

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
92W1033	Ins. Accounting Records	1226	6	7/1991 - 8/1991	2	1/2002	RECYCLE
93W52	Ins. Accounting Records - Producer & Comm. Records	1226	6	9/1991 - 11/1991	3	1/2002	RECYCLE
93W53	Ins. Accounting Records - Commission	1226	6	12/1991	1	1/2002	RECYCLE
93W616	Misc. Accounting Records	1226	12	1/1991 - 6/1991	3	1/2002	RECYCLE
93W617	Ins. Accounting Records	1226	6	10/1991 - 12/1991	2	1/2002	RECYCLE
93W1133	Gen. Accounting Records - Deposit Envelopes	1226	1	7/1991 - 9/1991	1	1/2002	RECYCLE
94W294	Negotiable Instruments	1226	9	7/1991 - 12/1991	1	1/2002	RECYCLE
94W295	Misc. Accounting Record - 6 Month stop payments	1226	12	12/1991	1	1/2002	RECYCLE
96W193	Misc. Accounting Records - Budget & Fiscal Planning	1226	12, 7	1987 - 1991	4	1/2002	RECYCLE
96W194	Gen. Accounting Records	1226	1	1991	9	1/2002	RECYCLE
96W1265	Misc. Accounting Records	1226	12	1991	2	1/2002	RECYCLE
96W1266	Claim Files "Minor" Bodily Injury	1226	21	9/1979	1	1/2002	RECYCLE
97W1206	Underwriting - Private Passenger	1226	13	7/1995	114	1/2002	RECYCLE
97W1207	Underwriting - Private Passenger	1226	13	11/1995	93	1/2002	RECYCLE
98W117	Underwriting - Private Passenger	1226	13	9/1995	109	1/2002	RECYCLE
98W118	Underwriting - Private Passenger	1226	13	8/1995	111	1/2002	RECYCLE
98W295	Underwriting - Private Passenger	1226	13	12/1995	91	1/2002	RECYCLE
98W297	Premium Refund Check "Copies"	1226	11 (a)	10/1996	6	1/2002	RECYCLE
98W660	Litigation Files / House Counsel	1226	30	9/1996 - 1/1997	39	1/2002	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	June 30, 2002 Date
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24.01	MAIF	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Maryland Automobile Insurance Fund			
Division or Unit			

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
98W661	Premium Refund Check "Copies"	1226	11 (a)	11/1996 - 12/1996	7	1/2002	RECYCLE
99W249	Miscellaneous Claim Files	1226	22	7/1995 - 2/19971	42	1/2002	RECYCLE
99W299	Misc. Accounting Records	1226	12	1991	1	1/2002	RECYCLE
99W300	Claim Files "Minor" Bodily Injury	1226	21	7/1980	1	1/2002	RECYCLE
99W301	Claim Files "Minor" Bodily Injury	1226	21	8/1980	2	1/2002	RECYCLE
99W743	Gen. Accounting Records	1226	1	1991	8	1/2002	RECYCLE
99W1063	Commercial Policy Files - Fleet Policy Files	1978	58, 59	7/1995 - 12/1996	32	1/2002	RECYCLE
00W290	Miscellaneous Claim Files	1226	22	5/1997	1	1/2002	RECYCLE
00W306	Ins. Accounting Records	1226	23	7/1991 - 12/1991	1	1/2002	RECYCLE
00W320	Job Posting Records	1978	31	1998	3	1/2002	RECYCLE
00W327	Income Tax Records	1978	27	1991	2	1/2002	RECYCLE

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

\_\_\_\_\_ Charlie P Lopez \_\_\_\_\_ June 30, 2002  
 Signature Title Date

12/20/91 ANNAPOLIS

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. 92W1033	DATE REC'D 3-16-92
DIVISION/UNIT AGENCY ACCOUNTING / RUSTY WATSON			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 26 27	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	INSURANCE ACCOUNTING RECORDS july - august 1991	#1226 - ITEM # 6 JANUARY 2002  DIPLOAC 4-29-92

*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

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>93W52</b>	DATE REC'D <b>7-28-92</b>
2. DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE <b>24.01</b>
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>37 7</b>	NO. OF CU. FT. <b>3</b>
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
03 BOXES	INSURANCE ACCOUNTING RECORDS SEPT 91 - NOV 91  PRODUCER AND COMMISSION RECORDS	# 1226 - 6  JANUARY 2002

*Disposal  
5-1-02*

## DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W53	DATE REC'D 7-28-92
2. DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE 24.01
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 37 7	NO. OF CU. FT. 1
4. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
5. AGENCY OFFICIAL C J Munne RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

1. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	INSURANCE ACCOUNTING RECORDS COMMISSION DECEMBER 1991	#1226 - 6 JANUARY 2002  <i>DISPOSAL 5-11-02</i>

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

**E**

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>93W616</b>	DATE REC'D <b>11-2-92</b>
DIVISION/UNIT BARBARA SMITH / FISCAL		RM CODE <b>24.01</b>
MAILING ADDRESS 750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>17 22</b>	NO. OF CU. FT. <b>3</b>
PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL J 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	MISCELLANEOUS ACCOUNTING RECORDS JAN - JUN 1991	#1226 - ITEM 12 JANUARY 2002

*Disposal  
4-26-02*

REPORT: CONTRANS  
TRANSDATE:10/05/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

\*\*\*\*\* 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	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REPORT: TRANSMIT  
RUN DATE: 10/05/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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	000307	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06274 DAILY WORK JANUARY - FEBRUARY 1991	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 03	000308	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06275 DAILY WORK MARCH - APRIL 1991	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 03	000309	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06276 DAILY WORK MAY - JUNE 1991	SMITH FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES



R17  
S22

R-17 } 2 Empties  
S-12 }

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RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 93W617	DATE REC'D 11-2-92
DIVISION/UNIT RUSTY WATSON / fiscal			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 40 35	NO. OF CU. FT. 2
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 BOXES	INSURANCE ACCOUNTING RECORDS OCT - DEC 1991	#1226 - ITEM 6 JANUARY 2002  <i>DISPOSAL</i> <i>4/29/02</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:10/07/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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

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

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT  
RUN DATE: 10/07/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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	000275	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #: 06290	PRODUCER STATEMENTS OCTOBER 1991	FISCAL			
02 OF 02	000276	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #: 06291	PRODUCER STATEMENTS DECEMBER 1991	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

**E** DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>93W1133</b>	DATE REC'D <b>3-16-93</b>
DIVISION/UNIT HARRY FRAZIER? FISCAL SUBRO		RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>3 32</b>	NO. OF CU. FT. <b>1</b>
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	GENERAL ACCOUNTING RECORDS  DEPOSIT ENVELOPES - JULY 1991-SEPTEMBER 1991	1226 - 1  JANUARY 2002  <i>[Handwritten Signature]</i> <i>3/27/02</i>

REPORT: CONTRANS  
TRANSDATE:03/15/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226 SCHEDULED DESTRUCTION DATE: 01/01/2002

PAGE NUMBER: 1

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL/SUBROGATION	GENERAL ACCOUNTING RECORDS	1	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 03/15/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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	000040	DEPOSIT ENVELOPES RECORD #: 06966 JULY 1991 - SEPTEMBER 1991	FRAZIER FISCAL/SUBROGATION	1	1226	WAIT TRANS

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 / SUBNO

RESPONSIBLE INDIVIDUAL: FRAZIER  
 (Print Name)

[Signature]  
 Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
40	DEPOSITS ENVELOPES July 1991 - SEPT 91	1	1081	6966	1-2002

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



07/07/93

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. 94W294	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) 8 13	NO. OF CU. FT. 1
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	NEGOTIABLE INSTRUMENTS JULY 1991 - DECEMBER 1991	1226 - ITEM 5 JANUARY 2002  Disposal 4-2500

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MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1228  
PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

\*\*\*\*\* 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: 07/07/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITFM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000306	NEGOTIABLE INSTRUMENTS RECORD #: 07339 OTHER CHECKS-BAO CHECKS 7/91-12/91	WATSON FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 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
306	Negotiable Instruments - Other Checks - Bad Checks 7791 - 12791	5	108 1	7339	1/2002

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

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

**RECORDS TRANSMITTAL AND RECEIPT**

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 94W295	DATE REC'D 9-8-93
DIVISION/UNIT RUSTY WATSON - AGENCY ACCOUNTING		RM CODE 2401
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 10 30	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	MISCELLANEOUS ACCOUNTING RECORDS 6 MONTH STOP PAYMENT RECORDS DEC 1991	1226 - ITEM 12 JANUARY 2002  DISPOSAL 4/26/02

REPORT: CONTRANS  
TRANSDATE:07/09/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1

SCHEDULED DESTRUCTION DATE: 01/01/2002

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

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

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 07/09/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEOLE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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	000311	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 07344 6 MONTH STOP PAYMENT RECORDS 12/91	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-9-93

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
311	Accounting Miscellaneous Records Six month Stop Payment Records 12/91	12	1 of 1	7344	1/2002

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. <b>96W193</b>	DATE REC'D <b>9-11-95</b>
B. DIVISION/UNIT CINDY LAYTON, FISCAL DEPARTMENT			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>6 1</b>	NO. OF CU. FT. <b>4</b>
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
3 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 1987 - 1991	1226 - ITEM #12 JANUARY 2002
1 BOX	BUDGET & FISCAL PLANNING RECORDS 1991 BUDGETS	1226 - ITEM #7 JANUARY 2002
4 BOXES		

*Handwritten:* 9/17/05  
4-23-08

REPORT: CONTRANS  
TRANSDATE:06/12/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

\*\*\*\*\* 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	3	OF 04	
FISCAL	BUDGET AND FISCAL PLANNING RECORDS	7	1	OF 04	
CONSOLIDATED TOTAL :			4	OF 04	

REPORT: TRANSMIT  
RUN DATE: 06/12/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

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	000004	PROPERTY CONTROL REPORTS RECORD #: 07931 1988 - 1991	LAYTON FISCAL	12	1226	WAIT TRANS
02 OF 04	000009	DRAFT, SALVAGE & SUBRO RECORDS RECORD #: 07932 1987 - 1991	LAYTON FISCAL	12	1226	WAIT TRANS
03 OF 04	000010	WORKPAPERS RECORD #: 07933 1987 - 1991	LAYTON FISCAL	12	1226	WAIT TRANS
04 OF 04	000011	BUDGETS 1991 RECORD #: 07934	LAYTON FISCAL	7	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

94 62

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: CINDY LAYTON  
(Print Name)

Cindy Layton  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
4	1988-1991 Property Control	12	1084	7931	JANUARY 2002
9	87-91 Draft + Saw-Subseq Rec	12	284	7932	JANUARY 2002
10	87-91 Work Papers	12	384	7933	JANUARY 2002
11	91 Bucket	7	484	7934	JANUARY 2002

95 JUN 15 PM 3:11

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W194</b>	DATE REC'D <b>9-11-95</b>
B. DIVISION/UNIT BARBARA SMITH - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>2 29</b>	NO. OF CU. FT. <b>9 CONF</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. CJ Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
9 BOXES	GENERAL ACCOUNTING RECORDS 1991	#1226 - Item 1 JANUARY 2002  <i>Disposed 3-02</i>

REPORT: CONTRANS  
TRANSDATE:06/30/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2002

\*\*\*\*\* 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	9	OF 09	

CONSOLIDATED TOTAL : 9 OF 09

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	000331	GEN ACCT RECORDS VENDORS A - BL	SMITH	1	1226	WAIT TRANS
	RECORD #:	07983 1991	FISCAL			
02 OF 09	000334	GEN ACCT RECORDS VENDORS BO - DA	SMITH	1	1226	WAIT TRANS
	RECORD #:	07984 1991	FISCAL			
03 OF 09	000337	GEN ACCT RECORDS VENDORS DO - HE	SMITH	1	1226	WAIT TRANS
	RECORD #:	07985 1991	FISCAL			
04 OF 09	000338	GEN ACCT RECORDS VENDORS HE - KO	SMITH	1	1226	WAIT TRANS
	RECORD #:	07986 1991	FISCAL			
05 OF 09	000339	GEN ACCT RECORDS VENDORS L - M	SMITH	1	1226	WAIT TRANS
	RECORD #:	07987 1991	FISCAL			
06 OF 09	000340	GEN ACCT RECORDS VENDORS NA - RA	SMITH	1	1226	WAIT TRANS
	RECORD #:	07988 1991	FISCAL			
07 OF 09	000341	GEN ACCT RECORDS VENDORS SA - TR	SMITH	1	1226	WAIT TRANS
	RECORD #:	07989 1991	FISCAL			
08 OF 09	000342	GEN ACCT RECORDS VENDORS WOL -	SMITH	1	1226	WAIT TRANS
	RECORD #:	07990 1991 UNINSURED VENDORS & TEMP BILLS	FISCAL			
09 OF 09	000343	GEN ACCT RECORDS VENDORS	SMITH	1	1226	WAIT TRANS
	RECORD #:	07991 1991 TEMP BILLS	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 9 OF 09 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

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Bonnie Smith  
(Print Name)

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

Bonnie Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
331	Gen. Acct. Records 1991 Vendors A-BL	1	1 of 9	7983	1-1-2002
334	Gen. Acct. Records 1991 Vendors BU-DE	1	2 of 9	7984	1-1-2002
337	Gen. Acct. Records 1991 Vendors DO-HE	1	3 of 9	7985	1-1-2002
338	Gen. Acct. Records 1991 Vendors HF-KO	1	4 of 9	7986	1-1-2002
339	Gen. Acct. Records 1991 Vendors L-M	1	5 of 9	7987	1-1-2002
340	Gen. Acct. Records 1991 Vendors NA-RA	1	6 of 9	7988	1-1-2002
341	Gen. Acct. Records 1991 Vendors SA-TR	1	7 of 9	7989	1-1-2002
342	Gen. Acct. Records UNINSURED Vendors 1991 Vendors WOL- <small>Temporary</small>	1	8 of 9	7990	1-1-2002

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



OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: Barbara Smith  
(Print Name)

Barbara Smith  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
343	1991 Gen. Acct. Vendors Tmp Bills	1	989	7991	1-1-2002

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

~~R-114  
S-35~~

R-2  
S-29

1 Empty

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>96W1365</b>	DATE REC'D <b>4-23-96</b>
B. DIVISION/UNIT SMITH - FISCAL		RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE <b>19</b>	LOCATION SECTION(S) <b>21</b>
D. PHONE NO. 410 - 269 - 8558	NO. OF CU. FT. <b>2</b>	
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
2 Boxes	MISCELLANEOUS ACCOUNTING RECORDS - 1991	1226 - ITEM 12 01/01/02

*DISPOSAL  
4-29-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/02

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	2 OF	02	WAIT TRANS
Consolidated Total: 02 OF 02					

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 02	402 MISCELLANEOUS ACCT RECORDS	SMITH	12	1226	WAIT TRANS
	Record #:	9179 SHELL GAS RECEIPTS 1991	FISCAL			
02	OF 02	403 MISC ACCT RECORDS 1991	SMITH	12	1226	WAIT TRANS
	Record #:	9180 CLAIMS PDS40, 340, 361	FISCAL			
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-7  
②

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

Responsible Individual (Print Name): Barbara Smith 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	402	MISC. ACCT. RECORDS. 1991 Shell Gas Receipts	12	1082	9179	1-1-2002	
②	403	MISC. ACCT. RECORDS 1991 Claims PDS 40, 340, 361	12	2082	9180	1-1-2002	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1366	DATE REC'D 4-23-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 19 21	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 Boxes	CLAIM FILES " MINOR " BODILY INJURY 9/19 79	1226 - ITEM 21 01/01/02

*Disposal  
4-29-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226                      Schedule Destruction Date: 01/01/02

