

31.04	MDE	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			
Maryland Department of the Environment Waste Management Administration			
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.				
02W156	Hazardous Waste Manifests	1781	1 & 2	1998	26	7/2006	RECYCLE

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

_____ Charlie P Lopez Signature	_____ Records Center Manager Title	_____ December 30, 2006 Date
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DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Direction: Please Type Or Print Clearly All Entries

Agency Maryland Department of the Environment Waste Management Administration	Accession No. 02W/156	Date Rec'd 10/10/01
Division/Unit Hazardous Waste Program Tracking/Certification Division		RM Code 31.04
Mailing Address 2500 Broening Highway Baltimore MD 21224	Location Range 2	Section(s) 19-20
Phone No. (410) 631-3344	No. of Cu. Ft. 26	
Agency Official Rosemary Peay, Administrative Specialist	Records Center Manager	
To Be Completed At State Records Management Center		

Box Numbers	Description of Records With inclusive Dates HAZARDOUS WASTE MANIFESTS - 1998	Disposal Authority Schedule, Item No. Disposal Date
1	MDC0300000 - 0700999	Schedule 1781 Item 1 & 2 Retain for five (5) years and then <u>destroy</u> . July 2006 DISPOSAL 7/21/06 JJS
2	MDC0713000 - 0723999	
3	MDC0724000 - 0727249	
4	MDC0727300 - 0730299	
5	MDC0730300 - 0749999	
6	MDC0750000 - 0758999	
7	MDC0759000 - 0764199	
8	MDC0764200 - 0768199	
9	MDC0768200 - 0772199	
10	MDC0772000 - 0775999	
11	MDC0776000 - 0778999	
12	MDC0779000 - 0782999	
13	MDC0783000 - 0785999	
14	MDC0786000 - 0790199	
15	MDC0790200 - 0797499	
16	MDC0797500 - 0801599	
17	MDC0801600 - 0817999	
18	MDC081800 - 0822299	
19	MDC0822300 - 0870113	
20	ALABAMA - IL 8325900	
21	ILL 8326483 - Mich. 7622424	
22	NJA1520000 - NJA2831999	
23	NJA2832000 - NJA2888603	
24	NJA2900000 - NYH0000081	
25	PAC3860000 - PAE9469999	
26	PAE9470000 - Wisconsin - Misc.	

31.10	MDE	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			
Maryland Department of the Environment Fiscal Services Division			
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.				
02W96	AP Vouchers	1821A	2	FY 1994	11	7/2006	RECYCLE
03W169	Vouchers / Payroll / Time Sheets	1821A	1C	FY 1999	25	7/2006	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>December 30, 2006</u> Date
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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. 02W96		Date Rec'd 9/14/01
B. Division/Unit Fiscal Services Division		Location		RM Code 31.10
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224		Range 31	Section(s) 34	No. of Cu. Ft. 11
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	AP VOUCHERS 390105	FY94	1821A-2	JULY 1,2004
2	DT's 390102 - 390105	FY94	1821A-2	JULY 1,2004
3	JDLB0506 - JDLB0630	FY94	1821A-2	JULY 1,2004
4	DT's 390104 - 390106	FY94	1821A-2	JULY 1,2004
5	DT's 390101	FY94	1821A-2	JULY 1,2004
6	LOCK BOX REPORTS AND TRANSFERS	FY94	1821A-2	JULY 1,2004
7	RECEIPT BOOKS 20201 PLUS	FY94	1821A-2	JULY 1,2004
8	ACCRUALS	FY94	1821A-2	JULY 1,2004
9	WORKING FUND DEPOSITS	FY94	1821A-2	JULY 1,2004
10	ACCRUALS	FY94	1821A-2	JULY 1,2004
11	FIXED ASSET RECONCILIATION & FINAL DETAIL REPORT	FY94	1821A-2	JULY 1,2004
END OF FISCAL YEAR 1994				
7/2006 DEPOSAL 7/21/06 LSS				

