

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 95W1528	DATE REC'D 5-15-95
B. DIVISION/UNIT R. RUSTY WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 113 4	NO. OF CU. FT. 2
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
02 BOXES	INSURANCE ACCOUNTING RECORDS PRODUCER & COMMISSION STATEMENTS JAN 95 & FEB 95	1978 A1 - 23 1326 - ITEM 6 JULY 2005 <i>Disposal</i> <i>7/25/05</i> <i>[Signature]</i>

REPORT: CONTRANS
TRANSDATE:05/02/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 07/01/2005

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

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

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT
RUN DATE: 05/02/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2005

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	000438 ✓	PRODUCER & COMMISSION STATEMENTS RECORD #: 07924 FEBRUARY 1995	WATSON FISCAL	6	1226	WAIT TRANS
02 OF 02	000434 ✓	PRODUCER & COMMISSION STATEMENTS RECORD #: 07923 JANUARY 1995	WATSON FISCAL	6	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

RECORDS TRANSMITTAL AND RECEIPT

07/13/95

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W204	DATE REC'D 9-11-95
B. DIVISION/UNIT RUSTY WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 118 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	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
2 BOXES	INSURANCE ACCOUNTING RECORDS PRODUCER & COMMISSION STATEMENTS MAR-APR95	1978 A1 - 23 #1226 ITEM #6 JULY 2005 <i>Disposal</i> <i>7/26/05</i> <i>Jpr</i>	

REPORT: CONTRANS
TRANSDATE:07/13/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 07/01/2005

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

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

CONSOLIDATED TOTAL : 2 OF 02

REPORT: TRANSMIT
RUN DATE: 07/13/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2005

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	000442	PRODUCER & COMMISSION STATEMENTS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08056 MAR 95	FISCAL			
02 OF 02	000450	PRODUCER & COMMISSION STATEMENTS	WATSON	6	1226	WAIT TRANS
	RECORD #:	08057 APR 95	FISCAL			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 2 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

Please check appropriate box

SHIP TO MADISON STREET

PREPARE REQUIRED TRANSMITTAL FORM FOR:

STATE RECORDS CENTER or ARCHIVES

RETENTION SCHEDULE: 1226

DEPARTMENT: FISCAL - MAIF

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
442	Insurance Accounting Records Producer Statements and Commission Statements 3/95	6	1 of 2	8056	7/2005

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: 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
450	Insurance Accounting Records Producer Statements and Commission Statements 4/95	6	2 of 2	8057	7/2005

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. 96W617	DATE REC'D 11-27-95
B. DIVISION/UNIT RUSTY WATSON / FISCAL DEPARTMENT			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 141 2	NO. OF CU. FT. 2
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
02 BOXES	MISCELLANEOUS ACCOUNTING RECORDS JUNE 1995	1978 41 - 30 1226 - ITEM 12 JULY 2005 <i>Disposal</i> <i>7/26/05</i> <i>[Signature]</i>

REPORT: CONTRANS
TRANSDATE: 11/02/95

MARYLAND AUTOMOBILE INSURANCE FUND

PAGE NUMBER: 1

RETENTION SCHEDULE: 1226

SCHEDULED DESTRUCTION DATE: 07/01/2005

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

DEPARTMENT	TITLE	ITEM	VOLUME	TOTAL	SPECIAL INSTRUCTIONS
		NUMBER	BOXES	BOXES	
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	002	OF 02	

CONSOLIDATED TOTAL : 002 OF 02

REPORT: TRANSMIT
RUN DATE: 11/02/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2005

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 02 RECORD #: 08687	000460 06/95	MISCELLAENOUS WORKPAPERS	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 02 RECORD #: 08688	000461 06/95	MISCELLAENOUS WORKPAPERS	WATSON FISCAL	12	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 002 OF 02 BOXES

OFFSITE STORAGE SHIPMENT or TRANSMITTAL REQUEST FORM

11-2

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)

RW
Signature

BOX NUMBER	CONTENTS	*ITEM	RECEIPTS PRINT NAME	CONFIRMATION SIGNATURE	DESTRUCTION DATE MUST BE AS STIPULATED ON RETENTION SCHEDULE
460	Miscellaneous Acctg Records Miscellaneous Workpapers 6/95	12	8687	1 of 2	7/2005
461	Miscellaneous Acctg Records Miscellaneous Workpapers 6/95	12	8688	2 of 2	7/2005

55101-2 116-5

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

R141

S2

1 empty

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W 636	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 33 28	NO. OF CU. FT. 4
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<p>06 BOXES</p> <p><i>4 boxes ONLY</i></p>	<p>CLAIM MINOR FILES "BODILY INJURY"</p> <p><i>[Signature]</i></p>	<p>1978 A1 - 8</p> <p>1226 - ITEM 21</p> <p>JULY 2005</p> <p><i>Disposal</i></p> <p><i>7/27/05</i></p> <p><i>[Signature]</i></p>

REPORT: CONTRANS
TRANSDATE:09/16/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2005

***** 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	006	OF 06	

CONSOLIDATED TOTAL : 006 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	A 000015	CLAIM MINOR FILES RECORD #: 001112	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 06	A 000032	CLAIM MINOR FILES RECORD #: 00464	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
1/83 OF 06	A 001215	CLAIMMINOR FILES DOB 05/83 RECORD #: 02310	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
2 OF 06	A 001450	CLAIM MINOR FILES RECORD #: 02370	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
3 OF 06	A 005289	CLAIM FILES D.O.B. 11/15/82 RECORD #: 04836	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
4 OF 06	A 005573	CLAIM MINOR FILES DOB 01/26/84 RECORD #: 05118	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 006 OF 06 BOXES

