

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W637	Claim Minor Files "Bodily Injury"	1978-A1	8	1973 - 1984	10	1/2006	RECYCLE
96W1386	Ins. Accounting Records	1978-A1	23	1995	3	1/2006	RECYCLE
96W1387	Ins. Accounting Records	1978-A1	23	12/1995	1	1/2006	RECYCLE
96W1723	Claim Files "Minor" Bodily Injury	1978-A1	8	12/1983	1	1/2006	RECYCLE
97W1218	Misc. Accounting Records	1978-A1	30	10/1995 - 12/1995	2	1/2006	RECYCLE
97W1219	Misc. Claim Files	1978-A1	9	1995	1	1/2006	RECYCLE
97W1220	Ins. Accounting Records	1978-A1	23	12/1995	1	1/2006	RECYCLE
97W1221	Misc. Accounting Records	1978-A1	30	12/1995	1	1/2006	RECYCLE
98W664	Misc. Accounting Records	1978-A1	30	12/1995	8	1/2006	RECYCLE
99W311	Claim Files "Minor" Bodily Injury	1978-A1	8	1984	1	1/2006	RECYCLE
99W312	Claim Files "Minor" Bodily Injury	1978-A1	8	1984	4	1/2006	RECYCLE
99W751	General Accounting Record	1978-A1	18	1994 - 1995	25	1/2006	RECYCLE
99W752	General Accounting Record, Misc. Accounting Records	1978-A1	18, 30	1995	23	1/2006	RECYCLE
99W753	Gen. Accounting Records	1978-A1	18, 30	1995	12	1/2006	RECYCLE
99W754	Gen. Accounting Records	1978-A1	18	1992 - 1995	1	1/2006	RECYCLE
00W76	Gen. Accounting Records	1978-A1	18, 30	1993 - 1995	5	1/2006	RECYCLE
00W310	Gen. Accounting Records	1978-A1	18	1995	2	1/2006	RECYCLE
00W314	Ins. Accounting Records	1978-A1	23	1995	1	1/2006	RECYCLE
00W323	Income Tax Records	1978-A1	27	1995	2	1/2006	RECYCLE
00W334	Misc. Accounting Records	1978-A1	30	1995	1	1/2006	RECYCLE

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

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

Records Center Manager
 Title

June 30, 2006
 Date

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W637	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIM MAIL & FILE		RANGE 117	SECTION(S) 29
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		NO. OF CU. FT. 10	RM CODE 24.01
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER <i>A. Royal</i> 3-90-06	
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 10 ONLY	CLAIM MINOR FILES " BODILY INJURY" <i>[Signature]</i>	1978 A1 - 8 1226 - ITEM 21 JANUARY 2006	

REPORT: CONTRANS
TRANSDATE:09/14/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 01/01/2006

***** 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	011	OF 11	

CONSOLIDATED TOTAL : 011 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 10	B 001324	CLAIM FILES "MINOR" DOB 12/12/83 RECORD #: 07750	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 10	B 001349	CLAIM MINOR FILES DOB 11/73 RECORD #: 07023	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 10	B 001970	CLAIM MINOR FILES DOB 07/83 RECORD #: 05829	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 10	B 001977	CLAIM MINOR FILES DOB 11/83 RECORD #: 07453	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
05 OF 11	A 000036	CLAIMS MINOR FILES RECORD #: 00277	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
5 OF 10	A 000655	CLAIM MINOR FILES RECORD #: 02214	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
6 OF 10	A 001214	CLAIM MINOR FILES RECORD #: 02309	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
7 OF 10	A 001325	CLAIM MINOR FILES DOB 12/84 RECORD #: 02325	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
8 OF 10	A 001384	CLAIM MINOR FILES DOB 12/83 RECORD #: 02337	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
9 OF 10	A 001487	CLAIM MINOR FILES DOB 12/83 RECORD #: 02386	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
10 OF 10	B 000624	CLAIM MINOR FILES DOB 11/19/83 RECORD #: 06482	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 011 OF 11 BOXES

10

02/27/96

RECORDS TRANSMITTAL AND RECEIPT

RECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1386	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) 33 3	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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3 Box	INSURANCE ACCOUNTING RECORDS	1226 ITEM 6
		01/01/06
		1978 A1 - 23 <i>J. Bryant</i> 3/7/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/06

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	INSURANCE ACCOUNTING RECORDS	6	3 OF	03	WAIT TRANS
Consolidated Total: 03			OF	03	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	470 insurance accounting records	WATSON	6	1226	WAIT TRANS
	Record #:	9069 produce & comm statements 8/95	FISCAL			
02	OF 03	475 insurance accounting records	WATSON	6	1226	WAIT TRANS
	Record #:	9070 produce & comm statements 10/95	FISCAL			
03	OF 03	481 insurance accounting records	WATSON	6	1226	WAIT TRANS
	Record #:	9071 produce & comm statements 11/95	FISCAL			
Consolidated Total of Detail Transmittal Report:		03 OF	03 Boxes			

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W1387		DATE REC'D 4-23-96
B. DIVISION/UNIT WATSON - FISCAL				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 35	LOCATION SECTION(S) 16	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

~~1-226 - ITEM-6~~

01/01/06

1978 41 - 23

f. Bryant
3/7/06.