R-31
S-34

4-ENTRY SPACES
S-34

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. 03W169	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 21	Section(s) 28-29
D. Phone No. 410-631-3142		No. of Cu. Ft. 25	
E. Agency Official Valerie Burley		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	
1.	DT627248-DT627381	FY99	1821A-1C JULY 1, 2006
2.	DT920495-DT627247	FY99	1821A-1C JULY 1, 2006
3.	DT627391-DT627497	FY99	1821A-1C JULY 1, 2006
4.	JDLB 07/01-JDLB 10/30	FY99	1821A-1C JULY 1, 2006
5.	JDLB 04/01	FY99	1821A-1C JULY 1, 2006
6.	JDLB 07/01	FY99	1821A-1C JULY 1, 2006
7.	JDLB 11/02-JDLB 03/31	FY99	1821A-1C JULY 1, 2006
			DISPOSAL 9/20/06 <i>[Signature]</i>

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		Accession No.	Date Rec'd
1. Maryland Department of the Environment			RM Code
B. Division/Unit		Location	No. of Cu. FL
Fiscal Services Division		Range Section(s)	
C. Mailing Address			
2500 Broening Highway Baltimore, MD 21224			
D. Phone No.		Records Center Manager	
410-631-3142			
E. Agency Official		To Be Completed At	
Valerie Burley		State Records Management Center	
2. Box Numbers	3. Description of Records with Inclusive Dates		4. Disposal Authority Schedule, Item No. Disposal Date
8	Monthly Drafts / Monthly Grant Files	FY99	1821A-1C JULY 1,2006
9	Regular Salary Allocations (7/98-6/99)	FY99	1821A-1C JULY 1,2006
10	Salary Distribution Reports Regular and Contractual Pay Period #1-26	FY99	1821A-1C JULY 1,2006
11	Contractual Salary Allocations	FY99	1821A-1C JULY 1,2006
12	Quarterly Salary Distribution Reports Regular & Contractual Grants Timekeeping	FY99	1821A-1C JULY 1,2006

DEPARTMENT OF GENERAL SERVICES
 P.O. BOX 275, JESSUP, MD 20794 (TELEPHONE 799-1378)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1. Maryland Department of the Environment		Accession No.	Date Rec'd
B. Division/Unit Fiscal Services Division		Location	RM Code
C. Mailing Address 2500 Broening Highway Baltimore, MD 21224		Range	Section(s)
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	
13	Status Reports (Timesheets) PP3-6 (7/15-9/8/98)	FY99	1821A-1C July 2006
14	Status Reports (Timesheets) PP7-10 (9/9-11/3/98)	FY99	1821A-1C July 2006
15	Status Reports (Timesheets) PP11-14 (11/4-12/29/98)	FY99	1821A-1C July 2006
16	Status Reports (Timesheets) PP15-18 (12/30/98-2/23/99)	FY99	1821A-1C July 2006
17	Status Reports (Timesheets) PP19-22 (2/24-4/20/99)	FY99	1821A-1C July 2006
18	Status Reports (Timesheets) PP23-26 (4/21-6/15/99)	FY99	1821A-1C July 2006
	NOTE: PP1&2 Missing		
19	Payroll Registers 39.01.01-39.01.10 (6/17/98-12/15/98)	FY99	1821A-1C July 2006
20	Payroll Registers 39.01.01-39.01.10 (12/16/98-06/15/99)	FY99	1821A-1C July 2006
21	PTR 39.01.01-39.01.10 (6/10/98-6/22/99)	FY99	1821A-1C July 2006
22	ETR 39.01.01-39.01.10 (6/17/98-12/15/98)	FY99	1821A-1C July 2006
23	ETR 39.01.01-39.01.10 (12/16/98-6/15/99)	FY99	1821A-1C July 2006
24	Contractual TimeSheet (6/10/98-6/22/99)	FY99	1821A-1C July 2006
25	Contractual TimeSheet (6/23/99-6/20/00)	FY99	1821A-1C July 2006
*** end ***			