4

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1384	DATE REC'D 4-23-96
B. DIVISION/UNIT WATSON - FISCAL	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 35 22	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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/ 1 Box	MISCELLANEOUS ACCOUNTING RECORDS	1226 - ITEM 12 07/01/05
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1978 A1 - 30

Disposal
 7/27/05
Jpl

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/05

***** 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: 07/01/05

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	480 miscellaneous accounting records	WATSON	12	1226	WAIT TRANS
	Record #:	9068 misc workpapers jan 95 thru jun 95	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. 96W1722	DATE REC'D 6-25-96
B. DIVISION/UNIT BEANE - REPORT CENTER	LOCATION 122	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 122	SECTION(S) 22
D. PHONE NO. 410 - 269 - 8558	NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

MISCELLANEOUS CLAIM FILES

~~1-226-ITEM-22-~~

07/01/05

1978 A1 - 9

7/2005

Disposal
7/26/05
gpr

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/05

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
REPORT CENTER	MISCELLANEOUS CLAIM FILES	22	1 OF	01	WAIT TRANS
Consolidated Total: 01		OF	01		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/05

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	274 MISCELLANEOUS CLAIMS FILES	BEANE	22	1226	WAIT TRANS
	Record #:	9596 DAILY COUNT SHEETS	REPORT CENTER			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

04/16

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Sharon Boone Department: Loss Reports (Call Center)

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
1	174	Daily Count Sheets	22	1081	9596	7/2005	
2							
3							
4							
5							
6							
7							
8							
9							
10							

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

26 APR 15 AM 0:16

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W1217	DATE RECEIVED 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 5	NO. OF CU. FT. 3
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

MISCELLANEOUS ACCOUNTING RECORDS

~~4226~~ - ITEM 12

07/01/05

1978 41 - 30

7/05

Disposal

7/26/05

gpr

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/05

***** 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	3 OF	03	WAIT TRANS

Consolidated Total: 03 OF 03

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/05

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 03 Record #:	573 10430	MISC ACCOUNT RECORDS 8/94 - 9/94 CORRESPONDANCE & WORKPAPERS	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 03 Record #:	574 10431	MISC ACCOUNT RECORDS 9/94 - 10/94 CORRESPONDANCE & WORKPAPERS	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 03 Record #:	575 10432	MISC ACCOUNT RECORDS 10/94 CORRESPONDANCE & WORKPAPERS	WATSON FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 03 OF 03 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

10-19
3 Boxes

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

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

95 OCT 13 08 PM 11 23 11

	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	573	miscellaneous accounting records 8/94 Correspondence files/workpapers 9/94	12	1083	16430	7/2005	
②	574	" " " 9/94 10/94		2083	10431	7/2005	
③	575	" " " 10/94		Box 3	10432	7/2005	
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.	DATE RECD 6-3-97
B. DIVISION/UNIT WATSON - FISCAL		97W1266	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 39 33	NO. OF CU. FT. 4
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

04 Boxes

MISCELLANEOUS ACCOUNTING RECORDS

~~1226~~ ~~ITEM 12~~

07/01/05

1978 A1 - 30

7/2005

Disposal
7/27/05
gpl

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/05

***** 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	4 OF	04	WAIT TRANS

Consolidated Total: 04 OF 04

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/05

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 #:	602 10486	MISC ACCOUNTING RECORDS 03/95	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 04 Record #:	603 10487	MISC ACCOUNTING RECORDS 02/95	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 04 Record #:	607 10488	MISC ACCOUNTING RECORDS 01/95	WATSON FISCAL	12	1226	WAIT TRANS
04 OF 04 Record #:	610 10489	MISC ACCOUNTING RECORDS 02/95	WATSON FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

4/23
④

PROPERTY ADMINISTRATOR

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

97 APR 23 AM 11:09

(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	602	MISC ACCOUNTING RECORDS 3/95	12	01 of 04	10486	7/2005		
②	603	MISC ACCOUNTING RECORDS 2/95	12	02 of 04	10487	7/2005		
③	607	MISC ACCOUNTING RECORDS 1/95	12	03 of 04	10488	7/2005		
④	610	MISC ACCOUNTING RECORDS 2/95	12	04 of 04	10489	7/2005		
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

R39
S33

5 empty
R39
S33

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. 99W310		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		LOCATION RANGE SECTION(S) 20 24		NO. OF CU. FT. 4	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER			
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE			

04 Boxes

MISCELLANEOUS ACCOUNTING RECORDS

~~1226 - ITEM 12~~

07/01/05

1978 A1 - 30

Disposed
Date - 7-29-05

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/05

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 #:	659 10064	MISCELLANEOUS WORKPAPERS 03/29/95 TO 04/12/95	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 04 Record #:	660 10065	MISCELLANEOUS WORKPAPERS 04/28/95 TO 05/13/95	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 04 Record #:	661 10066	MISCELLANEOUS WORKPAPERS 04/13/95 TO 04/27/95	WATSON FISCAL	12	1226	WAIT TRANS
04 OF 04 Record #:	662 10067	MISCELLANEOUS WORKPAPERS 05/14/95 TO 05/30/95	WATSON FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

04 OF

04 Boxes

RECORDS TRANSMITTAL AND RECEIPT

40

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 00W311	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 6	LOCATION 7
D. PHONE NO. 410 - 269 - 8558	SECTION(S)	NO. OF CU. FT. 1
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	RECORDS CENTER MANAGER TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 1 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978- ^{A/} ITEM 23 07/01/2005
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Richard Bryant
7-27-05

Report: CONTRANS
TransDate: 08/14/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2005
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

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

Consolidated Total: 1 of 001

Report: TRANSMIT
Trans Date: 08/14/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 07/01/2005
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 #:	785 9751	INSURANCE ACCOUNTING RECORDS 1/1995 - 6/1995	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	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	785	Insurance Accounting Records 1/95 - 6/95	23			7/2005		
②								
③								
④								
⑤								
⑥								
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⑧								
⑨								
⑩								