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

Consolidated Report in the Item Number Sequence

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



Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 01    A	6736 CLAIM MINOR FILES D.O.B. 09/08/79	ADAMS	21	1226	WAIT TRANS
	Record #:	9239	CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

3-12-96  
①

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Responsible Individual (Print Name): Michael Butler Department: Clms Mail & File

	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	46736	9-8-79	21	1081	9239	01-01-2002	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

*E*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  97W 1206	DATE REC'D 5-28-97
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES	97W 1206	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 21 24-30	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 7/1995	1226 - ITEM 13 01/01/02

*Handwritten signature/initials*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	WAIT TRANS

Consolidated Total: 114 OF 114

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 01/01/02

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	795	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	10441	JULY 1995	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		114 OF	114 Boxes			

PROGRAM ID UPO97  
RUN DATE 06-OCT-1996

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	Q020000	P368100
002	Q348200	Q946701
003	Q896801	P454902
004	P325002	P443803
005	Q473803	R042504
006	P422504	P311605
007	Q951705	P370806
008	Q510806	P389906
009	P499906	Q679207
010	Q409307	Q177708
011	P367708	R146709
012	P416709	P445210
013	Q475210	R124411
014	P234511	P483112
015	Q353212	P411413
016	P521413	P630514
017	R090614	P739214
018	R089314	P427115
019	P487215	P395116
020	P455216	Q374317
021	P454317	P482418
022	P542518	P410719
023	P520719	P448619
024	P668619	P817320
025	P437420	Q285721
026	R265821	P474822
027	P534922	P404123
028	P514123	Q023824
029	P433824	P502125

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P342225	Q981426
031	Q381526	Q550727
032	Q770727	P489927
033	P599927	Q707928
034	P438028	P396929
035	Q077029	Q555230
036	Q995230	Q903131
037	R003231	Q232032
038	P422032	P381433
039	P491433	Q740534
040	P000634	Q848734
041	R058834	P516835
042	P686935	P425236
043	Q625336	P504837
044	Q754837	P493738
045	Q633738	Q683239
046	P493339	P782640
047	P292740	P431341
048	R111441	R111042
049	P381042	Q319642
050	P509642	Q127743
051	P427743	Q836744
052	P426844	P385145
053	P495145	Q484546
054	R024646	R002847
055	P492847	Q502048
056	P422148	P481349
057	P431449	Q999449
058	Q069549	P517750

PROGRAM IO UPO97  
RUN DATE 06-OCT-1996

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R087850	Q885481
060	R095551	R294252
061	P454252	P452853
062	P402953	P381654
063	P491654	Q279454
064	P359454	R088555
065	P578555	P497156
066	Q967156	P427557
067	R057757	P477058
068	P917058	P486359
069	R056459	Q765960
070	P386060	P504861
071	Q974861	Q115362
072	R155562	Q594163
073	P404263	P973764
074	P373864	Q972265
075	P452365	P910266
076	P530366	Q700567
077	P400667	P359667
078	P579667	P409168
079	P519168	P607369
080	Q967369	R065970
081	Q255970	P464371
082	Q114471	P512872
083	R082972	Q971773
084	R071873	P970374
085	P370474	R158774
086	P488874	P177275
087	P567375	P416776



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	P526776	P445377
089	P505477	P534078
090	P864078	P572379
091	P902379	P990480
092	R230580	P479980
093	R060081	R168281
094	P438281	P397682
095	P507682	P496583
096	R176683	Q475784
097	R125884	P455585
098	R025685	P504586
099	P614586	Q783187
100	Q073287	P962088
101	Q502188	P790589
102	P410689	Q948089
103	P538189	Q966990
104	P587090	P415591
105	Q665591	Q384592
106	P304692	P442793
107	P452993	P581394
108	Q941394	Q340595
109	P530595	R017895
110	R237895	P426496
111	P976496	P504497
112	Q864497	Q743388
113	R173498	P581599
114	R261699	P479999

~~RSJ~~  
86

R-21

S-24-30

9 empties

S-30

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 BECKER - UNDERWRITING SERVICES		97W 1207	RM CODE
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294			NO. OF CU. FT.
D. PHONE NO. 410 - 269 - 8558		RANGE	51
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		LOCATION	6-8
		SECTION(S)	93
		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
93 Boxes	UNDERWRITING - PRIVATE PASSENGER <i>Nov. 1995</i>	1226 - ITEM 13 01/01/02

*DISPOSAL*  
*5/3/02*  
*[Signature]*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	93	WAIT TRANS

Consolidated Total: 93 OF 93

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 01/01/02

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
93	OF 93	1195 PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	10474	NOVEMBER 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report:      93 OF      93 Boxes

PROGRAM ID UPO97  
RUN DATE 02-FEB-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	Q130000	Q231001
002	Q131201	Q071802
003	Q241902	Q194203
004	Q094403	Q185204
005	R665404	Q186405
006	R656405	R687106
007	Q167206	Q009007
008	Q559007	R839208
009	Q099308	Q119309
010	Q509409	R500111
011	R830111	Q181012
012	Q241112	Q122113
013	Q232113	R493514
014	Q193614	R343415
015	R783415	Q285616
016	Q125716	R806717
017	Q176817	R458018
018	Q648018	Q178119
019	Q838119	R829520
020	R669620	R160922
021	Q240922	Q221723
022	R691723	R611924
023	R372024	R844325
024	Q214425	Q124426
025	Q234426	R014527
026	R234527	R684328
027	R744428	R804129
028	Q174228	R815430
029	Q245630	Q126631

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	R656731	RO68732
031	Q148732	Q140634
032	Q580634	Q961735
033	Q132135	R673636
034	Q263736	R413537
035	R143637	Q094438
036	Q204438	Q265739
037	R575839	Q465940
038	Q226040	Q176841
039	Q126941	Q126542
040	R716742	Q136343
041	R776443	Q087644
042	Q197644	RO39945
043	R809945	Q201447
044	R561447	Q160848
045	Q490848	Q091749
046	Q201749	Q161550
047	R411550	Q972451
048	R132651	R513752
049	Q213852	Q245053
050	R495053	Q826854
051	Q116954	Q226555
052	Q126755	R548556
053	R878556	Q669457
054	R809457	R691359
055	Q881359	Q012660
056	Q122660	Q083061
057	R773061	Q155062
058	Q265062	R506063

PROGRAM ID UPO97  
RUN DATE 02-FEB-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R126163	Q116164
060	Q176264	R105565
061	R325565	R525866
062	Q935866	Q156867
063	Q216967	Q147868
064	Q188068	Q158169
065	R408169	R579370
066	Q229570	R849971
067	Q230072	Q131473
068	Q191573	Q101574
069	Q211574	R712275
070	R822275	Q151776
071	Q211876	R712577
072	Q192677	Q242178
073	Q522278	Q212279
074	Q112479	Q182280
075	Q292280	P992181
076	Q092281	R822682
077	R442782	R673083
078	Q153183	Q124884
079	R374884	Q145385
080	Q255385	Q177686
081	R047786	R348387
082	Q758387	Q139288
083	Q249288	Q278989
084	Q259089	R839690
085	Q209790	R869891
086	Q129991	Q261393
087	Q211493	R542094



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R492194	Q622795
089	Q132895	Q193096
090	Q523096	Q173397
091	Q123497	Q064598
092	Q124698	Q435499
093	R795499	R259899

RSI

Sb-8

15 Empties

8-8

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 98W117	DATE REC'D 8-20-97
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 46 21-23	NO. OF CU. FT. 109
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
109 Boxes	UNDERWRITING - PRIVATE PASSENGER <i>Sept. 1995</i>	1226 - ITEM 13 01/01/02

*Disposal  
3-14-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	109	WAIT TRANS

Consolidated Total: 109 OF 109

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
109 OF 109	995	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	10472	SEPTEMBER 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 109 OF 109 Boxes

PROGRAM ID UPO97  
RUN DATE 01-DEC-1996

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R500200	Q879400
002	R089500	Q068801
003	P698801	R457402
004	P897502	P736703
005	P796803	P795904
006	R396004	P775105
007	P835205	R494006
008	P764006	P853807
009	P963807	P821808
010	R061908	P730209
011	P840209	R369309
012	R589309	Q548110
013	Q718210	Q447411
014	Q557411	R246312
015	P736312	P735413
016	R255613	P855214
017	P865414	Q104115
018	P844115	R444416
019	P824416	R233717
020	Q593817	Q853118
021	R063218	P812019
022	P872119	R001220
023	P821220	Q091021
024	R511121	Q919321
025	P729421	Q677522
026	P817622	P786123
027	P896123	R355324
028	P845324	P843925
029	Q084025	R302026

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P792026	P830327
031	P730527	P870728
032	P770928	P910029
033	P750129	Q640130
034	P830130	P830831
035	P890931	P829531
036	R349731	P878532
037	R228632	R237933
038	P837933	P866534
039	P706634	P865635
040	P765835	P865236
041	P815336	P794037
042	P904037	P824238
043	R394338	P903839
044	P853939	P863640
045	Q623740	R502041
046	P882041	P701942
047	P811942	P890443
048	P730543	P859643
049	P699743	P858744
050	R428844	Q128545
051	P758545	R538046
052	Q728046	Q587647
053	P777647	Q477248
054	R507248	P886349
055	P836449	P855850
056	P965850	Q456151
057	R486151	P705352
058	P815352	P764553

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	P874553	P794754
060	P854854	P903855
061	P743955	P952856
062	Q253056	R512357
063	P782357	P931158
064	Q251258	P890559
065	R020659	P839359
066	P679459	Q097860
067	R237860	Q726361
068	P806361	P805462
069	P815662	Q085463
070	R665463	R044264
071	P754264	P833865
072	R293965	P893566
073	Q323666	Q542767
074	P732767	R511768
075	P781768	R451269
076	P831269	P829469
077	P779569	P779070
078	P889070	R048871
079	Q238871	R456872
080	P786972	R385673
081	P765673	Q324174
082	R354174	Q521875
083	Q741875	R562176
084	P832176	P891377
085	P841477	R560378
086	P830378	P840179
087	R410279	P770480



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	P830580	P829280
089	P619480	Q998981
090	P729081	Q587582
091	P777582	Q977283
092	Q047383	R006184
093	P716184	P815085
094	P925085	P834586
095	Q044686	P784287
096	R464387	P863888
097	Q513988	P842589
098	Q872589	Q330190
099	Q880190	Q008590
100	P858590	P719191
101	P829191	P589492
102	P919492	R507493
103	P777493	P805594
104	Q835594	P855095
105	P805195	Q385696
106	P795696	R124497
107	R344497	Q374198
108	P784198	R092099
109	R422099	R539999

*E*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <i>98W118</i>	DATE RECEIVED <i>8-20-97</i>
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE <i>24.01</i>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <i>46 23-26</i>	NO. OF CU. FT. <i>111</i>
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
<i>111</i> Boxes	UNDERWRITING - PRIVATE PASSENGER - <i>Aug. 1995</i>	1226 - ITEM 13 01/01/02

*DISPOSAL  
3-14-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING SERVICES	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	111	WAIT TRANS

Consolidated Total: 111 OF 111

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
111 OF 111	895	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	WAIT TRANS
Record #:	10442	AUGUST 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 111 OF 111 Boxes

PROGRAM ID UPO97  
RUN DATE 03-NOV-1996

MARYLAND AUTDMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	P540000	P799500
002	P699700	P608101
003	P558201	P777302
004	P617402	P676603
005	P686803	P545304
006	P605404	R124705
007	R344705	P713606
008	R283706	P632207
009	R202307	R210008
010	P590008	R299408
011	Q929408	P728409
012	P838409	Q947910
013	P678010	Q577811
014	P657811	Q996512
015	P696612	Q565813
016	P645813	Q644314
017	R404414	P713215
018	Q473315	P722516
019	Q752516	P621817
020	P731817	P500718
021	P610718	P838018
022	P568118	P667019
023	P617119	P755120
024	R215220	Q563721
025	Q673721	P722222
026	R182322	Q240523
027	R270523	Q879923
028	R270124	P668724
029	Q928924	R037225

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	P527225	P466226
031	P686226	P605927
032	P586027	P585128
033	P645228	P704429
034	R334629	P743130
035	P963130	P572131
036	P682131	R300732
037	P630832	P940033
038	R020233	P739133
039	R309233	P698534
040	P918534	K737035
041	P617135	P726236
042	P566336	P545037
043	P875037	P614438
044	P724438	Q814139
045	L884139	R192840
046	P682840	P512341
047	P622341	P641842
048	Q291942	R431543
049	P701543	P820844
050	P660944	P719744
051	P559844	P619545
052	P729545	P698046
053	P538146	Q116547
054	P526547	R025448
055	P685548	Q374449
056	P674449	P663250
057	K733250	R232451
058	P722451	R291652

PROGRAM ID UPO97  
RUN DATE 03-NOV-1996

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	P561652	P610653
060	R290753	P620454
061	R410554	R350055
062	P730055	R148655
063	R208755	R287256
064	P667256	Q525757
065	P605757	Q694958
066	R265058	R203559
067	Q563659	P671660
068	R131760	R100261
069	R270361	P549261
070	R009361	P657862
071	R227962	Q096163
072	P566263	Q377464
073	P677464	P666365
074	P676565	P676166
075	R136266	R483667
076	Q563667	P742568
077	R312668	R141669
078	P631669	P660170
079	P770170	Q649170
080	P729170	Q108471
081	P738471	P537972
082	P647972	R026673
083	P516673	P635974
084	P745974	P684975
085	P555075	Q724776
086	P804776	Q912777
087	Q422877	P552378

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	Q752478	R160779
089	R270779	P590180
090	P650280	R228780
091	P618980	P658281
092	R338381	P767382
093	P497482	R336583
094	P716583	P555784
095	P665784	P715285
096	P665385	Q215286
097	P525486	P683987
098	P554087	P613288
099	P783388	P573189
100	P683189	Q713790
101	P743890	P782691
102	P622791	P732392
103	P572492	P781393
104	P621493	R070494
105	P560494	Q549494
106	Q769494	P677995
107	P787995	P666896
108	P616996	P595697
109	Q735697	P704798
110	P814798	R354999
111	P624999	P699999



R-46

S-~~21-28~~ 23-26

99 empties

S-26-28

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>98W295</b>	DATE REC'D <b>10-6-97</b>
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>49</b>	LOCATION SECTION(S) <b>10-12</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>91</b>	
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
91 Boxes	UNDERWRITING - PRIVATE PASSENGER - <i>Dec. 1995</i>	1226 - ITEM 13 01/01/02

DISPOSAL  
4/26/02  
LJS

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	91	TEMP/HAMPTON

Consolidated Total: 91 OF 91

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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
91 OF 91	1295	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	10495	DECEMBER 1995	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 91 OF 91 Boxes

PROGRAM ID UPO97  
RUN DATE 15-MAR-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	Q350000	Q340501
002	R920501	Q940002
003	Q340102	Q902003
004	Q302103	R392904
005	Q233004	Q353905
006	Q683905	R534806
007	Q234906	R986707
008	Q356807	R566708
009	R786708	R506209
010	S026309	Q257310
011	Q367310	R459111
012	Q269211	Q310513
013	Q420513	Q261814
014	Q321914	Q313415
015	R893415	Q193916
016	R663916	Q294917
017	Q225117	R098518
018	R208518	R949119
019	Q319219	Q339120
020	R479120	R328521
021	Q248621	Q359822
022	R389822	R750924
023	R181024	R631925
024	R961925	Q523126
025	R773126	Q722927
026	Q373027	Q324328
027	R354328	R515429
028	Q325529	Q298130
029	Q408130	R509631