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/06

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1 OF	01	WAIT TRANS
Consolidated Total: 01		OF	01		

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	489	INSURANCE ACCT RECORDS 12/95	WATSON	6	1226	WAIT TRANS
Record #:	9223	PRODUCER & COMMISSION STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-9
①

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Initial/ Receipt
①	489	Ins Acctg/Prod & Comm Statements 12/95	6	1081	9223	1/2006	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

04/18/96

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1723	DATE REC'D 6-25-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 113	LOCATION SECTION(S) 26
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER <i>[Signature]</i>	NO. OF CU. FT. 1
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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01 Box CLAIM FILES " MINOR " BODILY INJURY

~~1226~~ ~~ITEM 21~~

01/01/06

1978 A1 - 8

1/2006

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/06

***** 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: 01/01/06

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	M	8038	CLAIM FILES "MINOR" BODILY INJURY	ADAMS	21	1226	WAIT TRANS
	Record #:	9598	DOB 12/21/1983	CLAIMS MINOR FILES				

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

4/18

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

96 MAY -2 PM 6:35

Responsible Individual (Print Name): Alma Adams Department: Class MIF

	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	48038	12/21/83	21	101	9598	1/06	
2							
3							
4							
5							
6							
7							
8							
9							
10							

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <i>97W1218</i>	DATE RECEIVED <i>5-28-97</i>
B. DIVISION/UNIT WATSON - FISCAL		RM CODE <i>24.01</i>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <i>124 5</i>	NO. OF CU. FT. <i>2</i>
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER <i>[Signature]</i> <i>3-1-06</i>	
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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02 Boxes

MISCELLANEOUS ACCOUNTING RECORDS

~~1226~~ ~~ITEM 12~~

01/01/06

1978 A1 - 30

1/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/06

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

Consolidated Report in the Item Number Sequence

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

Consolidated Total: 02 OF 02

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	576 MISC ACCOUNT RECORDS 10/95 - 11/95	WATSON	12	1226	WAIT TRANS
Record #:	10433	CORRESPONDANCE & WORKPAPERS	FISCAL			
02	OF 02	577 MISC ACCOUNT RECORDS 11/95 - 12/95	WATSON	12	1226	WAIT TRANS
Record #:	10434	CORRESPONDANCE & WORKPAPERS	FISCAL			

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2 Boxes
10-18

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

56 OCT 18 PM 4 23

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
① 576	miscellaneous accounting records 10/95 Correspondence files/workpapers 11/95	12	1082	10433	1/2006	
② 577	" " " 11/95 12/95		2082	10434	1/2006	
③						
④						
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⑦						
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⑩						

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W1219		DATE REC'D. 5-28-97
B. DIVISION/UNIT VENERABLE - CLAIMS TECHNICAL				RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 165	LOCATION SECTION(S) 7	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER <i>A. Bryant 3-13-06</i>		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
01 Box		MISCELLANEOUS CLAIM FILES		1226 - ITEM 22 01/01/06 1978A1 - 9 1/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/06

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
CLAIMS TECHNICAL UNIT	MISCELLANEOUS CLAIM FILES	22	1 OF 01	01	WAIT TRANS

Consolidated Total: 01 OF 01

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	38	CL 46 RECOVERY DOCUMENTS	VENERABLE	22	1226	WAIT TRANS
Record #:	10485	01/95 - 12/95	CLAIMS TECHNICAL UNIT			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

4/24
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): Sheila Verocable Department: Claims Technical Unit

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	38	CL46 Recovery Documents 1/95 - 12/95	22		10485	1/2006		
②								
③								
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⑥								
⑦								
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⑩								

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

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W1220	DATE RECEIVED 5-28-97
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE 124	LOCATION SECTION(S) 5
		NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER <i>[Signature]</i> 3-10-06	
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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01 Box

INSURANCE ACCOUNTING RECORDS

~~1226~~ - ~~ITEM 6~~

01/01/06

1978 A1 - 23

1/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/06

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

Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	INSURANCE ACCOUNTING RECORDS	6	1 OF	01	WAIT TRANS

Consolidated Total: 01 OF 01

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	589	INSURANCE ACCOUNT RECORDS 12/95	WATSON	6	1226	WAIT TRANS
Record #:	10453	PRODUCER STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

~~1-15-97~~

1-15-97

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

97 JAN 15

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
① 589	Insurance Accounting Records Producer Statements 12/95	6	10453		1/2006		
②							
③							
④							
⑤							
⑥							
⑦							
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⑩							

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

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W1221	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		RANGE 106	LOCATION SECTION(S) 17
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER <i>Not Completed?</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	
01 Box	MISCELLANEOUS ACCOUNTING RECORDS	1226 - ITEM-12- 01/01/06 1978 A - 30 1/06	

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/06

***** 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: 01/01/06

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	550 10406	MISC ACCOUNT RECORDES & WORKPAPERS 12/95	WATSON FISCAL	12	1226	WAIT TRANS-

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

10-14
1867

*** 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 Initial/ Receipt
① 550 ✓	MISCELLANEOUS ACCOUNTING RECORDS miscellaneous WORKPAPERS 12/95	12	1481	16406	1/2006	
②						
③						
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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

96 OCT 15 AM 11:40

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 98W664	DATE REC'D 4-3-98
B. DIVISION/UNIT WATSON - FISCAL	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 4 3	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
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08 Boxes