R-21
S-28-~~30~~
29

⑧ SPACE
(5-29-30)

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.				
96W638	Claim Minor Files "Bodily Injury"	1978-A1	8	1984 - 1985	6	7/2006	RECYCLE
96W1724	Insurance Accounting Records	1978-A1	23	1/1996	1	7/2006	RECYCLE
97W315	Claim Files "Minor" Bodily Injury	1978-A1	8	1983 - 1984	2	7/2006	RECYCLE
97W413	Insurance Accounting Records	1978-A1	23	5/1996	1	7/2006	RECYCLE
97W1222	Insurance Accounting Records	1978-A1	23	6/1996	2	7/2006	RECYCLE
97W1223	Insurance Accounting Records	1978-A1	23	4/1996	1	7/2006	RECYCLE
97W1224	Payroll Accounting Records	1978-A1	25	1995 - 1996	1	7/2006	RECYCLE
97W1225	Insurance Accounting Records	1978-A1	23	2/1996	1	7/2006	RECYCLE
98W665	Misc. Accounting Records	1978-A1	30	1995	8	7/2006	RECYCLE
99W755	Misc. Accounting Records	1978-A1	30	1995	4	7/2006	RECYCLE
00W300	Insurance Accounting Records	1978-A1	23	1996	1	7/2006	RECYCLE

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

<u>Charlie P Lopez</u>	<u>Records Center Manager</u>	<u>December 30, 2006</u>
Signature	Title	Date

09/14/95

RECORDS TRANSMITTAL AND RECEIPT

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 96W638	DATE REC'D 11-27-95
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE		RANGE 71	RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		SECTION(S) 23	NO. OF CU. FT. 6
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ. MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
06 BOXES	CLAIM MINOR FILES "BODILY INJURY"	1978 A1 - 8 1226 ITEM 21 JULY 2006 DISPOSAL 7/19/06 JSS

REPORT: CONTRANS
TRANSDATE:09/14/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2006

***** 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	006	OF 06	

CONSOLIDATED TOTAL : 006 OF 06

REPORT: TRANSMIT
RUN DATE: 09/14/95

MARYLAND AUTOMOBILE INSURANCE FUND
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1
SCHEDULED DESTRUCTION DATE: 07/01/2006

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 000361	CLAIM MINOR FILES	ADAMS	21	1226	WAIT TRANS
	RECORD #: 02186		CLAIMS MINOR FILES			
02 OF 06	A 005765	CLAIM MINOR FILES DOB 08/06/84	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05308		CLAIMS MINOR FILES			
03 OF 06	A 005828	CLAIM MINOR FILES DOB 02/14/85	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05371		CLAIMS MINOR FILES			
04 OF 06	A 006537	CLAIM MINOR FILES DOB 06/20/84	ADAMS	21	1226	WAIT TRANS
	RECORD #: 05912		CLAIMS MINOR FILES			
05 OF 06	B 000946	CLAIM MINOR FILES 01/84	ADAMS	21	1226	WAIT TRANS
	RECORD #: 06767		CLAIMS MINOR FILES			
06 OF 06	B 001552	CLAIM MINOR FILES DOB 06/17/85	ADAMS	21	1226	WAIT TRANS
	RECORD #: 07107		CLAIMS MINOR FILES			

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 006 OF 06 BOXES

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1724	DATE REC'D 6-25-96
B. DIVISION/UNIT WATSON - FISCAL	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 113 26	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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01 Box

INSURANCE ACCOUNTING RECORDS

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

07/01/06

1978 41 - 23

7/2006

[Signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/06

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

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/06

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	521 INSURANCE ACCOUNTING RECORDS 01/96	WATSON	6	1226	WAIT TRANS
	Record #:	9581 PRODUCER/COMMISSION STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 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	521	Insurance Accounting Records Producer/Commission Statements 1/96	6			7/2006	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