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	Q319731	R649832
031	R159932	Q392234
032	R972234	Q303835
033	Q633835	Q326436
034	Q386536	Q306737
035	Q366837	Q307938
036	R997938	Q359539
037	R339639	Q570841
038	Q300941	Q391742
039	Q272042	Q262543
040	Q372543	Q364044
041	R724044	S044145
042	Q334145	Q255946
043	Q365946	Q217947
044	Q327947	Q299048
045	Q409048	Q250650
046	Q360650	S041251
047	Q331251	R991352
048	Q251452	R821953
049	Q222053	R291954
050	Q921954	Q392455
051	Q502455	Q242356
052	Q352356	R093257
053	Q393257	Q383758
054	Q933758	Q434859
055	Q384959	Q326460
056	Q276560	Q367361
057	R507361	Q298262
058	Q408262	Q269963

PROGRAM ID UPO97  
RUN DATE 15-MAR-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	Q379963	Q340765
060	Q400865	R682066
061	Q272166	R622667
062	Q322767	Q402868
063	R982868	Q523169
064	Q253269	R825770
065	Q365970	Q336571
066	Q286671	R846972
067	R727272	Q399573
068	Q349673	Q880875
069	Q280975	Q270376
070	Q380376	Q320977
071	Q301077	Q331278
072	Q881278	Q463379
073	R993479	Q354480
074	R824480	Q347581
075	Q247781	S027682
076	R847782	Q288283
077	Q398283	R719784
078	R829784	R910786
079	S100886	S000687
080	Q570787	R071288
081	Q371288	Q421889
082	R671889	Q472890
083	Q422990	R895191
084	Q265291	Q276692
085	Q386692	Q297193
086	R547193	Q287694
087	Q397694	Q807795

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R897895	S008696
089	Q298696	Q329397
090	R909397	R840699
091	Q380899	R869999

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>98W297</b>	DATE REC'D <b>10-6-97</b>
B. DIVISION/UNIT WATSON - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>15</b>	LOCATION SECTION(S) <b>8</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>6</b>	
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	

06 Boxes

PREMIUM REFUND CHECK " COPIES " **OCT. 1996**

1226 - ITEM 11 (a)

01/01/02

*DISPOSAL  
4-26-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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)	6 OF	06	WAIT TRANS

Consolidated Total: 06 OF 06

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 06 Record #:	612 10498	PREMIUM REFUND CHECK "COPIES" 10/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 06 Record #:	613 10499	PREMIUM REFUND CHECK "COPIES" 10/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 06 Record #:	614 10500	PREMIUM REFUND CHECK "COPIES" 10/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 06 Record #:	615 10501	PREMIUM REFUND CHECK "COPIES" 10/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 06 Record #:	616 10502	PREMIUM REFUND CHECK "COPIES" 10/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 06 Record #:	617 10503	PREMIUM REFUND CHECK "COPIES" 11/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 06 OF 06 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	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	612	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	1086	10498	1/2002		
②	613	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	2086	10499	1/2002		
③	614	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	3086	10500	1/2002		
④	615	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	4086	10501	1/2002		
⑤	616	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	5086	10502	1/2002		
⑥	617	NEGOTIABLE INSTRUMENTS "COPIES" 10/96	11(a)	6086	10503	1/2002		
⑦								
⑧								
⑨								
⑩								

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

RECEIVED BY: \_\_\_\_\_  
 DATE: 97 MAY 19 AM 7:30

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>98W660</b>	DATE REC'D <b>4-3-98</b>
B. DIVISION/UNIT HOEFFLER - EXECUTIVE - HOUSE			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>43</b>	LOCATION SECTION(S) <b>5-6</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>39</b>	
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	

*Sept. 1996 - Jan. 1997*

39 Boxes

LITIGATION FILES / HOUSE COUNSEL

1226 - ITEM 30

01/01/02

*DISPOSAL  
4/20/02  
LSS*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	39 OF 39		WAIT TRANS

Consolidated Total: 39 OF 39

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 39 Record #:	687 9912	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
02 OF 39 Record #:	688 9913	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
03 OF 39 Record #:	689 9914	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
04 OF 39 Record #:	690 9915	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
05 OF 39 Record #:	691 9916	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
06 OF 39 Record #:	692 9917	LITIGATION FILES (08/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
07 OF 39 Record #:	693 9918	LITIGATION FILES (09/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
08 OF 39 Record #:	694 9919	LITIGATION FILES (09/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
09 OF 39 Record #:	695 9920	LITIGATION FILES (09/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 39 Record #:	696 9921	LITIGATION FILES (09/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
11 OF 39 Record #:	697 9922	LITIGATION FILES (09/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
12 OF 39 Record #:	698 9923	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
13 OF 39 Record #:	699 9924	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
14 OF 39 Record #:	700 9925	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
15 OF 39 Record #:	701 9926	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
16 OF 39 Record #:	702 9927	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
17 OF 39 Record #:	703 9928	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
18 OF 39 Record #:	704 9929	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 39 Record #:	705 9930	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
20 OF 39 Record #:	706 9931	LITIGATION FILES (10/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
21 OF 39 Record #:	707 9932	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
22 OF 39 Record #:	708 9933	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
23 OF 39 Record #:	709 9934	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
24 OF 39 Record #:	710 9935	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
25 OF 39 Record #:	711 9936	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
26 OF 39 Record #:	712 9937	LITIGATION FILES (11/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
27 OF 39 Record #:	713 9938	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 39 Record #:	714 9939	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
29 OF 39 Record #:	715 9940	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
30 OF 39 Record #:	716 9941	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
31 OF 39 Record #:	717 9942	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
32 OF 39 Record #:	718 9943	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
33 OF 39 Record #:	719 9944	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
34 OF 39 Record #:	720 9945	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
35 OF 39 Record #:	721 9946	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
36 OF 39 Record #:	722 9947	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 39 Record #:	723 9948	LITIGATION FILES (01/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
38 OF 39 Record #:	735 9949	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
39 OF 39 Record #:	736 9950	LITIGATION FILES (12/96)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 39 OF 39 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-17

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
687	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9912	1 OF 39	1/2002
688	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9913	2 OF 39	1/2002
689	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9914	3 OF 39	1/2002
690	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9915	4 OF 39	1/2002
691	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9916	5 OF 39	1/2002
692	HOUSE COUNSEL UNIT LITIGATION FILES (8/96)	30	9917	6 OF 39	1/2002
693	HOUSE COUNSEL UNIT LITIGATION FILES (9/96)	30	9918	7 OF 39	1/2002
694	HOUSE COUNSEL UNIT LITIGATION FILES (9/96)	30	9919	8 OF 39	1/2002

97 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

7-17

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
695	HOUSE COUNSEL UNIT LITIGATION FILES (9/96)	30	9920	9 OF 39	1/2002
696	HOUSE COUNSEL UNIT LITIGATION FILES (9/96)	30	9921	10 OF 39	1/2002
697	HOUSE COUNSEL UNIT LITIGATION FILES (9/96)	30	9922	11 OF 39	1/2002
698	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9923	12 OF 39	1/2002
699	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9924	13 OF 39	1/2002
700	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9925	14 OF 39	1/2002
701	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9926	15 OF 39	1/2002
702	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9927	16 OF 39	1/2002

PROPERTY ADMINISTRATOR  
97 JUL 21 PM 3:45

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-17

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
703	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9928	17 OF 39	1/2002
704	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9929	18 OF 39	1/2002
705	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9930	19 OF 39	1/2002
706	HOUSE COUNSEL UNIT LITIGATION FILES (10/96)	30	9931	20 OF 39	1/2002
707	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9932	21 OF 39	1/2002
708	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9933	22 OF 39	1/2002
709	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9934	23 OF 39	1/2002
710	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9935	24 OF 39	1/2002

PROPERTY ADMINISTRATOR  
97 JUL 21 PM 3:45

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-17

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
711	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9934	25 OF 39	1/2002
712	HOUSE COUNSEL UNIT LITIGATION FILES (11/96)	30	9937	26 OF 39	1/2002
713	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9938	27 OF 39	1/2002
714	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9939	28 OF 39	1/2002
715	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9940	29 OF 39	1/2002
716	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9941	30 OF 39	1/2002
717	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9942	31 OF 39	1/2002
718	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9943	32 OF 39	1/2002

PROPERTY ADMINISTRATOR  
97 JUL 21 PM 3 45

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-17

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
719	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9944	33 OF 39	1/2002
720	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9945	34 OF 39	1/2002
721	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9946	35 OF 39	1/2002
722	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9947	36 OF 39	1/2002
723	HOUSE COUNSEL UNIT LITIGATION FILES (1/97)	30	9948	37 OF 39	1/2002
735	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9949	38 OF 39	1/2002
736	HOUSE COUNSEL UNIT LITIGATION FILES (12/96)	30	9950	39 OF 39	1/2002

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. <b>98W661</b>	DATE REC'D <b>4-3-98</b>
B. DIVISION/UNIT WATSON - FISCAL		RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE <b>8</b>	LOCATION SECTION(S) <b>7</b>
D. PHONE NO. 410 - 269 - 8558	NO. OF CU. FT. <b>7</b>	
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
07 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 01/01/02

*Original  
4-25-98*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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)	7 OF	07	WAIT TRANS
Consolidated Total:	07	OF	07		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 07 Record #:	622 9865	NEGOTIABLE INSTRUMENT COPIES 11/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 07 Record #:	623 9866	NEGOTIABLE INSTRUMENT COPIES 11/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 07 Record #:	624 9867	NEGOTIABLE INSTRUMENT COPIES 11/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 07 Record #:	625 9868	NEGOTIABLE INSTRUMENT COPIES 12/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 07 Record #:	626 9869	NEGOTIABLE INSTRUMENT COPIES 12/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 07 Record #:	627 9870	NEGOTIABLE INSTRUMENT COPIES 12/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
07 OF 07 Record #:	628 9871	NEGOTIABLE INSTRUMENT COPIES 12/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 07 OF 07 Boxes

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 JUL 14 AM 7:00

( 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/
① 622	NEGOTIABLE INSTRUMENTS "COPIES" 11/96	11 (a) 11A	1087	9865	1/2002		
② 623	NEGOTIABLE INSTRUMENTS 11/96	11 (a) 11A	2087	9866	1/2002		
③ 624	NEGOTIABLE INSTRUMENTS 11/96	11 (a) 11A	3087	9867	1/2002		
④ 625	NEGOTIABLE INSTRUMENTS 12/96	11 (a) 11A	4087	9868	1/2002		
⑤ 626	NEGOTIABLE INSTRUMENTS 12/96	11 (a) 11A	5087	9869	1/2002		
⑥ 627	NEGOTIABLE INSTRUMENTS 12/96	11 (a) 11A	6087	9870	1/2002		
⑦ 628	NEGOTIABLE INSTRUMENTS 12/96	11 (a) 11A	7087	9871	1/2002		
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. <b>99W249</b>	DATE REC'D <b>10-22-98</b>
B. DIVISION/UNIT BEANE - CALL CENTER - LOSS RE			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>65</b>	LOCATION SECTION(S) <b>9-10</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>42</b>	
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	

42 Boxes

MISCELLANEOUS CLAIM FILES

1226 - ITEM 22

01/01/02

*Disposal  
4-2502*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	42 OF 42		WAIT TRANS
Consolidated Total:		42	OF 42		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 42 Record #:	100 10075	MAIF - MISC PAPERWORK NOV-DEC 95, JUN & OCT 96, FEB 97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
02 OF 42 Record #:	101 10076	MAIF - MISC PAPERWORK 07/10/95 - 11/27/95	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
03 OF 42 Record #:	102 10077	MAIF - MISC PAPERWORK 03/28/96 - 06/19/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
04 OF 42 Record #:	103 10078	MAIF - MISC PAPERWORK 03/12/96 - 03/21/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
05 OF 42 Record #:	104 10079	MAIF - MISC PAPERWORK 03/13/96 - 04/30/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
06 OF 42 Record #:	105 10080	MAIF - MISC PAPERWORK 04/12/96 - 04/24/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
07 OF 42 Record #:	106 10081	MAIF - MISC PAPERWORK 04/30/96 - 05/15/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
08 OF 42 Record #:	107 10082	MAIF - MISC PAPERWORK 05/08/96 - 05/31/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
09 OF 42 Record #:	108 10083	MAIF - MISC PAPERWORK 06/03/96 - 06/13/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 42 Record #:	109 10084	MAIF - MISC PAPERWORK 07/08/96 - 08/01/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
11 OF 42 Record #:	110 10085	MAIF - MISC PAPERWORK 08/02/96 - 09/06/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
12 OF 42 Record #:	111 10086	MAIF - MISC PAPERWORK 09/09/96 - 09/16/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
13 OF 42 Record #:	112 10087	MAIF - MISC PAPERWORK 09/16/96 - 09/30/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
14 OF 42 Record #:	113 10088	MAIF - MISC PAPERWORK 09/16/96 - 09/26/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
15 OF 42 Record #:	114 10089	MAIF - MISC PAPERWORK 09/26/96 - 10/10/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
16 OF 42 Record #:	115 10090	MAIF - MISC PAPERWORK 10/01/96 - 10/11/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
17 OF 42 Record #:	116 10091	MAIF - MISC PAPERWORK 10/15/96 - 10/24/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
18 OF 42 Record #:	117 10092	MAIF - MISC PAPERWORK 10/17/96 - 10/29/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 42 Record #:	118 10093	MAIF - MISC PAPERWORK 10/29/96 - 11/06/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
20 OF 42 Record #:	119 10094	MAIF - MISC PAPERWORK 11/06/96 - 12/03/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
21 OF 42 Record #:	120 10095	MAIF - MISC PAPERWORK 11/07/96 - 11/21/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
22 OF 42 Record #:	121 10096	MAIF - MISC PAPERWORK 12/07/96 - 12/20/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
23 OF 42 Record #:	122 10097	MAIF - MISC PAPERWORK 12/04/96 - 12/19/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
24 OF 42 Record #:	123 10098	MAIF - MISC PAPERWORK 12/07/96 - 12/20/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
25 OF 42 Record #:	124 10099	MAIF - MISC PAPERWORK 12/20/96 - 01/02/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
26 OF 42 Record #:	125 10100	MAIF - MISC PAPERWORK 12/09/96 - 12/24/96	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
27 OF 42 Record #:	126 10101	MAIF - MISC PAPERWORK 01/02/97 - 01/17/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 42 Record #:	127 10102	MAIF - MISC PAPERWORK 01/09/97 - 01/15/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
29 OF 42 Record #:	128 10103	MAIF - MISC PAPERWORK 01/15/97 - 01/24/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
30 OF 42 Record #:	129 10104	MAIF - MISC PAPERWORK 01/24/97 - 01/30/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
31 OF 42 Record #:	130 10105	MAIF - MISC PAPERWORK 02/05/97 - 02/14/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
32 OF 42 Record #:	131 10106	MAIF - MISC PAPERWORK 02/20/97 - 02/27/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
33 OF 42 Record #:	132 10107	MAIF - MISC PAPERWORK 02/11/97 - 02/28/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
34 OF 42 Record #:	133 10108	MAIF - MISC PAPERWORK 03/03/97 - 03/07/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
35 OF 42 Record #:	134 10109	MAIF - MISC PAPERWORK 03/10/97 - 03/14/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
36 OF 42 Record #:	135 10110	MAIF - MISC PAPERWORK 03/17/97 - 03/24/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