MISCELLANEOUS ACCOUNTING RECORDS

~~1226 - ITEM 12~~

01/01/06

1978 A1 - 30

J. Bayard
 3/6/06.

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/06

***** 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	8 OF 08		WAIT TRANS
Consolidated Total:	08	OF 08			

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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 #:	619 9872	MISCELLANEOUS WORKPAPERS 12/95	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 08 Record #:	632 9873	MISCELLANEOUS WORKPAPERS 07/95	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 08 Record #:	633 9874	MISCELLANEOUS WORKPAPERS 08/95	WATSON FISCAL	12	1226	WAIT TRANS
04 OF 08 Record #:	634 9875	MISCELLANEOUS WORKPAPERS 08/95	WATSON FISCAL	12	1226	WAIT TRANS
05 OF 08 Record #:	635 9876	MISCELLANEOUS WORKPAPERS 09/95	WATSON FISCAL	12	1226	WAIT TRANS
06 OF 08 Record #:	636 9877	MISCELLANEOUS WORKPAPERS 10/95	WATSON FISCAL	12	1226	WAIT TRANS
07 OF 08 Record #:	637 9878	MISCELLANEOUS WORKPAPERS 12/95	WATSON FISCAL	12	1226	WAIT TRANS
08 OF 08 Record #:	638 9879	MISCELLANEOUS WORKPAPERS 12/95	WATSON FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 08 OF 08 Boxes

7-10

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

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

97 JUL 14 AM 7:00

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	Scheduled Destruct Date	Initial/ Confirm Receipt
①	619	MISCELLANEOUS WORKPAPERS 12/95	12	1088	9872	1/2006	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

7-11

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 JUL 14 AM 7:00

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
①	632	MISCELLANEOUS WORKPAPERS 7/95	12	2089	9873	1/2006	
②	633	MISCELLANEOUS WORKPAPERS 8/95	12	3089	9874	1/2006	
③	634	MISCELLANEOUS WORKPAPERS 8/95	12	4089	9875	1/2006	
④	635	MISCELLANEOUS WORKPAPERS 9/95	12	5089	9876	1/2006	
⑤	636	MISCELLANEOUS WORKPAPERS 10/95	12	6089	9877	1/2006	
⑥	637	MISCELLANEOUS WORKPAPERS 12/95	12	7089	9878	1/2006	
⑦	638	MISCELLANEOUS WORKPAPERS 12/95	12	8089	9879	1/2006	
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. 99W311	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 56	LOCATION 31
D. PHONE NO. 410 - 269 - 8558		SECTION(S) 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		NO. OF CU. FT. 1	
RECORDS CENTER MANAGER			
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES CLAIM FILES " MINOR " BODILY INJURY	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 21 01/01/06 1978 A1 - 8 1/06
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L. Bryant
3/7/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 01 Record #:	M 8169 11045	CLAIM MINOR BI FILES DOB 01-01-1984	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W312	DATE REC'D 11-2-98
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 26 17	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
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04 Boxes CLAIM FILES " MINOR " BODILY INJURY

~~1226~~ ITEM 21

01/01/06

1978 A1 - 8

1/06

[Signature]

3/6/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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 #:	M 8115 10991	CLAIM MINOR BI FILES DOB 07-02-1984	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 04 Record #:	M 8129 10992	CLAIM MINOR BI FILES DOB 11-01-1984	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 04 Record #:	M 8130 10993	CLAIM MINOR BI FILES DOB 03-05-1984	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 04 Record #:	M 8157 10994	CLAIM MINOR BI FILES DOB 01-01-1984	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W751	DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD - FISCAL	LOCATION 34	RM CODE 24-01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE SECTION(S) 34 32-33	NO. OF CU. FT. 25
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
25 Boxes	GENERAL ACCOUNTING RECORDS <i>A. B. Mumme</i> <i>3/6/98</i>	1978 A1 - 18 1226 - ITEM 4 01/01/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/06