95 APR 12 PM 4:33

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 97W315	DATE REC'D 9-16-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 153 1	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
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02 Boxes

CLAIM FILES " MINOR " BODILY INJURY

~~1226 - ITEM 21~~

07/01/06

1978 A1 - 8

7/2006

DISPOSAL

7/31/06

JJB

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/06

***** 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	2 OF	02	WAIT TRANS

Consolidated Total: 02 OF 02

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/06

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	M	8101	CLAIM FILES "MINOR" BODILY INJURY	ADAMS	21	1226	WAIT TRANS
Record #:	9828	DOB 04/03/84	CLAIMS MINOR FILES					
02	OF 02	M	8102	CLAIM FILES "MINOR" BODILY INJURY	ADAMS	21	1226	WAIT TRANS
Record #:	9829	D.O.B 06/31/83	CLAIMS MINOR FILES					

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

6/23/98

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): Alma Adams Department: Clms MAIF

	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	M8101	4-3-84	21	1 of 2	9828	07-01-06	
②	M8102	6-31-83	21	2 of 2	9829	07-01-06	
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. 97W413	DATE REC'D 10-16-96
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 104 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
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01 Box

INSURANCE ACCOUNTING RECORDS

~~1226~~ ~~ITEM 6~~

07/01/06

1978A1 - 23

7/2006

J.B.

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/06

***** 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: 07/01/06

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	539	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	9931	COMMISSION & PRODUCERS MAY 1996	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

8-15-96
①

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

96 AUG -9 AM 5: 52

(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 type="checkbox"/> Confirm Receipt	Initial/
①	539	Insurance Acct Records-Commission & Producer Statements May 1996	6	1481	9931	7/2006		
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. 97W1222	DATE REC'D 5-28-97
B. DIVISION/UNIT WATSON - FISCAL		RM CODE 24.01
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 163 8	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
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02 Boxes

INSURANCE ACCOUNTING RECORDS

~~1226 - ITEM 6~~

07/01/06

1978-A1 - 23
7/06

DISPOSAL
7/31/06
LJB

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/06

***** 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	2 OF 02		WAIT TRANS
Consolidated Total: 02 OF 02					

Maryland Automobile Insurance Fund
Retention Schedule: 1226 Scheduled Destruction Date: 07/01/06

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	537	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	10458	PRODUCER & COMM STMTS 03/96	FISCAL			
02 OF 02	548	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	10459	PRODUCER & COMM STMTS 06/96	FISCAL			

Consolidated Total of Detail Transmittal Report: 02 OF 02 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2/7 (2)

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 FEB -7 AM 10:43

(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	537 Prod & Comm Stmts Ins Acctg records 3/96	6	01 of 02	16458	7/2006	
2	548 Prod & Comm Stmts Ins Acctg records 6/96	6	02 of 02	16459	7/2006	
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. 97W1223	DATE REC'D 5-28-97
B. DIVISION/UNIT WATSON - FISCAL	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 163 7	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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01 Box

INSURANCE ACCOUNTING RECORDS

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

07/01/06

1978 A1 - 23

7/06

DISPOSAL
 7/01/06
 JJS

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 07/01/06

***** 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: 07/01/06

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	538	INSURANCE ACCOUNT RECORDS 4/96	WATSON	6	1226	WAIT TRANS
Record #:	10443	PRODUCER & COMMISSION STATEMENTS	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

1-13-97
1

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 JAN 15 PM 12:26

(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	538	Insurance Accounting Records Producer/Commission Statements 4/96	6	1081	10443	7/2006	
②							
③							
④							
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⑦							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 97W1224	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 163	LOCATION SECTION(S) 8
			NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
01 Box	PAYROLL ACCOUNTING RECORDS	4226 - ITEM-8 07/01/06 1978 41 - 25 7/06 DISPOSAL 8/31/06 AB	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/06