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

SHELDONAS HALL

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0.00 *

7-18 — 14.00 +

001

14.00 *

TEMP/COMMENCE ROAD
PENDING CLEARANCE
FROM JESSUP

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 01W438		DATE REC'D 11-16-00
B. DIVISION/UNIT HALE, SHELOUNDAS UNDERWRITING STAFF				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 18	LOCATION 24	SECTION(S) 14
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 14		
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		
14 Boxes	GENERAL CORRESPONDANCE & REPORTS	-A1 1978-ITEM 15 (c) 07/01/2005		

Disposal
7-29-05
[Signature]

Department	Title	Item Number	Total Volume Boxes	Locations
UNDERWRITING STAFF	GENERAL CORRESPONDANCE & REPORTS	15 (c)	14 of 014	WAIT TRANSFER

Consolidated Total: 14 of 014

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule	Accession Number
001 of 014 Record #: 6150	1	FR-19 LOGS 70 thru 6518	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
002 of 014 Record #: 6135	2	FR-19 LOGS 110 thru 66230	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
003 of 014 Record #: 6136	3	FR-19 LOGS 22 thru 66513	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
004 of 014 Record #: 6137	4	FR-19 LOGS 146 THRU 69378	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
005 of 014 Record #: 6148	5	FR-19 LOGS 114 THRU 66021	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
006 of 014 Record #: 6139	6	FR-19 LOGS 222 THRU 65979	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
007 of 014 Record #: 6140	7	FR-19 LOGS 217 THRU 66491	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
008 of 014 Record #: 6141	8	FR-19 LOGS 23 THRU 67594	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
009 of 014 Record #: 6142	9	FR-19 LOGS 01/1999 - 03/1999	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
010 of 014 Record #: 6143	10	FR-19 LOGS 04/1999 - 05/1999	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
011 of 014 Record #: 6149	11	FR-19 LOGS 05/1999 THRU 07/1999	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
012 of 014 Record #: 6145	12	FR-19 LOGS 08/1999 - 09/1999	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
013 of 014 Record #: 6146	13	FR-19 LOGS 08/1999 - 09/1999	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	
014 of 014 Record #: 6147	14	FR-19 LOGS 09/1999 - 01/2000	HALE, SHELOUNDAS UNDERWRITING STAFF	WAIT TRANSFER	15 (c)	1978	

Consolidated Total of Detail Transmittal Report:

14 of 014 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

7-18-2000

14

* 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 2

Madison Street

State Records-Jessup

State Archives-Annapolis

RETENTION SCHEDULE # 1978 PAGE 5 ITEM 15C

Responsible Individual (Print Name): Sheloundus Hale Department: Underwriting STAFF

EXECUTIVE

Initial/

**MAIF
BOX #**

**Description / Contents of Box
(Inclusive of oldest date in box)**

*** Item
Number**

**DGS
BOX #**

**Record
Number**

**Scheduled
Destruct Date**

**Confirm
Receipt**

1	FR 19 Log 70446518	15 C)	1 of 14	6150	7/2005	
2	" 110 thru 66230	15C	2 of 14	6135	7/2005	
3	" 22 thru 66573	15C	3 of 14	6136	7/2005	
4	" 146 thru 69378	15C	4 of 14	6137	7/2005	
5	" 114 thru 66021	15C	5 of 14	6198	7/2005	
6	" 222 thru 65979	15C	6 of 14	6139	7/2005	
7	" 217 thru 66491	15C	7 of 14	6140	7/2005	
8	" 23 thru 67594	15C	8 of 14	6141	7/2005	
9	FR 19 Books 1/99 thru 3/99	15C	9 of 14	6142	7/2005	
10	" 4/99 thru 5/99	15C	10 of 14	6143	7/2005	

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

MAIF- 27017

00 JUL 19 AM 0:37

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

7-18-2000
14

* 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 2 of 2

Madison Street State Records-Jessup State Archives-Annapolis

00 JUL 19 AM 8:37

Responsible Individual (Print Name): Steloudus Hale Department: Underwriting Staff
RETENTION SCHEDULE #1978 PAGE 5 ITEM 15C

	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	110714	FR 19 Boxes 7/99 thru 7/99	15(6)	110814	6149	7/2005		
②	12714	" " 8/99 thru 9/99	15C	120814	6145	7/2005		
③	13714	" " 8/99 thru 9/99	15C	130814	6146	7/2005		
④	14714	" " 9/99 thru 1/00	15C	140814	6147	7/2005		
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

2814

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 01W440	DATE REC'D 11-16-00
B. DIVISION/UNIT HOEFLER, KATHY EXEC/HOUSE COUNSEL			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 48	LOCATION SECTION(S) 14-15
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 44	
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	

44 Boxes HOUSE COUNSEL

-A)
1978-ITEM 17
07/01/2005

DISPOSAL
7/29/05
LSS

Department	Title	Item Number	Total Volume Boxes	Locations
EXEC/HOUSE COUNSEL	HOUSE COUNSEL	17	44 of 044	TEMP/COMMERCE PARK