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 42 Record #:	136 10111	MAIF - MISC PAPERWORK 03/24/97 - 03/28/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
38 OF 42 Record #:	137 10112	MAIF - MISC PAPERWORK 03/28/97 - 04/04/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
39 OF 42 Record #:	138 10113	MAIF - MISC PAPERWORK 04/07/97 - 04/11/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
40 OF 42 Record #:	139 10114	MAIF - MISC PAPERWORK 04/11/97 - 04/14/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
41 OF 42 Record #:	140 10115	MAIF - MISC PAPERWORK 04/17/97 - 04/23/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS
42 OF 42 Record #:	141 10116	MAIF - MISC PAPERWORK 04/24/97 - 04/30/97	BEANE CALL CENTER - LOSS RE	22	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 42 OF 42 Boxes

10-23-97

### 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): SHARON BEANE Department: Loss Reports (Call Center)

\* NOV-DEC 95, JUN+OCT 96, FEB 97

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"/> Initial/Confirm Receipt
① 100	* MAIF - Misc Paperwork 11/27/95 - 12/13/95 6/19/96 - 6/20/96 - 10/17/96 - 10/23/96 - 2/28/97	22	10042	<del>10075</del> 10075	1/2002	
② 101	MAIF - Misc Paperwork 7/10/95 - 11/27/95	22	20042	10076	1/2002	
③ 102	MAIF - Misc Paperwork 3/28/96 - 6/19/96	22	30042	10077	1/2002	
④ 103	MAIF - Misc Paperwork 3/12/96 - 3/21/96	22	40042	10078	1/2002	
⑤ 104	MAIF - Misc Paperwork 3/13/96 - 4/30/96	22	50042	10079	1/2002	
⑥ 105	MAIF - Misc Paperwork 4/12/96 - 4/24/96	22	60042	10080	1/2002	
⑦ 106	MAIF - Misc Paperwork 4/30/96 - 5/15/96	22	70042	10081	1/2002	
⑧ 107	MAIF - Misc Paperwork 5/8/96 - 5/31/96	22	80042	10082	1/2002	
⑨ 108	MAIF - Misc Paperwork 4/3/96 - 6/13/96	22	90042	10083	1/2002	
⑩ 109	MAIF - Misc Paperwork 7/8/96 - 8/1/96	22	100042	10084	1/2002	

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

10-23-97

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): 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	110	MAIF - Misc Paperwork 8/2/96 - 9/6/96	22	110842	10085	1/2002	
②	111	MAIF - Misc Paperwork 9/9/96 - 9/16/96	22	120842	10086	1/2002	
③	112	MAIF - Misc Paperwork 9/16/96 - 9/30/96	22	130842	10087	1/2002	
④	113	MAIF - Misc Paperwork 9/16/96 - 9/26/96	22	140842	10088	1/2002	
⑤	114	MAIF - Misc Paperwork 9/26/96 - 10/10/96	22	150842	10089	1/2002	
⑥	115	MAIF - Misc Paperwork 10/1/96 - 10/11/96	22	160842	10090	1/2002	
⑦	116	MAIF - Misc Paperwork 10/15/96 - 10/24/96	22	170842	10091	1/2002	
⑧	117	MAIF - Misc Paperwork 10/17/96 - 10/29/96	22	180842	10092	1/2002	
⑨	118	MAIF - Misc Paperwork 10/29/96 - 11/6/96	22	190842	10093	1/2002	
⑩	119	MAIF - Misc Paperwork 11/6/96 - 12/3/96	22	200842	10094	1/2002	

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

1023-97

\* 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: Legal Reports (Call Center)

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt
① 120	MAIF - Misc Paperwork 11/7/96 - 11/21/96	22	21 of 42	10095	1/2002	
② 121	MAIF Misc Paperwork 12/7/96 - 12/20/96	22	22 of 42	10096	1/2002	
③ 122	MAIF - Misc Paperwork 12/4/96 - 12/19/96	22	23 of 42	10097	1/2002	
④ 123	MAIF Misc Paperwork 12/7/96 - 12/20/96	22	24 of 42	10098	1/2002	
⑤ 124	MAIF Misc Paperwork 12/20/96 - 1/3/97	22	25 of 42	10099	1/2002	
⑥ 125	MAIF Misc Paperwork 12/9/96 - 12/24/96	22	26 of 42	10100	1/2002	
⑦ 126	MAIF Misc Paperwork 1/2/97 - 1/17/97	22	27 of 42	10101	1/2002	
⑧ 127	MAIF Misc Paperwork 1/9/97 - 1/15/97	22	28 of 42	10102	1/2002	
⑨ 128	MAIF Misc Paperwork 1/15/97 to 1/24/97	22	29 of 42	10103	1/2002	
⑩ 129	MAIF Misc Paperwork 1/24/97 - 1/30/97	22	30 of 42	10104	1/2002	

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

10-23-97

**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): Sharon Beane Department: Loss Report (Call Center)

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/Confirm Receipt
① 130	MAIF Miss Paperwork 2/5/97 - 2/14/97	22	31 of 42	10105	1/2002	
② 131	MAIF Miss Paperwork 2/20/97 - 2/27/97	22	32 of 42	10106	1/2002	
③ 132	MAIF Miss Paperwork 2/11/97 - 2/18/97	22	33 of 42	10107	1/2002	
④ 133	MAIF Miss Paperwork 3/3/97 - 3/7/97	22	34 of 42	10108	1/2002	
⑤ 134	MAIF Miss Paperwork 3/10/97 - 3/14/96	22	35 of 42	10109	1/2002	
⑥ 135	MAIF Miss Paperwork 3/17/97 to 3/24/97	22	36 of 42	10110	1/2002	
⑦ 136	MAIF Miss Paperwork 3/24/97 to 3/28/97	22	37 of 42	10111	1/2002	
⑧ 137	MAIF Miss Paperwork 3/28/97 - 4/4/97	22	38 of 42	10112	1/2002	
⑨ 138	MAIF Miss Paperwork 4/7/97 - 4/11/97	22	39 of 42	10113	1/2002	
⑩ 139	MAIF Miss Paperwork 4/11/97 - 4/14/97	22	40 of 42	10114	1/2002	

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

10-23-97

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): Sharon Beano Department: Loss Reports (Call Center)

	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	140	MAIF Miss Paperwork 4/17/97 - 4/23/97	22	410842	10115	1/2002	
②	141	MAIF Miss Paperwork 4/24/97 - 4/30/97	22	420842	10116	1/2002	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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



10/19/97

HP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>99W299</b>		DATE REC'D <b>11-2-98</b>
B. DIVISION/UNIT WATSON - FISCAL				RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>36</b>	LOCATION <b>13</b>	SECTION(S) <b>1</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>1</b>		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER		
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER				
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 12 01/01/02		

*Disposal  
5-1-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	666 10071	MISCELLANEOUS WORK PAPERS 1991	WATSON FISCAL	12	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W300	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 37	LOCATION 6
		SECTION(S) 6	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 Box		CLAIM FILES " MINOR " BODILY INJURY	1226 - ITEM 21 01/01/02

*Disposal  
5-1-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	M 8170 11025	CLAIM MINOR BI FILES DOB 07-04-1980	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W301		DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR				RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 57	LOCATION 23	SECTION(S) 2
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 2		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER		
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 02 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLAIM FILES " MINOR " BODILY INJURY	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 21 01/01/02		

*Disposal  
4-24-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 02	M 8132 CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	10986 DOB 02-26-1980	CLAIMS MINOR FILES			
02	OF 02	M 8133 CLAIM MINOR BI FILES	ADAMS, JEAN	21	1226	WAIT TRANS
	Record #:	10987 DOB 08-14-1980	CLAIMS MINOR FILES			
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W743		DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD - FISCAL				RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 8	LOCATION 28	SECTION(S) 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 08 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES GENERAL ACCOUNTING RECORDS		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 1 01/01/02	

*M. Mumme  
4-26-99*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/02

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	GENERAL ACCOUNTING RECORDS	1	8 OF 08		WAIT TRANS
Consolidated Total:		08	OF 08		



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/02

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 08 Record #:	420 9046	BANK RECES 91	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 08 Record #:	422 9047	UCJ WORKPAPERS JAN - OCT 91	WOOD FISCAL	1	1226	WAIT TRANS
03 OF 08 Record #:	444 9048	INTERIM F/S 91	WOOD FISCAL	1	1226	WAIT TRANS
04 OF 08 Record #:	446 9049	YREND W/PT REPORTS 91	WOOD FISCAL	1	1226	WAIT TRANS
05 OF 08 Record #:	447 9050	YREND W/PT REPORTS 91	WOOD FISCAL	1	1226	WAIT TRANS
06 OF 08 Record #:	448 9051	YREND W/PT REPORTS 91	WOOD FISCAL	1	1226	WAIT TRANS
07 OF 08 Record #:	449 9052	YREND W/PT REPORTS 91	WOOD FISCAL	1	1226	WAIT TRANS
08 OF 08 Record #:	458 9053	FIXED ASSETS MONTHLY F/S 91	WOOD FISCAL	1	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

08 OF 08 Boxes

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

3-20-99  
⑧

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

☑ Scheduled Destruct Date must be timeframe stipulated in Retention Schedule ☑

MAR 19 AM 9:19

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	☑ Scheduled Destruct Date	Initial/ ☑ Confirm Receipt
①	420 ✓ BANK Recs 91	1	1 of 9	9046	01/01/02	
②	422 ✓ UCS WORKPAPERS JAN-OCT 91	1	2 of 9	9047	01/01/02	
③	444 ✓ INTERIM-F/S 91	1	3 of 9	9048	01/01/02	
④	446 ✓ TRENDS W/P+ REPORTS 91	1	4 of 9	9049	01/01/02	
⑤	447 ✓	1	5 of 9	9050	01/01/02	
⑥	448 ✓	1	6 of 9	9051	01/01/02	
⑦	449 ✓	1	7 of 9	9052	01/01/02	
⑧	458 ✓ FIXED ASSETS MONTHLY F/S 91	1	8 of 9	9053	01/01/02	
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.  99W 1063	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	LOCATION RANGE SECTION(S) 60 23	NO. OF CU. FT. 32
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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28 Boxes COMMERCIAL POLICY FILES

1978-ITEM 58  
01/01/2002

4 Boxes FLEET POLICY FILES

1978-ITEM 59  
01/01/2002

*Handwritten signature and date:*  
D. J. ...  
4-24-02

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	COMMERCIAL POLICY FILES	58	28 of 032	TEMP/MILLERSVILLE BIN 243 A
COMMERCIAL	FLEET POLICY FILES	59	4 of 032	TEMP/MILLERSVILLE BIN 243 A

Consolidated Total: 32 of 032

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 032 Record #:	788 9206	JUL 1995 TO JUL 1996 P09-67-39 TO P13-28-32	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
002 of 032 Record #:	789 9207	JUL 1995 TO JUL 1996 P20-26-44 TO P24-47-54	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
003 of 032 Record #:	790 9208	JUL 1995 TO JUL 1996 P24-54-75 TO P28-18-70	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
004 of 032 Record #:	791 9209	JUL 1995 TO JUL 1996 P28-20-79 TO P31-88-55	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
005 of 032 Record #:	792 9210	JUL 1995 TO JUL 1996 P32-45-02 TO P36-09-67	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
006 of 032 Record #:	793 9211	AUG 1995 TO AUG 1996 P36-10-92 TO P40-90-36	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
007 of 032 Record #:	794 9212	AUG 1995 TO AUG 1996 P40-92-06 TO P44-66-91	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
008 of 032 Record #:	795 9213	AUG 1995 TO AUG 1996 P44-72-48 TO P48-59-64	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
009 of 032 Record #:	796 9214	AUG 1995 TO AUG 1996 P48-62-27 TO P52-37-18	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
010 of 032 Record #:	797 9215	SEP 1995 TO SEP 1996 P52-43-31 TO P55-45-39	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
011 of 032 Record #:	798 9216	SEP 1995 TO SEP 1996 P55-52-53 TO P59-19-85	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
012 of 032 Record #:	799 9217	SEP 1995 TO SEP 1996 P59-21-16 TO P62-49-21	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
013 of 032 Record #:	800 9218	SEP 1995 TO SEP 1996 P62-50-30 TO P66-69-77	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
014 of 032 Record #:	801 9219	SEP 1995 TO SEP 1996 P66-72-72 TO P70-35-03	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
015 of 032 Record #:	802 9220	SEP 1995 TO SEP 1996 P70-45-69 TO P74-46-41	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
016 of 032 Record #:	803 9221	SEP 1995 TO SEP 1996 P74-51-17 TO P78-72-94	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
017 of 032 Record #:	804 9222	OCT 1995 TO OCT 1996 P78-73-08 TO P82-19-05	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
018 of 032 Record #:	805 9223	OCT 1995 TO OCT 1996 P82-22-00 TO P85-99-88	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 032 Record #:	806 9224	NOV 1995 TO NOV 1996 P86-00-80 TO P88-93-99	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
020 of 032 Record #:	807 9225	NOV 1995 TO NOV 1996 P90-01-39 TO P93-03-99	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
021 of 032 Record #:	808 9226	OCT 1995 TO OCT 1996 P93-13-87 TO P96-69-46	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
022 of 032 Record #:	809 9227	NOV 1995 TO NOV 1996 P96-70-39 TO P99-73-61	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
023 of 032 Record #:	900 9228	DEC 1995 TO DEC 1996 X82-06-36 TO X82-40-38	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
024 of 032 Record #:	810 9229	NOV 1995 TO NOV 1996 Q00-01-90 TO Q03-25-48	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
025 of 032 Record #:	811 9230	NOV 1995 TO NOV 1996 Q03-27-77 TO Q08-78-49	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
026 of 032 Record #:	812 9231	DEC 1995 TO DEC 1996 Q12-94-28 TO Q17-08-19	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
027 of 032 Record #:	813 9232	DEC 1995 TO DEC 1996 Q17-09-67 TO Q21-44-33	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
028 of 032 Record #:	814 9233	DEC 1995 TO DEC 1996 Q21-68-86 TO Q25-28-31	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
029 of 032 Record #:	916 9234	JUL 1995 TO JUL 1996 P18-68-24 TO P36-64-26	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
030 of 032 Record #:	917 9235	SEP 1995 TO SEP 1996 P37-07-33 TO P66-64-03	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
031 of 032 Record #:	918 9236	OCT 1995 TO OCT 1996 P68-17-20 TO P86-90-02	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
032 of 032 Record #:	919 9237	DEC 1995 TO DEC 1996 P90-20-93 TO Q23-80-22	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978

Consolidated Total of Detail Transmittal Report:

32 of 032 Boxes

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

8-6-99  
32

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

**Scheduled Destruct Date** **must** be timeframe stipulated in Retention Schedule

30 AUG -6 PM 3:31

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 6

Responsible Individual (Print Name): Jack Miller Department: COMM'L

"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
① 788	July 95 to July 96 P.09-67-39 to P.13-28-32	14A <sup>95</sup>	1 of 32	9292	JAN 2002	
② 789	July 95 to July 96 P.20-26-44 to P.24-47-52	14A <sup>95</sup>	2 of 32	9293	JAN 2002	
③ 790	July 95 to July 96 P.24-54-75 to P.28-18-70	14A <sup>95</sup>	3 of 32	9294	JAN 2002	
④ 791	July 95 to July 96 P.28-20-79 to P.31-88-55	14A <sup>95</sup>	4 of 32	9295	JAN 2002	
⑤ 792	July 95 to July 96 P.32-45-02 to P.36-09-67	14A <sup>95</sup>	5 of 32	9296	JAN 2002	
⑥ 793	Aug 95 to Aug 96 P.36-10-92 to P.40-90-36	14A <sup>95</sup>	6 of 32	9297	JAN 2002	
⑦ 794	Aug 95 to Aug 96 P.40-92-06 to P.44-66-99	14A <sup>95</sup>	7 of 32	9298	JAN 2002	
⑧ 795	Aug 95 to Aug 96 P.44-72-28 to P.48-59-64	14A <sup>95</sup>	8 of 32	9299	JAN 2002	
⑨ 796	Aug 95 to Aug 96 P.48-62-27 to P.52-37-18	14A <sup>95</sup>	9 of 32	9300	JAN 2002	
⑩ 797	Aug 95 to Aug 96 P.52-43-31 to P.55-45-39	14A <sup>95</sup>	10 of 32	9301	JAN 2002	

