

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.				
93W497	Negotiable Instruments - Premium Refund Checks	1978	5	7/1991 - 11/1991	6	1/2002	RECYCLE
93W618	Misc. Accounting Records	1978	30	7/1991 - 12/1991	4	7/2002	RECYCLE
93W872	Negotiable Instruments - Premium Refund Checks	1226	5	8/1991 - 12/1991	4	1/2002	RECYCLE
93W874	Negotiable Instruments - Premium Refund Checks	1978	29 (b)	1/1992 - 3/1992	6	7/2002	RECYCLE
93W1124	Insurance Accounting Records	1978	23	10/1991	1	1/2003	RECYCLE
94W296	Payroll Accounting Records	1226	8	6/1993	1	7/2003	RECYCLE
94W1020	General Accounting Records & Misc. Accounting Records	1226	1, 12	1991	20	1/2002	RECYCLE
94W1022	Misc. Accounting Records & Insurance Accounting Records	1226	12, 6	7/1992 - 12/1992	8	1/2003	RECYCLE
94W1023	Misc. Accounting Records	1226	12	9/1992	1	1/2003	RECYCLE
94W1024	Ins. Accounting Records	1226	6	1/1993 - 6/1993	6	7/2003	RECYCLE
94W1178	Operations Bank Receipts	1226	1	1/1991 - 3/1992	1	7/2002	RECYCLE
94W1120	No Coverage Letter, Weekly Loss Reports	1226	12	1989 - 1992	6	1/2002	RECYCLE
95W45	Premium Refund Checks	1226	6		2	7/2002	RECYCLE
95W46	No Coverage Letters	1226	12	1/1993 - 9/1993	3	1/2003	RECYCLE
95W47	Misc. Accounting Records	1226	12	7/1992 - 9/1992	4	1/2003	RECYCLE
95W48	Premium Refund Checks	1226	5		6	1/2003	RECYCLE
95W49	Misc. Accounting Records	1226	12	3/1993	2	7/2003	RECYCLE
95W333	Weekly Lost Reports Logs	1226	12	12/1992 - 5/1993	1	1/2003	RECYCLE
95W334	Insurance Accounting Records	1226	6	12/1992	1	1/2003	RECYCLE
95W951	General Accounting Records	1226	1	8/1991 - 12/1991	3	1/2002	RECYCLE
95W592	Misc. Accounting Records - Correspondence	1226	12	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 31, 2003

Date

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.				
95W593	Misc. Accounting Records - Correspondence	1226	12	10/1992	3	1/2003	RECYCLE
95W594	Misc. Accounting Records - Correspondence	1226	12	1/1993	2	7/2003	RECYCLE
95W595	Pre-Inspection Paid Invoices	1226	1	12/1992	5	1/2003	RECYCLE
95W1519	Negotiable Documents - Premium Refund Checks	1226	5		12	1/2003	RECYCLE
95W1520	Misc. Accounting Records (Six Month Stop Pay)	1978	12		1	7/2003	RECYCLE
96W195	General Accounting Records & Misc. Accounting Records	1226	1, 12	1992	30	1/2003	RECYCLE
96W196	Misc. Accounting Records	1226	12	1992	1	1/2003	RECYCLE
96W197	Misc. Accounting Records & Property Control Records	1226	12	1992	1	1/2003	RECYCLE
96W198	Misc. Accounting Records	1226	12	1992	6	7/2003	RECYCLE
96W207	Negotiable Instruments Claim Drafts	1226	5	1992	8	7/2002	RECYCLE
96W208	Negotiable Instruments Claim Drafts	1226	5	1992	6	1/2002	RECYCLE
96W209	Negotiable Instruments Claim Drafts	1226	5	1993	4	7/2003	RECYCLE
96W210	Negotiable Instruments Claim Drafts	1226	5	1993	8	1/2003	RECYCLE
96W626	Claim Minor Files "Bodily Injury"	1226	21	1977 - 1978	4	7/2000	RECYCLE
96W629	Claim Minor Files "Bodily Injury"	1226	21	1979	9	1/2002	RECYCLE
96W630	Claim Minor Files "Bodily Injury"	1226	21	1980	3	7/2002	RECYCLE
96W631	Claim Minor Files "Bodily Injury"	1226	21	1980	9	1/2003	RECYCLE
96W632	Claim Minor Files "Bodily Injury"	1226	21	1980 - 1984	4	7/2003	RECYCLE

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

Charlie P Lopez

Signature

Records Center Manager

Title

December 31, 2003

Date

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.				
96W1367	Claim Files "Minor" Bodily Injury	1226	21	1980	1	1/2003	RECYCLE
96W1368	Misc. Accounting Records	1226	12	7/1992 - 12/1992	1	1/2003	RECYCLE
96W1369	Misc. Accounting Records	1226	12	1992	1	1/2003	RECYCLE
96W1370	Misc. Accounting Records	1226	12	1993	9	7/2003	RECYCLE
97W310	Budget and Fiscal Planning Records	1226	7	1992	2	1/2003	RECYCLE
97W1213	Premium Refund Check "Copies"	1226	11 (a)	7/1996	4	1/2002	RECYCLE
97W1215	Premium Refund Check "Copies"	1226	11 (a)	9/1996	8	7/2002	RECYCLE
99W306	Misc. Accounting Records	1226	12		1	7/2003	RECYCLE
99W716	House Counsel	1226	17	11/1996	1	1/2002	RECYCLE
99W718	House Counsel	1226	17	7/1997 - 12/1997	53	1/2003	RECYCLE
99W719	House Counsel	1226	17	3/1998 - 6/1998	33	7/2003	RECYCLE
99W720	House Counsel	1226	17	1/1998 - 2/1998	10	7/2003	RECYCLE
99W744	General Accounting Records	1978	18	1992	7	1/2003	RECYCLE
99W1037	Private Passenger Policy Files	1978	57	10/1996	112	1/2003	RECYCLE
99W1038	General Accounting Records	1226	1	1992	12	1/2003	RECYCLE
99W1065	Commercial Policy Files, Fleet Policy Files	1978	58, 59	7/1996 - 12/1997	36	1/2003	RECYCLE
99W1066	Commercial Policy Files, Fleet Policy Files	1978	58, 59	1/1997 - 5/1998	30	7/2003	RECYCLE
00W73	General Accounting Records	1978	18	1992	2	1/2003	RECYCLE
00W292	Miscellaneous Claim Files	1978	09	4/1997 - 11/1997	2	7/2003	RECYCLE
00W303	Insurance Accounting Records	1978	23	1/1993 - 6/1993	1	7/2003	RECYCLE
00W313	Insurance Accounting Records	1978	23	7/1992 - 12/1992	1	1/2003	RECYCLE
00W317	Misc. Accounting Records	1226	12	1992	1	1/2003	RECYCLE

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

Charlie P Lopez

Signature

Records Center Manager

Title

December 31, 2003

Date

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.				
00W342	Income Tax Records	1978	27	1992	1	1/2003	RECYCLE
00W892	Private Passenger Policy Files	1978	57	1/1997	88	7/2003	RECYCLE
00W893	Private Passenger Policy Files	1978	57	11/1996	92	1/2003	RECYCLE
00W894	Private Passenger Policy Files	1978	57	12/1996	83	1/2003	RECYCLE
00W965	Private Passenger Policy Files	1978	57	2/1997	82	7/2003	RECYCLE
01W408	Private Passenger Policy Files	1978	57	4/1997	91	7/2003	RECYCLE
01W409	Private Passenger Policy Files	1978	57	6/1997	83	7/2003	RECYCLE
01W410	Private Passenger Policy Files	1978	57	5/1997	75	7/2003	RECYCLE

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

Charlie P Lopez <small>Signature</small>	Records Center Manager <small>Title</small>	December 31, 2003 <small>Date</small>
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DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)  
RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 93W497	DATE REC'D. 10-14-92
DIVISION/UNIT OHN ALVANOS - FISCAL DEPARTMENT		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 126 17-18	NO. OF CU. FT. 6
	RECORDS CENTER MANAGER	
PHONE NO. 301 - 269 - 8558		
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
14 BOXES	NEGOTIABLE INSTRUMENTS - PREMIUM REFUND CHECKS july thru november 1991	1978 <del>#1226</del> - ITEM 5 JANUARY 2002  DISPOSAL 9/17/03 LJS

REPORT: CONTRANS  
TRANSDATF:08/14/92

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	NEGOTIABLE INSTRUMENTS	5	11	OF 11	

CONSOLIDATED TOTAL : 11 OF 11

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 11	000176	PREMIUM REFUND CHECKS RECORD #: 05931 JULY 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
02 OF 11	000177	PREMIUM REFUND CHECKS RECORD #: 05932 JULY 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
03 OF 11	000178	PREMIUM REFUND CHECKS RECORD #: 05933 JULY 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
04 OF 11	000179	PREMIUM REFUND CHECKS RECORD #: 05934 AUGUST 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
05 OF 11	000180	PREMIUM REFUND CHECKS RECORD #: 05935 AUGUST 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
06 OF 11	000183	PREMIUM REFUND CHECKS RECORD #: 05936 SEPTEMBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
07 OF 11	000184	PREMIUM REFUND CHECKS RECORD #: 05937 SEPTEMBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
08 OF 11	000185	PREMIUM REFUND CHECKS RECORD #: 05938 OCTOBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
09 OF 11	000186	PREMIUM REFUND CHECKS RECORD #: 05939 OCTOBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
10 OF 11	000187	PREMIUM REFUND CHECKS RECORD #: 05940 NOVEMBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS
11 OF 11	000188	PREMIUM REFUND CHECKS RECORD #: 05941 NOVEMBER 1991	ALVANOS FISCAL	S	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 11 OF 11 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

09/14/92  
Page 02 of 02 pgs

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVARO S

(Print Name)

Alvaros

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
176	Premium Refund Cks July 91	5	5931	01 of 19	JANUARY 2002
177	July 91	5	5932	02 of 19	JANUARY 2002
178	July 91	5	5933	03 of 19	JANUARY 2002
179	AUGUST 91	5	5934	04 of 19	JANUARY 2002
180	AUGUST 91	5	5935	05 of 19	JANUARY 2002
183	SEPT 91	5	5936	06 of 19	JANUARY 2002
184	SEPT 91	5	5937	07 of 19	JANUARY 2002
185	OCT 91	5	5938	08 of 19	JANUARY 2002

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

08/14/92  
Page 03 of 02 pages

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: Alvaros  
(Print Name)

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

John D. Alvaros  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
186	Premium Refund CKs OCT 91	5	5939	09 of 19	January 2002
187	Nov 91	5	5940	10 of 19	JANUARY 2002
188	Nov 91	5	5941	14 of 19	January 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

✓ E

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>93W618</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>153 8</b>	NO. OF CU. FT. <b>4</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
<b>4</b> BOXES	MISCELLANEOUS ACCOUNTING RECORDS JUL - DEC 1991	<p>1978 # <del>1226</del> - ITEM <del>12</del> <sup>30</sup></p> <p>JULY 2002</p> <p><i>DISPOSAL</i> <i>9/22/03</i> <i>LSB</i></p>

REPORT: CONTRANS  
TRANSDATE:10/05/92

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	MISCELLANEOUS ACCOUNTING RECORDS	12	4	OF 04	

CONSOLIDATED TOTAL : 4 OF 04

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	000310	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06277 DAILY WORK JULY - AUGUST 1991	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 04	000311	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06278 DAILY WORK SEPT - OCT 22 1991	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 04	000312	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06279 DAILY WORK OCT 22 - NOVEMBER 1991	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 04	000313	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 06280 DAILY WORK DECEMBER 1991	SMITH FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

VE

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>93W872</b>	DATE REC'D <b>1-18-93</b>
DIVISION/UNIT JOHN ALVANOSE - 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>4</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
06 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS - AUGUST - DECEMBER 1991	1226 - ITEM 5 JANUARY 2002  <i>DISPOSAL</i> <i>9/16/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:12/02/92

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	NEGOTIABLE INSTRUMENTS	5	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

REPORT: TRANSMIT  
RUN DATE: 12/02/92

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 06	000181	PREMIUM REFUND CHECKS RECORD #: 06339 AUGUST 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 06	000182	PREMIUM REFUND CHECKS RECORD #: 06340 SEPTEMBER 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 06	000189	PREMIUM REFUND CHECKS RECORD #: 06341 NOVEMBER 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
04 OF 06	000190	PREMIUM REFUND CHECKS RECORD #: 06342 DECEMBER 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
05 OF 06	000191	PREMIUM REFUND CHECKS RECORD #: 06343 DECEMBER 1991	ALVANOS FISCAL	5	1226	WAIT TRANS
06 OF 06	000192	PREMIUM REFUND CHECKS RECORD #: 06344 DECEMBER 1991	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 6 OF 06 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: ALVARO S  
(Print Name)

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

John S. Alvaros  
Signature

12-2-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
181	Premium Refund Checks August 91	5	1 of 6	6339	JANUARY 2002
182	Sept 91	5	2 of 6	6340	JANUARY 2002
189	Nov 91	5	3 of 6	6341	JANUARY 2002
190	Dec 91	5	4 of 6	6342	JANUARY 2002
191	Dec 91	5	5 of 6	6343	JANUARY 2002
192	Dec 91	5	6 of 6	6344	JANUARY 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>Q3W874</b>	DATE REC'D <b>1-18-93</b>
DIVISION/UNIT JOHN ALVANOS - FISCAL			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>126 5</b>	NO. OF CU. FT. <b>6</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
08 BOXES	NEGOTIABLE INSTRUMENTS PREMIUM REFUND CHECKS - JAN - MAR 1992	<sup>1978</sup> <del>1226</del> - ITEM 5-296 JULY 2002  DISPOSAL 9/19/03 AS

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 ITFM NUMBER SEQUENCE

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	.8	OF 08	
CONSOLIDATED TOTAL :			8	OF 08	

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 08	000193	PREMIUM REFUND CHECKS RECORD #: 06345 JANUARY 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 08	000194	PREMIUM REFUND CHECKS RECORD #: 06346 JANUARY 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 08	000195	PREMIUM REFUND CHECKS RECORD #: 06347 JANUARY 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
04 OF 08	000196	PREMIUM REFUND CHECKS RECORD #: 06348 FEBRUARY 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
05 OF 08	000197	PREMIUM REFUND CHECKS RECORD #: 06349 FEBRUARY 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
06 OF 08	000198	PREMIUM REFUND CHECKS RECORD #: 06350 MARCH 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
07 OF 08	000199	PREMIUM REFUND CHECKS RECORD #: 06351 MARCH 1992	ALVANOS FISCAL	5	1226	WAIT TRANS
08 OF 08	000200	PREMIUM REFUND CHECKS RECORD #: 06352 MARCH 1992	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 8 OF 08 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: ALVARO

(Print Name)

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

John H. Abrams  
Signature

12-2-92

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
193	Premium Refund CKS JAN 92	5	1 of 8	6345	July 2002
194	JAN 92	5	2 of 8	6346	July 2002
195	JAN 92	5	3 of 8	6347	July 2002
196	FEB 92	5	4 of 8	6348	July 2002
197	FEB 92	5	5 of 8	6349	July 2002
198	MAR 92	5	6 of 8	6350	July 2002
199	MAR 92	5	7 of 8	6351	July 2002
200	MAR 92	5	9 of 8	6352	July 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>93W1124</b>	DATE REC'D <b>3-16-93</b>
DIVISION/UNIT rusty WATSON / FISCAL	LOCATION RANGE SECTION(S) <b>1 8</b>	RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	RECORDS CENTER MANAGER	NO. OF CU. FT. <b>1</b>
PHONE NO. 301 - 269 - 8558	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 BOX	INSURANCE ACCOUNTING RECORDS PRODUCER STATEMENTS OCTOBER 1992	1978 #1226 - ITEM 6 23 JANUARY 2003  <b>DISPOSAL</b> <b>8/28/03</b> <b>SSS</b>

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

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

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 02/16/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MATF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000288	INSURANCE ACCOUNTING RECORDS RECORD #: 06874 PRODUCER STATEMENTS    OCTOBER 1992	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

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
288	Insurance Accounting Records Producer Statements 10/92	6	1081	6874	1/2003

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. 94W296	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) 147 2	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	PAYROLL ACCOUNTING RECORDS JUNE 1993	1226 ITEM 8 JULY 2003  DISPOSAL 9/22/03 JJB

REPORT: CONTRANS  
TRANSDATE:07/08/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	PAYROLL ACCOUNTING RECORDS	8	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 07/08/93

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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	000307	PAYROLL ACCOUNTING RECORDS RECORD #: 07340 JUNE 1993	WATSON FISCAL	8	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

7-8-93

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
307	Payroll Accounting Records	6/93 8	1 of 1	7340	7/2003

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



RECORDS TRANSMITTAL AND RECEIPT

*EV*

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>94W1020</i>	DATE REC'D <i>4-18-94</i>
DIVISION/UNIT BARBARA SMITH - FISCAL			RM CODE <i>2401</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>103 26</i>	NO. OF CU. FT. <i>20</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 BOX	GENERAL ACCOUNTING RECORDS DEPOSITS 1991	1226 item 1 JANUARY 2002
19 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 1991	1226 - ITEM 12 JANUARY 2002 <i>Disposal 8/03</i>

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	GENERAL ACCOUNTING RECORDS	1	1	OF 20	
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	19	OF 20	

CONSOLIDATED TOTAL : 20 OF 20

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 20 RECORD #: 08055	000314	WIRE TRANSFERS FOR JAN - AUG 1991	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 20 RECORD #: 08056	000315	WIRE TRANSFERS FOR JAN - MAY 1991 GEN ACCT SEPT - DEC 1991	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 20 RECORD #: 08057	000316	PRINTING & SUPPLIES JUN - DEC 1991 GEN ACCT DEPOSITS AND RECEIPTS	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 20 RECORD #: 08058	000318	6056 JAN - JULY 1991	SMITH FISCAL	12	1226	WAIT TRANS
05 OF 20 RECORD #: 08059	000319	6056 AUG - DEC 1991 INS6161	SMITH FISCAL	12	1226	WAIT TRANS
06 OF 20 RECORD #: 08060	000320	BANK PRINTOUTS JAN - JULY 1991 1ST NATIONAL	SMITH FISCAL	12	1226	WAIT TRANS
07 OF 20 RECORD #: 08061	000321	BANK PRINTOUTS AUG - DEC 1991	SMITH FISCAL	12	1226	WAIT TRANS
08 OF 20 RECORD #: 08062	000322	BANK PRINTOUTS JAN - OCT 1991	SMITH FISCAL	12	1226	WAIT TRANS
09 OF 20 RECORD #: 08063	000323	MISC WORKPAPERS JULY - DEC 1991	SMITH FISCAL	12	1226	WAIT TRANS
10 OF 20 RECORD #: 08064	000324	MISC WORKPAPERS APR - DEC 1991	SMITH FISCAL	12	1226	WAIT TRANS
11 OF 20 RECORD #: 08065	000325	COMPUTER PRINTOUTS 1991	SMITH FISCAL	12	1226	WAIT TRANS
12 OF 20 RECORD #: 08066	000326	COMPUTER PRINTOUTS 1991	SMITH FISCAL	12	1226	WAIT TRANS
13 OF 20 RECORD #: 08067	000327	COMPUTER PRINTOUTS 1991	SMITH FISCAL	12	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 20	000328	MISCELLANEOUS WORKPAPERS 1991	SMITH	12	1226	WAIT TRANS
	RECORD #:	08068	FISCAL			
15 OF 20	000329	DEPOSITS 1991	SMITH	1	1226	WAIT TRANS
	RECORD #:	08069	FISCAL			
16 OF 20	000330	TELEPHONE BILLS 1991	SMITH	12	1226	WAIT TRANS
	RECORD #:	08070	FISCAL			
17 OF 20	000332	TELEPHONE BILLS 1991	SMITH	12	1226	WAIT TRANS
	RECORD #:	08071	FISCAL			
18 OF 20	000333	MISCELLANEOUS LOG BOOKS 1991	SMITH	12	1226	WAIT TRANS
	RECORD #:	08072	FISCAL			
19 OF 20	000335	PETTYCASH - MVA RECEIPTS JAN-MAR 91	SMITH	12	1226	WAIT TRANS
	RECORD #:	08073	FISCAL			
20 OF 20	000336	MISCELLANEOUS EXPENSES 1991	SMITH	12	1226	WAIT TRANS
	RECORD #:	08074	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 20 OF 20 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

109-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
314	1991 Gen Acct. WIRE TRANS FER JAN. AUG	12	1 of 20	8055	1-1-2002
315	1991 Gen Acct. SEPT.-DEC JAN-MAY WIRE TRANSFER Printing Supp	12	2 of 20	8056	1-1-2002
316	1991 Gen Acct. JUN.-DEC. Printing Supplies-Deposits Rec.	12	3 of 20	8057	1-1-2002
318	1991 Gen Acct. 6056 Jan-July	12	4 of 20	8058	1-1-2002
319	1991 Gen Acct. 6056 Aug-Dec Ins 6161	12	5 of 20	8059	1-1-2002
320	1991 Gen Acct. BANK Printouts Jan July 1 <sup>st</sup> NAT.	12	6 of 20	8060	1-1-2002
321	1991 Gen Acct. BANK Printouts Aug-Dec.	12	7 of 20	8061	1-1-2002
322	1991 Gen Accts BANK Printouts Jan-Oct	12	8 of 20	8062	1-1-2002

