A	23 of 26	10026	July 2001	
④	780	MAY 95 to MAY 96 0-92-50-14 to 0-94-92-58 ✓	14A	24 of 26	10027	July 2001	
⑤	781	MAY 95 to MAY 96 0-95-05-15 to 0-98-59-63 ✓	14A	25 of 26	10028	July 2001	
⑥	782	JUNE 95 to JUNE 96 0-98-63-07 to 0-99-91-90 ✓	14A	26 of 26	10029	July 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. 99W1071		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 5	LOCATION SECTION(S) 32	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		

5 Boxes COMMERCIAL POLICY FILES

1978-ITEM 58
07/01/2001

3 Boxes FLEET POLICY FILES

1978-ITEM 59
07/01/2001

Handwritten signature and date:
9-27-01

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	COMMERCIAL POLICY FILES	58	5 of 008	TEMP/MILLERSVILLE BIN 243 A
COMMERCIAL	FLEET POLICY FILES	59	3 of 008	TEMP/MILLERSVILLE BIN 243 A


Consolidated Total: 8 of 008

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 008 Record #:	783 9195	JUN 1995 TO JUN 1996 P00-01-97 TO P02-79-90	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
002 of 008 Record #:	784 9196	JUN 1995 TO JUN 1996 P02-80-83 TO P05-37-97	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
003 of 008 Record #:	785 9197	JUN 1995 TO JUN 1996 P05-44-67 TO P09-46-12	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
004 of 008 Record #:	786 9198	JUN 1995 TO JUN 1996 P13-37-23 TO P17-28-26	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
005 of 008 Record #:	787 9199	JUN 1995 TO JUN 1996 P17-30-85 TO P20-17-53	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
006 of 008 Record #:	913 9200	JAN 1995 TO JAN 1996 N89-46-46 TO O37-64-60	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
007 of 008 Record #:	914 9201	APR 1995 TO APR 1996 O44-01-18 TO O76-62-17	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
008 of 008 Record #:	915 9202	JUN 1995 TO JUN 1996 O76-88-73 TO P17-89-72	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978

Consolidated Total of Detail Transmittal Report:

8 of 008 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-6-99


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

PROPERTY OF... DATE
 98 AUG -6 PM 3:31

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Page 1 of 2 Page

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

"1978"

Initial/

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
① 783	JUNE 95 to JULY 96 P.00-01-97 to P.02-79-90	AA50	105	89281	July 2001	
② 784	JUNE 95 to JULY 96 P.02-80-83 to P.03-31-97	AA50	209	89282	July 2001	
③ 785	JUNE 95 to JULY 96 P.05-44-67 to P.09-46-12	AA50	305	89283	July 2001	
④ 786	JUNE 95 to JULY 96 P.13-31-23 to P.17-28-26	AA50	405	89284	July 2001	
⑤ 787	JUNE 95 to JULY 96 P.17-30-85 to P.20-17-53	AA50	505	89285	July 2001	
⑥						
⑦						
⑧						
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⑩						

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

9-6-99



OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

98 AUG -6 PM 3:33

(Please Select appropriate box for storage delivery)

Page 2 of 2 Page

Madison Street State Records-Jessup State Archives-Annapolis

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

"1999"

Initial/

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

①	913	N. 89-46-46 to JAN 95 to JAN 96 D. 37-64-60	14859	60588	9286	July 2001	
②	914	D. 44-01-18 to APR 95 to APR 96 D. 76-62-17	14859	70588	9287	July 2001	
③	915	D. 76-88-73 to JUN 95 to JUN 96 P. 77-89-72	14859	80588	9288	July 2001	
④							
⑤							
⑥							
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⑩							

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

R # 5

S32 (2 SPACES)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND.		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT BEANE - CALL CENTER - LOSS RE		00W289	9-13-99
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294			RANGE
D. PHONE NO. 410 - 269 - 8558		LOCATION	NO. OF CU. FT.
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		13	22
			3
		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	
03 Boxes	MISCELLANEOUS CLAIM FILES	1226 - ITEM 22 07/01/01	

*DISPOSAL
9-27-01*

Maryland Automobile Insurance Fund

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

***** 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: 07/01/01

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 #:	283 10981	WEEKLY REPORTS 01/1994 - 09/1996	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
02 OF 03 Record #:	284 10982	WEEKLY REPORTS 08/1996 - 11/1996	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
03 OF 03 Record #:	285 10983	NO COVERAGE 01/1995 - 10/1996	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

12/09/97
(3)