***** 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	25 OF	25	WAIT TRANS
Consolidated Total:		25	OF	25	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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 25 Record #:	354 * 8969	PRE-INSPECTIONS - SMALL VENDORS JAN - MAR 1995 L - Z	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 25 Record #:	355 * 8970	PRE-INSPECTIONS - MR TIRE JUL - DEC 1995	WOOD FISCAL	1	1226	WAIT TRANS
03 OF 25 Record #:	356 . 8971	PRE-INSPECTIONS MERCH A 04/95 & MERCH B 03/95	WOOD FISCAL	1	1226	WAIT TRANS
04 OF 25 Record #:	357 . 8972	PRE-INSPECTIONS - K-MART MAY - AUG 1995	WOOD FISCAL	1	1226	WAIT TRANS
05 OF 25 Record #:	358 . 8973	PRE-INSPECTIONS - K-MART SEP - DEC 1995	WOOD FISCAL	1	1226	WAIT TRANS
06 OF 25 Record #:	359 . 8974	PRE-INSPECTIONS MERCH A 10/95 & MERCH D 09/95	WOOD FISCAL	1	1226	ARCHIVES
07 OF 25 Record #:	360 . 8975	PRE-INSPECTIONS MERCH A,B&C 09/95 & MERCH D 09/95	WOOD FISCAL	1	1226	WAIT TRANS
08 OF 25 Record #:	361 . 8976	PRE-INSPECTIONS - SMALL VENDORS JAN - MAR 1995 A - K	WOOD FISCAL	1	1226	WAIT TRANS
09 OF 25 Record #:	362 . 8977	PRE-INSPECTIONS - SMALL VENDORS APR - JUN 1995 I - Z	WOOD FISCAL	1	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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 25 Record #:	363 8978	PRE-INSPECTIONS MERCH A 11/95 & MERCH B 11/95	WOOD FISCAL	1	1226	WAIT TRANS
11 OF 25 Record #:	364 8979	PRE-INSPECTIONS MERCH A,B & C JULY 1995	WOOD FISCAL	1	1226	WAIT TRANS
12 OF 25 Record #:	365 8980	PRE-INSPECTIONS MERCH A 05/95 & MERCH B APR-MAY 95	WOOD FISCAL	1	1226	WAIT TRANS
13 OF 25 Record #:	366 8981	PRE-INSPECTIONS MERCH A 03/95 & MERCH B 02/95	WOOD FISCAL	1	1226	WAIT TRANS
14 OF 25 Record #:	367 8982	PRE-INSPECTIONS MERCH A JAN-FEB 95 & MERCH B 01/95	WOOD FISCAL	1	1226	WAIT TRANS
15 OF 25 Record #:	368 8983	PRE-INSPECTIONS - K-MART JAN - APR 1995	WOOD FISCAL	1	1226	WAIT TRANS
16 OF 25 Record #:	369 8984	PRE-INSPECTIONS - SMALL VENDORS OCT - DEC 1995 A - J	WOOD FISCAL	1	1226	WAIT TRANS
17 OF 25 Record #:	370 8985	PRE-INSPECTIONS - MR TIRE JAN - JUN 1995	WOOD FISCAL	1	1226	WAIT TRANS
18 OF 25 Record #:	371 8986	PRE-INSPECTIONS MERCH A,B & C 08/95 & D 07/95	WOOD FISCAL	1	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
19 OF 25 Record #:	372 8987	• PRE-INSPECTIONS MERCH A 06/95 & MERCH B 06/95	WOOD FISCAL	1	1226	WAIT TRANS
20 OF 25 Record #:	373 8988	* PRE-INSPECTIONS - SMALL VENDORS OCT - DEC 1995 K - Z	WOOD FISCAL	1	1226	WAIT TRANS
21 OF 25 Record #:	374 8989	• PRE-INSPECTIONS - SMALL VENDORS JUL - SEP 1995 I - Z	WOOD FISCAL	1	1226	WAIT TRANS
22 OF 25 Record #:	375 8990	• PRE-INSPECTIONS MERCH A & B 12/95 & MERCH C 11/95	WOOD FISCAL	1	1226	WAIT TRANS
23 OF 25 Record #:	376 8991	• PRE-INSPECTIONS - SMALL VENDORS APR - JUN 1995 A - H	WOOD FISCAL	1	1226	WAIT TRANS
24 OF 25 Record #:	377 8992	• PRE-INSPECTIONS - SMALL VENDORS JUL - SEP 1995 A - H	WOOD FISCAL	1	1226	WAIT TRANS
25 OF 25 Record #:	378 8993	• PRE-INSPECTIONS - SMALL VENDORS OCT - DEC 1994 T - Z	WOOD FISCAL	1	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 25 OF 25 Boxes

3-4-98

25

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

98 MAR -4 PM 12:07

(Please Select appropriate box for storage delivery)

Page 1 of 3 Pages

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/
✓ ① 354	PREINSPECTIONS JAN-MAR 95 SMALL VENDORS L-Z	1	1 of 25	8969	01/01/06		
✓ ② 355	PREINSPECTIONS JULY-DEC 95 MR. TIRE	1	2 of 25	8970	01/01/06		
✓ ③ 356	PREINSPECTIONS MERCH B 3/95 MERCH A 4/95	1	3 of 25	8971	01/01/06		
✓ ④ 357	PREINSPECTIONS MAY-AUG 95 K-MART	1	4 of 25	8972	01/01/06		
✓ ⑤ 358	PREINSPECTIONS SEPT-DEC 95 K-MART	1	5 of 25	8973	01/01/06		
✓ ⑥ 359	PREINSPECTIONS MERCH D 9/95 MERCH A 10/95	1	6 of 25	8974	01/01/06		
✓ ⑦ 360	PREINSPECTIONS MERCH D 8/95 MERCH A 9/95 MERCH B 9/95 MERCH C 9/95	1	7 of 25	8975	01/01/06		
✓ ⑧ 361	PREINSPECTIONS JAN-MAR 95 SMALL VENDORS A-K	1	8 of 25	8976	01/01/06		
✓ ⑨ 362	PREINSPECTIONS APR-JUNE 95 SMALL VENDORS I-Z	1	9 of 25	8977	01/01/06		
✓ ⑩ 363	PREINSPECTIONS MERCH A 11/95 MERCH B 11/95	1	10 of 25	8978	01/01/06		

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

3-4-99
25

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

90 MAR -6 PM 12:07

(Please Select appropriate box for storage delivery)