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1-9-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

Barbara Smith  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
323	1991 Gen. Acctg. July-Dec Misc. Work papers	12	9 of 20	8063	1-1-2002
324	1991 Gen. Acctg. April-Dec Misc. Work papers	12	10 of 20	8064	1-1-2002
325	1991 Gen. Acctg. Computer printouts	12	11 of 20	8065	1-1-2002
326	1991 Gen. Acctg. Computer printouts	12	12 of 20	8066	1-1-2002
327	1991 Gen. Acctg. Computer Printouts	12	13 of 20	8067	1-1-2002
328	1991 Gen. Acctg. Misc. Work papers	12	14 of 20	8068	1-1-2002
329	1991 Gen. Acctg. Deposits	1	15 of 20	8069	1-1-2002
330	1991 Gen. Acctg. Telephone Bills	12	16 of 20	8070	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
332	1991 Gen. Acctg Telephone Bills	12	17 of 20	8071	1-1-2002
333	1991 Gen. Acctg Misc. Log Books	12	18 of 20	8072	1-1-2002
335	1991 GEN. ACCTG JAN MAR. Petty Cash to MVA REC'S	12	19 of 20	8073	7-1-2002
336	1991 MISC. EXPENSE	12	20 of 20	8074	1-1-2002

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

RECORDS TRANSMITTAL AND RECEIPT

*EW*

INSTRUCTIONS—PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>94W1022</i>	DATE REC'D <i>4-18-94</i>
DIVISION/UNIT WATSON - FISCAL			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>116 17</i>	NO. OF CU. FT. <i>8</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	MISCELLANEOUS ACCOUNTING RECORDS JULY 1992 to DECEMBER 1992	1226-ITEM #12 JANUARY 2003
6 BOXES	INSURANCE ACCOUNTING RECORDS JULY 1992 to DECEMBER 1992	1226-ITEM #6 JANUARY 2003
		<i>DISPOSAL</i> <i>9/3/03</i> <i>LJS</i>



REPORT: CONTRANS  
TRANSDATE: 01/02/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	2	OF 08	
FISCAL	INSURANCE ACCOUNTING RECORDS	6	6	OF 08	

CONSOLIDATED TOTAL : 8 OF 08

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 08	000333	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08030 PRODUCER/COMMISSION STATEMENT 07-92	FISCAL			
02 OF 08	000334	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08031 PRODUCER/COMMISSION STATEMENT 08-92	FISCAL			
03 OF 08	000335	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08032 PRODUCER/COMMISSION STATEMENT 09-92	FISCAL			
04 OF 08	000336	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08033 PRODUCER/COMMISSION STATEMENT 10-92	FISCAL			
05 OF 08	000337	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08034 PRODUCER/COMMISSION STATEMENT 11-92	FISCAL			
06 OF 08	000338	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08035 PRODUCER/COMMISSION STATEMENT 12-92	FISCAL			
07 OF 08	000349	MISC ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	08036 CORRESPONDANCE & WORKPAPERS 12/92	FISCAL			
08 OF 08	000353	MISC ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	08037 CORRESPONDANCE & WORKPAPERS 07/92	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 8 OF 08 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

01-02-97

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: 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
333	Insurance Accounting Records Producer Statements and Commission Statements 7/92	(6)	188	8030	1/2003
334	Insurance Accounting Records Producer Statements and Commission Statements 8/92	(6)	288	8031	1/2003
335	Insurance Accounting Records Producer Statements and Commission Statements 9/92	(6)	388	8032	1/2003
336	Insurance Accounting Records Producer Statements and Commission Statements 10/92	(6)	488	8033	1/2003
337	Insurance Accounting Records Producer Statements and Commission Statements 11/92	(6)	588	8034	1/2003
338	Insurance Accounting Records Producer Statements and Commission Statements 12/92	(6)	688	8035	1/2003
349	Miscellaneous Acct. Records Correspondance Files and Miscellaneous Workpapers 12/92	(12)	788	8036	1/2003
353	Miscellaneous Acct. Records Correspondance Files and Miscellaneous Workpapers 7/92	(12)	888	8037	1/2003

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. <b>94W1023</b>	DATE REC'D <b>4-18-94</b>
DIVISION/UNIT WATSON - FISCAL		RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>116 17</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	MISCELLANEOUS ACCOUNTING RECORDS SEPTEMBER 1992	1226-ITEM #12 JANUARY 2003  <i>DISPOSED</i> <i>9/30/03</i> <i>AS</i>

REPORT: CONTRANS  
TRANS DATE: 01/07/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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  
REN DATE: 01/07/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000354	MISCELLANEOUS ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	08053 CORRESPONDANCE & WORKPAPERS 09/92	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

L7-94

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
354	Miscellaneous Acct. Records Correspondance Files and Miscellaneous Workpapers 9/92	(12)	1081	8053	1/2003

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

RECORDS TRANSMITTAL AND RECEIPT

*E*

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>94W1024</i>	DATE REC'D <i>4-18-94</i>
DIVISION/UNIT WATSON - FISCAL			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>102 24</i>	NO. OF CU. FT. <i>6</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
6 BOXES	INSURANCE ACCOUNTING RECORDS JAN-JUN 1993	1226 - ITEM 6 - JULY 2003  <i>Disposal</i> <i>8/03</i>



REPORT: CONTRANS  
TRANSDATE: 01/02/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

\*\*\*\*\* 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	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1-2-99

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	RECEIPT'S PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
339	Insurance Accounting Records Producer Statements and Commission Statements 1/93	(6)	1086	8043	7/2003
340	Insurance Accounting Records Producer Statements and Commission Statements 2/93	(6)	2086	8044	7/2003
341	Insurance Accounting Records Producer Statements and Commission Statements 3/93	(6)	3086	8045	7/2003
342	Insurance Accounting Records Producer Statements and Commission Statements 4/93	(6)	4086	8046	7/2003
343	Insurance Accounting Records Producer Statements and Commission Statements 5/93	(6)	5086	8047	7/2003
344	Insurance Accounting Records Producer Statements and Commission Statements 6/93	(6)	6086	8048	7/2003

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

RECORDS TRANSMITTAL AND RECEIPT

10/22/93

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>94W1178</b>	DATE REC'D <b>5-20-94</b>
DIVISION/UNIT Alvanos-Fiscal			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>147 15</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 Boxes	Operations Bank Receipts January 1991 to March 1992	#1226-Item #1 July 2002  <b>DISPOSAL</b> <b>9/22/05</b> <b>LJS</b>

REPORT: CONTRANS  
TRANSDATF:10/22/93

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	GENERAL ACCOUNTING RECORDS	1	1	OF 01	

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 10/22/93

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	MAJF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 01	000312	OPERATIONS BANK RECEIPTS RECORD #: 07674 01/91 - 03/92	ALVANOS FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

RECORDS TRANSMITTAL AND RECEIPT

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 94W1120	DATE REC'D 5-11-94
DIVISION/UNIT VENERABLE - LOSS REPORTS		RM CODE 24.01
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) 143 11-12	NO. OF CU. FT. 6
PHONE NO. 01 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL 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
4 BOXES	NO COVERAGE LETTER 1989-1992	1226 - ITEM 12 JANUARY 2002
2 BOXES	WEEKLY LOSS REPORTS 12/30/91 - 6/20/92, 06/29/92 - 12/26/92	1226 - ITEM 12 JANUARY 2002

DISPOSAL  
9/18/03  
LJS

REPORT: CONTRANS  
TRANSDATE: 03/20/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

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
LOSS REPORTS	MISCELLANEOUS ACCOUNTING RECORDS	12	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

REPORT: TRANSMIT  
RUN DATE: 03/20/94

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 06 RECORD #: 08468	000240	NO COVERAGE LETTER 1989 - 1992	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
02 OF 06 RECORD #: 08469	000241	NO COVERAGE LETTERS 1989-1992	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
03 OF 06 RECORD #: 08470	000242	NO COVERAGE LETTERS 1989-1992	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
04 OF 06 RECORD #: 08471	000243	NO COVERAGE LETTERS 1989-1992	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
05 OF 06 RECORD #: 08478	000244	WEEKLY LOSS REPORTS 12/30/91 - 06/20/92	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
06 OF 06 RECORD #: 08479	000245	WEEKLY LOSS REPORTS 06/29/92 - 12/26/92	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 6 OF 06 BOXES



3/21/77

Please check appropriate box

 SHIP TO MADISON STREET PREPARE REQUIRED TRANSMITTAL FORM FOR: STATE RECORDS CENTER or  ARCHIVESRETENTION SCHEDULE: 1226DEPARTMENT: Loss ReportsRESPONSIBLE INDIVIDUAL: Sheila Venerable  
(Print Name)\*(Note: AN ITEM NUMBER AS LISTED ON RETENTION SCHEDULE MUST BE LISTED)Sheila Venerable  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
244	Weekly Loss Report Logs -12/30/91-6/20/92	12		8478	01/2002
245	Weekly Loss Report Logs 6/29/92-12/26/92	12		8479	01/2002

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

3/20/77

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: Loss Reports

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Sheila Venerable  
(Print Name)

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

Sheila Venerable  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
240	No Coverage Letters + 1989-1992	12		8468	01/2002
241	No Coverage Letters 1989-1992	12		8469	01/2002
242	No Coverage Letters 1989-1992	12		8470	01/2002
243	No Coverage Letters 1989-1992	12		8471	01/2002

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

6/6/94

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>95W45</b>	DATE REC'D <b>7-12-94</b>
DIVISION/UNIT ALVANOS - FISCAL		RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>126 18</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
5 BOXES	PREMIUM REFUND CHECKS	1226 - ITEM 6 JULY 2002  <i>DISPOSAL</i> <i>9/17/03</i> <i>LJS</i>

REPORT: TRANSMIT  
RUN DATE: 06/06/94

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 05 RECORD #: 08515	000203	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 05 RECORD #: 08516	000204	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 05 RECORD #: 08517	000205	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
04 OF 05 RECORD #: 08518	000206	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
05 OF 05 RECORD #: 08519	000207	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

REPORT: CONTRANS  
TRANSDATE: 06/06/94

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	VOLUME	TOTAL	SPECIAL INSTRUCTIONS
		NUMBER	BOXES	BOXES	
FISCAL	NEGOTIABLE INSTRUMENTS	5	5	OF 05	

CONSOLIDATED TOTAL : 5 OF 05

5 Boxes

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6-6-97

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: JOHN ALVAREZ

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

(Print Name)

John Alvarez  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
203	Premium Refund CKS	5	8515	1 of 5	July 2002
204	"	5	8516	2 of 5	July 2002
205	"	5	8517	3 of 5	July 2002
206	"	5	8518	4 of 5	July 2002
207	"	5	8519	5 of 5	July 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. <b>95W46</b>	DATE REC'D <b>7-12-94</b>
DIVISION/UNIT VENERABLE - LOSS REPORTS			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>131 22</b>	NO. OF CU. FT. <b>3</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
3 BOXES	NO COVERAGE LETTERS AUGUST 1992 THRU FEBRUARY 1993 JANUARY 1993 THRU SEPTEMBER 1993	1226 - ITEMS 12 JANUARY 2003  <i>DISPOSAL</i> <i>9/18/03</i> <i>LSJ</i>

REPORT: CONTRANS  
TRANSDATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
LOSS REPORTS	MISCELLANEOUS ACCOUNTING RECORDS	12	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03



REPORT: TRANSMIT  
RUN DATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000246	NO COVERAGE LETTERS RECORD #: 08520 08/92 THRU 02/93	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
02 OF 03	000247	NO COVERAGE LETTERS RECORD #: 08521 01/93 THRU 09/93	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS
03 OF 03	000248	NO COVERAGE LETTERS RECORD #: 08522 01/93 THRU 09/93	VENERABLE LOSS REPORTS	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6-6-94

3/18/94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Loss Reports

RESPONSIBLE INDIVIDUAL: Sheila Venerable  
(Print Name)

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

Sheila Venerable  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
246	No Coverage Letters 8/92 - 2/93	12	1083	8520	1/2003
247	No Coverage Letters 1/93 - 9/93	12	2083	8521	1/2003
248	No Coverage Letters 1/93 - 9/93	12	3083	8522	1/2003
				<del>8</del>	

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>95W47</b>	DATE REC'D <b>7-12-94</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>131 22</b>	NO. OF CU. FT. <b>4</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
4 BOXES	MISCELLANEOUS ACCOUNTING RECORDS CORR. & WORKPAPERS-JULY THRU SEPTEMBER 1992	1226 - ITEM 12 JANUARY 2003  <i>Disposal</i> <i>9/16/03</i> <i>LJS</i>

REPORT: TRANSMIT  
RUN DATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	✓ 000365	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 08499 CORR & WORKPAPERS SEPTEMBER 1992	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 04	✓ 000366	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 08500 CORR & WORKPAPERS 07/92 & 08/92	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 04	✓ 000367	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 08501 CORR & WORKPAPERS SEPTEMBER 1992	WATSON FISCAL	12	1226	WAIT TRANS
04 OF 04	000369	MISCELLANEOUS ACCOUNTING RECORDS RECORD #: 08502 CORR & WORKPAPERS SEPTEMBER 1992	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 4 OF 04 BOXES

REPORT: CONTRANS  
TRANSDATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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	4	OF 04	

CONSOLIDATED TOTAL : 4 OF 04

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6-6-94

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)

\*(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
365	Miscellaneous Accounting Records Correspondance Files and Workpapers 9/92	(12)	1 of 4	8499	1/2003
366	Miscellaneous Accounting Records Correspondance Files and Workpapers 7/92 & 8/92	(12)	2 of 4	8500	1/2003
367	Miscellaneous Accounting Records Correspondance Files and Workpapers 9/92	(12)	3 of 4	8501	1/2003
369	Miscellaneous Accounting Records Correspondance Files and Workpapers 9/92	(12)	4 of 4	8502	1/2003

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

6/6/94

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>95W48</b>	DATE REC'D <b>7-12-94</b>
DIVISION/UNIT ALVANOS - FISCAL		RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>126 19</b>	NO. OF CU. FT. <b>6</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
10 BOXES	PREMIUM REFUND CHECKS	1226 - ITEM 5 JANUARY 2003  <b>DISPOSAL</b> <b>9/17/03</b> <b>LJB</b>

REPORT: CONTRANS  
TRANSDATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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	11	OF 10	

CONSOLIDATED TOTAL : 11 OF 10



REPORT: TRANSMIT  
RUN DATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 10 RECORD #: 08505	000208	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
02 OF 10 RECORD #: 08506	000211	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
03 OF 10 RECORD #: 08507	000212	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
04 OF 10 RECORD #: 08508	000214	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
05 OF 10 RECORD #: 08509	000215	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
06 OF 10 RECORD #: 08510	000216	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
07 OF 10 RECORD #: 08511	000217	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
08 OF 10 RECORD #: 08512	000217	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
08 OF 10 RECORD #: 08512	000218	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
09 OF 10 RECORD #: 08513	000219	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS
10 OF 10 RECORD #: 08514	000220	PREMIUM REFUND CHECKS	ALVANOS FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 11 OF 10 BOXES

6-6-94

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: JOHN ALVANS  
(Print Name)

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

John H Alvans  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
208	Premium checks	5	1 of 10	9505	JANUARY 2003
211	"	5	2 of 10	9506	JANUARY 2003
212	"	5	3 of 10	9507	JANUARY 2003
214	"	5	4 of 10	9508	JANUARY 2003
215	"	5	5 of 10	9509	JANUARY 2003
216	"	5	6 of 10	9510	JANUARY 2003
217	"	5	7 of 10	9511	JANUARY 2003
218	"	5	8 of 10	9512	JANUARY 2003

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6-6-94

16 Boxes

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: JOHN AZUARIAS  
(Print Name)

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

John S. Abrams  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
219	Premium CHECKS	5	9 of 10	8513	JANUARY 2003
220	"	5	10 of 10	8514	JANUARY 2003

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

6/6/94

PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>95W49</b>	DATE REC'D <b>7-12-94</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>131 22</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
2 BOXES	MISCELLANEOUS ACCOUNTING RECORDS CORR & WORKPAPERS-MARCH 1993	1226 - ITEM 12 JULY 2003  <i>DISPOSAL</i> <i>9/18/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT  
RUN DATE: 06/06/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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	✓ 000364	MISCELLANEOUS ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	08503 CORR & WORKPAPERS MARCH 1993	FISCAL			
02 OF 02	368 000364	MISCELLANEOUS ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	08504 CORR & WORKPAPERS MARCH 1993	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

6-6-94

Please check appropriate box

2 Boxes

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
364	Miscellaneous Accounting Records - Correspondance Files and Workpapers 3/93	(12)	1482	8503	7/2003
368	Miscellaneous Accounting Records - Correspondance Files and Workpapers 3/93	(12)	2082	8504	7/2003

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>95W333</b>	DATE REC'D <b>9-8-94</b>
DIVISION/UNIT VENERABLE - LOSS REPORTS			RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <b>3 5</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
<b>1 BOX</b>	WEEKLY LOSS REPORTS LOGS 12/18/92 - 5/28/93	1226 - 12 <del>DECEMBER 2002</del>  1/03 DISPOSAL 8/27/03 LJD



REPORT: CONTRANS  
TRANSDATE: 07/16/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 12/01/2002

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

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

CONSOLIDATED TOTAL : 1 OF 01

REPORT: TRANSMIT  
RUN DATE: 07/16/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 12/01/2002

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	000258	WEEKLY LOSS REPORTS LOGS RECORD #: 08745 12/18/92 - 5/28/93	VENERABLE LOSS REPORTS	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

7/20/94

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: Report Center

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Sheila Venerable  
(Print Name)

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

Sheila Venerable  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
258	Weekly Loss Reports Logs 12/28/92 - 5/28/93	12		6/7/95	12/2002

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

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
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RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>95W334</b>	DATE REC'D <b>9-8-94</b>
DIVISION/UNIT WATSON - FISCAL		RM CODE <b>24.01</b>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <b>3 5</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 PRODUCER/COMMISSION STATEMENT 12/92	1226 - 6 JANUARY 2003  <i>DISPOSAL</i> <i>8/27/03</i> <i>2JS</i>

REPORT: CONTRANS  
TRANSDATE: 07/05/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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: 07/05/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000381	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08741 PRODUCER/COMMISSION STATEMENT 12/92	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: 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
381	✓ Insurance Accounting Records Producers Statements and Commission Statements 12/92	6		<i>[Signature]</i>	1/2003

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

R-3

S-5

2 Empties



DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <i>95W591</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT KEVIN WOOD - FISCAL			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>120 15</i>	NO. OF CU. FT. <i>3</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 BOXES	OPE BANK STATEMENTS (AUGUST, OCTOBER, DECEMBER 1991)	ITEM 1 - 1226 JANUARY 2002  <i>DISPOSAL</i> <i>8/22/03</i> <i>AD</i>

REPORT: CONTRANS  
TRANSDATE: 09/14/94

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	3	OF 03	

CONSOLIDATED TOTAL : 3 OF 03

REPORT: TRANSMIT  
RUN DATE: 09/14/94

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	000019	✓ OPE BANK STATEMENTS RECORD #: 09113 OCTOBER 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
02 OF 03	000021	✓ OPE BANK STATEMENTS RECORD #: 09114 DECEMBER 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
03 OF 03	000028	✓ OPE BANK STATEMENTS RECORD #: 09115 AUGUST 1991	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-14-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: Kevin Wood  
(Print Name)

K Wood  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
19 ✓	OPE BK. STMTS 10/91	1		9113	Jan 2002
21 ✓	OPE BK STMTS 12/91	1		9114	Jan 2002
28 ✓	OPE BK STMTS 8/91	1		9115	Jan 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. <i>95W592</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT WATSON - ACCOUNTING		RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <i>120 15</i>	NO. OF CU. FT. <i>2</i>
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	MISCELLANEOUS ACCOUNTING RECORDS - CORRESPONDENCE FILES JUNE 1992	ITEM 12 - 1226 JULY 2002  <i>DISPOSAL</i> <i>8/27/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:10/03/94

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	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT  
RUN DATE: 10/03/94

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	000398	RECORDS - CORRESPONDANCE FILES RECORD #: 09230 WORKPAPERS 6/92	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 02	000399	RECORDS - CORRESPONDANCE FILES RECORD #: 09231 WORKPAPERS 6/92	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

10/3/94

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
398	Miscellaneous Accounting Records - Correspondance Files and Workpapers 6/92	(12)		9230 <i>[Signature]</i>	7/2002
399	Miscellaneous Accounting Records - Correspondance Files and Workpapers 6/92	(12)		9231 <i>[Signature]</i>	7/2002