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

Department	Title	Item Number	Volume Boxes	Total Boxes	Special Instructions
FISCAL	PAYROLL ACCOUNTING RECORDS	8	1 OF	01	WAIT TRANS

Consolidated Total: 01 OF 01

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/06

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	691	PAYROLL ACCOUNTING RECORDS	WATSON	8	1226	WAIT TRANS
Record #:	10465	DISTRIBUTION REPORTS 1/95--6/96	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

3/3
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 Receipt	Initial/
① 691	✓ DISTRIBUTION REPORTS 1/95--6/96 PAYROLL, ACCOUNTING RECORDS → 8	8	010801	10465	7/2006		
②							
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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. 97W1225	DATE REC'D 5-28-97
B. DIVISION/UNIT WATSON - FISCAL	RM CODE 24.01	
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 163 8	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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01 Box

INSURANCE ACCOUNTING RECORDS

~~4226~~ - ITEM 6
 07/01/06
 1978 A1 - 23
 7/06

DISPOSAL
 7/31/06
 123

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/06

***** 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: 07/01/06

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	526	INSURANCE ACCT RECORDS 2/96	WATSON	6	1226	WAIT TRANS
Record #:	10407	COMMISSION & PRODUCER STATEMENTS	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

10-15
1 Box

*** 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/
① 526	INSURANCE ACCOUNTING RECORDS COMMISSION & PRODUCER STATEMENTS 2/96	6	1081	16407	7/2006		
②							
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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. 98W665	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) 38 14	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

07/01/06

1978 A1 - 30

7/06

DISPOSAL

7/19/06

[Signature]

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/06

***** 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: 07/01/06

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 #:	629 9880	MISCELLANEOUS WORKPAPERS 05/95	WATSON FISCAL	12	1226	WAIT TRANS
02 OF 08 Record #:	630 9881	MISCELLANEOUS WORKPAPERS 06/95	WATSON FISCAL	12	1226	WAIT TRANS
03 OF 08 Record #:	631 9882	MISCELLANEOUS WORKPAPERS 06/95	WATSON FISCAL	12	1226	WAIT TRANS
04 OF 08 Record #:	639 9883	MISCELLANEOUS WORKPAPERS 01/96	WATSON FISCAL	12	1226	WAIT TRANS
05 OF 08 Record #:	640 9884	MISCELLANEOUS WORKPAPERS 02/96	WATSON FISCAL	12	1226	WAIT TRANS
06 OF 08 Record #:	641 9885	MISCELLANEOUS WORKPAPERS 03/96	WATSON FISCAL	12	1226	WAIT TRANS
07 OF 08 Record #:	642 9886	MISCELLANEOUS WORKPAPERS 03/96	WATSON FISCAL	12	1226	WAIT TRANS
08 OF 08 Record #:	643 9887	MISCELLANEOUS WORKPAPERS 03/96	WATSON FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 08 OF 08 Boxes

7-12

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	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Initial/ Receipt
①	629	MISCELLANEOUS WORKPAPERS 5/95	12	1088	9880	7/2006	
②	630	MISCELLANEOUS WORKPAPERS 6/95	12	2089	9881	7/2006	
③	631	MISCELLANEOUS WORKPAPERS 6/95	12	3089	9882	7/2006	
④							
⑤							
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⑦							
⑧							
⑨							
⑩							

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR

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

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	639	MISCELLANEOUS WORKPAPERS	1/96	12	4089 9883	7/2006	
②	640	MISCELLANEOUS WORKPAPERS	2/96	12	5089 9884	7/2006	
③	641	MISCELLANEOUS WORKPAPERS	3/96	12	6089 9885	7/2006	
④	642	MISCELLANEOUS WORKPAPERS	3/96	12	7089 9886	7/2006	
⑤	643	MISCELLANEOUS WORKPAPERS	3/96	12	8089 9887	7/2006	
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⑦							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