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

8-6-98  
32

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

☑ **Scheduled Destruct Date** **must** be timeframe stipulated in Retention Schedule ☑

PROPERTY ADMINISTRATOR  
98 AUG -6 PM 3:31

( Please Select appropriate box for storage delivery )

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 2 of 6

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

"1978" Initial/

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	☑ Scheduled Destruct Date	☑ Confirm Receipt
1	<sup>Dep 95 to Dep 96</sup> P.55-52-53 to P.59-19-85	<del>14A50</del>	110532	9302	JAN 2002	
2	<sup>Dep 95 to Dep 96</sup> P.59-21-16 to P.62-49-21	<del>14A50</del>	120532	9303	JAN 2002	
3	<sup>Dep 95 to Dep 96</sup> P.62-50-30 to P.66-69-77	<del>14A50</del>	130532	9304	JAN 2002	
4	<sup>Dep 95 to Dep 96</sup> P.66-72-72 to P.70-95-03	<del>14A50</del>	140532	9305	JAN 2002	
5	<sup>Dep 95 to Dep 96</sup> P.70-45-69 to P.74-46-41	<del>14A50</del>	150532	9306	JAN 2002	
6	<sup>Dep 95 to Dep 96</sup> P.74-51-77 to P.78-72-94	<del>14A50</del>	160532	9307	JAN 2002	
7	<sup>Oct 95 to Oct 96</sup> P.78-73-08 to P.82-19-05	<del>14A50</del>	170532	9308	JAN 2002	
8	<sup>Oct 95 to Oct 96</sup> P.82-22-00 to P.85-99-88	<del>14A50</del>	180532	9309	JAN 2002	
9	<sup>Nov 95 to Nov 96</sup> P.86-00-80 to P.88-93-99	<del>14A50</del>	190532	9310	JAN 2002	
10	<sup>Nov 95 to Nov 96</sup> P.90-01-39 to P.93-03-99	<del>14A50</del>	200532	9311	JAN 2002	

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



8-6-98  
32

**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

PROPERTY ADMINISTRATOR  
98 AUG -6 PM 3:31

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 3 of 6

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

"1978"

Initial/

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

①	808	<sup>Oct 45 to Oct 96</sup> P.93-13-87 to P.96-69-46	<del>14A58</del>	21 of 32	9312	JAN 2002	
②	809	<sup>Nov 95 to Nov 86</sup> P.96-70-39 to P.99-73-61	<del>14A58</del>	22 of 32	9313	JAN 2002	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

8-6-98

32

**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 3:32

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 4 of 6

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

"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	900 <sup>Dec 95 to Dec 96</sup> X 82-06-36 to X 82-40-38	158	2032	9314	JAN 2002	
②						
③						
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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

8-6-99

32

### 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

Page 5 of 6

Responsible Individual (Print Name): Jack Miller Department: Comm. L

"1979" 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	<sup>Nov 95 to Nov 96</sup> Q00-01-90 to Q03-25-48	<del>1458</del> 24 of 32		9315	JAN 2002	
②	<sup>Nov 95 to Nov 96</sup> Q03-27-77 to Q08-78-49	<del>1458</del> 25 of 32		9314	JAN 2002	
③	<sup>Dec 95 to Dec 96</sup> Q12-94-28 to Q17-08-19	<del>1458</del> 26 of 32		9317	JAN 2002	
④	<sup>Dec 95 to Dec 96</sup> Q17-09-67 to Q21-44-33	<del>1458</del> 27 of 32		9318	JAN 2002	
⑤	<sup>10/16/95 to 11/1/96</sup> Q21-68-86 to Q25-28-31	<del>1458</del> 28 of 32		9319	JAN 2002	
⑥						
⑦						
⑧						
⑨						
⑩						

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

8-6-99

32

### OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

99 AUG -6 PM 3:33

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 6 of 6

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

"1978"

Initial/

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

1	916	P. 18-68-24 to P. 36-64-26 <small>July 95 to July 96</small>	51/48	29 of 32	9320	JAN 2002	
2	917	P. 37-07-33 to P. 66-64-03 <small>Sept 95 to Sept 96</small>	59/48	30 of 32	9321	JAN 2002	
3	918	P. 68-77-20 to P. 86-90-02 <small>Oct 95 to Oct 96</small>	59/48	31 of 32	9322	JAN 2002	
4	919	P. 90-80-93 to P. 83-80-22 <small>Nov 95 to Nov 96</small>	59/48	32 of 32	9323	JAN 2002	
5							
6							
7							
8							
9							
10							

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

... R60

... S#23 #<sup>o</sup>

18 4 Empty spaces

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  	DATE REC'D 9-13-99
B. DIVISION/UNIT BEANE - CALL CENTER - LOSS RE	00W 290	RM CODE 24-01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE                      SECTION(S) 5                                      1	NO. OF CU. FT.  1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 Box	MISCELLANEOUS CLAIM FILES	1226 - ITEM 22 01/01/02

*01702A  
4-23-02*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	1 OF	01	WAIT TRANS
Consolidated Total:	01	OF	01		

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/02

\*\*\*\*\* 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	1 OF	01	WAIT TRANS

Consolidated Total:      01      OF 01



**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

12/09/97  
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

*TEMP/HANUPTON PARK*

Responsible Individual (Print Name): SHARON BEAUF Department: Loss Report (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"/> Initial/ Confirm Receipt
①	142	MAIF Misc Paperwork 5/1/97 - 5/13/97	22	1081	10980	1/2002	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

E

RECORDS TRANSMITTAL AND RECEIPT

40

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>00W306</b>	DATE REC'D <b>9-13-99</b>
B. DIVISION/UNIT WATSON FISCAL		RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE <b>6</b>	LOCATION <b>7</b>
	SECTION(S)	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

1 Boxes

INSURANCE ACCOUNTING RECORDS

1978-ITEM 23  
01/01/2002

*DISPOSAL  
4-23-02*

Report: CONTRANS  
TransDate: 08/09/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2002  
\*\*\*\*\* 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: 08/09/1998

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

Scheduled Destruction Date:  
01/01/2002

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9743	777 INSURANCE ACCOUNTING RECORDS 7/1991 - 12/1991	WATSON FISCAL	WAIT TRANS	23	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

9/1/99  
①

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	777	Insurance Accounting Records 7/91 - 12/91	23			1/2002	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  00W320	DATE REC'D 9-13-99
B. DIVISION/UNIT EVANS HUMAN RESOURCES	RANGE 75	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION 18	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
----------------	--	---

3 Boxes

JOB POSTING RECORDS

1978-ITEM 31

01/01/2002

*Handwritten signature and date:*  
4-25-00

Report: CONTRANS  
TransDate: 02/05/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2002  
\*\*\*\*\* 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	JOB POSTING RECORDS	31	3 of 003	WAIT TRANS

Consolidated Total: 3 of 003

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 003 Record #:	H 9840	15 JOB POSTINGS 1998 A-MAIF CLAIM REP	EVANS HUMAN RESOURCES	WAIT TRANS	31	1978
002 of 003 Record #:	H 9841	16 JOB POSTINGS 1998 MAIF CLAIM SUP-MAIF RECOVERY	EVANS HUMAN RESOURCES	WAIT TRANS	31	1978
003 of 003 Record #:	H 9842	17 JOB POSTINGS 1998 MAIF UND - Z	EVANS HUMAN RESOURCES	WAIT TRANS	31	1978

Consolidated Total of Detail Transmittal Report: 3 of 003 Boxes



**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

2-5-99

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): Sue Evans Department: HR

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	H15 Job Postings 1998 A-MAIF Claim Rep	31	1063	9840	1/1/2002	
2	H16 Job Postings 1998 MAIF Claim Sepe-MAIF	31	2063	9841	1/1/2002	
3	H17 Job Postings 1998 MAIF <sup>Records</sup> Under-Z	31	3063	9842	1/1/2002	
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.  00W327	DATE REC'D 9-13-99
B. DIVISION/UNIT LAYTON FISCAL			RM CODE 24-01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 8	LOCATION SECTION(S) 20
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 2 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INCOME TAX RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 27 01/01/2002	

*Disposal  
4-25-02*

Report: CONTRANS  
TransDate: 11/13/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2002  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

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

Consolidated Total: 2 of 002

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 002 Record #:	19 9452	1991 1099'S	LAYTON FISCAL	WAIT TRANS	27	1978
002 of 002 Record #:	20 9453	1991 1099'S	LAYTON FISCAL	WAIT TRANS	27	1978

Consolidated Total of Detail Transmittal Report: 2 of 002 Boxes

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

11-13-98

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

98 NOV 19 AM 6:36

**Scheduled Destruct Date must be timeframe stipulated in Retention Schedule**

(2)

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Responsible Individual (Print Name): CINDY LAYTON Department: FISCAL

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
①	19	1991 1099's	27	1 of 2	9452	JAN 2002	
②	20	1991 1099's	27	2 of 2	9453	JAN 2002	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
93W323	Fiscal - Insurance Accounting Records	1978	23	1/1992	1	7/2002	RECYCLE
93W324	Fiscal - Insurance Accounting Records	1978	23	2/1992	1	7/2002	RECYCLE
93W862	Fiscal - Insurance Accounting Records	1978	23	3/1992	1	7/2002	RECYCLE
93W873	Fiscal - Insurance Accounting Records	1978	29 (b)	4/1992	2	7/2002	RECYCLE
94W1021	Fiscal - Misc. Insurance Accounting Records	1978	23	2/1992 - 6/1992	5	7/2002	RECYCLE
95W1518	Fiscal - Miscellaneous Accounting Records	1978	23	1992	1	7/2002	RECYCLE
98W296	Underwriting - Private Passenger	1978	62	1/1996	98	7/2002	RECYCLE
98W662	Underwriting - Private Passenger	1978	62	2/1996	105	7/2002	RECYCLE
98W663	House Counsel - Litigation Files	1978	17	2/1997	11	7/2002	RECYCLE
98W748	Underwriting - Private Passenger	1978	62	3/1996	105	7/2002	RECYCLE
99W226	Underwriting - Private Passenger	1978	62	1996	110	7/2002	RECYCLE
99W248	Underwriting - Private Passenger	1978	62	1996	110	7/2002	RECYCLE
99W254	Underwriting - Private Passenger	1978	62	1996	93	7/2002	RECYCLE
99W717	House Counsel - Litigation Files	1978	17	3/1997 - 6/1997	32	7/2002	RECYCLE
99W1064	Commercial / Fleet Policy Files	1978	58	1/1997 - 6/1997	34	7/2002	RECYCLE
00W291	Miscellaneous Claim Files	1978	9	1/1996 - 11/1997	3	7/2002	RECYCLE
99W296	Miscellaneous Claim Files	1978	9	7/1996 - 12/1996	1	7/2002	RECYCLE
00W298	Fiscal - Insurance Accounting Records	1978	23	1/1992 - 6/1992	2	7/2002	RECYCLE

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

Charlie P Lopez Signature	Records Center Manager Title	December 30, 2002 Date
------------------------------	---------------------------------	---------------------------

*B*

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

ACTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>93W223</b>	DATE REC'D <b>9-21-92</b>
2. DIVISION/UNIT FISCAL - RUSTY WATSON			RM CODE <b>24.01</b>
3. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>102 31</b>	NO. OF CU. FT. <b>1</b>
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	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 BOX	FISCAL - INSURANCE ACCOUNTING RECORDS JANUARY 1992 -	<del>1226</del> 1978 - ITEM # <del>6</del> <sup>23</sup> JULY 2002

*Disposal  
12-23*

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

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

CONSOLIDATED TOTAL : 1 OF 01



REPORT: TRANSMIT  
RUN DATE: 06/09/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2002

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	000254	INSURANCE ACCOUNTING RECORDS JAN 92 RECORD #: 05493 AND PRODUCER COMMISSION STATEMENTS	WATSON FISCAL	6	1226	WAIT TRANS

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

DEPARTMENT: Fiscal - Agency Accounting

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Rusty Watson  
(Print Name)

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

Van  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
254	Insurance Accounting Records Jan 1992 Producer Commission Statem.	(6)	5493	6-9-92	7/2002

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

RECORDS TRANSMITTAL AND RECEIPT

*E*

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

1. AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>93W 324</b>	DATE REC'D <b>9-21-92</b>
3. DIVISION/UNIT FISCAL DEPARTMENT - RUSTY WATSON			RM CODE <b>24.01</b>
5. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>54 17</b>	NO. OF CU. FT. <b>1</b>
6. PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
8. 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 box	INSURANCE ACCOUNTING RECORDS  FEBRUARY 1992	<b>1978</b> #-1226 - ITEM <b>23</b>  JULY 2002  <i>DISPOSAC</i> <i>12/03/02</i> <i>LJS</i>

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

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

CONSOLIDATED TOTAL : 1 OF 01

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	000255	INSURANCE ACCOUNTING RECORDS FEB 92 RECORD #: 05496 AND PRODUCER & COMMISSION STATEMENT	WATSON FISCAL	6	1226	WAIT TRANS

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

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)

*Wan*

Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
255	INSURANCE ACCOUNTING RECORDS FEBRUARY 1992 PRODUCER & COMMISSION STATEMENTS	(6)	5496		7/2002

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. <b>93W862</b>	DATE REC'D <b>1-18-93</b>
DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>34 24</b>	NO. OF CU. FT. <b>1</b>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 BOX	INSURANCE ACCOUNTING RECORDS COMMISSION STATEMENTS MARCH 1992	<del>1228-</del> <sup>1978</sup> ITEM 23 <b>7/02</b>  DISPOSED 12/03/02 LJS

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

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

CONSOLIDATED TOTAL : 1 OF 01



REPORT: TRANSMIT  
RUN DATE: 11/30/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2002

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	000278	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	06296 COMMISSION STATEMENTS MARCH 1992	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 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
278	Insurance Accounting Records Commission Statements 3/92	6	11-30-92	6296	7/2002
			10/1		

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. <b>93W873</b>	DATE REC'D <b>1-18-93</b>
DIVISION/UNIT JOHN ALVANOUS - FISCAL			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>126 4</b>	NO. OF CU. FT. <b>2</b>
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 APRIL 1992	1978 <del>1226</del> - ITEM 5-29(6)  JULY 2002  <i>[Handwritten Signature]</i> <i>12-902</i>

REPORT: CONTRANS  
TRANSDATE: 12/02/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2002

\*\*\*\*\* 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	02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT  
RUN DATE: 12/02/92

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2002

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	000201	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06328	APRIL 1992	FISCAL			
02 OF 02	000202	PREMIUM REFUND CHECKS	ALVANOS	5	1226	WAIT TRANS
	RECORD #: 06329	APRIL 1992	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: ALVARO

(Print Name)

John A. Alvaros  
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
201	Premium Refund Checks April 92	5	182	6328	July 9 <del>th</del> 2002
202	April 92	5	2162	6329	July 9 <del>th</del> 2002

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

R-126

S-4

2008/

RECORDS TRANSMITTAL AND RECEIPT

E

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 94W1021	DATE REC'D 4-18-94
DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) 103 26	NO. OF CU. FT. 5
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 BOXES		MISCELLANEOUS ACCOUNTING RECORDS FEB - MAR 1992	1978 <del>1226</del> - ITEM 12
2 BOXES		INSURANCE ACCOUNTING RECORDS may-june 1992	1978 <del>1226</del> - ITEM <sup>23</sup> 8 JULY 2002