PROPERTY ADMINISTRATOR

94 SEP 28 PM 2:26

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



R120

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2 Emptyies

*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. <i>95W593</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT WATSON - ACCOUNTING	LOCATION RANGE SECTION(S) <i>123 28</i>	RM CODE <i>2401</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	NO. OF CU. FT. <i>3</i>	RECORDS CENTER MANAGER
PHONE NO. 301 - 269 - 8558	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
3 BOXES	MISCELLANEOUS ACCOUNTING RECORDS - CORRESPONDENCE FILES OCTOBER 1992	ITEM 12 - 1226 JANUARY 2003  <i>DISPOSAL</i> <i>9/16/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:10/03/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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: 10/03/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000400 ✓	RECORDS - CORRESPONDECE FILES RECORD #: 09232 WORKPAPERS 10/92	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 03	000401 ✓	RECORDS - CORRESPONDECE FILES RECORD #: 09233 WORKPAPERS 10/92	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 03	000402 ✓	RECORDS - CORRESPONDECE FILES RECORD #: 09234 WORKPAPERS 10/92	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 3 OF 03 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

10-3-91

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
400 ✓	Miscellaneous Accounting Records - Correspondance Files and Workpapers 10/92	(12)		9232 <i>[Signature]</i>	1/2003
401 ✓	Miscellaneous Accounting Records - Correspondance Files and Workpapers 10/92	(12)		9232 <i>[Signature]</i>	1/2003
402 ✓	Miscellaneous Accounting Records - Correspondance Files and Workpapers 12/92	(12)		9234 <i>[Signature]</i>	1/2003

PROPERTY ADMINISTRATOR  
94 SEP 28 PM 2:26

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

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

RECORDS TRANSMITTAL AND RECEIPT

INSTRUCTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <i>95W594</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT WATSON - ACCOUNTING		RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230	LOCATION RANGE SECTION(S) <i>123 28</i>	NO. OF CU. FT. <i>2</i>
PHONE NO. 301 - 269 - 8558	RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 BOXES	MISCELLANEOUS ACCOUNTING RECORDS - CORRESPONDENCE FILES JANUARY 1993	ITEM 12 - 1226 JULY 2003 <i>DISPOSAL</i> <i>9/10/03</i> <i>255</i>

REPORT: CONTRANS  
TRANSDATE:10/01/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	2	OF 02	

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT  
RUN DATE: 10/01/94

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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	000403	RECORDS - CORRESPONDECE FILES RECORD #: 09235 WORKPAPERS 01/93	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 02	000404	RECORDS - CORRESPONDECE FILES RECORD #: 09236 WORKPAPERS 01/93	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES



OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

10/1/94

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)

\*(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
403 ✓	Miscellaneous Accounting Records - Correspondance Files and Workpapers 1/93	(12)		<del>9234</del> <del>9235</del> 9235	7/2003
404 ✓	Miscellaneous Accounting Records - Correspondance Files and Workpapers 1/93	(12)		<del>9235</del> 9236 <del>9237</del>	7/2003

PROPERTY ADMINISTRATOR  
94 SEP 28 PM 2:26

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. <i>95W595</i>	DATE REC'D <i>11-7-94</i>
DIVISION/UNIT KEVIN WOOD - FISCAL			RM CODE <i>24.01</i>
MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401 - 4230		LOCATION RANGE SECTION(S) <i>122 24</i>	NO. OF CU. FT. <i>5</i>
PHONE NO. 301 - 269 - 8558		RECORDS CENTER MANAGER	
AGENCY OFFICIAL C J Mumme RECORDS/PROPERTY ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
5 BOXES	PRE-INSPECTION PAID INVOICES DECEMBER 1992	ITEM 1 - 1226 JANUARY 2003  <i>DISPOSAL</i> <i>9/16/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE: 09/12/94

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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	5	OF 05	

CONSOLIDATED TOTAL : 5 OF 05

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 05	000001 ✓	PRE INSPECTION PAID INVOICES RECORD #: 09081 DECEMBER 1992	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
02 OF 05	000002 ✓	PRE INSPECTION PAID INVOICES RECORD #: 09082 DECEMBER 1992	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
03 OF 05	000003 ✓	PRE INSPECTION PAID INVOICES RECORD #: 09083 DECEMBER 1992	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
04 OF 05	000004 ✓	PRE INSPECTION PAID INVOICES RECORD #: 09084 DECEMBER 1992	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS
05 OF 05	000005 ✓	PRE INSPECTION PAID INVOICES RECORD #: 09085 DECEMBER 1992	WOOD, KEVIN FISCAL	1	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

9-12-94

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: Fiscal

RESPONSIBLE INDIVIDUAL: Kevin Wood  
(Print Name)

Kevin Wood  
Signature

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

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
1 ✓	PRE-INSPECT. PAID INVOICES Dec 1992	1		9081	JANUARY 2003
2 ✓	↓	1		9082	↓
3 ✓	↓	1		9083	↓
4 ✓	↓	1		9084	↓
5 ✓	↓	1		9085	↓

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>95W1519</b>	DATE REC'D <b>5-15-95</b>
B. DIVISION/UNIT CINDY LAYTON / FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>126 12-13</b>	NO. OF CU. FT. <b>12</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
24 BOXES	NEGOTIABLE DOCUMENTS - PREMIUM REFUND CHECKS	1226 - ITEM #5 JANUARY 2003  <i>DISPOSAL</i> <i>9/16/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE: 04/24/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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	24	OF 24	

CONSOLIDATED TOTAL : 24 OF 24

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 24	000209	PREMIUM REFUND CHECKS RECORD #: 07860 499201 - 503999	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
02 OF 24	000210	PREMIUM REFUND CHECKS RECORD #: 07861 504000 - 508999	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
03 OF 24	000213	PREMIUM REFUND CHECKS RECORD #: 07862 518150 - 522599	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
04 OF 24	000221	PREMIUM REFUND CHECKS RECORD #: 07863 554542 - 559019	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
05 OF 24	000222	PREMIUM REFUND CHECKS RECORD #: 07864 559020 - 563599	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
06 OF 24	000223	PREMIUM REFUND CHECKS RECORD #: 07865 563600 - 567899	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
07 OF 24	000224	PREMIUM REFUND CHECKS RECORD #: 07866 567900 - 572399	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
08 OF 24	000225	PREMIUM REFUND CHECKS RECORD #: 07867 572400 - 576599	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
09 OF 24	000226	PREMIUM REFUND CHECKS RECORD #: 07868 576600 - 581199	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
10 OF 24	000227	PREMIUM REFUND CHECKS RECORD #: 07869 581200 - 585599	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
11 OF 24	000228	PREMIUM REFUND CHECKS RECORD #: 07870 585600 - 589663	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
12 OF 24	000229	PREMIUM REFUND CHECKS RECORD #: 07871 589664 - 592064	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
13 OF 24	000230	PREMIUM REFUND CHECKS RECORD #: 07872 592066 - 596499	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS



REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 24	000231	PREMIUM REFUND CHECKS RECORD #: 07873 596500 - 600949	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
15 OF 24	000232	PREMIUM REFUND CHECKS RECORD #: 07874 600950 - 605549	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
16 OF 24	000233	PREMIUM REFUND CHECKS RECORD #: 07875 605550 - 610220	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
17 OF 24	000234	PREMIUM REFUND CHECKS RECORD #: 07876 610221 - 614699	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
18 OF 24	000235	PREMIUM REFUND CHECKS RECORD #: 07877 614700 - 619349	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
19 OF 24	000236	PREMIUM REFUND CHECKS RECORD #: 07878 619350 - 624099	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
20 OF 24	000237	PREMIUM REFUND CHECKS RECORD #: 07879 624100 - 628899	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
21 OF 24	000238	PREMIUM REFUND CHECKS RECORD #: 07880 628900 - 631436	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
22 OF 24	000239	PREMIUM REFUND CHECKS RECORD #: 07881 631437 - 635999	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
23 OF 24	000240	PREMIUM REFUND CHECKS RECORD #: 07882 636000 - 640739	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS
24 OF 24	000241	PREMIUM REFUND CHECKS RECORD #: 07883 640740 - 645099	LAYTON, CINDY FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 24 OF 24 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: CINDY CAYTON  
(Print Name)

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

Cindy Cayton  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
226 ✓	Premium Refund Checks 576600-581199	5	7868	9 of 24	JANUARY 2003
227 ✓	581200-585599	5	7869	10 of 24	JANUARY 2003
228 ✓	585600-589663	5	7870	11 of 24	JANUARY 2003
229 ✓	589664-592064	5	7871	12 of 24	JANUARY 2003
230 ✓	592066-596499	5	7872	13 of 24	JANUARY 2003
231 ✓	596500-600949	5	7873	14 of 24	JANUARY 2003
232 ✓	600950-605549	5	7874	15 of 24	JANUARY 2003
233 ✓	605550-610220	5	7875	16 of 24	JANUARY 2003

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: 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
234 ✓	Premium Refund (CHECKS) 610221 - 614699	5	7876	17 of 24	JANUARY 2003
235 ✓	614700 - 619349	5	7877	18 of 24	JANUARY 2003
236 ✓	619350 - 624099	5	7878	19 of 24	JANUARY 2003
237 ✓	624100 - 628899	5	7879	20 of 24	JANUARY 2003
238 ✓	628900 - 631436	5	7880	21 of 24	JANUARY 2003
239 ✓	631437 - 635999	5	7881	22 of 24	JANUARY 2003
240 ✓	636000 - 640739	5	7882	23 of 24	JANUARY 2003
241 ✓	640740 - 645099	5	7883	24 of 24	JANUARY 2003

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:

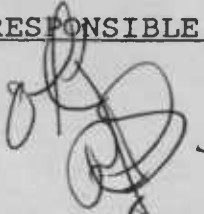
STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: CINDY CAYTON  
(Print Name)

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



Cindy Cayton  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
209 ✓	Premium Refund Checks 499201 - 503999	5	7860	1 of 24	JANUARY 2003
210 ✓	504000 - 508999	5	7861	2 of 24	JANUARY 2003
213 ✓	518150 - 522599	5	7862	3 of 24	JANUARY 2003
221 ✓	554542 - 559019	5	7863	4 of 24	JANUARY 2003
222 ✓	559020 - 563599	5	7864	5 of 24	JANUARY 2003
223 ✓	563600 - 567899	5	7865	6 of 24	JANUARY 2003
224 ✓	567900 - 572399	5	7866	7 of 24	JANUARY 2003
225 ✓	572400 - 576599	5	7867	8 of 24	JANUARY 2003

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>95W1520</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>150 24</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)	#1226 - ITEM 12 JULY 2003  <i>DISPOSAL</i> <i>9/22/03</i> <i>LEJ</i>

REPORT: CONTRANS  
TRANSDATE:01/17/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

\*\*\*\*\* 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: 01/17/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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	000421	MISCELLANEOUS ACCOUNTING RECORDS	WATSON	12	1226	WAIT TRANS
	RECORD #:	07401 (SIX MONTH STOP PAY)	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: 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
421	Miscellaneous Accounting Records (Six month stop pay)	12	7401	177	7/2003

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>96W195</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>150 10-11</b>	NO. OF CU. FT. <b>30</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
16 BOXES	GENERAL ACCOUNTING RECORDS 1992	#1226 - ITEM 1
14 BOXES	MISC ACCOUNTING RECORDS 1992	#1226 - ITEM 12
<del>30 BOXES</del>		JANUARY 2003
		<b>DISPOSAL</b> <b>9/22/03</b> <b>LJS</b>

REPORT: CONTRANS  
TRANSDATE: 06/30/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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	16	OF 30	
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	14	OF 30	
CONSOLIDATED TOTAL :				30	OF 30

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 30	000344	MISC ACCT RECORDS RECORD #: 07992 DAILY WORK - JAN - FEB 1992	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 30	000345	MISC ACCT RECORDS RECORD #: 07993 DAILY WORK - FEB - MAR 1992	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 30	000346	MISC ACCT RECORDS RECORD #: 07994 DAILY WORK - MAR - APR 1992	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 30	000347	MISC ACCT RECORDS RECORD #: 07995 DAILY WORK - MAY - JUN 1992	SMITH FISCAL	12	1226	WAIT TRANS
05 OF 30	000248	MISC ACCT RECORDS RECORD #: 07996 DAILY WORK - JUNE 1992	SMITH FISCAL	12	1226	WAIT TRANS
06 OF 30	000353	GEN ACCTING RECORDS RECORD #: 07997 VENDORS A - AT 1992	SMITH FISCAL	1	1226	WAIT TRANS
07 OF 30	000354	GEN ACCTING RECORDS RECORD #: 07998 VENDORS AR - CI 1992	SMITH FISCAL	1	1226	WAIT TRANS
08 OF 30	000355	GEN ACCTING RECORDS RECORD #: 07999 VENDORS CI - DIS 1992	SMITH FISCAL	1	1226	WAIT TRANS
09 OF 30	000356	GEN ACCTING RECORDS RECORD #: 08000 VENDORS DIV - HELP 1992	SMITH FISCAL	1	1226	WAIT TRANS
10 OF 30	000357	GEN ACCTING RECORDS RECORD #: 08001 VENDORS HEM - J 1992	SMITH FISCAL	1	1226	WAIT TRANS
11 OF 30	000358	GEN ACCTING RECORDS RECORD #: 08002 VENDORS K - MCM 1992	SMITH FISCAL	1	1226	WAIT TRANS
12 OF 30	000359	GEN ACCTING RECORDS RECORD #: 08003 VENDORS MCI - N 1992	SMITH FISCAL	1	1226	WAIT TRANS
13 OF 30	000360	GEN ACCTING RECORDS RECORD #: 08004 VENDORS O - R 1992	SMITH FISCAL	1	1226	WAIT TRANS

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
14 OF 30	000361	GEN ACCTING RECORDS RECORD #: 08005 VENDORS SA - SY 1992	SMITH FISCAL	1	1226	WAIT TRANS
15 OF 30	000362	GEN ACCTING RECORDS RECORD #: 08006 VENDORS T - UNINSURED 1992	SMITH FISCAL	1	1226	WAIT TRANS
16 OF 30	000363	GEN ACCTING RECORDS RECORD #: 08007 VENDORS TEMP BILLS CA - K 1992	SMITH FISCAL	1	1226	WAIT TRANS
17 OF 30	000364	GEN ACCTING RECORDS RECORD #: 08008 VENDORS TEMP BILLS 1992	SMITH FISCAL	1	1226	WAIT TRANS
18 OF 30	000365	GEN ACCTING RECORDS 1992 RECORD #: 08009 VENDORS MISC PETTY CASH & TRAVEL	SMITH FISCAL	1	1226	WAIT TRANS
19 OF 30	000366	GEN ACCTING RECORDS RECORD #: 08010 PHONE BILLS & MISC 1992	SMITH FISCAL	1	1226	WAIT TRANS
20 OF 30	000367	MIAC ACCTING RECORDS RECORD #: 08011 AT & T BACKUP BULLS JAN - JUN 1992	SMITH FISCAL	12	1226	WAIT TRANS
21 OF 30	000368	MISC ACCTING RECORDS RECORD #: 08012 C & P BACKUP BILLS 1992	SMITH FISCAL	12	1226	WAIT TRANS
22 OF 30	000369	GEN ACCTING RECORDS RECORD #: 08013 VENDORS C&P BILLS 1992	SMITH FISCAL	1	1226	WAIT TRANS
23 OF 30	000370	MISC ACCTING RECORDS RECORD #: 08014 VENDOR LOGS & EXPENSE LOGS	SMITH FISCAL	12	1226	WAIT TRANS
24 OF 30	000371	MISC ACCTING RECORDS RECORD #: 08015 INS 6161 & P6056 JAN - JUN 1992	SMITH FISCAL	12	1226	WAIT TRANS
25 OF 30	000372	MISC ACCTING RECORDS RECORD #: 08016 WIRE TRANSFERS JAN - JUN 1992	SMITH FISCAL	12	1226	WAIT TRANS
26 OF 30	000376	GEN ACCTING RECORDS RECORD #: 08017 DEPOSITS 1992	SMITH FISCAL	1	1226	WAIT TRANS

REPORT: TRANSMIT  
RUN DATE: 06/30/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 3  
SCHEDULED DESTRUCTION DATE: 01/01/2003

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
27 OF 30	000377	MISC ACCTING RECORDS RECORD #: 08018 BANK PRINTOUTS 1992	SMITH FISCAL	12	1226	WAIT TRANS
28 OF 30	000378	MISC ACCTING RECORDS RECORD #: 08019 BANK PRINTOUTS 1992	SMITH FISCAL	12	1226	WAIT TRANS
29 OF 30	000379	MISC ACCTING RECORDS RECORD #: 08020 BANK PRINTOUTS 1992	SMITH FISCAL	12	1226	WAIT TRANS
30 OF 30	000380	MISC ACCTING RECORDS RECORD #: 08021 COMPUTHR OD SHEETS 1992	SMITH FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 30 OF 30 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: Barbara Smith  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
376	Gen. Acct. Records 1992 Deposits	1	26 of 30	8017	1-1 - 2003
377	MISC. Acct. Records 1992 Bank Printouts	12	27 of 30	8018	1-1 - 2003
378	MISC. Acct. Records 1992 Bank Problems	12	28 of 30	8019	1-1 - 2003
379	MISC. Acct. Records 1992 Bank Printouts	12	29 of 30	8020	1-1 - 2003
380	MISC. Acct. Records 1992 Computer OD Sheet	12	30 of 30	8021	1-1 - 2003

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT:       Fiscal      

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Barbara Smith  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
368	MISC. ACCT. RECORDS 1992 G&P BACKUP bills	12	21 of 30	8012	1-1 - 2003
369	GEN ACCT. RECORDS 1992 Vendors G&P bills	1	22 of 30	8013	1-1 - 2003
370	MISC. ACCT. RECORDS 1992 Vendor logs + Exp. Logs	12	23 of 30	8014	1-1 - 2003
371	MISC. ACCT. RECORDS 1992 INSBILL + 6056 <small>JAN-JUNE</small>	12	24 of 30	8015	1-1 - 2003
372	MISC. ACCT. RECORDS 1992 WIRE TRANSFER <small>JAN-JUNE</small>	12	25 of 30	8016	1-1 - 2003
373	MISC. ACCT. RECORDS 1992 WIRE TRANSFER <small>JUL-DEC</small>	12	/	/	1-1 - 2003
374	MISC. ACCT. RECORDS 1992 Printing + Supplies	12	/	/	1-1 - 2003
375	MISC. ACCT. RECORDS 1992 6056 - JUL-DEC	12	/	/	1-1 - 2003

95 JUN 29 11:15

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: Fiscal

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Barbara Smith  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
360	Gen. Acct. Records 1992 Vendors O-R	1	13 of 30	8004	1-1-2003
361	Gen. Acct. Records 1992 Vendors SA-Sy	1	14 of 30	8005	1-1-2003
362	Gen. Acct. Records 1992 Vendors T-WINB'd	1	15 of 30	8006	1-1-2003
363	Gen. Acct. Records Vendors 1992 Temp Bills Cg-K	1	16 of 30	8007	1-1-2003
364	Gen. Acct. Records Vendors 1992 Temp. bills	1	17 of 30	8008	1-1-2003
365	Gen. Acct. Records Misc. paystubs 1992 Vendors TRAIL	1	19 of 30	8009	1-1-2003
366	Gen. Acct. Records 1992 Phone Bills - Misc.	1	19 of 30	8010	1-1-2003
367	Misc. Acct. Records JUN-JUNE 1992 ATT Backup bills	12	20 of 30	8011	1-1-2003

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



OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: Barbara Smith  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
<del>352</del>	<del>Misc. Acct. Records 1992 Daily Wkr. Rec.</del>	<del>12</del>	<del>1/1/30</del>	<del>7997</del>	<del>7-1-2003</del>
353	Gen. Acct. Records 1992 Vendors A-AT	1	6 of 30	7997	1-1-2003
354	Gen. Acct. Records 1992 Vendors AR-CL	1	7 of 30	7999	1-1-2003
355	Gen. Acct. Records 1992 Vendors CI-Dis	1	8 of 30	7999	1-1-2003
356	Gen. Acct. Records 1992 Vendors Div-Help	1	9 of 30	8000	1-1-2003
357	Gen. Acct. Records 1992 Vendors Hem-J	1	10 of 30	8001	1-1-2003
358	Gen. Acct. Records 1992 Vendors K-MCM	1	11 of 30	8002	1-1-2003
359	Gen. Acct. Records 1992 Vendors NLT-N	1	12 of 30	8003	1-1-2003

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: Barbara Smith  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
344	MISC. ACCT. RECORDS 1992 Daily WORK <sup>JAN-JUL</sup>	12	10830	7992	1-1-2003
345	MISC. ACCT. RECORDS 1992 Daily WORK <sup>AUG-MAR</sup>	12	20830	7993	1-1-2003
346	MISC. ACCT. RECORDS 1992 Daily WORK - Mon-APR	12	30830	7994	1-1-2003
347	MISC. ACCT. RECORDS 1992 Daily WORK May-JUNE	12	40830	7995	1-1-2003
348	MISC. ACCT. RECORDS 1992 Daily WORK-JUNE	12	50830	7996	1-1-2003
349	MISC. ACCT. RECORDS 1992 Daily WORK July	12			7-1-2003
350	MISC. ACCT. RECORDS 1992 Daily WORK Sep.-OCT.	12			7-1-2003
351	MISC. ACCT. RECORDS 1992 Daily WORK Oct.-Nov.	12			7-1-2003