RECORDS TRANSMITTAL AND RECEIPT

HO

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 99W755		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		RANGE 32	LOCATION 7	SECTION(S) 4
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 4		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER		
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 04 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1226 - ITEM 12 07/01/06 1978 A1 - 30 7/06		

DISPOSAL
2/19/06
JJS

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 07/01/06

***** 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	4 OF	04	WAIT TRANS

Consolidated Total: 04 OF 04

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 07/01/06

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 #:	490 8935	MISCELLANEOUS ACCOUNTING RECORD 1995 WIRE TRANSFERS JUL - DEC	SMITH FISCAL	12	1226	WAIT TRANS
02 OF 04 Record #:	485 8936	MISCELLANEOUS ACCOUNTING RECORD 1995 DAILY WORK JUL - AUG	SMITH FISCAL	12	1226	WAIT TRANS
03 OF 04 Record #:	486 8937	MISCELLANEOUS ACCOUNTING RECORD 1995 DAILY WORK SEP - OCT	SMITH FISCAL	12	1226	WAIT TRANS
04 OF 04 Record #:	487 8938	MISCELLANEOUS ACCOUNTING RECORD 1995 DAILY WORK NOV- DEC	SMITH FISCAL	12	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report:

04 OF 04 Boxes

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

2-11-98

4

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

(Please Select appropriate box for storage delivery)

Madison Street State Records-Jessup State Archives-Annapolis

Responsible Individual (Print Name): BARBARA SMITH Department: FISCAL

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
✓	① 490	MISC ACCT RECORDS 1995 WIRE TRANSFERS JUL-DEC	12	1084	8935	7-1-2006		
✓	② 485	MISC ACCT RECORDS 1995 DAILY WORK - JUL-AUG	12	2084	8936	7-1-2006		
✓	③ 486	MISC ACCT RECORDS 1995 DAILY WORK SEP-OCT	12	3084	8937	7-1-2006		
✓	④ 487	MISC ACCT RECORDS 1995 DAILY WORK NOV-DEC	12	4084	8938	7-1-2006		
	⑤							
	⑥							
	⑦							
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	⑩							

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

RECORDS TRANSMITTAL AND RECEIPT

40

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. 00W300	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 9	LOCATION 7
		SECTION(S)	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 INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE 1978-ITEM 23 07/01/2006	

DISPOSAL
2/19/06
LSB

Report: CONTRANS
TransDate: 08/16/1998

Maryland Automobile Insurance Fund
Retention Number: 1978 Schedule Destruction Date: 07/01/2006
***** 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: 08/16/1998

Maryland Automobile Insurance Fund
Retention Number: 1978
Scheduled Destruction Date: 07/01/2006
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 #:	787 9753	INSURANCE ACCOUNTING RECORDS 1/1996 - 6/1996	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	787	Insurance Accounting Records 1/96 - 6/96	23			7/2006	
②		Insurance					
③							
④							
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⑦							
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⑨							
⑩							

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

RECORDS TRANSMITTAL AND RECEIPT

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

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

AGENCY Dept. of Economic & Employment Development 0804	ACCESSION NO. 90W1051	DATE REC'D 3-15-90
DIVISION/UNIT Division of Administration Office of General Services	RM CODE 0801 0801	
MAILING ADDRESS 1100 N. Eutaw Street Room 616 Baltimore, Maryland 21201	LOCATION RANGE SECTION(S) 119 35	NO. OF CU. FT. 2
PHONE NO. 333-7532	RECORDS CENTER MANAGER	
TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
AGENCY OFFICIAL Gerri Cooper D.B.D. - RED word For: VICKI BOYER-HARMON 333-6985		

BOX NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
1	FOREIGN ACCOUNTS 7/85-6/86	854-4 7/06
2	FOREIGN ACCOUNTS 7/85-6/86	