Page 2 of 3 pages

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 type="checkbox"/> Confirm Receipt
✓ ① 364	PREINSPECTIONS JULY 95 MERCH A, B, C	1	110825	8979	01/01/06	
✓ ② 365	PREINSPECTIONS MERCH B 5/95 MERCH B 4/95 MERCH A 5/95	1	120825	8980	01/01/06	
✓ ③ 366	PREINSPECTIONS MERCH B 2/95 MERCH A 3/95	1	130825	8981	01/01/06	
✓ ④ 367	PREINSPECTIONS MERCH A 1/95 MERCH B 1/95 MERCH A 2/95	1	140825	8982	01/01/06	
✓ ⑤ 368	PREINSPECTIONS JAN-APR 95 K-MART	1	150825	8983	01/01/06	
✓ ⑥ 369	PREINSPECTIONS OCT-DEC 95 SMALL VENDORS A-J	1	160825	8984	01/01/06	
✓ ⑦ 370	PREINSPECTIONS JAN-JUN 95 MC TIRE	1	170825	8985	01/01/06	
✓ ⑧ 371	PREINSPECTIONS MERCH D 7/95 A 8/95 B 8/95 C 8/95	1	180825	8986	01/01/06	
✓ ⑨ 372	PREINSPECTIONS MERCH A 6/95 MERCH B 6/95	1	190825	8987	01/01/06	
✓ ⑩ 373	PREINSPECTIONS OCT-DEC 95 SMALL VENDORS K-Z	1	200825	8988	01/01/06	

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

3-4-98
25

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)

Page 3 of 3 Pages

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	PREINSPECTIONS SMALL VENDORS JULY-SEP 95 I-2	1	21825	8989	01/01/06		
✓ 2	PREINSPECTIONS MERCH 11/95 A 12/95 B 12/95	1	22825	8990	01/01/06		
✓ 3	PREINSPECTIONS SMALL VENDORS APR-JUN 95 A-H	1	23825	8991	01/01/06		
✓ 4	PREINSPECTIONS SMALL VENDORS JULY-SEP 95 A-H	1	24825	8992	01/01/06		
✓ 5	PREINSPECTIONS SMALL VENDORS OCT-DEC 94 T-2	1	25825	8993	01/01/06		
6							
7							
8							
9							
10							

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

4.0.

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 99W752	DATE REC'D 4-8-99
B. DIVISION/UNIT SMITH - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 34 33	NO. OF CU. FT. 23
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	1978 A1 - 18 1226 - ITEM 01 01/01/2006
11 Boxes	MISCELLANEOUS ACCOUNTING RECORDS	1978 A1 1226 - ITEM 12 30 01/01/2006

Maryland Automobile Insurance Fund

Retention Number: 1226 Schedule Destruction Date: 01/01/2006

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

Department	Title	Item Number	Total Volume Boxes	Special Instructions
FISCAL	GENERAL ACCOUNTING RECORDS	01	12 OF 023	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	12	11 OF 023	WAIT TRANS
Consolidated Total:	023	OF	023	

Maryland Automobile Insurance Fund

Retention Number: 1226

Scheduled Destruction Date:

01/01/2006

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 023 Record #:	469 8912	GENERAL ACCOUNTING RECORDS 1995 VENDORS A - AT&T	SMITH FISCAL	01	1226	WAIT TRANS
002 OF 023 Record #:	470 8913	GENERAL ACCOUNTING RECORDS 1995 VENDORS AU - COMF	SMITH FISCAL	01	1226	WAIT TRANS
003 OF 023 Record #:	471 8914	GENERAL ACCOUNTING RECORDS 1995 VENDORS COMM - DECK	SMITH FISCAL	01	1226	WAIT TRANS
004 OF 023 Record #:	472 8915	GENERAL ACCOUNTING RECORDS 1995 VENDORS DECK - F	SMITH FISCAL	01	1226	WAIT TRANS
005 OF 023 Record #:	473 8916	GENERAL ACCOUNTING RECORDS 1995 VENDORS G - JE	SMITH FISCAL	01	1226	WAIT TRANS
006 OF 023 Record #:	474 8917	GENERAL ACCOUNTING RECORDS 1995 VENDORS JI - MD AUTO	SMITH FISCAL	01	1226	WAIT TRANS
007 OF 023 Record #:	475 8918	GENERAL ACCOUNTING RECORDS 1995 VENDORS MD INFO - N	SMITH FISCAL	01	1226	WAIT TRANS
008 OF 023 Record #:	476 8919	GENERAL ACCOUNTING RECORDS 1995 VENDORS O - SE	SMITH FISCAL	01	1226	WAIT TRANS
009 OF 023 Record #:	477 8920	GENERAL ACCOUNTING RECORDS 1995 VENDORS SH - WAS	SMITH FISCAL	01	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1226

Scheduled Destruction Date:

01/01/2006

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 023 Record #:	478 8921	GENERAL ACCOUNTING RECORDS 1995 VENDORS WE - Z	SMITH FISCAL	01	1226	WAIT TRANS
011 OF 023 Record #:	479 8922	MISCELLANEOUS ACCOUNTING RECORDS 1995 TRUSTEES, TRAVEL & TRAINING	SMITH FISCAL	12	1226	WAIT TRANS
012 OF 023 Record #:	480 8923	MISCELLANEOUS ACCOUNTING RECORDS 1995 TRUSTEES, PHONES & PETTY CASH	SMITH FISCAL	12	1226	WAIT TRANS
013 OF 023 Record #:	481 8924	MISCELLANEOUS ACCOUNTING RECORDS 1995 DAILY WORK JAN - FEB	SMITH FISCAL	12	1226	WAIT TRANS
014 OF 023 Record #:	482 8925	MISCELLANEOUS ACCOUNTING RECORDS 1995 DAILY WORK MAR - APR	SMITH FISCAL	12	1226	WAIT TRANS
015 OF 023 Record #:	483 8926	MISCELLANEOUS ACCOUNTING RECORDS 1995 DAILY WORK APR - MAY	SMITH FISCAL	12	1226	WAIT TRANS
016 OF 023 Record #:	484 8927	MISCELLANEOUS ACCOUNTING RECORDS 1995 DAILY WORK MAY - JUL	SMITH FISCAL	12	1226	WAIT TRANS
017 OF 023 Record #:	488 8928	GENERAL ACCOUNTING RECORDS 1995 TEMP BILLS	SMITH FISCAL	01	1226	WAIT TRANS
018 OF 023 Record #:	489 8929	MISCELLANEOUS ACCOUNTING RECORD 1995 WIRE TRANSFERS JAN - JUN	SMITH FISCAL	12	1226	WAIT TRANS