Consolidated Total: 44 of 044

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule	Accession Number
001 of 044 Record #: 6347	1022	HOUSE COUNSEL UNIT LITIGATION FILE (12/1999)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
002 of 044 Record #: 6355	1023	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
003 of 044 Record #: 6304	1024	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
004 of 044 Record #: 6305	1025	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
005 of 044 Record #: 6306	1026	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
006 of 044 Record #: 6307	1027	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
007 of 044 Record #: 6308	1028	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
008 of 044 Record #: 6309	1029	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
009 of 044 Record #: 6310	1030	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
010 of 044 Record #: 6311	1031	HOUSE COUNSEL UNIT LITIGATION FILE (01/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
011 of 044 Record #: 6312	1032	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
012 of 044 Record #: 6313	1033	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
013 of 044 Record #: 6314	1034	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
014 of 044 Record #: 6315	1035	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
015 of 044 Record #: 6316	1036	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
016 of 044 Record #: 6317	1037	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
017 of 044 Record #: 6318	1038	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
018 of 044 Record #: 6319	1039	HOUSE COUNSEL UNIT LITIGATION FILE (02/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule	Accession Number
019 of 044 Record #: 6320	1040	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
020 of 044 Record #: 6321	1041	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
021 of 044 Record #: 6322	1042	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
022 of 044 Record #: 6323	1043	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
023 of 044 Record #: 6324	1044	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
024 of 044 Record #: 6325	1045	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
025 of 044 Record #: 6326	1046	HOUSE COUNSEL UNIT LITIGATION FILE (03/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
026 of 044 Record #: 6327	1047	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
027 of 044 Record #: 6328	1048	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
028 of 044 Record #: 6329	1049	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
029 of 044 Record #: 6330	1050	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
030 of 044 Record #: 6331	1051	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
031 of 044 Record #: 6336	1052	HOUSE COUNSEL UNIT LITIGATION FILE (04/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
032 of 044 Record #: 6333	1053	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
033 of 044 Record #: 6334	1054	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
034 of 044 Record #: 6335	1055	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
035 of 044 Record #: 6337	1056	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
036 of 044 Record #: 6338	1057	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER, KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule	Accession Number
037 of 044 Record #: 6339	✓ 1058	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
038 of 044 Record #: 6340	✓ 1059	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
039 of 044 Record #: 6341	✓ 1060	HOUSE COUNSEL UNIT LITIGATION FILE (05/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
040 of 044 Record #: 6342	✓ 1061	HOUSE COUNSEL UNIT LITIGATION FILE (06/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
041 of 044 Record #: 6343	✓ 1062	HOUSE COUNSEL UNIT LITIGATION FILE (06/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
042 of 044 Record #: 6344	✓ 1063	HOUSE COUNSEL UNIT LITIGATION FILE (06/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
043 of 044 Record #: 6345	✓ 1064	HOUSE COUNSEL UNIT LITIGATION FILE (06/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	
044 of 044 Record #: 6346	✓ 1066	HOUSE COUNSEL UNIT LITIGATION FILE (06/2000)	HOEFLER,KATHY EXEC/HOUSE COUNSEL	TEMP/COMMERCE PARK	17	1978	

Consolidated Total of Detail Transmittal Report: 44 of 044 Boxes

8-30-2000

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

44

* 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)

Pg 1 of 5 Pgs

 Madison Street State Records-Jessup State Archives-AnnapolisResponsible Individual (Print Name): Kathleen Hoefler Department: Maryland Auto Ins. Fund

	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	1022 ✓	House Counsel Unit Litigation Files (12/99)	17	1 of 44	6347	7/2005	
②	1023 ✓	House Counsel Unit Litigation Files (01/00)	17	2 of 44	6303	7/2005	
③	1024 ✓	House Counsel Files Litigation Files (01/00)	17	3 of 44	6304	7/2005	
④	1025 ✓	House Counsel Unit Litigation Files (01/00)	17	4 of 44	6305	7/2005	
⑤	1026 ✓	House Counsel Unit Litigation Files (01/00)	17	5 of 44	6306	7/2005	
⑥	1027 ✓	House Counsel Unit Litigation Files (01/00)	17	6 of 44	6307	7/2005	
⑦	1028 ✓	House Counsel Unit Litigation Files (01/00)	17	7 of 44	6308	7/2005	
⑧	1029 ✓	House Counsel Unit Litigation Files (01/00)	17	8 of 44	6309	7/2005	
⑨	1030 ✓	House Counsel Unit Litigation Files (01/00)	17	9 of 44	6310	7/2005	
⑩	1031 ✓	House Counsel Unit Litigation Files (01/00)	17	10 of 44	6311	7/2005	

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

MAIF- 27017

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-30-2000

(44)

*** 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 2 of 5 Page

Madison Street State Records-Jessup State Archives-Annapolis

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

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 1032 ✓	House Counsel Unit Litigation Files (02/00)	17	11 of 44	6312	7/2005	
② 1033 ✓	House Counsel Unit Litigation Files (02/00)	17	12 of 44	6313	7/2005	
③ 1034 ✓	House Counsel Unit Litigation Files (02/00)	17	13 of 44	6314	7/2005	
④ 1035 ✓	House Counsel Unit Litigation Files (02/00)	17	14 of 44	6315	7/2005	
⑤ 1036 ✓	House Counsel Unit Litigation Files (02/00)	17	15 of 44	6316	7/2005	
⑥ 1037 ✓	House Counsel Unit Litigation Files (02/00)	17	16 of 44	6317	7/2005	
⑦ 1038 ✓	House Counsel Unit Litigation Files (02/00)	17	17 of 44	6318	7/2005	
⑧ 1039 ✓	House Counsel Unit Litigation Files (02/00)	17	18 of 44	6319	7/2005	
⑨ 1040 ✓	House Counsel Unit Litigation Files (03/00)	17	19 of 44	6320	7/2005	
⑩ 1041	House Counsel Unit Litigation Files (03/00)	17	20 of 44	6321	7/2005	

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

44

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

00 AUG 30 PM 4:04

(Please Select appropriate box for storage delivery)