M. Bryant

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development	Accession No. 0241606	Date Rec'd 12-13-01
B. Division/Unit Division of Business Development	Location Range Section(s) 5 22	RM Code 08.04
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		No. Of Cu. FT. 6
C. Phone No. 410-767-2304	Records Center Manager	
D. Agency Official - Sharon Walden For: Cynthia Johnson	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	FY 96- Tradeshows - 7/95 to 6/96	2036 - 2 - 2004 } 7/04
2.	FY 96 - Tradeshows - 7/95 to 6/96	2036 - 1 - 2004 } 7/04
3.	FY 98 -Tradeshows - 7/97 to 6/98	2036- 1 - 2006
4.	FY 98 Tradeshows - 7/97 to 6/98	2036 - 1 2006 } 7/06
5.	FY97 Tradeshows - 7/97 to 6/98	2036 - 1 - 2006 } 7/06
6.	FY 97 Media Files - 7/96 to 6/97	2036 - 1 - 2005 } 7/05
<p><i>Boxes 1 + 2 - Disposal - July '04</i></p> <p><i>Box # 6 - Disposal July '05</i></p> <p><i>Boxes 3, 4, 5 - Disposal July 2006</i></p> <p align="right"><i>7-17-06 -</i> <i>N. Bryant</i></p>		

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development	Accession No. 02W1608	Date Rec'd 12-13-01
B. Division/Unit Office of Contracts and Procurement	Location Range Section(s) 6 23	RM Code 08-05 No. Of Cu. FT. 7
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202	Records Center Manager	
C. Phone No. 410-767-2304	To Be Completed At State Records Management Center	
D. Agency Official - Sharon Walden For: Debl Chronister	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	Purchase Orders - FY99 - 6/98 to 11/98	2047-2 - 2006
2	Purchase Orders - FY99 - T00P900010 to 2151	2047-2 - 2006
3	Purchase Orders - FY99 - T00P9002179 - 3106	2047-2 - 2006
4	Purchase Orders - FY99 - 7/98 to 6/99	2047-2 - 2006
5	Purchase Orders - FY99 - T00P900002 to 2844	2047-2 - 2006
6	Purchase Orders - FY98 - T00P8001954 to 2536	2047-2 - 2006
7	Purchase Orders - FY98 - 7/98 to 6/99	2047-2 - 2006
		July 2006 DISPOBAZ 7/12/06 [Signature]

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development	Accession No. 06W501		Date Rec'd 2-6-06
B. Division/Unit Support Services - Office of Contracts & Procurement	Location Range Section 27 4		RM Code 08.05
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202			No. Of Cu. FT. 4
C. Phone No. 410-767-0554	Records Center Manager		
D. Agency Official - Florence Kohm For:	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	Purchase Orders - FY 03	2047-2 6/30/2007
2	Purchase Orders - FY 03	2047-2 6/30/2007
3	Purchase Orders - FY 03	2047-2 6/30/2007
4	Purchase Orders - FY 03	2047-2 6/30/2007
		<p><i>7/2008</i> DISPOSAL <i>7/18/06</i> <i>JJS</i></p>

E

Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 06W502	Date Rec'd 2-6-06
B. Division/Unit Support Services - Office of Contracts & Procurement		Location Range Section(s) 27 4	RM Code 08.05 No. Of Cu. FT. 4
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202		Records Center Manager	
C. Phone No. 410-767-0554		To Be Completed At State Records Management Center	
D. Agency Official - Florence Kohm For:			
2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date	
1	Grants - FY 2001 A - D	2047-1	9/30/2006
2	Grants - FY 2001 E - L	2047-1	9/30/2006
3	Grants - FY 2001 M - R	2047-1	9/30/2006
4	Grants - FY 2001 S - Z	2047-1	9/30/2006
		7/2006 DISPOSAL 7/18/06 LJS	