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>9661196</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>150 11</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	MISC ACCOUNTING RECORDS PRINTING & SUPPLIES 1992	#1226 - ITEM 12 JANUARY 2003  <i>DISPOSAL</i> <i>9/22/03</i> <i>LFB</i>	

REPORT: CONTRANS  
TRANSDATE: 07/17/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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: 07/17/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000374	MISC ACCT RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08059 PRINTING & SUPPLIES 1992	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES

06/12/95

**RECORDS TRANSMITTAL AND RECEIPT**

**E** ✓

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W197</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>150 11</b>	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 BOX	MISCELLANEOUS ACCOUNTING RECORDS  1992 PROPERTY CONTROL RECORDS	1226 - ITEM #12  JANUARY 2003  <i>DISPOSAL</i> <i>9/22/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:06/12/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

\*\*\*\*\* 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: 06/12/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	000008	1992 PROPERTY CONTROL REPORTS	LAYTON	12	1226	WAIT TRANS
	RECORD #: 07939		FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 1 OF 01 BOXES



OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

1/10/6-12

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)

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

Cindy Layton  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
8	1992 Property Control	12	1.81	7939	JANUARY 2003

95 JUN 12 PM 3:11

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

E ✓

RECORDS TRANSMITTAL AND RECEIPT

06/30/95

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W198</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>150 10-11</b>	NO. OF CU. FT. <b>6</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	
6 BOXES	MISCELLANEOUS ACCOUNTING RECORDS 1992	#1226 - ITEM 12 JULY 2003  <i>DISPOSAL</i> <i>9/22/03</i> <i>LJB</i>	

REPORT: CONTRANS  
TRANSDATE:06/30/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 07/01/2003

\*\*\*\*\* 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	6	OF 06	

CONSOLIDATED TOTAL : 6 OF 06

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 06	000349	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08022 DAILY WORK - JULY 1992	FISCAL			
02 OF 06	000350	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08023 DAILY WORK - SEPT - OCT 1992	FISCAL			
03 OF 06	000351	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08024 DAILY WORK - OCT - NOV 1992	FISCAL			
04 OF 06	000352	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08025 DAILY WORK - DEC 1992	FISCAL			
05 OF 06	000373	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08026 WIRE TRANSFERS - JUL - DEC 1992	FISCAL			
06 OF 06	000375	MISC ACCTING RECORDS	SMITH	12	1226	WAIT TRANS
	RECORD #:	08027 P6056 - JUL - DEC 1992	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 6 OF 06 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

\_\_\_\_\_  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
349	MISC ACCT RECORDS DAILY WORK - July 92	12	1086	8022	7-1-2003
350	MISC ACCT RECORDS DAILY WORK - SEPT-OCT 92	12	2086	8023	7-1-2003
351	MISC ACCT RECORDS DAILY WORK - OCT-NOV 92	12	3086	8024	7-1-2003
352	MISC ACCT RECORDS DAILY WORK - DEC 92	12	4086	8025	7-1-2003
373	MISC ACCT RECORDS WIRE TRANSFERS - JUL-DEC 92	12	5086	8026	7-1-2003
375	MISC ACCT RECORDS 6056 - JUL-DEC 92	12	6086	8027	7-1-2003

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

R-150

S-~~10/12~~ 10-11

8 EMPTIES 11-12

✓ E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W207</b>	DATE REC'D <b>9-11-95</b>
B. DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>136 12-13</b>	NO. OF CU. FT. <b>8</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
15 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1992	1226 - .ITEM 5 JULY 2002  <b>DISPOSAL</b> <b>8/7/03</b> <b>LJS</b>

REPORT: CONTRANS  
TRANSDATE:08/07/95

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	15	OF 15	

CONSOLIDATED TOTAL : 15 OF 15



REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 15	000238	CLAIM DRAFTS 1992 RECORD #: 08087 P12000 - P15999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 15	000239	CLAIM DRAFTS 1992 RECORD #: 08088 P16000 - P19999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 15	000232	CLAIM DRAFTS 1992 RECORD #: 08085 N78000 - N81999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 15	000234	CLAIM DRAFTS 1992 RECORD #: 08086 N86000 - N89999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 15	000246	CLAIM DRAFTS 1992 RECORD #: 08089 R00001 - R03999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 15	000247	CLAIM DRAFTS 1992 RECORD #: 08090 R04000 - R07999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 15	000248	CLAIM DRAFTS 1992 RECORD #: 08091 R08000 - R11999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 15	000249	CLAIM DRAFTS 1992 RECORD #: 08092 R12000 - R15999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 15	000250	CLAIM DRAFTS 1992 RECORD #: 08093 R16000 - R19999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 15	000251	CLAIM DRAFTS 1992 RECORD #: 08094 R20000 - R23999	SMITH FISCAL	5	1226	WAIT TRANS
11 OF 15	000252	CLAIM DRAFTS 1992 RECORD #: 08095 R24000 - R27999	SMITH FISCAL	5	1226	WAIT TRANS
12 OF 15	000253	CLAIM DRAFTS 1992 RECORD #: 08096 R28000 - R31999	SMITH FISCAL	5	1226	WAIT TRANS
13 OF 15	000254	CLAIM DRAFTS 1992 RECORD #: 08097 R32000 - R35999	SMITH FISCAL	5	1226	WAIT TRANS

REPORT: TRANSMIT  
RUN DATE: 08/07/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2  
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
14 OF 15	000255	CLAIM DRAFTS 1992	SMITH	5	1226	WAIT TRANS
	RECORD #:	08098 R36000 - R39999	FISCAL			
15 OF 15	000256	CLAIM DRAFTS 1992	SMITH	5	1226	WAIT TRANS
	RECORD #:	08099 R40000 - R43999	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 15 OF 15 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	1992 CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
238	P12000-P15999	5	8087	10/15	7-2002
239	P16000-P19999	5	8088	20/15	7-2002
	<del>P20000-P23999</del>				<del>7-2002</del>

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	1992 CONTENTS	CLAIM DRAFTS *ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
232	N78000-N81999	5	8085	30815	7-2002
234	N86000-N89999	5	8086	40815	7-2002

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

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

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
246	R0001-R03999	5	8089	5 of 15	7-2002
247	R04000-R07999	5	8090	6 of 15	7-2002
248	R08000-R11999	5	8091	7 of 15	7-2002
249	R12000-R15999	5	8092	8 of 15	7-2002
250	R16000-R19999	5	8093	9 of 15	7-2002
251	R20000-R23999	5	8094	10 of 15	7-2002
252	R24000-R27999	5	8095	11 of 15	7-2002
253	R28000-R31999	5	8096	12 of 15	7-2002

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

Barbara Smith  
Signature

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

BOX NUMBER	1992 CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
254	R32000-R35999	5	8097	13 of 15	7-2002
255	R36000-R39999	5	8098	14 of 15	7-2002
256	R40000-R43999	5	8099	15 of 15	7-2002

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

**RECORDS TRANSMITTAL AND RECEIPT**

*E* ✓

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W208</b>	DATE REC'D. <b>9-11-95</b>
B. DIVISION/UNIT FISCAL -BARBARA SMITH			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>136 13-14</b>	NO. OF CU. FT. <b>6</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
11 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1992	1226 - ITEM 5 JANUARY 2002  <i>DISPOSAL</i> <i>8/7/03</i> <i>[Signature]</i>

REPORT: CONTRANS  
TRANSDATE: 08/07/95

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	NEGOTIABLE INSTRUMENTS	5	11	OF 11	

CONSOLIDATED TOTAL : 11 OF 11



REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 11	000223	CLAIM DRAFTS 1992 RECORD #: 08074 N42000 - N45999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 11	000224	CLAIM DRAFTS 1992 RECORD #: 08075 N46000 - N49999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 11	000225	CLAIM DRAFTS 1992 RECORD #: 08076 N50000 - N57999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 11	000226	CLAIM DRAFTS 1992 RECORD #: 08077 N54000 - N57999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 11	000227	CLAIM DRAFTS 1992 RECORD #: 08078 N58000 - N61999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 11	000228	CLAIM DRAFTS 1992 RECORD #: 08079 N62000 - N65999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 11	000229	CLAIM DRAFTS 1992 RECORD #: 08080 N66000 - N69999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 11	000230	CLAIM DRAFTS 1992 RECORD #: 08081 N70000 - N73999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 11	000231	CLAIM DRAFTS 1992 RECORD #: 08082 N74000 - N77999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 11	000233	CLAIM DRAFTS 1992 RECORD #: 08083 N82000 - N85999	SMITH FISCAL	5	1226	WAIT TRANS
11 OF 11	000237	CLAIM DRAFTS 1992 RECORD #: 08084 P08000 - P11999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 11 OF 11 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	1992 CONTENTS	CLAIM DRAFTS *ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
223	N 42000-N45999	5	8074	10/11	1-2002
224	N46000-N49999	5	8075	2/8/11	"

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE	
225	1992 N50000-N53999 CLAIM DIARIES	5	8076	3 of 11	1 - 2002
226	N54000-N57999	5	8077	4 of 11	1 - 2002
227	N58000-N61999	5	8078	5 of 11	1 - 2002
228	N62000-N65999	5	8079	6 of 11	1 - 2002
229	N66000-N69999	5	8080	7 of 11	1 - 2002
230	N70000-N73999	5	8091	8 of 11	1 - 2002
231	N74000-N77999	5	8092	9 of 11	1 - 2002
233	N82000-N85999	5	8083	10 of 11	1 - 2002

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

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

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

Barbara Smith  
Signature

BOX NUMBER	1992 CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
237	CLAIM DRAFTS P08000-P11999	5	8084	110611	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>96W209</b>	DATE REC'D <b>9-11-95</b>
B. DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>136 14</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
05 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1993	1226 - ITEM 5 JULY 2003  <i>DISPOSAL</i> <i>9/18/03</i> <i>LSB</i>

REPORT: CONTRANS  
TRANSDATE:08/08/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
FISCAL	NEGOTIABLE INSTRUMENTS	5	5	OF 05	

CONSOLIDATED TOTAL : 5 OF 05

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 05 RECORD #: 08114	000241	CLAIM DRAFTS 1993 P33000 - P36999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 05 RECORD #: 08115	000267	CLAIM DRAFTS 1993 R84000 - R87999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 05 RECORD #: 08116	000268	CLAIM DRAFTS 1993 R88000 - R91999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 05 RECORD #: 08117	000269	CLAIM DRAFTS 1993 R92000 - R95999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 05 RECORD #: 08118	000270	CLAIM DRAFTS 1993 R96000 - R99999	SMITH FISCAL	5	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 5 OF 05 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-8-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

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

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

*Barbara Smith*  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
241	1993 CLAIM DRAFTS P33000-P36999	5	8114	1085	7-2003

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



OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-8-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH

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

(Print Name)

Barbara Smith

Signature

BOX NUMBER	1993 CLAIM DRAFTS CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
267	R84000-R87999	5	8115	2 of 5	7-2003
268	R88000-R91999	5	8116	3 of 5	7-2003
269	R92000-R95999	5	8117	4 of 5	7-2003
270	R96000-R99999	5	8118	5 of 5	7-2003

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

*Er*

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W210</b>	DATE REC'D <b>9-11-95</b>
B. DIVISION/UNIT FISCAL - BARBARA SMITH			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>136 15-16</b>	NO. OF CU. FT. <b>8</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
13 BOXES	NEGOTIABLE INSTRUMENTS CLAIM DRAFTS 1993	1226 - ITEM 5 JANUARY 2003  <i>DISPOSAL</i> <i>9/18/03</i> <i>JIS</i>

REPORT: CONTRANS  
TRANSDATE:08/07/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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

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

CONSOLIDATED TOTAL : 13 OF 13

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 13	000240	CLAIM DRAFTS 1993 RECORD #: 08100 P29000 - P32999	SMITH FISCAL	5	1226	WAIT TRANS
02 OF 13	000242	CLAIM DRAFTS 1993 RECORD #: 08102 P37000 - P40999	SMITH FISCAL	5	1226	WAIT TRANS
03 OF 13	000243	CLAIM DRAFTS 1993 RECORD #: 08103 P41000 - P44999	SMITH FISCAL	5	1226	WAIT TRANS
04 OF 13	000257	CLAIM DRAFTS 1993 RECORD #: 08104 R44000 - R47999	SMITH FISCAL	5	1226	WAIT TRANS
05 OF 13	000258	CLAIM DRAFTS 1993 RECORD #: 08105 R48000 - R51999	SMITH FISCAL	5	1226	WAIT TRANS
06 OF 13	000259	CLAIM DRAFTS 1993 RECORD #: 08106 R52000 - R55999	SMITH FISCAL	5	1226	WAIT TRANS
07 OF 13	000260	CLAIM DRAFTS 1993 RECORD #: 08107 R56000 - R59999	SMITH FISCAL	5	1226	WAIT TRANS
08 OF 13	000261	CLAIM DRAFTS 1993 RECORD #: 08108 R60000 - R63999	SMITH FISCAL	5	1226	WAIT TRANS
09 OF 13	000262	CLAIM DRAFTS 1993 RECORD #: 08109 R64000 - R67999	SMITH FISCAL	5	1226	WAIT TRANS
10 OF 13	000263	CLAIM DRAFTS 1993 RECORD #: 08110 R68000 - R71999	SMITH FISCAL	5	1226	WAIT TRANS
11 OF 13	000264	CLAIM DRAFTS 1993 RECORD #: 08111 R72000 - R75999	SMITH FISCAL	5	1226	WAIT TRANS
12 OF 13	000265	CLAIM DRAFTS 1993 RECORD #: 08112 R76000 - R79999	SMITH FISCAL	5	1226	WAIT TRANS
13 OF 13	000266	CLAIM DRAFTS 1993 RECORD #: 08113 R80000 - R83999	SMITH FISCAL	5	1226	WAIT TRANS

REPORT: TRANSMIT  
RUN DATE: 08/07/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 2  
SCHEDULED DESTRUCTION DATE: 01/01/2003

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
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CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 13 OF 13 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	1993 CONTENTS	CLAIM DRAFTS *ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
240	P29000-P32999	5	8100	1 of 13	1-2003
242	P37000-P40999	5	8102	2 of 13	1-2003
243	P41000-P44999	5	8103	3 of 13	1-2003

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

DEPARTMENT: FISCAL

RETENTION SCHEDULE: 1226

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
257	1993 CLAIM DRAFTS R44000-R47999	5	8104	4 of 13	1 - 2003
258	R48000-R51999	5	8105	5 of 13	1 - 2003
259	R52000-R55999	5	8106	6 of 13	1 - 2003
260	R56000-R59999	5	8107	7 of 13	1 - 2003
261	R60000-R63999	5	8108	8 of 13	1 - 2003
262	R64000-R67999	5	8109	9 of 13	1 - 2003
263	R68000-R71999	5	8110	10 of 13	1 - 2003
264	R72000-R75999	5	8111	11 of 13	1 - 2003

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

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

8-7-95

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or  ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL

RESPONSIBLE INDIVIDUAL: BARBARA SMITH  
(Print Name)

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

Barbara Smith  
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
	1993 CLAIM DRAFTS				
265	R 76000-R 79999	5	8112	12 of 13	1 - 2003
266	R 80000-R 83999	5	8113	13 of 13	1 - 2003

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>96W626</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIM MAIL & FILE			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>143 25</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
04 BOX	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21  JULY 2000  <i>DISPOSAL</i> <i>9/18/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

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

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	004	OF 04	

CONSOLIDATED TOTAL : 004 OF 04

REPORT: TRANSMIT  
RUN DATE: 09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

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

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 04	A 003164	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02101	CLAIMS MINOR FILES			
02 OF 04	B 000854	CLAIM MINOR FILES DOB 02/78	ADAMS	21	1226	WAIT TRANS
	RECORD #:	06682	CLAIMS MINOR FILES			
03 OF 04	B 001774	CLAIM MINOR FILES DOB 02/77	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07460	CLAIMS MINOR FILES			
04 OF 04	B 003049	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07290	CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 004 OF 04 BOXES

**RECORDS TRANSMITTAL AND RECEIPT**

✓ E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W 629</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>123 17-18</b>	NO. OF CU. FT. <b>9</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
09 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JANUARY 2002  DISPOSAL 9/16/03 LJS

REPORT: CONTRANS  
TRANSDATE:09/15/95

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
CLAIMS MINOR FILES	CLAIM FILES " MINOR " BODILY INJURY	21	009	OF 09	

CONSOLIDATED TOTAL : 009 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	A 000252	CLAIM MINOR FILES DOB 09/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02181	CLAIMS MINOR FILES			
02 OF 09	A 000374	CLAIM MINOR FILES DOB 10/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02190	CLAIMS MINOR FILES			
03 OF 09	A 001208	CLAIM MINOR FILES DOB 07/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02303	CLAIMS MINOR FILES			
04 OF 09	A 001212	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02307	CLAIMS MINOR FILES			
05 OF 09	B 000894	CLAIM MINOR FILES DOB 11/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	06721	CLAIMS MINOR FILES			
06 OF 09	B 000897	CLAIM MINOR FILES DOB 12/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	06724	CLAIMS MINOR FILES			
07 OF 09	B 001847	CLAIM MINOR FILES DOB 07/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07455	CLAIMS MINOR FILES			
08 OF 09	B 001855	CLAIM MINOR FILES DOB 12/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07474	CLAIMS MINOR FILES			
09 OF 09	B 001978	CLAIM MINOR FILES DOB 11/79	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07478	CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 009 OF 09 BOXES

R123

S17-18

1 EMPTY

**RECORDS TRANSMITTAL AND RECEIPT**

*E*

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W630</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>143 3</b>	NO. OF CU. FT. <b>3</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	
03 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21 JULY 2002  <i>*Missing Box #1  DISPOSAL 9/18/03 LJS</i>	



REPORT: CONTRANS  
TRANSDATE:09/15/95

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
CLAIMS MINOR FILES	CLAIM FILES - MINOR - BODILY INJURY	21	003	OF 03	

CONSOLIDATED TOTAL : 003 OF 03

REPORT: TRANSMIT  
RUN DATE: 09/15/95

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 03	A 001142	CLAIM MINOR FILES DOB 01/80 RECORD #: 02239	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 03	B 000510	CLAIM MINOR FILES DOB 03/80 RECORD #: 06372	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 03	B 001797	CLAIM MINOR FILES DOB 01/80 RECORD #: 07457	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 003 OF 03 BOXES

E ✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W631</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			- RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE  ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>118 10</b>	NO. OF CU. FT. <b>9</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
09 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21  JANUARY 2003  <i>DISPOSAL</i> <i>9/15/03</i> <i>LSD</i>

REPORT: CONTRANS  
TRANSDATE:09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES - MINOR - BODILY INJURY	21	009	OF 09	

CONSOLIDATED TOTAL : 009 OF 09

REPORT: TRANSMIT  
RUN DATE: 09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2003

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	A 000663	CLAIM MINOR FILES DOB 12/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02215	CLAIMS MINOR FILES			
02 OF 09	A 001426	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #:	02364	CLAIMS MINOR FILES			
03 OF 09	B 000114	CLAIM MINOR FILES DOB 09/22/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	06022	CLAIMS MINOR FILES			
04 OF 09	B 000196	CLAIM MINOR FILES DOB 11/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	06099	CLAIMS MINOR FILES			
05 OF 09	B 001738	CLAIM MINOR FILES DOB 11/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07476	CLAIMS MINOR FILES			
06 OF 09	B 001833	CLAIM MINOR FILES DOB 12/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07486	CLAIMS MINOR FILES			
07 OF 09	B 001932	CLAIM MINOR FILES DOB 12/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	05809	CLAIMS MINOR FILES			
08 OF 09	B 001934	CLAIM MINOR FILES DOB 07/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	07451	CLAIMS MINOR FILES			
09 OF 09	B 001949	CLAIM MINOR FILES DOB 11/80	ADAMS	21	1226	WAIT TRANS
	RECORD #:	05804	CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 009 OF 09 BOXES

R118  
S10

1 EMPTY

E ✓

09/16/95

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W632</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>118 10</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
04 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1226 - ITEM 21  JULY 2003  <i>DISPOSAL</i> <i>9/15/03</i> <i>LJS</i>

REPORT: CONTRANS  
TRANSDATE:09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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

DEPARTMENT	TITLE	ITEM NUMBER	VOLUME BOXES	TOTAL BOXES	SPECIAL INSTRUCTIONS
CLAIMS MINOR FILES	CLAIM FILES - MINOR - BODILY INJURY	21	004	OF 04	

CONSOLIDATED TOTAL : 004 OF 04



REPORT: TRANSMIT  
RUN DATE: 09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 07/01/2003

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	A 005342	CLAIM MINOR FILES DOB 04/02/80	ADAMS	21	1226	WAIT TRANS
	RECORD #: 04887		CLAIMS MINOR FILES			
02 OF 04	B 000291	CLAIM FILES DOB 04/30/81	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06184		CLAIMS MINOR FILES			
03 OF 04	B 001001	CLAIM MINOR FILES DOB 04/04/84	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06816		CLAIMS MINOR FILES			
04 OF 04	B 001746	CLAIM MINOR FILES DOB 02/81	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07466		CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 004 OF 04 BOXES