*Handwritten signature and date: 1-2-03*



\*\*\*\*\* 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	3	OF 05	
FISCAL	INSURANCE ACCOUNTING RECORDS	6	2	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	000331	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08038 PRODUCER/COMMISSION STATEMENT 05/92	FISCAL			
02 OF 05	000332	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08039 PRODUCER/COMMISSION STATEMENT 06/92	FISCAL			
03 OF 05	000350	MISC ACCOUNTING RECORDS 02/92	WATSON	12	1226	WAIT TRANS
	RECORD #:	08040 CORRESPONDANCE & MISC WORKPAPERS	FISCAL			
04 OF 05	000351	MISC ACCOUNTING RECORDS 02/-03/92	WATSON	12	1226	WAIT TRANS
	RECORD #:	08041 CORRESPONDANCE & MISC WORKPAPERS	FISCAL			
05 OF 05	000352	MISC ACCOUNTING RECORDS 03/92	WATSON	12	1226	WAIT TRANS
	RECORD #:	08042 CORRESPONDANCE & MISC WORKPAPERS	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1-2-94

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: RUSTY WATSON  
(Print Name)

*Rusty Watson*  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
331	Insurance Accounting Records Producer Statement and Commission Statements 5/92	(6)	1085	8038	7/2002
332	Insurance Accounting Records Producer Statements and Commission Statements 6/92	(6)	2085	8039	7/2002
350	Miscellaneous Accounting Records - Correspondance Files and Miscellaneous 2/92 Workpapers	(12)	3085	8040	7/2002
351	Miscellaneous Acct. Records Correspondance Files and Miscellaneous Workpapers 2/92 & 3/92	(12)	4085	8041	7/2002
352 M	Miscellaneous Acct. Records Correspondance Files and Miscellaneous Workpapers 3/92	(12)	5085	8042	7/2002

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. <b>95W1518</b>	DATE REC'D <b>5-15-95</b>
B. DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>1 4</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ms. CJ Mumme Records/Property Administrator		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	MISCELLANEOUS ACCOUNTING RECORDS (SIX MONTH STOP PAY)	<b>1978</b> <b>23</b> <del>#1226</del> - ITEM <del>12</del> JULY 2002

*Disposal*  
*12-3-02*

REPORT: CONTRANS  
TRANSDATE:01/16/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 07/01/2002

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

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

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 01/16/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2002

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	000420	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 07400 (SIX MONTH STOP PAY)	WATSON FISCAL	12	1226	WAIT TRANS

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: 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
420	Miscellaneous Accounting Records (Six month stop pay)	12	7400	H6	7/2002

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. 98W296	DATE REC'D 10-6-97
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES	RM CODE 24.01	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 5 14-16	NO. OF CU. FT. 98
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 98 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - PRIVATE PASSENGER 1/1996	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226</del> - ITEM <del>13</del> 62 1978 07/01/02
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*DISPOSAL  
12-3-02*



Trans Date: 05/28/97

## Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/02

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	196	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9863	JANUARY 1996	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		98 OF	98 Boxes			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/02

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	196	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9863	JANUARY 1996	UNDERWRITING SERVICES			

Consolidated Total of Detail Transmittal Report: 98 OF 98 Boxes

PROGRAM ID UPO97  
RUN DATE 06-APR-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	Q460000	S160501
002	Q450501	R970002
003	R100202	Q639302
004	R949402	Q439303
005	Q769303	S159104
006	Q449104	S138905
007	Q428905	S249006
008	R679006	S179407
009	Q479607	Q488908
010	S069008	P099509
011	Q459509	S240211
012	S080311	R319611
013	Q509611	R699112
014	R489312	R959513
015	Q879613	S068214
016	S178214	Q438315
017	S098415	Q458316
018	Q568316	S248417
019	Q538417	Q500819
020	R480919	Q453020
021	Q413320	Q403821
022	Q444021	Q434522
023	Q544522	Q464723
024	R664823	Q495424
025	Q505624	Q476225
026	Q426325	S296926
027	Q586926	Q496927
028	N736927	Q567328
029	Q517428	Q426929

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	Q467129	R936130
031	Q416230	S017431
032	Q417431	Q588732
033	Q488932	Q481334
034	Q431434	R520635
035	Q440735	Q399735
036	Q509735	Q409536
037	R549536	Q379637
038	Q489637	Q428638
039	Q538638	Q428239
040	Q488339	R938540
041	Q418640	Q477841
042	Q587841	R598642
043	Q468842	Q410844
044	R830944	Q480745
045	R510745	Q490546
046	R960546	Q491747
047	Q441847	Q452148
048	Q402248	S174049
049	Q414149	R914250
050	R204350	Q436851
051	R686851	Q447152
052	Q557152	Q586853
053	R126953	S246554
054	R786554	Q386455
055	Q496455	Q357056
056	Q467056	S017857
057	Q417857	Q537658
058	Q487758	Q627959

PROGRAM ID UPO97  
RUN DATE 06-APR-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	Q498059	Q378460
060	Q488460	Q568561
061	R108661	Q418462
062	Q968462	Q488363
063	Q438463	R258264
064	Q728364	R198865
065	Q448965	R999566
066	R949666	Q420068
067	Q480168	Q509468
068	R869468	R059369
069	S069369	Q779570
070	Q889570	Q450072
071	Q670072	Q469172
072	S019272	Q509573
073	Q459673	Q529574
074	Q479674	Q540276
075	Q650276	S130777
076	S240777	S161478
077	Q511578	R732179
078	S032279	Q511780
079	Q791880	S042681
080	Q442681	Q533482
081	R563482	Q953783
082	Q463883	Q494584
083	R854584	Q434085
084	Q984085	Q564086
085	S004186	R492887
086	S103087	Q503788
087	R643788	Q384789

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	Q554889	Q883890
089	S103990	Q423091
090	Q483191	S251892
091	R741992	Q471193
092	S131293	Q511594
093	R871594	S040395
094	R250395	Q520496
095	Q470596	Q461597
096	Q411697	Q711798
097	Q441898	Q472599
098	S022699	Q949999

R-5

S-14-~~18~~16

50 Empties

R-5 S-16-18

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  98W662	DATE REC'D 4-3-98
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 43 3-5	NO. OF CU. FT.  105
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
105 Boxes	- UNDERWRITING - PRIVATE PASSENGER 2/1996	<del>1226</del> - ITEM <del>13</del> 62 1978 07/01/02

*Disposed*  
~~12-4-02~~  
*M*



Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 07/01/02

\*\*\*\*\* 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	105	TEMP/HAMPTON

Consolidated Total: 105 OF 105

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 07/01/02

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
105      OF 105	296	PRIVATE PASSENGER POLICY FILES	BECKER	13	1226	TEMP/HAMPTON
Record #:	9864	FEBRUARY 1996	UNDERWRITING SERVICES			
Consolidated Total of Detail Transmittal Report:		105 OF	105 Boxes			

PROGRAM ID UPO97  
RUN DATE 04-MAY-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R490000	Q658900
002	Q768900	S247801
003	Q647801	Q637202
004	Q747202	Q695903
005	S166003	Q646104
006	Q706204	Q736405
007	Q576505	Q635706
008	Q585806	R525807
009	R635807	Q604908
010	Q714908	R614109
011	Q694109	S193310
012	R623310	Q552711
013	Q662711	Q973512
014	S193612	Q643113
015	Q593213	Q652414
016	Q552614	Q542015
017	Q652015	R651616
018	R871616	R360417
019	S370417	Q890218
020	S000318	S260719
021	R360719	R050620
022	R440720	Q670021
023	R100121	R569421
024	Q599521	Q660123
025	S100223	Q668523
026	Q508623	Q677824
027	S337924	Q606625
028	R856625	Q656126
029	Q606226	S345927

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	Q635927	S164728
031	S114828	S384329
032	R484329	Q723230
033	R973230	S022931
034	R342931	Q651132
035	R901132	S240033
036	Q530033	S088533
037	R958533	R747834
038	S267934	S157535
039	Q557535	Q545936
040	Q655936	S405237
041	Q585237	S325438
042	S165538	Q625239
043	Q845239	Q594740
044	S144840	Q895341
045	R325441	R315942
046	Q615942	Q634343
047	S184443	Q724644
048	S004844	S004445
049	Q624445	Q552746
050	Q662746	S101947
051	Q611947	Q590648
052	S140748	Q560749
053	R540849	Q610150
054	S220350	Q628750
055	S178850	S207451
056	Q617651	S108852
057	Q609152	Q558353
058	Q668353	Q577854

PROGRAM ID UPO97  
RUN DATE 04-MAY-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R447954	S367955
060	Q657955	Q677956
061	Q608156	Q568057
062	S008157	Q587558
063	R617558	Q626359
064	S066459	Q684960
065	S045060	R785361
066	R295461	Q724962
067	R864962	S095963
068	Q605963	Q536864
069	Q866864	R297065
070	R137165	R756566
071	R976566	Q665567
072	S105667	Q606668
073	Q716668	Q576769
074	Q306869	R415270
075	Q495270	R824871
076	S234971	R902872
077	R302972	Q722773
078	S272873	S112574
079	Q622574	RO13075
080	R453075	R621776
081	Q701776	Q632677
082	S072777	Q542678
083	Q652678	Q532079
084	Q642079	Q721580
085	Q561680	Q642281
086	Q592381	Q551782
087	Q991782	Q571783

PROGRAM ID UPO97  
RUN DATE 04-MAY-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	Q681783	Q521484
089	Q631484	Q630585
090	S240785	Q560986
091	R590986	Q720487
092	Q560587	Q639787
093	S359987	S179288
094	S299488	R758089
095	R488189	Q627290
096	Q637490	Q617791
097	Q727791	Q586292
098	Q536392	R796193
099	S426293	Q895694
100	S445794	R495495
101	R665595	S067196
102	Q577196	R126597
103	S246597	S266598
104	Q666598	Q587299
105	R617299	Q619999

*E* ✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 98W663	DATE REC'D 4-3-98
B. DIVISION/UNIT HOFFLER - EXECUTIVE - HOUSE	RM CODE 24.01	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 54 6	NO. OF CU. FT. 11
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS  11 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  LITIGATION FILES / HOUSE COUNSEL 2/1997	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  1978 1226 - ITEM 20 17 07/01/02
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*DISPOSAL*  
*12/03/02*  
*LSS*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 07/01/02

\*\*\*\*\* 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	11 OF 11	11	WAIT TRANS

Consolidated Total: 11 OF 11



Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/02

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 11 Record #:	724 9951	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
02 OF 11 Record #:	725 9952	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
03 OF 11 Record #:	726 9953	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
04 OF 11 Record #:	727 9954	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
05 OF 11 Record #:	728 9955	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
06 OF 11 Record #:	729 9956	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
07 OF 11 Record #:	730 9957	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
08 OF 11 Record #:	731 9958	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
09 OF 11 Record #:	732 9959	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/02

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 11 Record #:	733 9960	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS
11 OF 11 Record #:	734 9961	LITIGATION FILES (02/97)	HOEFFLER EXECUTIVE - HOUSE COU	30	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 11 OF 11 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-18

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 Hoefler  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
724	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9951	1 OF 11	7/2002
725	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9952	2 OF 11	7/2002
726	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9953	3 OF 11	7/2002
727	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9954	4 OF 11	7/2002
728	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9955	5 OF 11	7/2002
729	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9956	6 OF 11	7/2002
730	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9957	7 OF 11	7/2002
731	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9958	8 OF 11	7/2002

PROPERTY ADMINISTRATOR  
97 JUL 21 PM 3:46

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-18

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES


DEPARTMENT: MARYLAND AUTOMOBILE ~~BODY~~ 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
732	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9959	9 OF 11	7/2002
733	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9960	10 OF 11	7/2002
734	HOUSE COUNSEL UNIT LITIGATION FILES (2/97)	30	9961	11 OF 11	7/2002
					

PROPERTY ADMINISTRATOR  
97 JUL 21 PM 3:46

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.  <b>98W748</b>	DATE REC'D <b>4-16-98</b>
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE LOCATION SECTION(S)	NO. OF CU. FT.  <b>105</b>
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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105 Boxes UNDERWRITING - PRIVATE PASSENGER 3/1996 ~~1226~~ - ITEM ~~1362~~  
1978 07/01/02

Boxes - 1-77

R-41

S-6-8

Boxes - 78-105

R-9

S-1

DONE

DISPOSAL  
12-3-02

12-3-02

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 07/01/02

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
UNDERWRITING	UNDERWRITING - PRIVATE PASSENGER	13	1 OF	105	TEMP/HAMPTON

Consolidated Total: 105 OF 105

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/02

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
105 OF 105 Record #:	396 9975	PRIVATE PASSENGER POLICY FILES MARCH 1996	BECKER UNDERWRITING SERVICES	13	1226	TEMP/HAMPTON
Consolidated Total of Detail Transmittal Report:		105 OF	105 Boxes			

PROGRAM ID UPO97  
RUN DATE 01-JUN-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	Q790000	Q920001
002	S470101	Q838801
003	Q788901	Q858802
004	S188902	Q718903
005	Q828903	Q808104
006	Q978204	Q848505
007	Q798605	Q837406
008	S277506	R876707
009	Q686807	Q786208
010	Q896208	R716009
011	Q796009	Q885710
012	S495910	Q736111
013	Q796211	Q965412
014	Q585512	S404613
015	Q804613	R813314
016	Q733414	Q873615
017	Q713715	Q772916
018	Q863016	Q753717
019	S523817	Q923418
020	S253518	Q773319
021	S323419	Q783020
022	Q893020	Q762821
023	Q872821	S113422
024	R653422	Q932123
025	S432323	Q741824
026	Q851824	Q850925
027	S431025	Q860726
028	S360926	Q820627
029	Q870627	Q899827



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	Q849927	Q849528
031	Q959528	R867929
032	Q947929	Q777330
033	R917330	Q957231
034	Q687331	Q697132
035	Q807132	R426833
036	Q896933	R626034
037	Q706034	Q766835
038	S096935	R647236
039	Q837236	Q708037
040	Q768137	Q747938
041	Q967938	Q686939
042	Q777039	Q795940
043	S216140	R155341
044	R375341	Q805342
045	Q915342	Q895643
046	S445743	Q774544
047	Q834644	Q904545
048	Q914745	Q903646
049	R553746	Q843147
050	S173247	Q811148
051	R951148	Q890749
052	Q840849	S050250
053	Q780250	Q809550
054	Q709750	Q709351
055	R309551	Q968152
056	Q818452	S307553
057	Q817553	Q877254
058	Q827354	R756655

PROGRAM ID UPO97  
RUN DATE 01-JUN-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	S386755	Q725756
060	Q895856	S095157
061	Q825157	Q584958
062	Q804958	Q714959
063	Q824959	Q863660
064	Q813760	S303361
065	Q763461	R862862
066	R152962	Q881863
067	Q721963	Q821364
068	Q931364	Q729964
069	Q839964	Q759065
070	Q929165	Q877866
071	Q607966	Q937567
072	S487667	Q727368
073	Q897468	S276569
074	Q896569	Q776970
075	S247070	S106671
076	S436671	S616572
077	Q746672	Q865973
078	S556073	S373874
079	Q773874	Q923175
080	Q873275	Q741476
081	Q911576	Q751277
082	Q701377	Q891478
083	Q731578	Q830479
084	Q780579	Q809879
085	S139979	Q859280
086	Q809380	Q837481
087	S497581	Q827982