*** 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): SHARON BEANE Department: Loss 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 checked="" type="checkbox"/> Confirm Receipt	Initial/
1	283	Weekly Report 1/94 - 9/96	22	1093	10981	7/01/01		
2	284	Weekly Reports 9/25/96 - 11/96	22	2083	10982	7/01/01		
3	285	No. Comings 1/95 - 10/96	22	3083	10983	7/01/01		
4								
5								
6								
7								
8								
9								
10								

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

E

RECORDS TRANSMITTAL AND RECEIPT

HO

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 00W301	DATE REC'D 9-13-99
B. DIVISION/UNIT WATSON FISCAL	LOCATION 25	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 3	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
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1 Boxes

INSURANCE ACCOUNTING RECORDS

1978-ITEM 23
 07/01/2001

Handwritten signature and date: 9/27/99

Report: CONTRANS
TransDate: 08/08/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2001
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

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

Consolidated Total: 1 of 001

Report: TRANSMIT
Trans Date: 08/08/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 07/01/2001
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 #:	776 9742	INSURANCE ACCOUNTING RECORDS 1/1991 - 6/1991	WATSON FISCAL	WAIT TRANS	23	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	776	Insurance Accounting Records 1/91 - 6/91	23			7/2001	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
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⑩							

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 00W295	DATE REC'D 9-13-99
B. DIVISION/UNIT DESUSA, JOHN CLAIMS/HOME OFFICE			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 13	LOCATION SECTION(S) 22
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 07/01/2001	

*Disposal
9-27-01*

Report: CONTRANS
TransDate: 03/24/1999

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2001
***** 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: 03/24/1999

Maryland Automobile Insurance Fund
Retention Number: 1978
Requesting Authorization to Transmit records to an OffSite Storage Facility

Scheduled Destruction Date:
07/01/2001

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	16 9863	AUDIT REPORTS AND SUPPORT WORKSHEET 01/01/1996 TO 06/30/1996	DESOUSA, JOHN CLAIMS/HOME OFFICE	WAITING FOR TRANSFER CLEARANCE	09	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

324-99
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): JOHN A. DE SOUSA Department: DEPARTMENT OF AUDITS
CLAIMS AUDITING UNIT

1979

Initial/

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

①	16	1-1-96 TO 6-30-96 AUDIT REPORTS & SUPPORTING WORKSHEETS	09			JULY 2001	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
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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. 00W321	DATE REC'D 9-13-99
B. DIVISION/UNIT EVANS HUMAN RESOURCES			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 5	LOCATION SECTION(S) 33
			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 8 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES TIME CARDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 34 07/01/2001	

*Original
9-27-99*

Report: CONTRANS
TransDate: 02/05/1999

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2001
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
HUMAN RESOURCES	TIME CARDS	34	8 of 008	WAIT TRANS

Consolidated Total: 8 of 008

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 008 Record #:	H 9843	18 TIMECARDS 1996 #00252 - #21244	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
002 of 008 Record #:	H 9844	19 TIMECARDS 1996 #21246 - #21390	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
003 of 008 Record #:	H 9845	20 TIMECARDS 1996 #21392 - #21568	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
004 of 008 Record #:	H 9846	21 TIMECARDS 1996 #21570 - #21742	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
005 of 008 Record #:	H 9847	22 TIMECARDS 1996 #21750 - #21884	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
006 of 008 Record #:	H 9848	23 TIMECARDS 1996 #21886 - #22054	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
007 of 008 Record #:	H 9849	24 TIMECARDS 1996 #22056 - #25630	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978
008 of 008 Record #:	H 9850	25 TIMECARDS 1996 #25915 - #57972	EVANS HUMAN RESOURCES	WAIT TRANS	34	1978

Consolidated Total of Detail Transmittal Report:

8 of 008 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2-5-99

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

99 FEB - 5

(Please Select appropriate box for storage delivery)

8

Madison Street

State Records-Jessup

State Archives-Annapolis

Responsible Individual (Print Name): Sue Evans Department: HR

Initial/

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
①	H18 Timecards 1996 #00252-#21244	34	1088	9843	7-01-2001	
②	H19 Timecards 1996 #21246-#21390	34	2088	9844	7-01-2001	
③	H20 Timecards 1996 #21392-#21568	34	3088	9845	7-01-2001	
④	H21 Timecards 1996 #21570-#21742	34	4088	9846	7-01-2001	
⑤	H22 Timecards 1996 #21750-#21884	34	5088	9847	7-01-2001	
⑥	H23 Timecards 1996 #21886-#22054	34	6088	9848	7-01-2001	
⑦	H24 Timecards 1996 #22056-#25630	34	7088	9849	7-01-2001	
⑧	H25 Timecards 1996 #25945-57972	34	8088	9850	7-01-2001	
⑨						
⑩						

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

~~R-8~~

R-5

~~S-21~~

S-33

6-ENTRY PLACES

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