Pg 3 of 5 Pgs

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Kathleen Hoefler Department: Maryland Auto 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 1042 ✓	House Counsel Unit Litigation Files (03/00)	17	21 of 44	6322	7/2005		
② 1043 ✓	House Counsel Unit Litigation Files (03/00)	17	22 of 44	6323	7/2005		
③ 1044 ✓	House Counsel Unit Litigation Files (03/00)	17	23 of 44	6324	7/2005		
④ 1045 ✓	House Counsel Unit Litigation Files (03/00)	17	24 of 44	6325	7/2005		
⑤ 1046 ✓	House Counsel Unit Litigation Files (03/00)	17	25 of 44	6326	7/2005		
⑥ 1047 ✓	House Counsel Unit Litigation Files (04/00)	17	26 of 44	6327	7/2005		
⑦ 1048 ✓	House Counsel Unit Litigation Files (04/00)	17	27 of 44	6328	7/2005		
⑧ 1049 ✓	House Counsel Unit Litigation Files (04/00)	17	28 of 44	6329	7/2005		
⑨ 1050 ✓	House Counsel Unit Litigation Files (04/00)	17	29 of 44	6330	7/2005		
⑩ 1051 ✓	House Counsel Unit Litigation Files (04/00)	17	30 of 44	6331	7/2005		

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

8-30-2000
(44)

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

00 AUG 30 PM 4: 04

(Please Select appropriate box for storage delivery)

pg 4 of 5 pgs

Madison Street State Records-Jessup State Archives-Annapolis

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

	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	1052 ✓	House Counsel Unit Litigation Files (04/00)	17	31 of 44	6332	7/2005	
②	1053 ✓	House Counsel Unit Litigation Files (05/00)	17	32 of 44	6333	7/2005	
③	1054 ✓	House Counsel Unit Litigation Files (05/00)	17	33 of 44	6334	7/2005	
④	1055 ✓	House Counsel Unit Litigation Files (05/00)	17	34 of 44	6335	7/2005	
⑤	1056 ✓	House Counsel Unit Litigation Files (05/00)	17	35 of 44	6337	7/2005	
⑥	1057 ✓	House Counsel Unit Litigation Files (05/00)	17	36 of 44	6338	7/2005	
⑦	1058 ✓	House Counsel Unit Litigation Files (05/00)	17	37 of 44	6339	7/2005	
⑧	1059 ✓	House Counsel Unit Litigation Files (05/00)	17	38 of 44	6340	7/2005	
⑨	1060 ✓	House Counsel Unit Litigation Files (05/00)	17	39 of 44	6341	7/2005	
⑩	1061	House Counsel Unit Litigation Files (06/00)	17	40 of 44	6342	7/2005	

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-30-2000
 (44) Pg 5 of 5 Pgs

* 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 Hoeifer Department: Maryland Auto 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	1062 ✓	House Counsel Unit Litigation Files (06/00)	17	41 of 44	6343	7/2005		
②	1063 ✓	House Counsel Unit Litigation Files (06/00)	17	42 of 44	6344	7/2005		
③	1064 ✓	House Counsel Unit Litigation Files (06/00)	17	43 of 44	6345	7/2005		
④	1066 ✓	House Counsel Unit Litigation Files (06/00)	17	44 of 44	6346	7/2005		
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

R-48

⑧ Spure

S-14-15

(5-15)

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
02W67	PURCHASE ORDERS	1061	C	7/1997 THRU 6/1998	134	7/2005	RECYCLE

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

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

Title

Date
DECEMBER 30, 2005

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MASS TRANSIT ADMINISTRATION		ACCESSION NO. 02W167	DATE REC'D 8-23-01
B. DIVISION/UNIT PURCHASING DEPARTMENT			RM CODE 26-01-06-02
C. MAILING ADDRESS 1515 WASHINGTON BLVD, RM-1600 1331 S. MONROE ST. BALTIMORE, MARYLAND 21230		LOCATION RANGE SECTION(S) 37 34	NO. OF CU. FT. 9
D. PHONE NO. 410 454-7017 7882		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Cynthia Nurse JOHN GECL, CHIEF OF PURCHASING		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1 of 9 2 of 9 3 of 9 4 of 9 5 of 9 6 of 9 7 of 9 8 of 9 9 of 9	PURCHASE ORDERS 7/1997 through 6/30/1998 A - Batteries Baynesville Elec. - Dawn Electric Dayton - Hose James Howard - McMaster Carr M - NABI National Elec. - RCA Rubber RIS - State Use Stewart Ames - W W. W. Granger	SCHEDULE 1061 ITEM C JUNE, 2005 <i>July</i> <i>Disposal</i> 7/27/05 <i>gpc</i>

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

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

No.	Description of Records <small>((Same Title as listed on Schedule))</small>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	ITEM No.				
00W1256	CLAIM FILES	1670	ALL	1992 - 1996	134	7/2005	RECYCLE

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

_____ Signature <small>DGS 550-2 (Rev. 1/93)</small>	_____ Title	_____ Date
--	----------------	---------------

DECEMBER 30,2005

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY Mass Transit Administration 1. 29.08.01		ACCESSION NO. DATE REC'D 5-10-00
B. DIVISION/UNIT Finance/Risk Management		RM CODE 26.01.06.01.01
C. MAILING ADDRESS 6 St. Paul Street 8th Floor Baltimore, MD 21202-1614		LOCATION RANGE SECTION(S) 170 1-4 NO. OF CU.FT. 134
D. PHONE NO. (410) 767-3700		RECORDS CENTER MANAGER
E. AGENCY OFFICIAL Morton L. Green		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