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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <i>96W1367</i>	DATE REC'D <i>4-23-96</i>
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE <i>24.01</i>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <i>43 8</i>	NO. OF CU. FT. <i>1</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
1 Boxes	CLAIM FILES " MINOR " BODILY INJURY	1226 - ITEM 21 01/01/03

*DISPOSAL*  
*10/10/03*  
*LFJ*

Maryland Automobile Insurance Fund

Retention Schedule: 1226                      Schedule Destruction Date: 01/01/03

\*\*\*\*\* 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: 01/01/03

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	7399 CLAIM MINOR FILES D.O.B. 12/25/80	ADAMS	21	1226	WAIT TRANS
	Record #:	9245	CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

3-13-96  
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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	A7399	12-25-80	21	1081	9245	01-01-2003		
②								
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

EV

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>96W1368</b>	DATE REC'D <b>4-23-96</b>
B. DIVISION/UNIT WATSON - FISCAL	RM CODE <b>24.01</b>	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE      SECTION(S) <b>45      34</b>	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 Box	MISCELLANEOUS ACCOUNTING RECORDS	1226 - ITEM 12 01/01/03

DISPOSAL  
10/10/03  
LIS

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/03

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

Consolidated Report in the Item Number Sequence

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

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 01/01/03

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	484 miscellaneous accounting records	WATSON	12	1226	WAIT TRANS
	Record #:	9061 misc workpapers 7/92 to 12/92	FISCAL			

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. <i>96W1369</i>	DATE REC'D <i>4-23-96</i>
B. DIVISION/UNIT SMITH - FISCAL	RM CODE <i>24.01</i>	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <i>43 29</i>	NO. OF CU. FT. <i>1</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>/1</i> Boxes	MISCELLANEOUS ACCOUNTING RECORDS	1226 - ITEM 12 01/01/03

*DISPOSAL*  
*7/10/03*  
*LJB*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/03

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

Consolidated Report in the Item Number Sequence

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

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Scheduled Destruction Date: 01/01/03

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	404 MISCELLANEOUS ACCT RECORDS 1992	SMITH	12	1226	WAIT TRANS
	Record #:	9202 AT&T BILLS - BACKUP	FISCAL			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-10  
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): 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	<input checked="" type="checkbox"/> Confirm Initial/ Receipt
①	404	MISC. ACCT. RECORDS 1997 AT&T Bills-backup	12	1081	9202	1-1-2003	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>96W1370</b>	DATE REC'D <b>4-23-96</b>		
B. DIVISION/UNIT KRAUSE - FISCAL / CASH CODING		RM CODE <b>24.01</b>		
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE <b>21</b>	LOCATION <b>12</b>	SECTION(S) <b>9</b>	NO. OF CU. FT. <b>9</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
----------------	--	---

9 Boxes

MISCELLANEOUS ACCOUNTING RECORDS

1226 - ITEM 12

07/01/03

*Disposal*  
*10/14/03*  
*JIS*

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 07/01/03

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL / CASH CODING	MISCELLANEOUS ACCOUNTING RECORDS	12	9 OF	09	WAIT TRANS
Consolidated Total: 09      OF 09					

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/03

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 09 Record #: 9416	494	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
02 OF 09 Record #: 9417	495	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
03 OF 09 Record #: 9418	496	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
04 OF 09 Record #: 9419	497	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
05 OF 09 Record #: 9420	498	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
06 OF 09 Record #: 9421	499	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
07 OF 09 Record #: 9422	500	LOCK BOX CHECKS JAN 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
08 OF 09 Record #: 9423	501	LOCK BOX CHECKS JUNE 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS
09 OF 09 Record #: 9424	516	LOCK BOX CHECKS JUNE 1993	KRAUSE FISCAL / CASH CODING	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 09 OF 09 Boxes

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

4-3-96

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

9 Boxes

**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): Rose Krause Department: CASH CODING

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial/
① 494	Mac acct Record Book Box 1993 Jan	12	1089	9416	7/2003		
② 495	Checks 1993	12	2089	9417	7/2003		
③ 496	" 1993	12	3089	9418	7/2003		
④ 497	" 1993	12	4089	9419	7/2003		
⑤ 498	" 1993	12	5089	9420	7/2003		
⑥ 499	" 1993	12	6089	9421	7/2003		
⑦ 500	" 1993	12	7089	9422	7/2003		
⑧ 501	" 1993 June	12	8089	9423	7/2003		
⑨ <del>502</del>							
⑩ 516	" " 10.93	12	9089	9424	7/2003		

7/2004

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>97W310</b>	DATE REC'D <b>9-16-96</b>
B. DIVISION/UNIT LAYTON - FISCAL		RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <b>55 28</b>	NO. OF CU. FT. <b>2</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
02 Boxes	BUDGET AND FISCAL PLANNING RECORDS	1226 - ITEM 7 01/01/03

DISPOSAL  
10/8/03  
LJS

Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/03

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	BUDGET AND FISCAL PLANNING RECORDS	7	2 OF	02	WAIT TRANS

Consolidated Total: 02      OF 02

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 02 Record #:	12 9873	1992 BUDGET	LAYTON FISCAL	7	1226	WAIT TRANS
02 OF 02 Record #:	13 9874	1992 BUDGET	LAYTON FISCAL	7	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

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

07/03/94

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	12	1992 Budget	7	10/2	9873	JANUARY 2003		
②	13	1992 Budget	7	2/2	9874	JANUARY 2003		
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. <b>97W1214</b>	DATE RECD <b>5-28-97</b>
B. DIVISION/UNIT WATSON - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>124</b>	LOCATION SECTION(S) <b>5</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>4</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	
04 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 01/01/02	

DISPOSAL  
9/16/03  
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
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	4 OF	04	WAIT TRANS

Consolidated Total: 04      OF 04

Maryland Automobile Insurance Fund

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

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 04 Record #:	584 10444	PREMIUM REFUND CHECK COPIES 7/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 04 Record #:	585 10445	PREMIUM REFUND CHECK COPIES 7/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 04 Record #:	586 10446	PREMIUM REFUND CHECK COPIES 7/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 04 Record #:	587 10447	PREMIUM REFUND CHECK COPIES 7/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

1-13-97  
4

**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

97 JAN 15 10 58 AM

( 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 ✓ 584	NEGOTIBLE INSTRUMENT CKS COPIES 7/96	1(A)	1 of 4	10444	1/2002		
② ✓ 585	NEGOTIBLE INSTRUMENT CKS COPIES 7/96	1(A)	2 of 4	10445	1/2002		
③ ✓ 586	NEGOTIBLE INSTRUMENTS CKS COPIES 7/96	1(A)	3 of 4	10446	1/2002		
④ ✓ 587	NEGOTIBLE INSTRUMENT CKS COPIES 7/96	1(A)	4 of 4	10447	1/2002		
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. 97W1215	DATE REC'D 5-28-97
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24:01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 124 6	NO. OF CU. FT. 8
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
08 Boxes	PREMIUM REFUND CHECK " COPIES "	1226 - ITEM 11 (a) 07/01/02

4/22

### 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	594	NEG INSTRUMENTS "copies" 8/96	11(a)	1 of 8	16476	7/2002		
②	595	NEG INSTRUMENTS "COPIES" 8/96	11 (a)	2 of 8	16477	7/2002		
③	596	NEG INSTRUMENTS "COPIES" 8/96	11 (a)	3 of 8	16478	7/2002		
④	597	NEG INSTRUMENTS "COPIES" 8/96	11 (a)	4 of 8	16479	7/2002		
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

97 APR 22 AM 6:20

4/22

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

PROPERTY IDENTIFICATION  
97 APR 22 AM 6:20

**\* 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	598	NEGO INSTRUMENTS "COPIES" 9/96	11(A)	5 of 9	10480	7/2002	
②	599	NEGO INSTRUMENTS " COPIES" 9/96	11 (a)	6 of 9	10481	7/2002	
③	600	NEGO INSTRUMENTS " COPIES" 9/96	11 (a)	7 of 9	10482	7/2002	
④	601	NEGO INSTRUMENTS " COPIES" 9/96	11 (a)	8 of 9	10483	7/2002	
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

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
FISCAL	PREMIUM REFUND CHECK " COPIES "	11 (a)	8 OF	08	WAIT TRANS

Consolidated Total: 08 OF 08

Maryland Automobile Insurance Fund  
Retention Schedule: 1226 Scheduled Destruction Date: 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 08 Record #:	594 10476	NEGOTIABLE INSTRUMENT "COPIES" 8/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
02 OF 08 Record #:	595 10477	NEGOTIABLE INSTRUMENT "COPIES" 8/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
03 OF 08 Record #:	596 10478	NEGOTIABLE INSTRUMENT "COPIES" 8/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
04 OF 08 Record #:	597 10479	NEGOTIABLE INSTRUMENT "COPIES" 8/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
05 OF 08 Record #:	598 10480	NEGOTIABLE INSTRUMENT "COPIES" 9/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
06 OF 08 Record #:	599 10481	NEGOTIABLE INSTRUMENT "COPIES" 9/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
07 OF 08 Record #:	600 10482	NEGOTIABLE INSTRUMENT "COPIES" 9/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS
08 OF 08 Record #:	601 10483	NEGOTIABLE INSTRUMENT "COPIES" 09/96	WATSON FISCAL	11 (a)	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 08 OF 08 Boxes

10/30/76

10/10/97

RECORDS TRANSMITTAL AND RECEIPT

HP

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  99W306	DATE REC'D 11-2-98
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE LOCATION SECTION(S) 51 19	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS  01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES  MISCELLANEOUS ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  1226 - ITEM 12 07/01/03
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DISPOSAL  
10/1/03  
LJS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/03

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	663	MISCELLANEOUS WORKPAPERS	WATSON	12	1226	WAIT TRANS
Record #:	10068	4/93 US090	FISCAL			

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.  99W716	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 103	LOCATION SECTION(S) 2
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 1 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES HOUSE COUNSEL	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978 - ITEM 17 01/01/2002	

*Disposal*  
*8/03*



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

Department	Title	Item Number	Total Volume Boxes	Special Instructions
EXEC/HOUSE COUNSEL	HOUSE COUNSEL	17	1 OF 001	WAIT TRANS
Consolidated Total:	001	OF 001		

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2002

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 001 Record #:	830 9214	LITIGATION FILES 11/1996	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		001 OF	001 Boxes			

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

5-19-98  
①

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

93 MAY 19 PM 3:10

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

1081

Responsible Individual (Print Name): Kathleen Hoefler      Department: Maryland Auto Insurance Fund

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/ Confirm Receipt
① 830	House Counsel Unit Litigation Files (11/96)	2017	9214	1 of 1	1/2002	
②						
③						
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  99W718	DATE REC'D 4-2-99
B. DIVISION/UNIT HOFFLER - EXEC/HOUSE COUNSEL		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 120 10-11	NO. OF CU. FT. 53
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

53 Boxes HOUSE COUNSEL

1978 - ITEM 17

01/01/2003

DISPOSAL  
 8/27/83  
 LSS

Maryland Automobile Insurance Fund

Retention Number: 1978      Schedule Destruction Date: 01/01/2003

\*\*\*\*\* 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	53 OF 053	WAIT TRANS
Consolidated Total:	053	OF 053		

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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 053 Record #:	769 9151	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
002 OF 053 Record #:	770 9152	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
003 OF 053 Record #:	771 9153	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
004 OF 053 Record #:	772 9154	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
005 OF 053 Record #:	773 9155	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
006 OF 053 Record #:	774 9156	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
007 OF 053 Record #:	775 9157	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
008 OF 053 Record #:	776 9158	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
009 OF 053 Record #:	777 9159	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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 053 Record #:	778 9160	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
011 OF 053 Record #:	779 9161	LITIGATION FILES 07/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
012 OF 053 Record #:	780 9162	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
013 OF 053 Record #:	781 9163	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
014 OF 053 Record #:	782 9164	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
015 OF 053 Record #:	783 9165	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
016 OF 053 Record #:	784 9166	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
017 OF 053 Record #:	785 9167	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
018 OF 053 Record #:	786 9168	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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 053 Record #:	787 9169	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
020 OF 053 Record #:	788 9170	LITIGATION FILES 08/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
021 OF 053 Record #:	789 9171	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
022 OF 053 Record #:	790 9172	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
023 OF 053 Record #:	791 9173	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
024 OF 053 Record #:	792 9174	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
025 OF 053 Record #:	793 9175	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
026 OF 053 Record #:	794 9176	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
027 OF 053 Record #:	795 9177	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS



Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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 053 Record #:	796 9178	LITIGATION FILES 09/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
029 OF 053 Record #:	797 9179	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
030 OF 053 Record #:	798 9180	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
031 OF 053 Record #:	799 9181	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
032 OF 053 Record #:	800 9182	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
033 OF 053 Record #:	801 9183	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
034 OF 053 Record #:	802 9184	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
035 OF 053 Record #:	803 9185	LITIGATION FILES 10/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
036 OF 053 Record #:	804 9186	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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
037 OF 053 Record #:	805 9187	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
038 OF 053 Record #:	806 9188	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
039 OF 053 Record #:	807 9189	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
040 OF 053 Record #:	808 9190	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
041 OF 053 Record #:	809 9191	LITIGATION FILES 11/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
042 OF 053 Record #:	810 9192	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
043 OF 053 Record #:	811 9193	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
044 OF 053 Record #:	812 9194	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
045 OF 053 Record #:	813 9195	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

01/01/2003

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
046 OF 053 Record #:	814 9196	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
047 OF 053 Record #:	815 9197	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
048 OF 053 Record #:	816 9198	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
049 OF 053 Record #:	817 9199	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
050 OF 053 Record #:	818 9200	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
051 OF 053 Record #:	819 9201	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
052 OF 053 Record #:	831 9202	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
053 OF 053 Record #:	832 9203	LITIGATION FILES 12/1997	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

053 OF

053 Boxes

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

5-19-98  
53

PROPERTY ADMINISTRATOR

98 MAY 19 PH 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)

Page 1 of 6

Madison Street       State Records-Jessup       State Archives-Annapolis

**Responsible Individual (Print Name):** Kathleen Hoefler      **Department:** Maryland Auto Insurance Fur

	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/ Confirm Receipt
①	769	House Counsel Unit Litigation Files (7/97)	3017	9151	1 of 53	1/2003	
②	770	House Counsel Unit Litigation Files (7/97)	3017	9152	2 of 53	1/2003	
③	771	House Counsel Unit Litigation Files (7/97)	3017	9153	3 of 53	1/2003	
④	772	House Counsel Unit Litigation Files (7/97)	3017	9154	4 of 53	1/2003	
⑤	773	House Counsel Unit Litigation Files (7/97)	3017	9155	5 of 53	1/2003	
⑥	774	House Counsel Unit Litigation Files (7/97)	3017	9156	6 of 53	1/2003	
⑦	775	House Counsel Unit Litigation Files (7/97)	3017	9157	7 of 53	1/2003	
⑧	776	House Counsel Unit Litigation Files (7/97)	3017	9158	8 of 53	1/2003	
⑨	777	House Counsel Unit Litigation Files (7/97)	3017	9159	9 of 53	1/2003	
⑩	778	House Counsel Unit Litigation Files (7/97)	3017	9160	10 of 53	1/2003	

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

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

5-19-99  
53

\* 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 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/ Confirm Receipt
① 779	House Counsel Unit Litigation Files (7/97)	3017	9161	11 of 53	1/2003	
② 780	House Counsel Unit Litigation Files (8/97)	3017	9162	12 of 53	1/2003	
③ 781	House Counsel Unit Litigation Files (8/97)	3017	9163	13 of 53	1/2003	
④ 782	House Counsel Unit Litigation Files (8/97)	3017	9164	14 of 53	1/2003	
⑤ 783	House Counsel Unit Litigation Files (8/97)	3017	9165	15 of 53	1/2003	
⑥ 784	House Counsel Unit Litigation Files (8/97)	3017	9166	16 of 53	1/2003	
⑦ 785	House Counsel Unit Litigation Files (8/97)	3017	9167	17 of 53	1/2003	
⑧ 786	House Counsel Unit Litigation Files (8/97)	3017	9168	18 of 53	1/2003	
⑨ 787	House Counsel Unit Litigation Files (8/97)	3017	9169	19 of 53	1/2003	
⑩ 788	House Counsel Unit Litigation Files (8/97)	3017	9170	20 of 53	1/2003	

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

5-19-98  
53

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 3 of 6

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial/
①	789	House Counsel Unit Litigation Files (9/97)	3017	9171	21 of 53	1/2003		
②	790	House Counsel Unit Litigation Files (9/97)	3017	9172	22 of 53	1/2003		
③	#791	House Counsel Unit Litigation Files (9/97)	3017	9173	23 of 53	1/2003		
④	792	House Counsel Unit Litigation Files (9/97)	3017	9174	24 of 53	1/2003		
⑤	793	House Counsel Unit Litigation Files (9/97)	3017	9175	25 of 53	1/2003		
⑥	794	Litigation Files (9/97) House Counsel Unit	3017	9176	26 of 53	1/2003		
⑦	795	House Counsel Unit Litigation Files (9/97)	3017	9177	27 of 53	1/2003		
⑧	796	House Counsel Unit Litigation Files (9/97)	3017	9178	28 of 53	1/2003		
⑨	797	House Counsel Unit Litigation Files (10/97)	3017	9179	29 of 53	1/2003		
⑩	798	House Counsel Unit Litigation Files	3017	9180	30 of 53	1/2003		

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

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

5-19-98  
53

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 4 of 4

Madison Street       State Records-Jessup       State Archives-Annapolis

**Responsible Individual (Print Name):** Kathleen Hoefler      **Department:** Maryland Auto Insurance Fund

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	799	House Counsel Unit Litigation Files (10/97)	3017	9181	31 of 53	1/2003	
②	800	House Counsel Unit Litigation Files (10/97)	3017	9182	32 of 53	1/2003	
③	801	House Counsel Unit Litigation Files (10/97)	3017	9183	33 of 53	1/2003	
④	802	House Counsel Unit Litigation Files (10/97)	3017	9184	34 of 53	1/2003	
⑤	803	House Counsel Unit Litigation Files (10/97)	3017	9185	35 of 53	1/2003	
⑥	804	House Counsel Unit Litigation Files (11/97)	3017	9186	36 of 53	1/2003	
⑦	805	House Counsel Unit Litigation Files (11/97)	3017	9187	37 of 53	1/2003	
⑧	806	House Counsel Unit Litigation Files (11/97)	3017	9188	38 of 53	1/2003	
⑨	807	House Counsel Unit Litigation Files (11/97)	3017	9189	39 of 53	1/2003	
⑩	808	House Counsel Unit Litigation Files (11./97)	3017	9190	40 of 53	1/2003	

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

MAIF- 27017



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

519-99  
53

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

PROPERTY ADMINISTRATOR  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 5 of 6

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

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/Confirm Receipt
① 809	House Counsel Unit Litigation Files (11/97)	3017	9191	41 of 53	1/2003	
② 810	House Counsel Unit Litigation Files (12/97)	3017	9192	42 of 53	1/2003	
③ 811	House Counsel Unit Litigation Files (12/97)	3017	9193	43 of 53	1/2003	
④ 812	House Counsel Unit Litigation Files (12/97)	3017	9194	44 of 53	1/2003	
⑤ 813	House Counsel Unit Litigation Files (12/97)	3017	9195	45 of 53	1/2003	
⑥ 814	House Counsel Unit Litigation Files (12/97)	3017	9196	46 of 53	1/200d	
⑦ 815	House Counsel Unit Litigation Files (12/97)	3017	9197	47 of 53	1/2003	
⑧ 816	House Counsel Unit Litigation Files (12/97)	3017	9198	48 of 53	1/2003	
⑨ 817	House Counsel Unit Litigation Files (12/97)	3017	9199	49 of 53	1/2003	
⑩ 818	House Counsel Unit Litigation Files (12/97)	3017	9200	50 of 53	1/2003	

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



5-19-98  
53

### OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

Page 6 of 6

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

	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	819	House Counsel Unit Litigation Files (12/97)	30/17	9201	51 of 53	1/2003	
②	831	House Counsel Unit Litigation Files (12/97)	30/17	9202	52 of 53	1/2003	
③	832	House Counsel Unit Litigation Files (12/97)	30/17	9203	53 of 53	1/2003	
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.  99W719	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 27	LOCATION SECTION(S) 9-10
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 33	
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	

33 Boxes HOUSE COUNSEL

1978-ITEM 17  
07/01/2003

*DISPOSAL*  
*10/14/03*  
*LJS*

Report: CONTRANS  
TransDate: 09/18/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
EXEC/HOUSE COUNSEL	HOUSE COUNSEL	17	33 of 033	WAIT TRANS