Maryland Automobile Insurance Fund

Retention Number: 1226

Scheduled Destruction Date:

01/01/2006

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 023 Record #:	491 8930	MISCELLANEOUS ACCOUNTING RECORD 1995 P6056	SMITH FISCAL	12	1226	WAIT TRANS
020 OF 023 Record #:	492 8931	GENERAL ACCOUNTING RECORDS 1995 DEPOSITS	SMITH FISCAL	01	1226	WAIT TRANS
021 OF 023 Record #:	493 8932	MISCELLANEOUS ACCOUNTING RECORDS 1995 ODU LIST	SMITH FISCAL	12	1226	WAIT TRANS
022 OF 023 Record #:	494 8933	MISCELLANEOUS ACCOUNTING RECORDS 1995 BANK PRINTOUTS & STATEMENTS	SMITH FISCAL	12	1226	WAIT TRANS
023 OF 023 Record #:	495 8934	MISCELLANEOUS ACCOUNTING RECORDS 1995 SPREADSHEETS & VOID LISTS	SMITH FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

023 OF

023 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2-11-99
23

* Item Number from the Retention Schedule must be listed!

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

99 FEB 11 AM 8:14

(Please Select appropriate box for storage delivery)

Page 1 of 3 Pages

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): Brian 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
✓ ① 469	General Acct. Records 1995 Vendors A - ATT	1	10 of 23	8912	1-1-2006	
✓ ② 470	General Acct. Records 1995 Vendors A11 - Conf	1	2 of 23	8913	1-1-2006	
✓ ③ 471	General Acct. Records 1995 Vendors Comm - Depl	1	3 of 23	8914	1-1-2006	
✓ ④ 472	General Acct. Records 1995 Vendors Dept. - F	1	4 of 23	8915	1-1-2006	
✓ ⑤ 473	General Acct. Records 1995 Vendors G - Je	1	5 of 23	8916	1-1-2006	
✓ ⑥ 474	General Acct. Records 1995 Vendors JI - MD Auto	1	6 of 23	8917	1-1-2006	
✓ ⑦ 475	General Acct. Records 1995 Vendors MD INFO - N	1	7 of 23	8918	1-1-2006	
✓ ⑧ 476	General Acct. Records 1995 Vendors O - SF	1	8 of 23	8919	1-1-2006	
✓ ⑨ 477	General Acct. Records 1995 Vendors SH - WWS	1	9 of 23	8920	1-1-2006	
✓ ⑩ 478	General Acct. Records 1995 Vendors WE - 2	1	10 of 23	8921	1-1-2006	

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2-11-98
23

Page 2 of 3 Pages

* Item Number from the Retention Schedule must be listed!

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

98 FEB 11 AM 8:14

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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	☒ Scheduled Destruct Date	☒ Initial/ Confirm Receipt
✓ ① 479	MISC. ACCT. RECORDS 1995 TRUSTERS TRAVEL TRANS.	12	11 of 23	8922	1-1-2006	
✓ ② 480	MISC. ACCT. RECORDS 1995 TRUSTERS, PHONES, TELLER CASH	12	12 of 23	8923	1-1-2006	
✓ ③ 481	MISC. ACCT. RECORDS 1995 DAILY WORK JUN-July	12	13 of 23	8924	1-1-2006	
✓ ④ 482	MISC. ACCT. RECORDS 1995 DAILY WORK AUG-APR.	12	14 of 23	8925	1-1-2006	
✓ ⑤ 483	MISC. ACCT. RECORDS 1995 DAILY WORK APR.-MAY	12	15 of 23	8926	1-1-2006	
✓ ⑥ 484	MISC. ACCT. RECORDS 1995 DAILY WORK MAY-July	12	16 of 23	8927	1-1-2006	
⑦ 485	MISC. ACCT. RECORDS 1995 DAILY WORK JUL-AUG	12	17 of 23	8928	7-1-2006	
⑧ 486	MISC. ACCT. RECORDS SEPT. 1995 DAILY WORK AUG-OCT	12	18 of 23	8929	7-1-2006	
⑨ 487	MISC. ACCT. RECORDS 1995 DAILY WORK NOV-DEC	12	19 of 23	8930	7-1-2006	
✓ ⑩ 488	GENERAL ACCT. RECORDS 1995 Temp Bills	1	17 of 23	8928	1-1-2006	

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2-11-98
(23)