Department of General Services - State Records Management Center
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Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 02W798	Date Rec'd 3-26-02
B. Division/Unit Office of Finance		Location Range Section(s) 2 16	RM Code 08.07
C. Mailing Address 217 E. Redwood St., Suite 1501 Baltimore, MD 21202			No. Of Cu. FT. 4
C. Phone No. 410-767-2304		Records Center Manager	
D. Agency Official - Sharon Walden For: Dave Cupp - 15th floor		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.	FY 2000 Certificate of bank Deposits	Schedule 2048 Item # 1 7/2003	
2.	FY2000 Certificates of bank Deposits	Schedule 2048 Item # 1 7/2003	
3.	Journal entries - FY1997	Schedule 2048 item #1 7/2007	
4.	Journal Entries FY1996	Schedule 2048 Item #1 7/2006	
		7/2007	
		7/17/06 <i>[Signature]</i>	

08.09 DBED	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		
Maryland State Arts Council		
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.				
04W745	GFO Grant Files / Financial Records	1039	1	FY 1999	14	7/2006	RECYCLE

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

<u>Charlie P Lopez</u> Signature	<u>Records Center Manager</u> Title	<u>December 30, 2006</u> Date
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Department of General Services - State Records Management Center
P.O. Box 275, Jessup, MD 20794
(Telephone: 410-799-1379)
Records Transmittal and Receipt

Directions: Please type or Print Clearly all entries

A. Agency Department of Business & Economic Development		Accession No. 04W745	Date Rec'd 4-22-04
B. Division/Unit Maryland State Arts Council		Location Range Section(s) 5 26	RM Code 08.09
C. Mailing Address 175 W. Ostend St., Suite E Baltimore, MD 21230		No. Of Cu. FT. 14	
C. Phone No. 410-767-6551		Records Center Manager	
D. Agency Official - Sharon Walden For Susan Lear		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	FY'99 GFO Grant Files (A-Bc)	1039 - Item 1 ⁷ - 2006	
2	FY'99 GFO Grant Files (Ba-Ci)	1039 - Item 1 - 2006	
3	FY'99 GFO Grant Files (Ci-E)	1039 - Item 1 - 2006	
4	FY'99 GFO Grant Files (E--T)	1039 - Item 1 - 2006	
5	FY'99 GFO Grant Files (J-M)	1039 - Item 1 - 2006	
6	FY'99 GFO Grant Files (Mo-P)	1039 - Item 1 - 2006	
7	FY'99 GFO Grant Files (Q-Un)	1039 - Item 1 - 2006	
8	FY'99 GFO Grant Files (Un-Z)	1039 - Item 1 - 2006	
17	FY'99 AIC Grant Applications	1039 - Item 1 - 2006	
20	FY'99 General Grant Files	1039 - Item 1 - 2006	
21	FY'99 Financial Info.	1039 - Item 1 - 2006	
22	FY'99 CAD Grant Files	1039 - Item 1 - 2006	
23	FY'99 Financial Info.	1039 - Item 1 - 2006	
24	FY'99 Financial Records	1039 - Item 1 - 2006	

7-17-06
H. Bryant

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DLLR		ACCESSION NO. 97W972	DATE REC'D 4-16-97
B. DIVISION/UNIT Financial Regulations 34.03.01 Commission of Consumer Credit			RM CODE 17.03
C. MAILING ADDRESS 501 St. Paul Place Baltimore, Maryland 21202		LOCATION RANGE SECTION(S) 162 8	NO. OF CU. FT. 1
D. PHONE NO. 410-333-6830		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL H. Robert Hergenroeder, Commissioner		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

NUMBERS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY SCHEDULE ITEM NO. DISPOSAL DATE
1 OF 1	1994-1996 expired collector agency licensing files Je - ma	62-145, 3, 7 of 7/06 DISPOSAL 7/31/06 LSS