Consolidated Total: 33 of 033

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 033 Record #:	833 9388	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
002 of 033 Record #:	834 9389	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
003 of 033 Record #:	835 9390	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
004 of 033 Record #:	836 9391	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
005 of 033 Record #:	837 9392	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
006 of 033 Record #:	838 9393	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
007 of 033 Record #:	839 9394	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
008 of 033 Record #:	840 9395	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
009 of 033 Record #:	841 9396	LITIGATION FILES (03/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
010 of 033 Record #:	842 9397	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
011 of 033 Record #:	843 9398	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
012 of 033 Record #:	844 9399	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
013 of 033 Record #:	845 9400	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
014 of 033 Record #:	846 9401	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
015 of 033 Record #:	847 9402	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
016 of 033 Record #:	848 9403	LITIGATION FILES (04/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
017 of 033 Record #:	849 9404	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
018 of 033 Record #:	850 9405	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 033 Record #:	851 9406	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
020 of 033 Record #:	852 9407	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
021 of 033 Record #:	853 9408	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
022 of 033 Record #:	854 9409	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
023 of 033 Record #:	855 9410	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
024 of 033 Record #:	856 9411	LITIGATION FILES (05/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
025 of 033 Record #:	857 9412	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
026 of 033 Record #:	858 9413	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
027 of 033 Record #:	859 9414	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
028 of 033 Record #:	860 9415	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
029 of 033 Record #:	861 9416	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
030 of 033 Record #:	862 9417	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
031 of 033 Record #:	863 9418	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
032 of 033 Record #:	864 9419	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978
033 of 033 Record #:	865 9420	LITIGATION FILES (06/1998)	HOEFFLER EXEC/HOUSE COUNSEL	WAIT TRANS	17	1978

Consolidated Total of Detail Transmittal Report:

33 of 033 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR  
98 NOV 18 AM 9:11

\* 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): Kathleen P. Hoefler Department: Maryland Automobile Ins. Fund

	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	833	House Counsel Unit Litigation Files (3/98)	17	1 of 33	9388 ✓	7/2003		
②	834	House Counsel Unit Litigation Files (3/98)	17	2 of 33	9389 ✓	7/2003		
③	835	House Counsel Unit Litigation Files (3/98)	17	3 of 33	9390 ✓	7/2003		
④	836	House Counsel Unit Litigation Files (3/98)	17	4 of 33	9391 ✓	7/2003		
⑤	837	House Counsel Unit Litigation Files (3/98)	17	5 of 33	9392 ✓	7/2003		
⑥	838	House Counsel Unit Litigation Files (3/98)	17	6 of 33	9393 ✓	7/2003		
⑦	839	House Counsel Unit Litigation Files (3/98)	17	7 of 33	9394 ✓	7/2003		
⑧	840	House Counsel Unit Litigation Files (3/98)	17	8 of 33	9395 ✓	7/2003		
⑨	841	House Counsel Unit Litigation Files (3/98)	17	9 of 33	9396 ✓	7/2003		
⑩	842	House Counsel Unit Litigation Files (4/98)	17	10 of 33	9397 ✓	7/2003		

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 NOV 18 AM 9: 11

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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	843	House Counsel Unit Litigation Files (4/98)	17	11 of 33	9398	7/2003		
②	844	House Counsel Unit Litigation Files (4/98)	17	12 of 33	9398	7/2003		
③	845	House Counsel Unit Litigation Files (4/98)	17	13 of 33	9400	7/2003		
④	846	House Counsel Unit Litigation Files (4/98)	17	14 of 33	9401	7/2003		
⑤	847	House Counsel Unit Litigation Files (4/98)	17	15 of 33	9402	7/2003		
⑥	848	House Counsel Unit Litigation Files (4/98)	17	16 of 33	9403	7/2003		
⑦	849	House Counsel Unit Litigation Files (5/98)	17	17 of 33	9404	7/2003		
⑧	850	House Counsel Unit Litigation Files (5/98)	17	18 of 33	9405	7/2003		
⑨	851	House Counsel Unit Litigation Files (5/98)	17	19 of 33	9406	7/2003		
⑩	852	House Counsel Unit Litigation Files (5/98)	17	20 of 33	9407	7/2003		

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 NOV 18 AM 9: 11

( Please Select appropriate box for storage delivery)

Madison Street      State Records-Jessup    State Archives-Annapolis

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

	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	853	House Counsel Unit Litigation Files (5/98)	17	21 of 33	9408 ✓	7/2003		
②	854	House Counsel Unit Litigation Files (5/98)	17	22 of 33	9409 ✓	7/2003		
③	855	House Counsel Unit Litigation Files (5/98)	17	23 of 33	9410 ✓	7/2003		
④	856	House Counsel Unit Litigation Files (5/98)	17	24 of 33	9411 ✓	7/2003		
⑤	857	House Counsel Unit Litigation Files (6/98)	17	25 of 33	9412 ✓	7/2003		
⑥	858	House Counsel Unit Litigation Files (6/98)	17	26 of 33	9413 ✓	7/2003		
⑦	859	House Counsel Unit Litigation Files (6/98)	17	27 of 33	9414 ✓	7/2003		
⑧	860	House Counsel Unit Litigation Files (6/98)	17	28 of 33	9415 ✓	7/2003		
⑨	861	House Counsel Unit Litigation Files (6/98)	17	29 of 33	9416 ✓	7/2003		
⑩	862	House Counsel Unit Litigation Files (6/98)	17	30 of 33	9417 ✓	7/2003		

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 NOV 18 AM 9: 11

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

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	863	House Counsel Unit Litigation Files (6/98)	17	31 of 33	9418 ✓	7/2003	
②	864	House Counsel Unit Litigation Files (6/98)	17	32 of 33	9419 ✓	7/2003	
③	865	House Counsel Unit Litigation Files (6/98)	17	33 of 33	9420 ✓	7/2003	
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

MAIF- 27017

**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 HOEFFLER - EXEC/HOUSE COUNSEL		99W720	RM CODE
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294			NO. OF CU. FT.
D. PHONE NO. 410 - 269 - 8558		RANGE	SECTION(S)
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		141	0
		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
10 Boxes	HOUSE COUNSEL		1978 - ITEM 17 07/01/2003

DISPOSAL  
 9/18/03  
 LIS

Maryland Automobile Insurance Fund

Retention Number: 1978      Schedule Destruction Date: 07/01/2003

\*\*\*\*\* 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	10 OF 010	WAIT TRANS
Consolidated Total:	010	OF 010		

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2003

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 010 Record #:	820 9204	LITIGATION FILES 01/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
002 OF 010 Record #:	821 9205	LITIGATION FILES 01/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
003 OF 010 Record #:	822 9206	LITIGATION FILES 01/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
004 OF 010 Record #:	823 9207	LITIGATION FILES 01/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
005 OF 010 Record #:	824 9208	LITIGATION FILES 01/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
006 OF 010 Record #:	825 9209	LITIGATION FILES 02/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
007 OF 010 Record #:	826 9210	LITIGATION FILES 02/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
008 OF 010 Record #:	827 9211	LITIGATION FILES 02/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
009 OF 010 Record #:	828 9212	LITIGATION FILES 02/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS

Trans Date: 05/19/1998

Maryland Automobile Insurance Fund

Retention Number: 1978

Scheduled Destruction Date:

07/01/2003

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 010 Record #:	829 9213	LITIGATION FILES 02/1998	HOEFFLER EXEC/HOUSE COUNSEL	17	1978	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		010 OF	010 Boxes			

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

5-19-99  
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

1081

PROPERTY ADMINISTRATOR

98 MAY 19 PM 3: 10

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

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	820	House Counsel Unit Litigation Files (1/98)	3017	9204	1 of 10	7/2003	
②	821	House Counsel Unit Litigation Files (1/98)	3017	9205	2 of 10	7/2003	
③	822	House Counsel Unit Litigation Files (1/98)	3017	9206	3 of 10	7/2003	
④	823	House Counsel Unit Litigation Files (1/98)	3017	9207	4 of 10	7/2003	
⑤	824	House Counsel Unit Litigation Files (1/98)	3017	9208	5 of 10	7/2003	
⑥	825	House Counsel Unit Litigation Files (2/98)	3017	9209	6 of 10	7/2003	
⑦	826	House Counsel Unit Litigation Files (2/98)	3017	9210	7 of 10	7/2003	
⑧	827	House Counsel Unit Litigation Files (2/98)	3017	9211	8 of 10	7/2003	
⑨	828	House Counsel Unit Litigation Files (2/98)	3017	9212	9 of 10	7/2003	
⑩	829	House Counsel Unit Litigation Files (2/98)	3017	9213	10 of 10	7/2003	

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

MAIF- 27017

E ✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES.

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W744	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		LOCATION RANGE SECTION(S) 38 5	NO. OF CU. FT. 7
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

7 Boxes GENERAL ACCOUNTING RECORDS

1978-ITEM 18

01/01/2003

DISPOSAL  
10/13/03  
LJB

Report: CONTRANS  
TransDate: 12/04/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	7 of 007	WAIT TRANS

Consolidated Total: 7 of 007



Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 007 Record #:	477 9602	OPERATIONS RECS JAN - FEB 1992	WOOD FISCAL	WAIT TRANS	18	1978
002 of 007 Record #:	478 9603	OPERATIONS RECS MAR - APR 1992	WOOD FISCAL	WAIT TRANS	18	1978
003 of 007 Record #:	479 9604	OPERATIONS RECS MAY - JUN 1992	WOOD FISCAL	WAIT TRANS	18	1978
004 of 007 Record #:	480 9605	OPERATIONS RECS JUL - AUG 1992	WOOD FISCAL	WAIT TRANS	18	1978
005 of 007 Record #:	481 9606	OPERATIONS RECS SEP - OCT 1992	WOOD FISCAL	WAIT TRANS	18	1978
006 of 007 Record #:	482 9607	OPERATIONS RECS NOV - DEC 1992	WOOD FISCAL	WAIT TRANS	18	1978
007 of 007 Record #:	488 9608	1992 INVESTMENTS O/S LISTS GEN ACCT	WOOD FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report:

7 of 007 Boxes

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

12-4-98  
⑦

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

98 NOV 24 AM 6:56

( 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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	477	OPERATIONS RECS JAN-FEB 92	18			JANUARY 2023		
②	478	" " MAR-APR 92	18			↓		
③	479	" " MAY-JUN 92	18					
④	480	" " JUL-AUG 92	18					
⑤	481	" " SEPT-OCT 92	18					
⑥	482	" " NOV-DEC 92	18					
⑦	488	92 INVESTMENTS O/S LISTS - GEN RECTS	18					
⑧								
⑨								
⑩								

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

*EV*

**RECORDS TRANSMITTAL AND RECEIPT**

*70 MP  
MILLERSVILLE  
BIN 243A*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>99W1037</b>	DATE REC'D <b>6-17-99</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>50</b>	LOCATION SECTION(S) <b>12-15</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>112</b>	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 112 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 01/01/2003	

*DISPOSAL  
10/8/03  
LSS*

Report: CONTRANS  
TransDate: 08/10/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 112	WAIT TRANS

Consolidated Total: 112 of 112

Report: TRANSMIT  
Trans Date: 08/10/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 01/01/2003  
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
112 of 112 Record #:	1096 9470	PRIVATE PASSENGER POLICY FILES OCTOBER 1996	BECKER UNDERWRITING SERVICES	WAIT TRANS	57	1978

Consolidated Total of Detail Transmittal Report: 112 of 112 Boxes

PROGRAM ID UPO97  
RUN DATE 03-JAN-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	S060000	S028700
002	S968800	V268001
003	V438101	V197902
004	S217902	S086603
005	V566703	S135604
006	V225604	S784505
007	S074605	S203006
008	V463106	V072107
009	V512107	V400708
010	S040808	S060809
011	S010909	S119609
012	S669609	V318610
013	V538610	S426811
014	S756811	S064812
015	V154812	R933913
016	S044013	V092914
017	S203014	V432715
018	S072815	V261716
019	S011816	S040417
020	S150417	V448417
021	S088517	S097818
022	S207818	V386519
023	V496519	S075520
024	S845520	S105721
025	V195721	S074222
026	S184222	S142023
027	S202123	S090724
028	V510724	S109824
029	S879824	S028425

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	S198525	S158426
031	S818426	S177927
032	S727927	S217228
033	V637228	S046229
034	S156229	V445930
035	S066130	S065231
036	V375231	S764032
037	S114232	S173433
038	V053633	S151634
039	S101734	V081335
040	S051435	V570336
041	V300436	S108836
042	S218836	S867737
043	S977737	S146738
044	V456738	V445639
045	S085739	S124440
046	Q474540	V352541
047	S212641	S911442
048	S091542	S050943
049	R131043	V070244
050	S150344	V158044
051	S678144	S027445
052	S137445	S076446
053	S186446	S185547
054	S085747	S154048
055	S104148	V473349
056	S113449	S182750
057	S132850	V222451
058	S242451	S400952

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	S051052	S109352
060	S169452	S159953
061	V249953	S869454
062	V029554	S198355
063	S148455	S246856
064	S086956	V396557
065	S146657	S135558
066	S085658	S244659
067	S354659	V563860
068	S093960	V222761
069	V552761	S822962
070	V453062	V452163
071	V402263	V451264
072	S091364	S111365
073	S441365	S171066
074	S011166	S180367
075	V440467	S159767
076	S269767	S118068
077	S228068	V127769
078	S147769	S108070
079	V308070	S127571
080	S237571	V556872
081	S416972	S044773
082	S154773	S083574
083	S143674	S671875
084	S071975	V231876
085	V451876	S401177
086	S081377	S640678
087	V020778	V388678



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	S148978	S156679
089	V466679	S166380
090	V366380	V544181
091	S674181	S162482
092	V252482	S040883
093	S081083	S130084
094	S790084	S018284
095	V108284	S167085
096	S117185	S216086
097	S546086	S214687
098	V414687	S233088
099	V433088	S061589
100	S181789	S371790
101	R911790	V240891
102	S590891	V389291
103	S029391	S048892
104	S158892	S837293
105	S187493	S105594
106	S065894	V414695
107	S114895	S172496
108	S942496	S601397
109	V641497	S119897
110	S339897	V008298
111	S138298	S047799
112	S107899	S989999

R50

S12-15

25 42 6

25

6

73 SHARES

E ✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  99W1038	DATE REC'D 6-17-99
B. DIVISION/UNIT WOOD - FISCAL	LOCATION 107                      18	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE                      SECTION(S) 107                              18	NO. OF CU. FT.  12
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
12 Boxes	GENERAL ACCOUNTING RECORDS	1226 - ITEM 1 01/01/03

*Disposal*  
*8/03*

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/03

\*\*\*\*\* 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	12 OF 12		WAIT TRANS
Consolidated Total:	12	OF 12			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 12 Record #:	408 9054	INS INVES 80 - 92 PROLEX 92	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 12 Record #:	412 9055	89 - 92 GAS REPORTS - INS	WOOD FISCAL	1	1226	WAIT TRANS
03 OF 12 Record #:	419 9056	BANK REC MD NATL 92 FIRST NATL	WOOD FISCAL	1	1226	WAIT TRANS
04 OF 12 Record #:	438 9057	YREND WORK PAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS
05 OF 12 Record #:	423 9058	UCJ WORKPAPERS NOV - AUG 92	WOOD FISCAL	1	1226	WAIT TRANS
06 OF 12 Record #:	439 9059	YREND WORKPAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS
07 OF 12 Record #:	440 9060	YREND WORKPAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS
08 OF 12 Record #:	441 9061	YREND WORKPAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS
09 OF 12 Record #:	442 9062	YREND WORKPAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
10 OF 12 Record #:	443 9063	• YREND WORKPAPERS & REPORTS 92	WOOD FISCAL	1	1226	WAIT TRANS
11 OF 12 Record #:	473 9064	• 92 FIN REP MONTHLY W/P FOLDERS	WOOD FISCAL	1	1226	WAIT TRANS
12 OF 12 Record #:	474 9065	• 92 FIN REP MONTHLY W/P FOLDERS	WOOD FISCAL	1	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 12 OF 12 Boxes

3-19-99  
 (12)

**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

93 MAR 19 AM 9:19

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

1 of 2 Pages

Responsible Individual (Print Name): KEVIN WOOD Department: \_\_\_\_\_

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/Confirm Receipt
① 408 ✓	INS INVES 80-92 Parc 92	1	1 of 12	9054	01/01/03	
② 412 ✓	89-92 GAS Reports - INS	1	2 of 12	9055	01/01/03	
③ 419 ✓	BANK REC MD NATL FIRST NATL 92	1	3 of 12	9056	01/01/03	
④ 438 ✓	YREND Work Papers + Reports 92	1	4 of 12	9057	01/01/03	
⑤ 423 ✓	UCT Work Papers Nov-Aug 92	1	5 of 12	9059	01/01/03	
⑥ 439 ✓	YREND Work Papers + Reports 92	1	6 of 12	9059	01/01/03	
⑦ 440 ✓	↓	1	7 of 12	9060	01/01/03	
⑧ 441 ✓		1	8 of 12	9061	01/01/03	
⑨ 442 ✓		1	9 of 12	9062	01/01/03	
⑩ 443 ✓		1	10 of 12	9063	01/01/03	

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

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

3-19-99  
12

93 MAR 19 AM 9:19

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

2082 Pages

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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
1	473 ✓ 92 FIN Rep MONTHLY W/P Folders	1	11 of 12	9064	01/01/03		
2	474 ✓ ↓	1	12 of 12	9065	01/01/03		
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>99W1065</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>7-8</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>36</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	

32 Boxes COMMERCIAL POLICY FILES

1978-ITEM 58  
01/01/2003

4 Boxes FLEET POLICY FILES

1978-ITEM 59  
01/01/2003

*DISPOSAL*  
*8/12/03*  
*LJS*

Report: CONTRANS  
TransDate: 08/04/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

01/01/2003

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	COMMERCIAL POLICY FILES	58	32 of 036	TEMP/MILLERSVILLE BIN 243 A
COMMERCIAL	FLEET POLICY FILES	59	4 of 036	TEMP/MILLERSVILLE BIN 243 A

Consolidated Total: 36 of 036

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 036 Record #:	844 9272	JUL 1996 TO JUL 1997 R18-76-34 TO R22-26-77	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
002 of 036 Record #:	845 9273	JUL 1996 TO JUL 1997 R27-14-49 TO R32-38-72	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
003 of 036 Record #:	846 9274	JUL 1996 TO JUL 1997 R32-39-53 TO R35-16-63	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
004 of 036 Record #:	847 9457	JUL 1996 TO JUL 1997 R35-20-31 TO R38-93-42	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
005 of 036 Record #:	848 9276	JUL 1996 TO JUL 1997 R38-94-15 TO R43-11-44	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
006 of 036 Record #:	849 9277	JUL 1996 TO JUL 1997 R43-39-29 TO R47-32-62	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
007 of 036 Record #:	850 9278	JUL 1996 TO JUL 1997 R47-34-32 TO R51-59-17	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
008 of 036 Record #:	851 9279	AUG 1996 TO AUG 1997 R51-68-67 TO R55-17-94	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
009 of 036 Record #:	852 9280	AUG 1996 TO AUG 1997 R55-20-14 TO R58-77-00	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
010 of 036 Record #:	853 9281	SEP 1996 TO SEP 1997 R58-78-29 TO R62-44-06	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
011 of 036 Record #:	854 9282	AUG 1996 TO AUG 1997 R62-44-65 TO R66-04-29	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
012 of 036 Record #:	855 9283	SEP 1996 TO SEP 1997 R66-07-55 TO R69-97-59	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
013 of 036 Record #:	856 9284	SEP 1996 TO SEP 1997 R70-00-05 TO R72-99-33	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
014 of 036 Record #:	857 9285	SEP 1996 TO SEP 1997 R72-99-41 TO R75-93-53	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
015 of 036 Record #:	858 9286	SEP 1996 TO SEP 1997 R76-18-96 TO R80-90-31	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
016 of 036 Record #:	859 9287	OCT 1996 TO OCT 1997 R81-00-64 TO R84-83-39	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
017 of 036 Record #:	860 9288	OCT 1996 TO OCT 1997 R84-83-47 TO R89-36-36	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
018 of 036 Record #:	861 9289	OCT 1996 TO OCT 1997 R89-36-44 TO R92-25-63	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 036 Record #:	862 9290	OCT 1996 TO OCT 1997 R92-25-71 TO R95-43-33	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
020 of 036 Record #:	863 9291	OCT 1996 TO OCT 1997 R95-45-38 TO R99-96-71	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
021 of 036 Record #:	864 9292	NOV 1996 TO NOV 1997 S00-00-59 TO S03-10-43	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
022 of 036 Record #:	865 9293	DEC 1996 TO DEC 1997 S03-35-85 TO S06-10-15	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
023 of 036 Record #:	866 9294	OCT 1996 TO OCT 1997 S06-10-58 TO S09-79-07	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
024 of 036 Record #:	867 9295	NOV 1996 TO NOV 1997 S10-28-38 TO S12-22-78	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
025 of 036 Record #:	868 9296	NOV 1996 TO NOV 1997 S12-24-56 TO S15-45-36	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
026 of 036 Record #:	869 9297	NOV 1996 TO NOV 1997 S15-73-22 TO S19-18-73	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
027 of 036 Record #:	870 9298	NOV 1996 TO NOV 1997 S19-22-92 TO S22-45-42	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
028 of 036 Record #:	871 9299	NOV 1996 TO NOV 1997 S22-45-69 TO S25-99-90	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
029 of 036 Record #:	872 9300	DEC 1996 TO DEC 1997 S26-34-75 TO S29-96-31	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
030 of 036 Record #:	873 9301	DEC 1996 TO DEC 1997 S30-06-99 TO S32-74-57	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
031 of 036 Record #:	902 9302	SEP 1996 TO SEP 1997 X82-40-46 TO X82-49-17	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
032 of 036 Record #:	874 9303	DEC 1996 TO DEC 1997 S40-00-14 TO S41-90-76	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
033 of 036 Record #:	924 9304	JUL 1996 TO JUL 1997 R31-63-53 TO R45-34-07	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
034 of 036 Record #:	925 9305	SEP 1996 TO SEP 1997 R49-43-08 TO R78-48-29	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
035 of 036 Record #:	926 9306	OCT 1996 TO OCT 1997 R79-88-46 TO S09-65-52	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
036 of 036 Record #:	927 9307	DEC 1996 TO DEC 1997 S09-74-86 TO S39-91-80	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978