Page 3 of 3 pages

* 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

98 FEB 11 AM 8:14

Responsible Individual (Print Name): Barbara Smith Department: FISCAL

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	489	MISC. ACCT. RECORDS 1995 Wire Transfer Feb-June	12	18 of 23	8929	1-1-2006	
✓ ②	490	MISC. ACCT. RECORDS 1995 Wire Transfer Jul-Dec	12			7-1-2006	
✓ ③	491	MISC. ACCT. RECORDS 1995 Plea/Ste	12	19 of 23	8930	1-1-2006	
✓ ④	492	GENERAL ACCT. RECORDS 1995 Deposits	1	20 of 23	8931	1-1-2006	
✓ ⑤	493	MISC. ACCT. RECORDS 1995 ODU LIST	12	21 of 23	8932	1-1-2006	
✓ ⑥	494	MISC. ACCT. RECORDS 1995 Bank Statements + Statements	12	22 of 23	8933	1-1-2006	
✓ ⑦	495	MISC. ACCT. RECORDS 1995 Spreadsheets, Void Lists	12	23 of 23	8934	1-1-2006	
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. 99W753	DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD FISCAL	99W753	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 34 33-34	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
11 Boxes	GENERAL ACCOUNTING RECORDS	AI 1978-ITEM 18 01/01/2006
1 Boxes	MISCELLANEOUS ACCOUNTING RECORDS	AI 1978-ITEM 30 01/01/2006 <i>f. Buyard</i> 3/7/06

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	11 of 012	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	1 of 012	WAIT TRANS

Consolidated Total: 12 of 012

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 012 Record #:	491 9617	93 - 95 FREEDOM G/L PROJECT	WOOD FISCAL	WAIT TRANS	30	1978
002 of 012 Record #:	493 9618	95 DAILY DEPOSIT TRANS	WOOD FISCAL	WAIT TRANS	18	1978
003 of 012 Record #:	494 9619	OP RECS 1-6/95	WOOD FISCAL	WAIT TRANS	18	1978
004 of 012 Record #:	495 9620	509X 94 - 95	WOOD FISCAL	WAIT TRANS	18	1978
005 of 012 Record #:	496 9621	PRE-INSPECTION RUNS 95	WOOD FISCAL	WAIT TRANS	18	1978
006 of 012 Record #:	497 9622	FNB GEN BK REC 95	WOOD FISCAL	WAIT TRANS	18	1978
007 of 012 Record #:	498 9623	95 PAREX REPORTS	WOOD FISCAL	WAIT TRANS	18	1978
008 of 012 Record #:	500 9624	MONTHLY INS 1995	WOOD FISCAL	WAIT TRANS	18	1978
009 of 012 Record #:	509 9625	OP RECS 7/95 - 12/95	WOOD FISCAL	WAIT TRANS	18	1978
010 of 012 Record #:	515 9626	INVEST BK ST EQ & GEN 95	WOOD FISCAL	WAIT TRANS	18	1978
011 of 012 Record #:	533 9627	UCJ MONTHLY WP'S 1 - 8/95	WOOD FISCAL	WAIT TRANS	18	1978
012 of 012 Record #:	534 9628	UCJ MONTHLY WP'S 9 -12/95	WOOD FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report: 12 of 012 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-4-99
12

* 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

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Madison Street State Records-Jessup State Archives-Annapolis

Page 1 of 2 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 type="checkbox"/> Confirm Receipt	Initial/
①	491	93-95 Freedom GL Project	30			JAN 2006		
②	493	95 DAILY DEPOSIT TRANS	18					
③	494	OP RECS 1-6/95	18					
④	495	509X 94-95	18					
⑤	496	Pie INSPEC RUNS 95	18					
⑥	497	FNB GEN BK REC 95	18					
⑦	498	95 PAREX REPORTS	18					
⑧	500	MONTHLY FNS 95	18					
⑨	509	OP RECS 7/95-12/95	18					
⑩	515	INVEST BK ST EQ + GEN 95	18					

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-4-99
(12)

* Item Number from the Retention Schedule must be listed!

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

NOV 30 AM 6:33

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Madison Street State Records-Jessup State Archives-Annapolis

Page 2 of 2 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	533	UCS MONTHLY WPI's 1-8/95	18			JAN 2006		
②	534	" " " 9-12/95	18			↓		
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

<p>A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND</p>	<p>ACCESSION NO. 99W754</p>	<p>DATE REC'D 4-8-99</p>
<p>B. DIVISION/UNIT WOOD - FISCAL</p>	<p>99W754</p>	<p>RM CODE 24.01</p>
<p>C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294</p>	<p>LOCATION RANGE SECTION(S) 52 28</p>	<p>NO. OF CU. FT. 1</p>
<p>D. PHONE NO. 410 - 269 - 8558</p>	<p>RECORDS CENTER MANAGER</p>	
<p>E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR</p>	<p>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

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

GENERAL ACCOUNTING RECORDS

~~1226 - ITEM 1~~

01/01/06

1978 A1 - 18

L. B. ...
1/06
3/7/06

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/06

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

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/06

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	432 CL 46'S 92 - 05/95	WOOD	1	1226	WAIT TRANS
	Record #:	9097	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3-19-99
①

90 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

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	432 CL 46's 92-5/95	1	1081	9097	01/01/06		
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. 	DATE REC'D 8-6-99
B. DIVISION/UNIT SMITH FISCAL	00W76	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RANGE LOCATION SECTION(S) 66 22	NO. OF CU. FT. 5
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER 	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	<p style="text-align: center;">TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</p>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
4 Boxes	GENERAL ACCOUNTING RECORDS	AI 1978-ITEM 18 01/01/2006
1 Boxes	MISCELLANEOUS ACCOUNTING RECORDS	AI 1978-ITEM 30 01/01/2006