BOX NUMBER	LOW POLICY IO	HIGH POLICY IO
088	S078082	Q816883
089	Q766983	Q815984
090	Q925984	Q755485
091	Q815585	S575086
092	Q755086	Q803587
093	R833587	Q863288
094	Q813388	Q744289
095	Q694389	R164790
096	RO04890	Q734291
097	S454491	R205292
098	S215292	S264293
099	Q784493	S234394
100	Q744394	Q834695
101	Q784795	Q745196
102	Q915296	Q724997
103	Q834997	Q854998
104	Q835098	R974199
105	S494299	R979999

RECORDS TRANSMITTAL AND RECEIPT

HP

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  99W226	DATE REC'D 10-20-98
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE                      LOCATION                      SECTION(S)  56    27-30	NO. OF CU. FT.  110
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
110 Boxes	UNDERWRITING - PRIVATE PASSENGER 1996	1226 - ITEM 1302 1978 07/01/02

DISPOSAL  
 12/2/02  
 LSB

\*Missing  
 Box # 110

PROGRAM ID UPO97  
RUN DATE 05-JUL-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R050000	S468700
002	R898700	R157301
003	R277501	S556502
004	Q956502	Q935203
005	R035303	Q984204
006	S644304	R463305
007	Q873305	R011706
008	R071806	R051007
009	R001107	R100008
010	R050108	R029508
011	R139508	R068309
012	R018409	Q937710
013	R147810	Q976511
014	R076611	S666812
015	Q956812	Q984913
016	R005013	R293914
017	R054014	R022015
018	R132015	Q989915
019	S440016	R058516
020	S508516	R086617
021	R036717	R384618
022	R934618	R834419
023	R124519	R002820
024	Q962820	R072721
025	R022821	Q752222
026	Q862222	S591723
027	Q991723	R070524
028	Q810524	R079424
029	R959424	Q978425

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	R078525	S537826
031	Q937826	R048227
032	S388227	R047328
033	R267328	R446729
034	S566729	Q975930
035	Q956030	R034331
036	S154331	R023232
037	R573232	R171533
038	S181533	R130934
039	R001034	Q989834
040	Q939934	R068635
041	R948635	Q887136
042	Q897336	R056637
043	R006737	R095438
044	Q945438	R105239
045	R655239	R725040
046	Q915040	R004041
047	S014041	R982442
048	S282542	R581243
049	R041443	Q949743
050	R049843	R908544
051	Q988544	S647745
052	R037845	Q926646
053	R026746	R036547
054	Q886547	R444548
055	Q914648	R064249
056	R504249	Q984050
057	R084150	R604251
058	R004351	S583852

PROGRAM ID UPO97  
RUN DATE 05-JUL-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R083952	S602253
060	R542353	Q980454
061	R080554	Q979154
062	Q929254	S308355
063	R028455	R037756
064	Q887756	S286157
065	S456257	R005358
066	R775358	R064559
067	R124659	S524260
068	Q984360	S683261
069	R023461	S322862
070	S542862	R061363
071	R281363	Q890064
072	R100164	S078864
073	Q918864	R058265
074	S568365	R607366
075	R017666	R016767
076	R126767	Q995168
077	S215268	Q883769
078	R093869	R043470
079	R703470	Q992371
080	S602571	S591472
081	R201572	S442973
082	R083073	R012974
083	Q972974	R072675
084	R022775	R021876
085	S361876	Q961077
086	R061177	R030778
087	S590778	R049878

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R070079	R038779
089	Q998779	R038280
090	R148280	S618281
091	Q908281	R048782
092	R768882	R069283
093	S079283	Q968284
094	R068384	R038485
095	Q888485	Q956286
096	R056386	R544887
097	Q904987	R064788
098	S514788	S582589
099	R082689	R000690
100	Q960690	Q929890
101	S589990	R059091
102	S349191	Q957592
103	S727692	R536493
104	S766493	Q975094
105	R085394	Q944695
106	R044795	S004496
107	S554496	S492997
108	S712997	Q952698
109	R052798	S442299
110	Q952299	R479899 - Missing



HP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  99W248	DATE REC'D 10-22-98
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE      LOCATION      SECTION(S) 65                      10-12	NO. OF CU. FT. 110
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 110 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES UNDERWRITING - PRIVATE PASSENGER 1996	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 13 02 1978 07/01/02
-----------------------------	---	---

DISPOSAL  
12/03/02  
LJS

PROGRAM ID UPO97  
RUN DATE 08-AUG-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R160000	S669900
002	S889900	R109501
003	R219501	R248102
004	R198202	R166203
005	R386203	R425004
006	S435004	R144005
007	R254005	S822806
008	R102906	R181407
009	R131507	R140808
010	S480808	R209808
011	R319808	S728109
012	S018209	R217010
013	R327010	R195211
014	R305211	R293612
015	S963612	R204113
016	S434113	S733714
017	S793814	R232915
018	R213015	R253416
019	S483416	R182217
020	R402217	R111018
021	R221018	R090819
022	S100819	S609819
023	R329919	R150021
024	R260021	R129421
025	R349421	R158022
026	R278222	R117423
027	R227423	S166224
028	R266224	S815125
029	R095225	R194126

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	R254226	R293027
031	R953027	R982728
032	R162828	S641429
033	R251529	R241930
034	S122030	R711031
035	R221131	R190732
036	0050832	S349132
037	R179232	S678233
038	S788233	R488634
039	R278834	S317435
040	S537435	R296336
041	R406336	R705937
042	R246037	S634538
043	S694638	R133739
044	R243739	S832240
045	R222340	S631741
046	R131841	S509741
047	R229841	R238042
048	R348042	R226443
049	R336443	R914544
050	R204644	R363645
051	R153845	S803046
052	R903046	S341247
053	R281347	S750848
054	R140948	R060049
055	R170049	R109749
056	R059849	R198350
057	S758350	R196951
058	R177051	S796252

PROGRAM ID UPO97  
RUN DATE 08-AUG-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R186352	R184953
060	R165053	R113754
061	R223754	S123355
062	R223355	S412756
063	S742756	S391457
064	S341557	R190058
065	R250158	S669358
066	S779358	S788659
067	R178759	S758660
068	R148760	R237461
069	R297561	R266062
070	S386062	S664763
071	R164863	S604264
072	R814264	R283765
073	R233865	R872566
074	R162666	R221867
075	R262067	R221468
076	S341468	R109668
077	R219668	S707969
078	S817969	R366970
079	S687070	R264671
080	R104771	R153772
081	R263772	S052873
082	R212973	S612674
083	R222774	S793075
084	R293175	R192476
085	R302476	S811677
086	R311777	R270078
087	R220178	R078878

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R188878	S297779
089	R127879	R236880
090	S576880	R276181
091	R226281	R644482
092	R154582	R293183
093	S863383	R252584
094	R092684	R181385
095	R621385	R410686
096	R200886	R300287
097	S530287	R268987
098	R139087	R168788
099	R278788	R227989
100	R337989	R528490
101	R148590	R157891
102	R267891	S775492
103	R165592	R304193
104	S534193	R154094
105	R264094	R113495
106	R443495	R452796
107	R182896	R122397
108	R182497	S171198
109	R221298	R231099
110	S351099	R319999

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>99W254</b>	DATE REC'D <b>10-28-98</b>
B. DIVISION/UNIT BECKER - UNDERWRITING SERVICES			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>52</b>	LOCATION <b>10-12</b>
		SECTION(S)	NO. OF CU. FT. <b>93</b>
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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93 Boxes UNDERWRITING - PRIVATE PASSENGER **1996** **1226** - ITEM **13**  
**1978** 07/01/02 **42**

Disposed  
12-9-02  
✓

PROGRAM ID UPO97  
RUN DATE 02-SEP-1997

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	R380000	R309500
002	R369600	S310902
003	R410902	R361103
004	R471103	R312404
005	S322404	S562405
006	R282505	R443606
007	S953706	R384707
008	R394907	R344608
009	S794608	S725509
010	R445609	R484310
011	R434410	R304711
012	R254811	S736012
013	VO06112	S947013
014	R447113	R378014
015	R488014	S198215
016	R408215	R339116
017	R289216	R368817
018	R428917	R779418
019	R399518	R520120
020	R360220	S680521
021	S850621	R280022
022	R390022	R390723
023	R340823	R481524
024	S931524	S911825
025	R411925	S462826
026	S503026	R213627
027	R323627	R274928
028	R384928	R536329
029	R976329	R435530

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	S885530	R476431
031	R376631	R457232
032	R357432	R438033
033	R498133	R489134
034	R329234	R359435
035	R419535	S009536
036	R439536	R480838
037	R320938	R341439
038	R291539	R382240
039	R332340	R372741
040	S712741	R354042
041	S914042	R434143
042	S944243	S896044
043	R286144	R417745
044	R367845	R359346
045	R309446	R461248
046	S201348	R332049
047	R992049	R393250
048	R453350	S814951
049	R345051	S016052
050	R336052	R437053
051	S777053	S706954
052	R347054	S776855
053	S886855	R527656
054	S377756	R338357
055	R458557	R398058
056	R348158	R409459
057	R359559	R430261
058	R540261	S960362



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	R410562	R330763
060	R440763	S271664
061	R371664	R522565
062	S922665	R384766
063	R334866	R425667
064	R265767	R536868
065	R376968	R438769
066	R388869	R469370
067	S649470	S102072
068	R422072	R282173
069	R392173	R423974
070	R294074	S965275
071	R355375	R316876
072	R536876	R856277
073	R366377	S588978
074	S569078	R389679
075	R499679	R309780
076	S649780	R500782
077	S950782	R391983
078	S401983	S571684
079	S081784	R421785
080	R371885	S342286
081	R442286	R353887
082	R463887	R353488
083	R303588	R295089
084	S855089	R424490
085	R374590	R366091
086	S376091	R447792
087	R287892	S318393

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	R418393	R409394
089	R359494	R380396
090	R440496	R331697
091	S181797	R931298
092	S891298	R111999
093	R441999	S659999

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W717	DATE REC'D 4-2-99
B. DIVISION/UNIT HOEFFLER - EXEC/HOUSE COUNSEL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 141	LOCATION SECTION(S) 0
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 32	
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	

32 Boxes HOUSE COUNSEL

1978 - ITEM 17

07/01/2002

*Disposal  
12-9-02*

Maryland Automobile Insurance Fund

Retention Number: 1978      Schedule Destruction Date: 07/01/2002

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

Department	Title	Item Number	Total Volume Boxes	Special Instructions
EXEC/HOUSE COUNSEL	HOUSE COUNSEL	17	32 OF 032	WAIT TRANS
Consolidated Total:	032	OF 032		

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2002

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
001 OF 032 Record #:	737 9119	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
002 OF 032 Record #:	738 9120	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
003 OF 032 Record #:	739 9121	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
004 OF 032 Record #:	740 9122	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
005 OF 032 Record #:	741 9123	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
006 OF 032 Record #:	742 9124	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
007 OF 032 Record #:	743 9125	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
008 OF 032 Record #:	744 9126	LITIGATION FILES 03/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
009 OF 032 Record #:	745 9127	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2002

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
010 OF 032 Record #:	746 9128	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
011 OF 032 Record #:	747 9129	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
012 OF 032 Record #:	748 9130	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
013 OF 032 Record #:	749 9131	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
014 OF 032 Record #:	750 9132	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
015 OF 032 Record #:	751 9133	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
016 OF 032 Record #:	752 9134	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
017 OF 032 Record #:	753 9135	LITIGATION FILES 04/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
018 OF 032 Record #:	754 9136	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2002

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
019 OF 032 Record #:	755 9137	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
020 OF 032 Record #:	756 9138	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
021 OF 032 Record #:	757 9139	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
022 OF 032 Record #:	758 9140	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
023 OF 032 Record #:	759 9141	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
024 OF 032 Record #:	760 9142	LITIGATION FILES 05/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
025 OF 032 Record #:	761 9143	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
026 OF 032 Record #:	762 9144	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
027 OF 032 Record #:	763 9145	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2002

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
028 OF 032 Record #:	764 9146	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
029 OF 032 Record #:	765 9147	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
030 OF 032 Record #:	766 9148	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
031 OF 032 Record #:	767 9149	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
032 OF 032 Record #:	768 9150	LITIGATION FILES 06/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

032 OF

032 Boxes



**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

5-19-99  
32

PROPERTY ADMINISTRATOR

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

**Scheduled Destruct Date must be timeframe stipulated in Retention Schedule**

98 MAY 19 PM 3: 10

( Please Select appropriate box for storage delivery)

PAGE 1 of 4

Madison Street       State Records-Jessup       State Archives-Annapolis

**Responsible Individual (Print Name):** Kathleen Hoefler      **Department:** Maryland Automobile Ins. F

	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	737	House Counsel Unit Litigation Files (3/97)	30 17	9119	1 of 32 ✓	7/2002	
②	738	House Counsel Unit Litigation Files (3/97)	30 17	9120	2 of 32 ✓	7/2002	
③	739	House Counsel Unit Litigation Files (3/97)	30 17	9121	3 of 32 ✓	7/2002	
④	740	House Counsel Unit Litigation Files (3/97)	30 17	9122	4 of 32	7/2002	
⑤	741	House Counsel Unit Litigation Files (3/97)	30 17	9123	5 of 32	7/2002	
⑥	742	House Counsel Unit Litigation Files (3/97)	30 17	9124	6 of 32	7/2002	
⑦	743	House Counsel Unit Litigation Files (3/97)	30 17	9125	7 of 32	7/2002	
⑧	744	House Counsel Unit Litigation Files (3/97)	30 17	9126	8 of 32	7/2002	
⑨	745	House Counsel Unit Litigation Files (4/97)	30 17	9127	9 of 32	7/2002	
⑩	746	House Counsel Unit Litigation Files (4/97)	30 17	9128	10 of 32	7/2002	

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

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

98 MAY 19 PM 3: 10

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

PAGE 2 of 4

Responsible Individual (Print Name): Kathleen Hoefler Department: Maryland Automobile Ins. Fu

	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	747	House Counsel Unit Litigation Files (4/97)	3017	9129	11 of 32	7/2002	
②	748#	House Counsel Unit Litigation Files (4/97)	3017	9130	12 of 32	7/2002	
③	749	House Counsel Unit Litigation Files (4/97())	3017	9131	13 of 32	7/2002	
④	750	House Counsel Unit Litigation Files (4/97())	3017	9132	14 of 32	7/2002	
⑤	751	House Counsel Unit Litigation Files (4/97)	3017	9133	15 of 32	7/2002	
⑥	752	House Counsel Unit (4/97) Litigation Files	3017	9134	16 of 32	7/2002	
⑦	753	House Counsel Unit Litigation Files (4/97)	3017	9135	17 of 32	7/2002	
⑧	754	House Counsel Unit Litigation Files (5/97)	3017	9136	18 of 32	7/2002	
⑨	755	House Counsel Unit Litigation Files (5/97)	3017	9137	19 of 32	7/2002	
⑩	756	House Counsel Unit Litigation Files (5/97)	3017	9138	20 of 32	7/2002	

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

5-19-98  
(32)

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

**Scheduled Destruct Date must be timeframe stipulated in Retention Schedule**

PROPERTY ADMINISTRATOR  
98 MAY 19 PM 3:10

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 3 of 4

**Responsible Individual (Print Name):** Kathleen P. HOefler      **Department:** Maryland Automobile Ins. F

	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	757	House Counsel Unit Litigation Files (5/97)	<del>30</del> 17	9139	21 of 32	7/2002		
②	758	House Counsel Unit Litigation Files (5/97)	<del>30</del> 17	9140	22 of 32	7/2002		
③	759	House Counsel Unit Litigation Files (5/97)	<del>30</del> 17	9141	23 of 32	7/2002		
④	760	House Counsel Unit Litigation Files (5/97)	<del>30</del> 17	9142	24 of 32	7/2002		
⑤	761	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9143	25 of 32	7/2002		
⑥	762	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9144	26 of 32	7/2002		
⑦	763	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9145	27 of 32	7/2002		
⑧	764	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9146	28 of 32	7/2002		
⑨	765	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9147	29 of 32	7/2002		
⑩	766	House Counsel Unit Litigation Files (6/97)	<del>30</del> 17	9148	30 of 32	7/2002		