Consolidated Total of Detail Transmittal Report:

36 of 036 Boxes

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

8-4-99  
36

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

93 AUG -6 PM 3:32

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Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 6

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

11979"

	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/
✓	844	R. 18-76-34 to R. 22-26-77 <sup>July 96 to July 97</sup>	<del>14A</del> 10530	<del>10530</del>	9358	JAN 2003		
✓	845	R. 27-14-49 to R. 32-38-72 <sup>July 96 to July 97</sup>	<del>14A</del> 20530	<del>20530</del>	9359	JAN 2003		
✓	846	R. 32-39-53 to R. 33-16-63 <sup>July 96 to July 97</sup>	<del>14A</del> 30530	<del>30530</del>	9360	JAN 2003		
✓	847	R. 35-20-31 to R. 38-03-40 <sup>July 96 to July 97</sup>	<del>14A</del> 40530	<del>40530</del>	9361	JAN 2003		
✓	848	R. 38-04-15 to R. 43-11-44 <sup>July 96 to July 97</sup>	<del>14A</del> 50530	<del>50530</del>	9362	JAN 2003		
✓	849	R. 43-39-29 to R. 47-32-62 <sup>July 96 to July 97</sup>	<del>14A</del> 60530	<del>60530</del>	9363	JAN 2003		
✓	850	R. 47-34-32 to R. 51-59-17 <sup>July 96 to July 97</sup>	<del>14A</del> 70530	<del>70530</del>	9364	JAN 2003		
✓	851	R. 51-68-67 to 55-17-94 <sup>Aug 96 to Aug 97</sup>	<del>14A</del> 80530	<del>80530</del>	9365	JAN 2003		
✓	852	R. 55-20-14 to R. 58-77-00 <sup>Aug 96 to Aug 97</sup>	<del>14A</del> 90530	<del>90530</del>	9366	JAN 2003		
✓	853	R. 58-78-29 to R. 62-44-06 <sup>Sept 96 to Sept 97</sup>	<del>14A</del> 100530	<del>100530</del>	9367	JAN 2003		

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

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

0-4-98  
36

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

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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
✓ ① 854	<sup>Aug 96 to Aug 97</sup> R-62-44-65 to R-66-04-29	12A	110	9368	JAN 2003	
✓ ② 855	<sup>Sept 96 to Sept 97</sup> R-66-07-53 to R-69-47-59	12A	120	9369	JAN 2003	
✓ ③ 856	<sup>Sept 96 to Sept 97</sup> R-70-00-05 to R-72-99-33	12A	130	9370	JAN 2003	
✓ ④ 857	<sup>Sept 96 to Sept 97</sup> R-72-99-41 to R-75-93-53	12A	140	9371	JAN 2003	
✓ ⑤ 858	<sup>Sept 96 to Sept 97</sup> R-76-18-96 to R-80-90-31	12A	150	9372	JAN 2003	
✓ ⑥ 859	<sup>Oct 96 to Oct 97</sup> R-81-00-64 to R-84-83-39	12A	160	9373	JAN 2003	
✓ ⑦ 860	<sup>Oct 96 to Oct 97</sup> R-84-83-47 to R-89-96-36	12A	170	9374	JAN 2003	
✓ ⑧ 861	<sup>Oct 96 to Oct 97</sup> R-89-36-44 to R-92-25-63	12A	180	9375	JAN 2003	
✓ ⑨ 862	<sup>Oct 96 to Oct 97</sup> R-92-25-71 to R-95-43-33	12A	190	9376	JAN 2003	
✓ ⑩ 863	<sup>Oct 96 to Oct 97</sup> R-95-43-38 to R-96-96-71	12A	200	9377	JAN 2003	

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

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

8-4-99  
36

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 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

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Page 3 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	Nov 96 to Nov 97 864 8-00-00-59 to 8-03-10-13	14A 85	2 of 36	9379	JAN 2003	
2	Dec 96 to Dec 97 865 8-03-35-85 to 8-06-10-15	14A 85	2 of 36	9379	JAN 2003	
3	Oct 96 to Oct 97 866 8-06-10-58 to 8-09-19-07	14A 85	3 of 36	9380	JAN 2003	
4	Nov 96 to Nov 97 867 8-10-28-38 to 8-12-22-78	14A 85	4 of 36	9381	JAN 2003	
5	Nov 96 to Nov 97 868 8-12-24-56 to 8-15-45-36	14A 85	25 of 36	9382	JAN 2003	
6	Nov 96 to Nov 97 869 8-15-73-22 to 8-19-18-73	14A 85	26 of 36	9383	JAN 2003	
7	Nov 96 to Nov 97 870 8-19-22-93 to 8-22-45-42	14A 85	27 of 36	9384	JAN 2003	
8	Nov 96 to Nov 97 871 8-22-45-69 to 8-23-99-90	14A 85	28 of 36	9385	JAN 2003	
9	Dec 96 to Dec 97 872 8-26-34-75 to 8-29-96-31	14A 85	29 of 36	9386	JAN 2003	
10	Dec 96 to Dec 97 873 8-30-06-99 to 8-32-74-57	14A 85	30 of 36	9387	JAN 2003	

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

8-4-98  
366

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

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Page 4 of 6

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

"1979"

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
1	902 X 82-40-46 to X 82-49-17	17103/0534		9398	JAN 2003	
2						
3						
4						
5						
6						
7						
8						
9						
10						

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



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

8-4-99  
36

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

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

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Page 5 of 6

Responsible Individual (Print Name): Jack Miller Department: Council

"1970"

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	874 S-40-08-14 Eo S-41-90-76	1480	3208310	9389	JAN 2003		
2							
3							
4							
5							
6							
7							
8							
9							
10							

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

5/22/03

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

8-4-99  
36

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

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Madison Street

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State Archives-Annapolis

Page 6 of 6

Responsible Individual (Print Name):

JACK MILLER

Department:

COMMIT

"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	924	R-31-63-53 to R-45-34-07 <small>July 96 to July 97</small>	14	36 of 36	9390	JAN 2003	
②	925	R-49-43-08 to R-78-48-29 <small>Sept 96 to Sept 97</small>	14	34 of 36	9391	JAN 2003	
③	926	R-79-88-46 to S-09-65-52 <small>Oct 96 to Oct 97</small>	14	35 of 36	9392	JAN 2003	
④	927	S-09-74-86 to S-39-91-80 <small>Dec 96 to Dec 97</small>	14	36 of 36	9393	JAN 2003	
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

1  
R50 62

~~8~~-5-7-8

247 empty spaces 8-13

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W1066	DATE REC'D 6-25-99
B. DIVISION/UNIT MILLER COMMERCIAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 2	LOCATION SECTION(S) 26-27
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 30	
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	

25 Boxes COMMERCIAL POLICY FILES

1978-ITEM 58  
07/01/2003

5 Boxes FLEET POLICY FILES

1978-ITEM 59  
07/01/2003

DISPOSAL  
8/28/03  
ADS

Report: CONTRANS  
TransDate: 08/06/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
COMMERCIAL	COMMERCIAL POLICY FILES	58	25 of 030	TEMP/MILLERSVILLE BIN 243 A
COMMERCIAL	FLEET POLICY FILES	59	5 of 030	TEMP/MILLERSVILLE BIN 243 A

Consolidated Total: 30 of 030

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 030 Record #:	875 9308	JAN 1997 TO JAN 1998 S33-03-50 TO S35-26-64	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
002 of 030 Record #:	876 9309	JAN 1997 TO JAN 1998 S35-26-72 TO S37-98-21	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
003 of 030 Record #:	877 9310	JAN 1997 TO JAN 1998 S38-01-02 TO S39-90-83	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
004 of 030 Record #:	878 9311	JAN 1997 TO JAN 1998 S41-91-06 TO S44-98-89	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
005 of 030 Record #:	879 9312	JAN 1997 TO JAN 1998 S45-01-00 TO S48-34-75	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
006 of 030 Record #:	880 9313	JAN 1997 TO JAN 1998 S48-34-83 TO S50-86-72	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
007 of 030 Record #:	881 9314	FEB 1997 TO FEB 1998 S50-92-02 TO S52-68-59	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
008 of 030 Record #:	882 9315	JAN 1997 TO JAN 1998 S52-69-80 TO S55-76-81	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
009 of 030 Record #:	883 9316	FEB 1997 TO FEB 1998 S55-81-65 TO S58-43-28	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
010 of 030 Record #:	884 9317	FEB 1997 TO FEB 1998 S58-54-05 TO S61-73-90	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
011 of 030 Record #:	885 9318	FEB 1997 TO FEB 1998 S61-74-47 TO S64-61-29	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
012 of 030 Record #:	886 9319	FEB 1997 TO FEB 1998 S64-66-33 TO S66-89-63	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
013 of 030 Record #:	887 9320	MAR 1997 TO MAR 1998 S66-89-71 TO S69-95-08	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
014 of 030 Record #:	888 9321	MAR 1997 TO MAR 1998 S70-10-14 TO S72-99-70	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
015 of 030 Record #:	889 9322	MAR 1997 TO MAR 1998 S73-00-81 TO S75-24-92	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
016 of 030 Record #:	890 9323	MAR 1997 TO MAR 1998 S75-28-67 TO S77-86-53	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
017 of 030 Record #:	891 9324	MAR 1997 TO MAR 1998 S78-01-35 TO S79-97-74	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
018 of 030 Record #:	892 9325	APR 1997 TO APR 1998 S80-00-47 TO S82-89-28	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 030 Record #:	893 9326	APR 1997 TO APR 1998 S82-94-52 TO S85-68-16	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
020 of 030 Record #:	894 9327	APR 1997 TO APR 1998 S85-77-74 TO S89-99-22	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
021 of 030 Record #:	928 9328	FEB 1997 TO FEB 1998 S40-15-84 TO S59-18-39	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
022 of 030 Record #:	929 9329	FEB 1997 TO FEB 1998 S62-26-88 TO S76-99-48	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
023 of 030 Record #:	930 9330	APR 1997 TO APR 1998 S77-21-16 TO S91-34-88	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
024 of 030 Record #:	931 9331	APR 1997 TO APR 1998 S92-33-19 TO S95-50-91	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
025 of 030 Record #:	932 9332	APR 1997 TO APR 1998 X81-78-80 TO X82-55-49	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	59	1978
026 of 030 Record #:	895 9333	APR 1997 TO APR 1998 S90-04-67 TO S91-69-40	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
027 of 030 Record #:	896 9334	MAY 1997 TO MAY 1998 S91-87-22 TO S94-32-71	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
028 of 030 Record #:	897 9335	APR 1997 TO APR 1998 S94-58-43 TO S95-89-37	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
029 of 030 Record #:	898 9336	APR 1997 TO APR 1998 S96-17-76 TO S98-81-94	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978
030 of 030 Record #:	899 9337	MAY 1997 TO MAY 1998 S98-83-72 TO S99-61-11	MILLER COMMERCIAL	TEMP/MILLERSVILLE BIN 243 A	58	1978

Consolidated Total of Detail Transmittal Report: 30 of 030 Boxes

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

30

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

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Page 1 of 4

Responsible Individual (Print Name): Jack Miller Department: COMMIT

"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	875 JAN 97 to JAN 98 S.33-03-50 to S.35-26-64	14 APR	1 of 30	9394	July 2003	
2	876 JAN 97 to JAN 98 S.35-26-72 to S.37-98-21	14 APR	2 of 30	9395	July 2003	
3	877 JAN 97 to JAN 98 S.38-01-02 to S.39-90-83	14 APR	3 of 30	9396	July 2003	
4	878 JAN 97 to JAN 98 S.41-91-06 to S.44-98-89	14 APR	4 of 30	9397	July 2003	
5	879 JAN 97 to JAN 98 S.45-01-00 to S.48-34-75	14 APR	5 of 30	9398	July 2003	
6	880 JAN 97 to JAN 98 S.48-34-83 to S.50-86-72	14 APR	6 of 30	9399	July 2003	
7	881 JAN 97 to JAN 98 S.50-92-02 to S.52-68-59	14 APR	7 of 30	9400	July 2003	
8	882 JAN 97 to JAN 98 S.52-69-80 to S.55-76-81	14 APR	8 of 30	9401	July 2003	
9	883 JAN 97 to JAN 98 S.55-81-65 to S.58-49-28	14 APR	9 of 30	9402	July 2003	
10	884 JAN 97 to JAN 98 S.58-64-05 to S.61-73-90	14 APR	10 of 30	9403	July 2003	

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



9-6-99  
30

**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**

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Page 2 of 4

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

"1979"

Initial/Confirm

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	<sup>Jul 97 to Jul 98</sup> S-61-74-47 to S-64-61-29	11/230	110530	9404	July 2003	
2	<sup>Jul 97 to Jul 98</sup> S-64-66-33 to S-66-89-63	14/AR	120530	9405	July 2003	
3	<sup>MAR 97 to MAR 98</sup> S-66-89-71 to S-69-95-08	14/AR	130530	9406	July 2003	
4	<sup>MAR 97 to MAR 98</sup> S-70-10-14 to S-72-99-70	14/AR	140530	9407	July 2003	
5	<sup>MAR 97 to MAR 98</sup> S-73-00-81 to S-75-24-92	14/AR	150530	9408	July 2003	
6	<sup>MAR 97 to MAR 98</sup> S-75-28-67 to S-77-86-33	14/AR	160530	9409	July 2003	
7	<sup>MAR 97 to MAR 98</sup> S-78-01-35 to S-79-97-74	14/AR	170530	9410	July 2003	
8	<sup>Apr 97 to Apr 98</sup> S-80-00-47 to S-82-89-28	14/AR	180530	9411	July 2003	
9	<sup>Apr 97 to Apr 98</sup> S-82-94-52 to S-85-68-16	14/AR	190530	9412	July 2003	
10	<sup>Apr 97 to Apr 98</sup> S-85-77-74 to S-89-99-22	14/AR	200530	9413	July 2003	

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

8-6-99  
30

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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Page 3 of 4

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

"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	8.40.75-84 to 8.59.18.39	14 Box 21 of 30		9414	July 2003		
2	8.62.26-88 to 8.76.99.48	14 Box 22 of 30		9415	July 2003		
3	8.77.21-16 to 8.91.34.88	14 Box 23 of 30		9416	July 2003		
4	8.92.33-19 to 8.95.20.91	14 Box 24 of 30		9417	July 2003		
5	8.91.78-80 to 8.92.55.49	14 Box 25 of 30		9418	July 2003		
6							
7							
8							
9							
10							

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

30

8-6-99

30

### 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 4 of 4

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

"1978"

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
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1	895 <sup>Apr 97 to Apr 98</sup> 8-90-04-67 to 8-91-69-40	14 APR	21 of 30	9419	July 2003	
2	896 <sup>MAY 97 to MAY 98</sup> 8-91-87-20 to 8-94-32-71	14 APR	27 of 30	9420	July 2003	
3	897 <sup>Apr 97 to Apr 98</sup> 8-94-58-43 to 8-95-89-37	14 APR	28 of 30	9421	July 2003	
4	898 <sup>Apr 97 to Apr 98</sup> 8-96-17-76 to 8-98-81-94	14 APR	29 of 30	9422	July 2003	
5	899 <sup>MAY 97 to MAY 98</sup> 8-98-83-72 to 8-99-61-11	14 APR	30 of 30	9423	July 2003	
6						
7						
8						
9						
10						

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

R2

S26-27

(S-27  
3 SPACES)

12/03/1998

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  00W 73		DATE REC'D 8-6-99	
B. DIVISION/UNIT SMITH FISCAL		LOCATION SECTION(S)		RM CODE 24.01	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 34		NO. OF CU. FT. 2	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS 2 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES GENERAL ACCOUNTING RECORDS			4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 18 01/01/2003	

*Disposal*  
*9/03*

Report: CONTRANS  
TransDate: 12/03/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	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 #:	504 9458	1992 ODU LIST, CLM 340, 0D410	SMITH FISCAL	WAIT TRANS	18	1978
002 of 002 Record #:	505 9459	1992 ODU LIST	SMITH FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report: 2 of 002 Boxes

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

12-3-99  
②

98 NOV 33 AM 8:28

\* 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  
Gen Acct

	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	504	1992 ODU LIST, CLM340, 00410	18			JAN 2003		
②	505	1992 ODU LIST	18			↓		
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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



RECORDS TRANSMITTAL AND RECEIPT

40

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  00W292	DATE REC'D 9-13-99
B. DIVISION/UNIT BEANE CALL CENTER	LOCATION  3                      19	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE                      SECTION(S) 3                                      19	NO. OF CU. FT.  2
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS  2 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 07/01/2003
-------------------------------	--	---

DISPOSAL  
 8/27/03  
 LJS

Report: CONTRANS  
TransDate: 02/06/1999

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

07/01/2003

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
CALL CENTER	MISCELLANEOUS (CLAIM FILES, WORKPAPERS OR CORR.)	09	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 #:	289 9851	NO COVERAGE 04/01/1997 - 05/31/1997 LOSS REPORTS	BEANE CALL CENTER	WAIT TRANS	09	1978
002 of 002 Record #:	290 9852	NO COVERAGE 06/01/1997 - 11/31/1997 LOSS REPORTS	BEANE CALL CENTER	WAIT TRANS	09	1978
Consolidated Total of Detail Transmittal Report:		2 of	002 Boxes			

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

2-6-99  
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): Sharon Beane Department: Loss Reports

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial
① 289	No Coverage 4/1/97 - 5/31/97	9	1072	9851	7/01/2003		
② 290	No Coverage 6/1/97 - 11/30/97	9	2072	9852	7/01/2003		
③							
④							
⑤							
⑥							
⑦							
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⑨							
⑩							

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

*EJ*

**RECORDS TRANSMITTAL AND RECEIPT**

*70*

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>00W303</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>46</b>	LOCATION <b>2</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 07/01/2003	

*DISPOSAL  
10/7/03  
LJS*

Report: CONTRANS  
TransDate: 08/10/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

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

Consolidated Total: 1 of 001

Report: TRANSMIT  
Trans Date: 08/10/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 07/01/2003  
Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	781 9747	INSURANCE ACCOUNTING RECORDS 1/1993 - 6/1993	WATSON FISCAL	WAIT TRANS	23	1978
Consolidated Total of Detail Transmittal Report:		1 of	001 Boxes			

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

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

Responsible Individual (Print Name): Rusky 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 Initial/ Receipt
①	781	Insurance Accounting Records 1/93 - 6/93	23			7/2003	
②							
③							
④							
⑤							
⑥							
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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.  00W313	DATE REC'D 9-13-99
B. DIVISION/UNIT WATSON FISCAL		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 7	LOCATION SECTION(S) 24
		NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

1 Boxes INSURANCE ACCOUNTING RECORDS

1978-ITEM 23  
01/01/2003

DISPOSAL  
9/3/03  
LJS

Report: CONTRANS  
TransDate: 08/05/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

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

Consolidated Total: 1 of 001

Report: TRANSMIT  
Trans Date: 08/05/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 01/01/2003  
Requesting Authorization to Transmit records to an OffSite Storage Facility

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	780 9746	INSURANCE ACCOUNTING RECORDS 7/1992 - 12/1992	WATSON FISCAL	WAIT TRANS	23	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

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

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	780	Insurance Accounting Records 7/92 - 1292	23			1/2003	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

40

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  00W317		DATE REC'D 9-13-99	
B. DIVISION/UNIT SMITH - FISCAL		LOCATION 3		RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		SECTION(S) 15		NO. OF CU. FT. 1	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 12 01/01/03			

DISPOSAL  
8/27/03  
LJB

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/03

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	468	MISCELLANEOUS ACCOUNTING RECORDS	SMITH	12	1226	WAIT TRANS
Record #:	8870	P6056 VEHICLE RECEIPTS 1992	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/03

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

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

2-11-98  
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): Bonhara Smith 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
① 468	MISC. A.C.T. RECORDS 1992 P.602 - Veh. Rec.	12	1081	8870	1-1 2003	
②						
③						
④						
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⑨						
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)