120.	Claim Files 95-1586 - 95-2310	<i>Sche. # 1670</i> All items 07/01/05 <i>Disposal</i> <hr/> 7-13-05 <i>[Signature]</i>
121	Claim Files 95-1910 - 95-1312	
122	Claim Files 95-1631 - 95-1178	
123	Claim Files 95-0863 - 95-1960	
124	Claim Files 95-1778 - 95-0863	
125	Claim Files 93-158 - 93-0508	
126	Claim Files 92-1230 - 93-0693	
127	Claim Files 93-1851 - 93-1932	
128	Claim Files 93-1499 - 92-1487	
129	Claim Files 94-0158 - 94-0964	
130	Claim Files 94-1030 - 94-2139	
131	Claim Files 94-1390 - 93-2140	
132	Claim Files 95-2391 - 95-1835	
133	Claim Files 95-0218 - 95-1632	
134	Claim Files 95-1279 - 95-0007	
135	Claim Files 95-1542 - 95-0060	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
136	Claim Files 95-0061 – 95-0099	
137	Claim Files 95-0000 – 95-0026	
138	Claim Files 95-0100 – 95-0143	
139	Claim Files 95-0189 – 95-0188	
140	Claim Files 95-0203 – 95-0253	
141	Claim Files 95-0254 – 95-0299	
142	Claim Files 95-0300 – 95-0354	
143	Claim Files 95-0355 – 95-0402	
144	Claim Files 95-0403 – 95-0447	
145	Claim Files 95-0448 – 95-0500	
146	Claim Files 95-0501 – 95-0559	
147	Claim Files 95-0560 – 95-0599	
148	Claim Files 95-0601 – 95-0663	
149	Claim Files 95-0664 – 95-0703	
150	Claim Files 95-0705 – 95-0759	
151	Claim Files 95-0760 – 95-0808	
152	Claim Files 95-0809 – 95-0860	
153	Claim Files 95-0861 – 95-0892	
154	Claim Files 95-0983 – 95-0938	
155	Claim Files 95-1383 – 95-0909	
156	Claim Files 95-0894 – 95-1071	
157	Claim Files 95-1064 – 95-1029	
158	Claim Files 95-1024 – 95-1211	
159	Claim Files 95-1208 – 95-1147	
160	Claim Files 95-1148 – 95-1315	
161	Claim Files 95-1308 – 95-1260	
162	Claim Files 95-1258 – 95-1396	
163	Claim Files 95-1316 – 95-1348	
164	Claim Files 95-1341 – 95-1516	
165	Claim Files 95-2067	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
166	Claim Files 95-1501 – 95-1448	
167	Claim Files 95-1434 – 95-1688	
168	Claim Files 95-1683 – 95-1630	
169 ✓	Claim Files 95-1623 – 95-1775	
170	Claim Files 95-2303 – 95-1726	
171	Claim Files 95-1727 – 95-1772	
172	Claim Files 95-1829 – 95-1838	
173	Claim Files 95-1839 – 95-1899	
174	Claim Files 95-1900 – 95-1965	
175	Claim Files 95-1966 – 95-2010	
176	Claim Files 95-2011 – 95-2064	
177	Claim Files 95-2065 – 95-2123	
178	Claim Files 95-2126 – 95-2175	
179 ✓	Claim Files 95-2176 – 95-2229	
180	Claim Files 95-2232 – 95-2283	
181	Claim Files 95-2284 – 95-2339	
182	Claim Files 95-2340 – 95-0609	
183	Claim Files 95-0766 – 95-2272	
184	Claim Files 95-2195 – 95-0681	
185	Claim Files 95-1889 – 95-2097	
186	Claim Files 95-0359 – 95-1866	
187	Claim Files 96-1235 – 96-1259	
188	Claim Files 96-1252 – 96-2322	
189 ✓	Claim Files 96-1602 – 96-2399	
190	Claim Files 96-2255 – 96-1439	
191	Claim Files 96-0688 – 96-0114	
192	Claim Files 96-0743 – 96-1471	
193	Claim Files 96-0300 – 96-0457	
194	Claim Files 96-2376 – 96-0624	
195	Claim Files 96-0641 – 96-1474	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
196	Claim Files 96-1487 – 96-0044	
197	Claim Files 95-1159 – 96-0389	
198	Claim Files 96-0233 – 96-2062	
199 ✓	Claim Files 96-1372 – 96-1121	
200	Claim Files 96-0031 – 96-0427	
201	Claim Files 96-1313 – 96-2266	
202	Claim Files 96-1823 – 96-2367	
203	Claim Files 94-0606 – 95-2113	
204	Claim Files 96-2129 – 96-0676	
205	Claim Files 96-0390 – 96-1895	
206	Claim Files 96-1808 – 96-2402	
207	Claim Files 96-0370	
208	Claim Files 96-1146 – 96-0175	
209 ✓	Claim Files 96-0001 – 96-0052	
210	Claim Files 96-0053 – 96-0108	
211	Claim Files 96-0109 – 96-0205	
211A	Claim Files 96-0206 – 96-0256	
212	Claim files 96-0258 – 96-0316	
213	Claim Files 96-0317 – 96-0376	
214	Claim Files 96-0377 – 96-0447	
215	Claim Files 96-0448 – 96-0516	
216	Claim Files 96-0517 – 96-0562	
217	Claim Files 96-0563 – 96-0638	
218 ✓	Claim Files 96-0639 – 96-0708	
219	Claim Files 96-0709 – 96-0768	
220	Claim Files 96-0769 – 96-0810	
221	Claim Files 96-0811 – 96-0873	
222	Claim Files 96-0874 – 96-0917	
223	Claim Files 96-0918 – 96-0956	
224	Claim Files 96-0957 – 96-1022	
225	Claim Files 96-1023 – 96-1074	
226	Claim Files 96-1075 – 96-1137	