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 005 Record #:	9464	510 94 - 95 VENDOR & EXPENSE BINDER	SMITH FISCAL	WAIT TRANS	18	1978
002 of 005 Record #:	9465	511 93 - 95 SHELL & EXXON RECEIPTS	SMITH FISCAL	WAIT TRANS	18	1978
003 of 005 Record #:	9466	525 1995 MISC ACCOUNTING RECORDS	SMITH FISCAL	WAIT TRANS	30	1978
004 of 005 Record #:	9467	542 1995 AT & T	SMITH FISCAL	WAIT TRANS	18	1978
005 of 005 Record #:	9468	582 1995 EXPENSE STATEMENTS	SMITH FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report: 5 of 005 Boxes

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	4 of 005	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	1 of 005	WAIT TRANS

Consolidated Total: 5 of 005

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-1-98

5

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

98 NOV 33 AM 8: 29

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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	510	94-95 Vendor+Exp Binder	18			JAN 2006		
2	511	93-95 Shell+Exxon Rec	18			↓		
3	525	1995 MISC	30					
4	542	1995 AT+T	18					
5	582	1995 EXPENSE STATEMENTS	19					
6								
7								
8								
9								
10								

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

R-66

S-22

2-ENTRY SPACES

Tam Tamam

TENAS

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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. 00W310	DATE REC'D 9-13-99
B. DIVISION/UNIT LAYTON FISCAL		LOCATION RANGE SECTION(S) 153 11	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		NO. OF CU. FT. 2	
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER <i>J. Bayard</i>	3-10-06-
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 01/01/2006	

Report: CONTRANS
TransDate: 12/07/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2006
***** 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 #:	9687	29 95 PROPERTY CONTROL	LAYTON FISCAL	WAIT TRANS	18	1978
002 of 002 Record #:	9688	30 95 SALV & SUBRO	LAYTON FISCAL	WAIT TRANS	18	1978
Consolidated Total of Detail Transmittal Report:		2 of	002 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-7-99
②

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

98 NOV 24 AM 6:58

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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 Initial/ Receipt
①	29	95 PROPERTY CONTROL	18			JAN 2006	
②	30	95 SALV + SUSRO	18			↓	
③							
④							
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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. 00W314	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 24
		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- ^{-A1} ITEM 23 01/01/2006	

J. Bryant
3/6/06-

Report: CONTRANS
TransDate: 08/15/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2006
***** 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: 08/15/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 01/01/2006
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 #:	786 9752	INSURANCE ACCOUNTING RECORDS 7/1995 - 12/1995	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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	786	Insurance Accounting Records 7/95 - 12/95	23			1/2006	
②							
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④							
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⑥							
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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. 00W323	DATE REC'D 9-13-99
B. DIVISION/UNIT LAYTON FISCAL	LOCATION RANGE SECTION(S) 9 24	RM CODE 24.01 NO. OF CU. FT. 2
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	RECORDS CENTER MANAGER	
D. PHONE NO. 410 - 269 - 8558	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
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 INCOME TAX RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 27 01/01/2006

L. Bryant

Report: CONTRANS
TransDate: 11/10/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 01/01/2006
***** Transmittal for Transfer to OffSite Storage *****
Consolidated Report in the Item Number Sequence

Page 1

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

Consolidated Total: 2 of 002

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 002 Record #:	25 9445	1995 BUDGET	LAYTON FISCAL	WAIT TRANS	27	1978
002 of 002 Record #:	26 9446	1995 BUDGET	LAYTON FISCAL	WAIT TRANS	27	1978
Consolidated Total of Detail Transmittal Report:		2 of	002 Boxes			

MAITING FUND
Date:

11-10-99
②

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

* Item Number from the Retention Schedule must be listed!

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

98 NOV 19 11 06:37

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): CINDY CAYTON 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	25	1995 BUDGET	24	1082	9445	JAN 2006	
②	26	1995 BUDGET	24	2082	9446	JAN 2006	
③							
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⑤							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 00W334	DATE REC'D 9-13-99
B. DIVISION/UNIT ANDRAS PAYROLL MASTER		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 13 29	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 1 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS ACCOUNTING RECORDS <i>A. Bryant</i> <i>3/6/06</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 30 01/01/2006
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Department	Title	Item Number	Total Volume Boxes	Locations
PAYROLL MASTER	MISCELLANEOUS ACCOUNTING RECORDS	30	1 of 001	WAIT TRANS

Consolidated Total: 1 of 001

Report: TRANSMIT
Trans Date: 12/08/1998

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

Scheduled Destruction Date: 01/01/2006

Page 1

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9696	43 FOLDERS, ADJ NEW PEOPLE 1995	ANDRAS PAYROLL MASTER	WAIT TRANS	30	1978
Consolidated Total of Detail Transmittal Report:		1 of	001 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-9-99
①

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

98 DEC -4 AM 9:07

Responsible Individual (Print Name): JOANN ANDREAS Department: Fiscal, Payroll

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	43 FOLDERS, Adj. ¹⁹⁹⁵ NEWSPAPER	30			1/2006	
②						
③						
④						
⑤						
⑥						
⑦						
⑧						
⑨						
⑩						

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