*EV*

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>00W342</b>	DATE REC'D <b>9-13-99</b>
B. DIVISION/UNIT LAYTON FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>10</b>	LOCATION SECTION(S) <b>8</b>
			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		INCOME TAX RECORDS	1978-ITEM 27 01/01/2003

*DISPOSAL*  
*9/3/03*  
*LSB*

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	INCOME TAX RECORDS	27	1 of 001	WAIT TRANS

Consolidated Total: 1 of 001

Report: TRANSMIT  
Trans Date: 11/10/1998

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

Scheduled Destruction Date:

01/01/2003

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9444	18 1099'S (1992)	LAYTON FISCAL	WAIT TRANS	27	1978
Consolidated Total of Detail Transmittal Report:		1 of	001 Boxes			

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

11-10-99  
①

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

98 NOV 19 AM 6:36

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	18	1992 1099's	27	1481	9444	JAN 2003	
②							
③							
④							
⑤							
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⑦							
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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.  00W 892	DATE REC'D 3-2-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 51	LOCATION SECTION(S) 16-18
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 88	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 88 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 07/01/2003	

DISPOSAL  
10/1/03  
LJS

Report: CONTRANS  
TransDate: 08/02/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 088	WAIT TRANSFER

Consolidated Total: 88 of 088

Report: TRANSMIT  
Trans Date: 08/02/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 07/01/2003  
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
088 of 088 Record #:	197 9985	PRIVATE PASSENGER POLICY FILES JANUARY 1997	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978

Consolidated Total of Detail Transmittal Report: 88 of 088 Boxes

PROGRAM ID UPO97  
RUN DATE 03-APR-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	V480000	V852501
002	S492601	W043402
003	S473402	S674203
004	V274303	V877504
005	V607604	S509105
006	S619105	V211107
007	V321107	S482908
008	S592908	V683009
009	S543109	S544210
010	V474310	S535211
011	S645211	S625512
012	V555612	S558513
013	V978513	S639114
014	S479214	V960916
015	S631016	S573717
016	S683717	S534118
017	S644118	S624419
018	V714419	V294320
019	S534320	S545721
020	S655721	S595222
021	S815222	S596423
022	V906423	V188024
023	S538024	S600226
024	V420326	S632527
025	S912627	S573628
026	V613728	V815029
027	V115329	S656930
028	V177030	S588331
029	S488531	S589532



BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	V409632	S581434
031	S691434	S644835
032	S864835	S586436
033	S596636	S658437
034	S498537	S540339
035	S490439	V972140
036	S502240	V053641
037	W083641	V375142
038	S565242	S517043
039	S627043	S567644
040	V497744	V660246
041	S520346	S621347
042	S571447	S502348
043	S612348	S553449
044	S613549	V595150
045	W025250	S606151
046	S556251	S567652
047	S627752	V857953
048	S528053	S629054
049	S469154	V031656
050	V581656	V353157
051	S483157	S605058
052	S555158	S576759
053	S586959	V857260
054	S607360	S548461
055	S658461	S479362
056	S699362	S590964
057	V790964	V272165
058	V602165	V483166

PROGRAM ID UPO97  
RUN DATE 03-APR-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	V923166	S514567
060	S624567	V166268
061	S626268	V297869
062	W038069	S478870
063	S588870	V889871
064	V200172	V321573
065	S561573	S693674
066	S643774	S433575
067	V523575	S693976
068	S564076	S616777
069	S507277	S520079
070	S530279	S500280
071	S830280	S490781
072	S600781	S601982
073	S582082	S582783
074	S642883	S664984
075	V515084	S595885
076	S526085	V897386
077	V297486	V218187
078	V548187	S618788
079	S568888	S617889
080	S457989	S570491
081	W040691	V870992
082	S541092	V812593
083	V382793	S674394
084	V984394	V304695
085	S544695	S645696
086	S595796	S507897
087	S567997	S968398

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	V898498	S549999

② SP...  
6- (5-18)

RS1  
S16-18

RECEIVED

APR 11 1998

RECORDS MANAGEMENT  
DIVISION

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  00W893	DATE REC'D 3-2-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES	LOCATION  28-30	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 1	NO. OF CU. FT. 92
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 92 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 01/01/2003
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DISPOSAL  
 8/28/03  
 JES

Report: CONTRANS  
TransDate: 07/15/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 092	WAIT TRANSFER

Consolidated Total: 92 of 092

Report: TRANSMIT  
Trans Date: 07/15/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 01/01/2003  
Requesting Authorization to Transmit records to an OffSite Storage Facility

Page . 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
092 of 092 Record #:	1196 9977	PRIVATE PASSENGER POLICY FILES NOVEMBER 1996	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978
Consolidated Total of Detail Transmittal Report:		92 of	092 Boxes			

PRDGRAM ID UPO97  
RUN DATE 01-FEB-1998

MARYLAND AUTDMDBILE INSURANCE FUND  
STORAGE BDX CONTENTS

PAGE 1

BDX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	S280000	V520401
002	V630401	S230402
003	S240602	V651603
004	S351803	S312204
005	S262304	S213605
006	S323605	S204606
007	S314606	S316307
008	S816407	S786508
009	S516608	S338009
010	S238209	V289610
011	S309610	S220512
012	V420512	S282313
013	V812313	V103614
014	S233614	S323915
015	S304015	S255316
016	V565316	S296217
017	S306417	S227118
018	V707218	V808219
019	S228319	V750121
020	V700221	S200422
021	S310422	S161923
022	S381923	S173824
023	S283824	V665825
024	V266025	S846926
025	V427126	S327627
026	S387727	S288028
027	S728028	S288729
028	S238829	V261031
029	V101131	S232332

PROGRAM ID UPO97  
RUN DATE 01-FEB-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	V695864	V435765
060	S785765	S316366
061	V626366	S346567
062	S296667	V107768
063	S237768	S177269
064	V107369	V596270
065	S236370	S528371
066	S148471	S309572
067	S259672	V070074
068	V790174	S320975
069	S191075	S302276
070	S582376	S312077
071	V622077	S302578
072	S252678	S604779
073	V694779	S305380
074	V845580	S367181
075	V567181	S298082
076	S248182	S159783
077	S269783	S250985
078	S360985	S281686
079	V271886	S713187
080	S333287	S705788
081	S215888	V426189
082	V596289	V726190
083	V686490	V326591
084	S296691	V597692
085	S347792	S237393
086	V657393	S466694
087	V616794	S248395

DIAPL  
MAR 12 1998  
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**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  	DATE REC'D 3-2-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES	00W894	RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE      LOCATION      SECTION(S) 1                      30-32	NO. OF CU. FT. 83
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
83 Boxes	PRIVATE PASSENGER POLICY FILES	1978-ITEM 57 01/01/2003

DISPOSAL  
 8/28/03  
 LJS

Report: CONTRANS  
TransDate: 07/27/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 083	WAIT TRANSFER

Consolidated Total: 83 of 083

Report: TRANSMIT  
Trans Date: 07/27/1999

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 01/01/2003  
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
083 of 083 Record #:	1296 9978	PRIVATE PASSENGER POLICY FILES DECEMBER 1996	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978

Consolidated Total of Detail Transmittal Report: 83 of 083 Boxes

PROGRAM ID UPO97  
RUN DATE 01-MAR-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	V810000	V603501
002	V823501	V115302
003	S355302	S437503
004	V257603	S489104
005	V309204	V871506
006	S401606	V412307
007	V692407	V426308
008	S446308	V509009
009	V299209	V102111
010	V432111	S356112
011	S416212	V206413
012	V646413	V529514
013	V639514	V780616
014	S420716	S511517
015	S461617	V953618
016	S923718	S135019
017	S465019	S426420
018	V516420	S397021
019	S457121	S469022
020	S689022	S501724
021	V591724	S424525
022	V514525	S396726
023	S506726	V068827
024	S349027	V451329
025	S471329	S503530
026	V813530	V414431
027	S394731	S467232
028	S577232	S370034
029	S810034	S451735

PROGRAM ID UPO97  
RUN DATE 01-MAR-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	S386070	S497271
060	V587271	S419572
061	V569672	S351374
062	S411474	S372975
063	S463075	V414776
064	S384876	S396777
065	S456877	VO09278
066	S469278	V612780
067	S353180	S553481
068	V433681	S845482
069	S465582	V308283
070	S328283	V421985
071	S441985	S432986
072	V733286	S455587
073	V715687	S357488
074	S467488	V869889
075	S420090	V361591
076	S391791	V482992
077	S722992	S494493
078	S444593	V706394
079	V436494	V449995
080	S909995	V311497
081	S331497	V323398
082	S343398	S465299
083	S035499	V799899

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>00W965</b>	DATE REC'D <b>3-15-00</b>	
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES		RM CODE <b>24.01</b>	
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE <b>68</b>	LOCATION SECTION(S) <b>3-5</b>	NO. OF CU. FT. <b>82</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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82 Boxes

PRIVATE PASSENGER POLICY FILES

1978-ITEM 57,  
07/01/2003

DISPOSAL  
9/22/03  
LJS

Report: CONTRANS  
TransDate: 11/02/1999

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

07/01/2003

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 082	WAIT TRANSFER

Consolidated Total: 82 of 082

Report: TRANSMIT  
Trans Date: 11/02/1999

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

07/01/2003

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
082 of 082 Record #:	297 7594	PRIVATE PASSENGER POLICY FILES FEBRUARY 1997	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978

Consolidated Total of Detail Transmittal Report:

82 of 082 Boxes



PRDGRAM ID UPO97  
RUN DATE 02-MAY-1998

MARYLAND AUTDMOBILE INSURANCE FUND  
STORAGE BDX CDNTENTS

PAGE 1

BDX NUMBER	LOW POLICY ID	HIGH PDLCY ID
001	S720000	S780801
002	W171001	S663902
003	S773902	W066003
004	V476003	V968704
005	S718804	S750406
006	V840406	S832607
007	S672707	W104908
008	S754908	V487609
009	S727609	W120911
010	S770911	V122112
011	V342112	S693313
012	S803313	V925614
013	S675714	S676915
014	S786915	S818116
015	V748216	S751518
016	S701618	V843219
017	S373319	S665220
018	S775220	S708221
019	V418321	S680823
020	S790823	S711524
021	W011624	S983125
022	V693225	S734826
023	S844826	V997127
024	S747227	S659328
025	V749328	V872030
026	S732130	S753731
027	W003931	S706032
028	W066232	W049133
029	S699133	S791935

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	V991935	S753936
031	V824036	S695537
032	W115837	V927838
033	S608138	S780240
034	S730340	W094341
035	S744941	W038042
036	V778042	S710544
037	V800544	S562545
038	S572745	W025846
039	S735946	S729547
040	V279747	S761149
041	W061249	V103150
042	V323150	S656051
043	V856051	S708752
044	S718952	S672154
045	S782154	V375355
046	S675455	V928656
047	S678756	W052258
048	S702258	S724359
049	S784459	V495660
050	S735660	V528461
051	W018661	S880563
052	V480663	S722364
053	S782464	W135765
054	S675765	V458366
055	V568366	S820668
056	S660768	S722569
057	S672669	S805170
058	S755270	S577771

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	S687771	S629372
060	S739372	V911974
061	V672074	W004075
062	V084075	V766176
063	S896176	S766477
064	V966477	S658178
065	S718278	V060680
066	V720680	V611881
067	V891981	S754282
068	S704382	V916283
069	S666383	S708884
070	V459184	S720086
071	S670186	S802287
072	S752387	W202888
073	V502888	S694689
074	S804689	S777290
075	V597390	V859891
076	V369991	V461693
077	V681693	S763494
078	S663694	S854295
079	VO14395	W066496
080	V256496	S617897
081	S727897	S630699
082	S740699	S879999

R68  
S3-5

(~~Box Missing 4~~)

(1SPACE)  
R-68 S-5

RECEIVED

NOV 4 1999

RECORDS MANAGEMENT  
DIVISION

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  01W408	DATE REC'D 11-8-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 59	LOCATION SECTION(S) 1-3
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 91	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 91 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 07/01/2003	

DISPOSAL  
9/26/03  
LJS

Report: CONTRANS  
TransDate: 04/26/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978      Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 091	WAIT TRANSFER
Consolidated Total:		91	of 091	

Report: TRANSMIT  
Trans Date: 04/26/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978 Scheduled Destruction Date: 07/01/2003  
Requesting Authorization to Transmit records to an OffSite Storage Facility

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule	Accession Number
091 of 091 Record #: 6127	497	PRIVATE PASSENGER POLICY FILES APRIL 1997 (Boxes 01 thru 091)	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978	
Consolidated Total of Detail Transmittal Report:		91 of	091 Boxes				

PROGRAM IO UPO97  
RUN DATE 10-JUL-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY IO	HIGH POLICY IO
001	VO40000	W110401
002	W220401	W381502
003	V081602	S972603
004	W332803	V153204
005	V103304	W344305
006	S994305	VO45606
007	W075606	W385907
008	V006007	W366708
009	V446708	W227309
010	S987309	S839210
011	V109310	S929511
012	V089611	V723213
013	VO13313	S954214
014	W034314	W326315
015	W166415	W426816
016	V836816	V327717
017	V868017	V948118
018	VO18218	V959519
019	S979519	W209920
020	W539920	S989921
021	V050022	VO11523
022	V121523	W341624
023	V751624	V143225
024	V093325	V855926
025	S985926	V147727
026	V697727	V398428
027	VO18528	W248829
028	VO39029	W058930
029	V889030	S971232



BOX NUMBER	LDW POLICY ID	HIGH POLICY ID
030	V241332	W481833
031	S971933	W352634
032	V982634	S973235
033	V133335	VO73936
034	VO64236	V125537
035	W375537	S984938
036	VO65038	VO35139
037	V145139	S936240
038	V206340	VO08441
039	V118441	VO48842
040	V928842	V118743
041	V109043	VO10845
042	VO70945	V151546
043	V761646	VO82447
044	W332447	V112648
045	S902648	S993449
046	VO43549	V624150
047	VO24250	VO95751
048	S995751	S987252
049	VO37352	VO87953
050	S968053	VO47854
051	W297854	VO29155
052	V799155	W370357
053	W480357	V660858
054	VO60958	VO42259
055	V102359	W222560
056	S982560	VO13461
057	VO73561	W183662
058	V593662	V315263

PROGRAM ID UPO97  
RUN DATE 10-JUL-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	V975263	W385664
060	V085764	W114865
061	V075165	W334466
062	V034566	V185467
063	V025567	V786568
064	S976668	V118069
065	W258069	V019370
066	S919370	V030072
067	V360072	W281273
068	V091373	S982374
069	W502474	V012775
070	V063175	V025176
071	V905176	V016177
072	V076277	V017378
073	V897378	V550580
074	V770580	V051681
075	W031781	S992582
076	V042682	V084083
077	W014283	V965284
078	S985284	V855985
079	V965985	V086086
080	S936186	V168287
081	V118387	W238688
082	W348688	V089689
083	S989689	S970791
084	V020891	V041392
085	V371392	V532493
086	V042593	V053994
087	V034094	S974495

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
088	V024595	VO16096
089	V076196	W177697
090	V927897	W348998
091	V079098	V089999



**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  01W409	DATE REC'D 11-9-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 35	LOCATION SECTION(S) 29-31
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 83	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 83 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 07/01/2003	

*Disposed  
9/03*

Report: CONTRANS  
TransDate: 06/15/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978      Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 083	TEMP/COMMERCE PARK
Consolidated Total:		83	of 083	

Report: TRANSMIT  
Trans Date: 06/15/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 07/01/2003  
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	Accession Number
083 of 083 Record #: 6130	697	PRIVATE PASSENGER POLICY FILES JUNE 1997	BECKER, ELLEN UNDERWRITING SERVICES	TEMP/COMMERCE PARK	57	1978	
Consolidated Total of Detail Transmittal Report:		83 of	083 Boxes				

PROGRAM IO UPO97  
RUN DATE 03-SEP-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

BOX NUMBER	LOW POLICY IO	HIGH POLICY IO
001	V370000	W072801
002	V322901	W286402
003	V366402	V417503
004	V367603	V339804
005	W589804	V321506
006	V431506	W073107
007	V373107	V384508
008	W524508	V266009
009	W026109	W638910
010	V319110	V731712
011	V351812	V374413
012	V321513	V517214
013	W057314	W120016
014	V370116	V983517
015	V383617	V335418
016	V445418	V358019
017	V368219	V431921
018	V302021	V425522
019	V325722	V327423
020	W307523	W439624
021	V519624	V340926
022	W480926	V372127
023	V482127	V344328
024	V404428	W505929
025	W106129	W158730
026	V348730	V410932
027	V740932	V210933
028	V320933	V314534
029	V424534	V415535

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	V365635	V426936
031	V297036	V360838
032	W541038	V333539
033	W034039	V396840
034	V506840	V447941
035	V318041	W681743
036	W191843	W554644
037	V364744	V287545
038	V397545	V311047
039	V261147	V302048
040	V412048	V352649
041	V962749	V403650
042	V623650	W516351
043	V326451	W108652
044	V408652	W489753
045	V359953	W401155
046	V431255	V302056
047	W442056	W553257
048	V473357	V455758
049	V405858	V436559
050	W086659	V328160
051	V658160	V469961
052	V380162	V282063
053	W382363	V324564
054	V434564	W556965
055	V966965	W158366
056	V348366	V410568
057	V850568	V402069
058	W602169	W594670



PROGRAM ID UPO97  
RUN DATE 03-SEP-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	W704670	V434971
060	V305071	V458072
061	V518172	V359473
062	V469473	V471575
063	W611575	V353076
064	W553176	W755577
065	V835577	V296978
066	W326978	W608779
067	W049079	W191681
068	V391881	V333482
069	V283582	W057683
070	V307783	V348684
071	V308984	V291186
072	W321186	V391687
073	V611687	V333288
074	W473288	V386489
075	V346789	V397790
076	V457890	V978491
077	VO48591	V369592
078	V919592	V271894
079	W031994	W664695
080	W174795	V416396
081	W556396	V388597
082	V338697	V891299
083	W101399	V909899

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  01W410		DATE REC'D 11-9-00
B. DIVISION/UNIT BECKER, ELLEN UNDERWRITING SERVICES				RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 35	LOCATION SECTION(S) 28-29	NO. OF CU. FT. 75
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 75 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES PRIVATE PASSENGER POLICY FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 57 07/01/2003		

*Disposal*  
*9/03*

Report: CONTRANS  
TransDate: 05/31/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978      Schedule Destruction Date: 07/01/2003  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING SERVICES	PRIVATE PASSENGER POLICY FILES	57	1 of 075	WAIT TRANSFER

Consolidated Total:      75      of 075

Report: TRANSMIT  
Trans Date: 05/31/2000

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 07/01/2003  
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	Accession Number
075 of 075 Record #: 6128	597	PRIVATE PASSENGER POLICY FILES MAY 1997	BECKER, ELLEN UNDERWRITING SERVICES	WAIT TRANSFER	57	1978	
Consolidated Total of Detail Transmittal Report:		75 of	075 Boxes				

PRDGRAM ID UPO97  
RUN DATE 02-AUG-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 1

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
001	V260000	V182301
002	V352401	W366902
003	V207002	V101204
004	V161304	V095905
005	V645905	W229506
006	W519806	V162408
007	V272408	W384609
008	W174809	W246710
009	V936810	V310512
010	V150612	W284213
011	V154413	V186714
012	V246814	W039715
013	V229715	V253217
014	V203317	V266718
015	W626718	V210720
016	V320720	V274621
017	W584721	V788722
018	V898722	W432824
019	W272924	V276225
020	V226325	V218926
021	W119026	V151228
022	W411428	V235529
023	V185629	V139430
024	V249430	V743532
025	V213932	V216133
026	V056233	V749034
027	V429234	W043836
028	V233836	V277337
029	V117437	V780039

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
030	V180139	W435440
031	V245540	V238641
032	V248841	V242843
033	W112943	V187044
034	V247144	V120446
035	V230446	V263247
036	V213347	W277748
037	V197848	V182050
038	W432050	V166551
039	W426751	V229952
040	V190053	V153654
041	V163854	V196655
042	W286755	W319556
043	W269656	W274358
044	V354358	V328659
045	V168759	V190061
046	V250161	V732662
047	V192862	V266963
048	V247063	V160065
049	V220165	V183766
050	V293766	V915767
051	W125867	W347568
052	V157668	W173470
053	V203570	V825571
054	W145671	V798272
055	V148472	W571174
056	V221374	W444075
057	V204275	V277876
058	V098076	W241778

PROGRAM ID UPO97  
RUN DATE 02-AUG-1998

MARYLAND AUTOMOBILE INSURANCE FUND  
STORAGE BOX CONTENTS

PAGE 3

BOX NUMBER	LOW POLICY ID	HIGH POLICY ID
059	V202078	V134579
060	W384579	V187680
061	W167780	V181682
062	W111882	V096383
063	V316383	V211085
064	W471285	V103886
065	V213886	V144787
066	V264987	V268788
067	V168988	V252490
068	V152690	V617391
069	VO27691	W581293
070	V171393	V135494
071	W385494	V198895
072	V129095	V221897
073	W091997	V195098
074	V255198	V229499
075	W159699	V519799