Box Nos.	Description of Records w/inclusive Dates	Disposal Date
227	Claim Files 96-1138 – 96-197	
228 ✓	Claim Files 96-1198 – 96-1266	
229	Claim Files 96-1170 – 96-1319	
230	Claim Files 96-1320 – 96-1378	
231	Claim Files 96-1379 – 96-1445	
232	Claim Files 96-1451 – 96-1518	
233	Claim Files 96-1519 – 96-1580	
234	Claim Files 96-1581 – 96-1749	
235	Claim Files 96-1748 – 96-1614	
236	Claim Files 96-1616 – 96-1689	
237	Claim Files 96-1682 – 96-1873	
238 ✓	Claim Files 96-1876 – 96-1939	
239	Claim Files 96-1940 – 96-2011	
240	Claim Files 96-2012 – 96-2099	
241	Claim Files 96-0078	
242	Claim Files 96-2100 – 96-2173	
243	Claim Files 96-2174 – 962236	
244	Claim Files 96-2386 – 96-0787	
245	Claim Files 96-2386 – 96-0787	
246	Claim Files 96-2292 – 96-2385	
247	Claim Files 95-1957 – 96-2098	
248 ✓	Claim Files 85-0001 – 96-2006	
249	Mary Thornton 93-0633	
250	TMF Bills 92-93	
251	Old Loss Runs	
252	Old Loss Runs	

R170
S1-4

(SPACES 496)
(S-4 TO 15)

E

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

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of the Environment		Accession No. 03W172		Date Rec'd 9/18/02	
B. Division/Unit Fiscal Services Division		Location		RM Code 31-10	
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224		Range 102	Section(s) 15	No. of Cu. Ft. 10	
D. Phone No. 410-631-3142		Records Center Manager			
E. Agency Official Valerie Burley		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	Final Draft Reports			FY98	1821A-1C JULY 1,2005
2	Contractual Salary Allocations			FY98	1821A-1C JULY 1,2005
3	Regular Salary Allocations			FY98	1821A-1C JULY 1,2005
4	JDLN0630-JDLN0630			FY98	1821A-1C JULY 1,2005
5	Payroll Registers 39.01.01-39.01.10 (7/1/97-12/16/97)			FY98	1821A-1C July 2005
6	PTR and PTR Registers 39.01.01-39.01.10 (6/11/97-6/09/98)			FY98	1821A-1C July 2005
7	ETR 39.01.01-39.01.10 (7/1/97-12/16/97)			FY98	1821A-1C July 2005
8	Leave Donation Program S-W			FY98	1821A-1C July 2005
9	Overtime Vouchers (6/19/96-6/17/97) (6/18/97-12/16/97) (6/30/98-6/15/99) (6/16/99-6/27/00)			FY98 FY98	1821A-1C July 2005 1821A-1C July 2005
10	FY98 Reclasses #0800-end & Fy98 Accruals/copies IA			FY98	1821A-1C July 2005
*** end ***					
<i>Disposal</i> <i>7-28-05</i> <i>[Signature]</i>					

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

E

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of the Environment		Accession No. 02W95	Date Rec'd 9/14/01
B. Division/Unit Fiscal Services Division		Location Range Section(s) 48 19	RM Code 31.10
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224		No. of Cu. Ft. 4	
D. Phone No. 410-631-3142		Records Center Manager	
E. Agency Official Valerie Burley		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	ACCRUALS	FY93	1821A-2 JULY 1,2003
2	CASH RECEIPT BOOKS 24451 - 27900	FY93	1821A-2 JULY 1,2003
3	REGESTERS 390101 - 390110	FY93	1821A-2 JULY 1,2003
4	CD93001 - CD93955	FY93	1821A-2 JULY 1,2003
END OF FISCAL YEAR 1993			
DISPOSAL 7/29/05 LSS		* Missing Box # 1	

E

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

Instructions: Please Type Or Print Clearly All Entries

Agency Maryland Department of the Environment Waste Management Administration		Accession No. 00W1273	Date Rec'd 5-23-00
Division/Unit Tracking/Hazardous Hazardous Waste Program / Materials Transportation		Location Range Section(s)	RM Code 31.04
Mailing Address 2500 Broening Highway Baltimore, MD 21224		2	24
Phone No. (410) 631-3344			29
Agency Official Emily S. Troyer, Chief <i>for Harold R. Ryan</i> <i>Administrator, HW</i> 2-7-2000		Records Center Manager	
		To Be Completed At State Records Management Center	

Box Numbers	3. Description of Records with Inclusive Dates 1996	4. Disposal Authority Schedule, Item No. Disposal Date
1	ARKANSAS - LOUISANA	<i>July</i> February, 2005 1781 ITEM 142 <i>Harold R. Ryan</i> 7-29-05 261022
2	MASSACHUSETTS - NJA2559977	
3	NJA2260000 - NJA2559906	
4	NJA2560000 - NYB7392096	
5	NYB7406568 - PAE6431482	
6	PAE6740000 - SKC01203135	
7	MDC0300000 - MDC0535900	
8	MDC0536000 - MDC0548599	
9	MDC0548600 - MDC0555479	
10	MDC0555480 - MDC0658999	
11	MDC0659000 - MDC0663599	
12	MDC0663600 - MDC0665999	
13	MDC0666000 - MDC0668394	
14	MDC0668394 - MDC0670295	
15	MDC0670300 - MDC0674399	
16	MDC0674000 - MDC0676199	
17	MDC0676200 - MDC0678999	
18	MDC0679000 - MDC06824999	
19	MDC0682600 - MDC0685999	
20	MDC0686000 - MDC0692599	
21	MDC0692600 - MDC0694800	
22	MDC063500 - MDC0698000	

S 550-5 (Rev. 12/88)

USE PLAIN UNLINED PAPER FOR CONTINUATION PAGES

23
24
25
26
27
28
29

MDC0698000 - MDC0702399
MDC0702400 - MDC0705199
MDC0705200 - MDC0708199
MDC0708200 - MDC0739999
MDC0557800 - MDC0560199
MDC0560200 - MDC0564399
MDC0564400 - MDC0650999

1996

For ALL records Listed on these
two pages; Retain for five (5)
years then destroy.