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

5-19-99  
32

PROPERTY ADMINISTRATOR

98 MAY 19 PM 3:10

**\* 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

*Pap 4 of 4*

**Responsible Individual (Print Name):** Kathleen P. Hoefler      **Department:** Maryland Automobile INs. Fu

	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	House Counsel Unit Litigation Files (6/97)	<i>3017</i>	<i>9149</i>	31 of 32	7/2002		
②	768	House Counsel Unit Litigation Files (6/97)	<i>3017</i>	<i>9150</i>	32 of 32	7/2002		
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>99W1064</b>		DATE REC'D <b>6-25-99</b>
B. DIVISION/UNIT MILLER COMMERCIAL				RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>62</b>	LOCATION SECTION(S) <b>6-7</b>	NO. OF CU. FT. <b>34</b>
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
30 Boxes		COMMERCIAL POLICY FILES		1978-ITEM 58 07/01/2002
4 Boxes		FLEET POLICY FILES		1978-ITEM 59 07/01/2002

*DISPOSAL  
12/2/02  
LJS*

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	COMMERCIAL POLICY FILES	58	30 of 034	TEMP/MILLERSVILLE BIN 243 A
COMMERCIAL	FLEET POLICY FILES	59	4 of 034	TEMP/MILLERSVILLE BIN 243 A

Consolidated Total:      34      of 034

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 034 Record #:	815 9238	JAN 1996 TO JAN 1997 Q08-87-64 TO Q12-91-69	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
002 of 034 Record #:	816 9239	JAN 1996 TO JAN 1997 Q25-37-49 TO Q29-51-66	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
003 of 034 Record #:	817 9240	JAN 1996 TO JAN 1997 Q29-52-98 TO Q33-34-83	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
004 of 034 Record #:	818 9241	JAN 1996 TO JAN 1997 Q33-35-99 TO Q36-78-92	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
005 of 034 Record #:	819 9242	FEB 1996 TO FEB 1997 Q36-79-06 TO Q41-46-10	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
006 of 034 Record #:	820 9243	FEB 1996 TO FEB 1997 Q41-47-26 TO Q45-10-01	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
007 of 034 Record #:	821 9244	FEB 1996 TO FEB 1997 Q45-10-28 TO Q48-90-68	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
008 of 034 Record #:	822 9245	FEB 1996 TO FEB 1997 Q48-92-38 TO Q52-98-33	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
009 of 034 Record #:	823 9246	MAR 1996 TO MAR 1997 Q53-05-05 TO Q55-45-28	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
010 of 034 Record #:	824 9247	FEB 1996 TO FEB 1997 Q55-83-96 TO Q59-70-65	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
011 of 034 Record #:	825 9248	MAR 1996 TO MAR 1997 Q60-10-38 TO Q63-82-33	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
012 of 034 Record #:	826 9249	MAR 1996 TO MAR 1997 Q63-82-41 TO Q66-81-16	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
013 of 034 Record #:	827 9250	MAR 1996 TO MAR 1997 Q67-03-74 TO Q69-97-47	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
014 of 034 Record #:	828 9251	MAR 1996 TO MAR 1997 Q70-00-36 TO Q73-78-35	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
015 of 034 Record #:	829 9252	MAR 1996 TO MAR 1997 Q73-84-83 TO Q78-68-95	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
016 of 034 Record #:	830 9253	APR 1996 TO APR 1997 Q78-74-68 TO Q81-23-06	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
017 of 034 Record #:	831 9254	APR 1996 TO APR 1997 Q81-29-42 TO Q82-88-81	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
018 of 034 Record #:	832 9255	APR 1996 TO APR 1997 Q83-36-56 TO Q86-20-44	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 034 Record #:	833 9256	APR 1996 TO APR 1997 Q86-21-41 TO Q88-76-32	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
020 of 034 Record #:	834 9257	MAR 1996 TO MAR 1997 Q88-76-59 TO Q91-57-84	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
021 of 034 Record #:	835 9258	MAY 1996 TO MAY 1997 Q91-58-14 TO Q94-79-96	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
022 of 034 Record #:	836 9259	MAY 1996 TO MAY 1997 Q94-80-03 TO Q97-29-66	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
023 of 034 Record #:	837 9260	MAY 1996 TO MAY 1997 Q97-30-59 TO Q99-92-87	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
024 of 034 Record #:	838 9261	MAY 1996 TO MAY 1997 R00-04-96 TO R03-39-20	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
025 of 034 Record #:	839 9262	MAY 1996 TO MAY 1997 R03-39-47 TO R07-83-39	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
026 of 034 Record #:	840 9263	MAY 1996 TO MAY 1997 R07-83-63 TO R11-13-87	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
027 of 034 Record #:	841 9264	JUN 1996 TO JUN 1997 R11-14-25 TO R14-99-88	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
028 of 034 Record #:	842 9265	JUN 1996 TO JUN 1997 R15-01-29 TO R18-66-89	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
029 of 034 Record #:	843 9266	JUN 1996 TO JUN 1997 R22-26-85 TO R27-09-49	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
030 of 034 Record #:	901 9267	APR 1996 TO APR 1997 X82-49-25 TO R82-57-35	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
031 of 034 Record #:	920 9268	FEB 1996 TO FRB 1997 Q25-96-82 TO Q53-54-84	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
032 of 034 Record #:	921 9269	MAR 1996 TO MAR 1997 Q54-79-63 TO Q71-29-80	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
033 of 034 Record #:	922 9270	APR 1996 TO APR 1997 Q71-29-99 TO Q86-95-29	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
034 of 034 Record #:	923 9271	JUN 1996 TO JUN 1997 Q91-03-40 TO R30-20-42	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978

Consolidated Total of Detail Transmittal Report:

34 of 034 Boxes



**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

8-6-98  
34

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

**Scheduled Destruct Date must be timeframe stipulated in Retention Schedule**

PROPERTY OF STRAIGHT  
50 AUG -6 PM 3:31

( Please Select appropriate box for storage delivery )

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 6

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

"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
① 815	JAN 96 to JAN 97 Q08-87-64 to Q12-91-69	14A5	1 of 24	9324	July 2002	
② 816	JAN 96 to JAN 97 Q25-37-49 to Q29-51-66	14A5	2 of 24	9325	July 2002	
③ 817	JAN 96 to JAN 97 Q29-52-98 to Q33-34-83	14A5	3 of 24	9326	July 2002	
④ 818	JAN 96 to JAN 97 Q33-35-99 to Q36-78-92	14A5	4 of 24	9327	July 2002	
⑤ 819	Feb 96 to Feb 97 Q36-79-06 to Q41-46-10	14A5	5 of 24	9328	July 2002	
⑥ 820	Feb 96 to Feb 97 Q41-47-26 to Q45-10-01	14A5	6 of 24	9329	July 2002	
⑦ 821	Feb 96 to Feb 97 Q45-10-28 to Q48-90-68	14A5	7 of 24	9330	July 2002	
⑧ 822	Feb 96 to Feb 97 Q48-92-38 to Q52-98-33	14A5	8 of 24	9331	July 2002	
⑨ 823	MAR 96 to MAR 97 Q53-05-05 to Q55-45-28	14A5	9 of 24	9332	July 2002	
⑩ 824	Feb 96 to Feb 97 Q55-83-96 to Q59-70-65	14A5	10 of 24	9333	July 2002	

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

8-6-90  
34

**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 3:32

( Please Select appropriate box for storage delivery)

Madison Street     State Records-Jessup     State Archives-Annapolis

Page 2 of 6

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

"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 type="checkbox"/> Confirm Receipt
① 825	MAR 96 to MAR 97 Q60-10-38 to Q63-82-33	14A	11 of 24	9334	July 2002	
② 826	MAR 96 to MAR 97 Q63-82-41 to Q66-81-16	14A	12 of 24	9335	July 2002	
③ 827	MAR 96 to MAR 97 Q67-63-74 to Q69-97-47	14A	13 of 24	9336	July 2002	
④ 828	MAR 96 to MAR 97 Q70-00-36 to Q73-78-35	14A	14 of 24	9337	July 2002	
⑤ 829	MAR 96 to MAR 97 Q73-84-83 to Q78-68-95	14A	15 of 24	9338	July 2002	
⑥ 830	APR 96 to APR 97 Q78-74-68 to Q81-23-06	14A	16 of 24	9339	July 2002	
⑦ 831	APR 96 to APR 97 Q81-29-42 to Q82-88-81	14A	17 of 24	9340	July 2002	
⑧ 832	APR 96 to APR 97 Q83-36-56 to Q86-20-44	14A	18 of 24	9341	July 2002	
⑨ 833	APR 96 to APR 97 Q86-21-41 to Q88-76-32	14A	19 of 24	9342	July 2002	
⑩ 834	MAR 96 to MAR 97 Q88-76-59 to Q91-57-84	14A	20 of 24	9343	July 2002	

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

8-6-98  
34

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

**Scheduled Destruct Date** must be timeframe stipulated in Retention Schedule

PROPERTY ADMINISTRATION  
90 AUG -6 PM 3:32

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 3 of 6

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

"1998"

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	835	MAIF 96 to MAIF 97 091-58-14 to 094-79-96	14A50	21 of 34	9344	July 2002	
2	836	MAIF 96 to MAIF 97 094-80-03 to 097-29-66	14A50	22 of 34	9345	July 2002	
3	837	MAIF 96 to MAIF 97 097-30-59 to 099-92-87	14A50	23 of 34	9346	July 2002	
4							
5							
6							
7							
8							
9							
10							

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

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

8-6-98  
34

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

98 AUG - 6 PM 3:32

( Please Select appropriate box for storage delivery )

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 4 of 6

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

"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	<sup>MAY 96 to MAY 97</sup> R-00-04-96 to R-03-39-20	<del>5074A</del>	24 of 634	9347	July 2002	
2	<sup>MAY 96 to MAY 97</sup> R-03-39-47 to R-07-83-39	<del>5074A</del>	25 of 634	9340	July 2002	
3	<sup>MAY 96 to MAY 97</sup> R-07-83-63 to R-11-13-87	<del>5074A</del>	26 of 634	9349	July 2002	
4	<sup>JUN 96 to JUN 97</sup> R-11-14-23 to R-14-99-88	<del>5074A</del>	27 of 634	9350	July 2002	
5	<sup>JUN 96 to JUN 97</sup> R-15-01-29 to R-18-66-89	<del>5074A</del>	28 of 634	9351	July 2002	
6	<sup>JUN 96 to JUN 97</sup> R-22-26-85 to R-27-09-49	<del>5074A</del>	29 of 634	9352	July 2002	
7						
8						
9						
10						

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

8-6-96  
34

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

90 AUG -6 PM 3:32

( Please Select appropriate box for storage delivery)

Page 5 of 6

Madison Street       State Records-Jessup       State Archives-Annapolis

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

"1979"

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	901	X82-49-25-50 <sup>APR 96 to APR 97</sup> X82-57-35	74A <sup>100</sup>	3905	9353	July 2002		
②								
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

8-6-99  
34

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

99 AUG -6 PM 3:34

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 6 of 6

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	920	<sup>Jul 96 to Jul 97</sup> Q25-96-82 to Q53-54-84	1485	31 of 34	9354	July 2002		
②	921	<sup>MAR 96 to MAR 97</sup> Q54-79-23 to Q71-29-80	1485	32 of 34	9355	July 2002		
③	922	<sup>Jan 96 to Jan 97</sup> Q71-29-99 to Q86-95-29	1485	33 of 34	9356	July 2002		
④	923	<sup>Jul 96 to Jul 97</sup> Q91-03-40 to R-30-20-42	1485	34 of 34	9357	July 2002		
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.  00W291	DATE REC'D 9-13-99
B. DIVISION/UNIT BEANE - CALL CENTER			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 8	LOCATION SECTION(S) 21
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

3 Boxes MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)

1978 - ITEM 09

07/01/2002

*DISPOSAL  
12-3-02*

Maryland Automobile Insurance Fund

Retention Number: 1978      Schedule Destruction Date: 07/01/2002

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

Department	Title	Item Number	Total Volume Boxes	Special Instructions
CALL CENTER	MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR	09	3 OF 003	WAIT TRANS
Consolidated Total:	003	OF 003		



Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2002

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
001 OF 003 Record #:	286 9116	NO COVERAGE LETTERS 01-01-1997 TO 03-31-1997	BEANE CALL CENTER	09	1978	WAIT TRANS
002 OF 003 Record #:	287 9117	NO COVERGE LETTERS 01-01-1996 TO 01-20-1997	BEANE CALL CENTER	09	1978	WAIT TRANS
003 OF 003 Record #:	288 9118	WEEKLY / DAILY REPORTS 11-02-1996 TO 04-11-1997	BEANE CALL CENTER	09	1978	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

003 OF

003 Boxes

5-18-99

(3)

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 MAY 13 AM 7:34

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 1

Responsible Individual (Print Name): SHARON BEANE Department: LOSS REPORTS

RETENTION SCHEDULE: 1978

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	286 NO COV LETTERS 1-1-97 to 3-31-97	09	1 of 3	9116	7-1-2002	
②	287 NO COV LETTERS 1-1-96 to 1-20-97	09	2 of 3	9117	7-1-2002	
③	288 WEEKLY/DAILY REPORTS 11-2-96 to 4-11-97	09	3 of 3	9118	7-1-2002	
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  00W296	DATE REC'D 9-13-99
B. DIVISION/UNIT DESOUSA, JOHN CLAIMS/HOME OFFICE	RANGE 8	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION SECTION(S) 21	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS  1 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  1978-ITEM 09 07/01/2002
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*Disposal  
 12-3-02*

Report: CONTRANS  
TransDate: 03/25/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2002  
\*\*\*\*\* 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: 03/25/1999

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

Scheduled Destruction Date:  
07/01/2002

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9864	17 AUDIT REPORTS AND SUPPORT WORKSHEET 07/01/1996 TO 12/31/1996	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

3-25-99  
①

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

93 JUN 27 11 7 AM

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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

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 17	AUDIT REPORTS + SUPPORTING WORKSHEETS 7-1-96 to 10/23/96		09		JANUARY 2002		
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

*E✓*

RECORDS TRANSMITTAL AND RECEIPT

*110*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <i>00W298</i>	DATE REC'D <i>9-13-99</i>
B. DIVISION/UNIT WATSON FISCAL	RANGE <i>38</i>	RM CODE <i>24.01</i>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION SECTION(S) <i>30</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

INSURANCE ACCOUNTING RECORDS

1978-ITEM 23  
07/01/2002

*DISPOSAL*  
*12/3/02*  
*LJS*

Report: CONTRANS  
TransDate: 08/07/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2002  
\*\*\*\*\* 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	2 of 002	WAIT TRANS

Consolidated Total: 2 of 002



Report: TRANSMIT  
Trans Date: 08/07/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 07/01/2002  
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 002 Record #:	9744	778 INSURANCE ACCOUNTING RECORDS 1/1992 - 6/1992	WATSON FISCAL	WAIT TRANS	23	1978
002 of 002 Record #:	9745	779 INSURANCE ACCOUNTING RECORDS 6/1992	WATSON FISCAL	WAIT TRANS	23	1978

Consolidated Total of Detail Transmittal Report: 2 of 002 Boxes

**OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM**

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( 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	778	Insurance Accounting Records 1/92 6/92	23			7/2002	
②	779	Insurance Accounting Records 6/92	23			7/2002	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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