E

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

Instructions: Please Type Or Print Clearly All Entries

Agency Maryland Department of the Environment Waste Management Administration	Accession No. 00W1274	Date Rec'd 5-23-00
Division/Unit Hazardous Waste Program Tracking/Hazardous Materials Transportation	Location Range Section(s)	RM Code 31.04
Mailing Address 2500 Broening Highway Baltimore Maryland 21224	2 24-25	No. of Cu. Ft. 25
Phone No. (410) 631-3344	Records Center Manager	
Agency Official <i>for Harold L. Dyer</i> Emily S. Troyer, Chief Administrator, HWP 2-7-2000		To Be Completed At State Records Management Center

Box numbers	3. Description of Records with Inclusive Dates 1997	4. Disposal Authority Schedule, Item No. Disposal Date
-------------	--	--

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	ALABAMA - ILA07418693 ILA7418752 - NJA2558510 NJA2560000 - NJA2748765 NJA2749301 - NJA2842392 NYB2723733 - PAE7385991 PAE7386002 - SCB0004095 SCB0004100 - MDC0547990 MDC0548268 - MDC0672907 MDC0673056 - MDC0683799 MDC0683800 - MDC0689198 MDC0689215 - MDC0710799 MDC0710804 - MDC0712599 MDC0712600 - MDC0715795 MDC0715801 - MDC0721386 MDC0721401 - MDC0725199 MDC0725251 - MDC0733599 MDC0733605 - MDC0741198 MDC0741203 - MDC0743799 MDC0743800 - MDC0745999 MDC0746000 - MDC0748599 MDC0748600 - MDC0751667 MDC0751831 - MDC0754399	<i>July</i> February 2005 1781 ITENI <i>Harold Dyer</i> 1-22-05 <i>[Signature]</i>
---	--	--

23 MDC0754400 - MDC0759453
24 MDG0778107 - MDC0789784
25 MDC0790910 - MDC0791297

1997

FOR ALL RECORDS LISTED ON THESE TWO PAGES; RETAIN FOR FIVE (5) YEARS AND THEN
DESTROY!!

R-~~6~~ 2 ① space
S-2425 (S-25)

2.01 SDAT	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate Retain one (1) copy and forward original to address at left.
Reporting Agency		
BUSINESS SVS. & FINANCE		
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.				
04W246	PERSONAL PROPERTY RETURN	1181	1	CY 2000	350	7/2005	RECYCLE
04W247	PERSONAL PROPERTY RETURN	1181	1	CY 2000	350	7/2005	RECYCLE

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

_____ Signature	_____ Records Center Manager Title	_____ DECEMBER 30, 2005 Date
--------------------	--	------------------------------------

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. State Department of Assessments and Taxation		ACCESSION NO. 04W246	DATE REC'D 9-30-03
B. DIVISION/UNIT Business Services and Finance Division			RM CODE 02.01
C. MAILING ADDRESS Room 808 301 West Preston St. Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) ** SEE BELOW **	NO. OF CU. FT. 350
D. PHONE NO. 410-767-1179		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Brenda A. Walker Administrative Officer I		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
1 thru 350	2000 Personal Property Returns, Domestic, Foreign, and other business entities. ** LOCATION OF RECORDS ** BOXES 1 - 276 RANGE 148 SECTION 11 - 17 BOXES 277- 350 RANGE 148 SECTION 23 - 24	1181 Item #1 #1881, Disposal Date July, 2005 <i>Disposal</i> <i>7/20/05</i> <i>YPS</i>	

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Route 175)
 P.O. Box 275
 Jessup, MD 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

State Dept. Of
Assessments and Taxation

Reporting Agency

Taxpayers Services/Charter

Division or Bureau

Prepare in Duplicate

Retain one copy and forward original

To above address

No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Personal Property Return records for the year 2000.	1881 1781	1 - 350	1/1/00 10/31/00	350 Boxes	July 2005	Shred

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

Signature
 DGS 550-2

Title

Date

08-26-03 11:38 From-DEPT OF ASSESSMENT/TAXATION REAL PROPERTY 4103337275 T-445 P. 003/005 F-668

~~R-141~~
~~S-4-~~

~~R-145~~
~~S-11~~

~~R-152~~
~~S-17-~~

R-148 (1 TO 276)

S-11-17

S-23-24 (277 TO 350)

S-24 (26 SPACE)

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY State Department of 1. Assessments and Taxation		ACCESSION NO. 04W247		DATE REC'D 9-30-03
B. DIVISION/UNIT Taxpayers Services		LOCATION RANGE SECTION(S) 152 17-22		RM CODE 02.01
C. MAILING ADDRESS Room 808 301 West Preston St. Baltimore, MD 21202		NO. OF CU. FT. 198		
D. PHONE NO. 410-767-1179		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL Brenda A. Walker Administrative Officer I		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		
351 thru 548	2000 Personal Property Returns, Domestic, Foreign and other business entities.	<i>1181 Item #1</i> #1881, Disposal date July, 2005. <i>Disposal</i> <i>7/21/05</i> <i>[Signature]</i>		

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS MANAGEMENT CENTER
 7275 Waterloo Road (Route 175)
 P.O. Box 275
 Jessup, MD 20794-0275

CERTIFICATE OF RECORDS DISPOSAL

State Department of
 Assessments and Taxation

Reporting Agency

Taxpayers Services/Charter

Division or Bureau

Prepare in Duplicate
 Retain one copy and forward original
 To above address

No.	Description of Records Include Title and/or Form Number	Authorization for Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
2	Personal Property Returns records for the year 2000.	1881	351 - 548	1/1/00 12/31/00	1983 Boxes	July 2005	Shred

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

Signature
 DGS 550-2

Title

Date

R-152

S-17-22

(23 SPACES
R-152 S-22
1)