

10.04	DGS	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Department of General Services Construction 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 <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.				
97W618	Construction Projects	1493	2	1984 - 1999	56	1/2007	RECYCLE
00W711	Construction Projects	1493	2	1999	52	1/2007	RECYCLE
00W804	Construction Projects - Western Region	1493	2	1995 - 1996	2	1/2007	RECYCLE
00W809	Construction Projects - Western Region	1393	2	1996 - 1997	2	1/2007	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, 2007  
 Date

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. <i>General Services</i>		ACCESSION NO. <i>97W618</i>	DATE REC'D <i>12-9-96</i>
B. DIVISION/UNIT <i>Construction</i>		LOCATION RANGE SECTION(S) <i>106 23-25</i>	RM CODE <i>10.04</i>
C. MAILING ADDRESS <i>300 W. Preston St. Rm. 608 Baltimore, MD 21201</i>		NO. OF CU. FT. <i>56</i>	
D. PHONE NO. <i>410-767-4360</i>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS <i>1-56</i>	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES <i>See Attached</i>	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <i>#1493 #2 1/07 DISPOSED 3/1/07 DCW</i>	

Construction Division - 6 Boxes - "A"

Box 1

- A-1-a KO-000-821-001 - 4/88 - 2/89
- " b KO-001-821-001 - Access Road, Lance J. Eller, Inc., 4/84 - 10/86
- " c KO-003-821-001 - George & Lynch, Folder 2, 1/85 - 11/86
- " d KO-003-821-001 - George & Lynch, Folder 1, 9/84 - 12/84
- " e KO-004-821-001 - J. Roland Dashiell, Folder 8, 6/87 - 9/88
- " f KO-005-821-001 - Central Compound, J. Roland Dashiell, Folder 3, 9/86 - 9/88
- " g KO-005-821-001 - Central Compound, J. Roland Dashiell, 3/85 - 12/87
- " h KO-006-821-001 - Blake Construction Co., Folder 3, 12/87 - 2/89
- " i KO-006-821-001 - Housing Buildings, Blake Constr. Co., 6/85 - 2/87
- " j KO-007-821-001 - Somerset Detention Center, J. Roland Dashiell, - 3/85 - 10/88
- " k KO-008-821-001 - Elevated Storage Tank, Hydro Storage, Inc. - 12/84-8/87
- " l KO-009-821-001 - Force Main, Teal Constr., Inc. 3/85 - 10/85

Box 2

- A-2-a KO-010-821-001 - Blake, Folder 4, 2/88 - 2/89
- " b KO-011-821-001 - Telecommunications, Contel/Executone, 9/85 - 7/87
- " c Loose Papers: General Correspondence, re: Energy Plant, Detroit Stoker Drawings, United Cogenerators Correspondence, Gill Group Drawings
- " d KO-012-821-001 - Bid Pack 12A, Steam Generating System, Aqua-Chem, 11/85-5/88
- " e KO-012-821-001 - Bid Pack 12B, Diesel Engine/Generator Sets, Turbodyne, 4/85 - 1/89
- " f KO-012-821-001 - Bid Pack 12C - Diesel Engine Generator Sets, Alban Engine Power, 3/85 - 12/87
- " g KO-014-821-001 - Stewart-Decatur Systems, Inc., 2/85 - 7/88
- " h KO-015-821-001 - Windows, Wm. Bayley Company, 12/84 - 12/88
- " i KO-015-821-001 - Water Storage Tower, Hydrostorage, Inc., 12/84 - 6/87
- " j KO-016-821-001 - Layne-Atlantic Company, 1/85 - 8/85
- " k Heery Miscellaneous Payments
- " l Somerset General Files
- " m Loose papers: Program for Construction Management/inspection and Testing Services
- " n ECI - General Information
- " o Loose papers: Blake Daily Reports, Bid Pack 10
- " p General - ECI
- " q Loose papers: Beaumont Environmental Report of 1/11/99

Box 3

- A-3-a Unlabeled File: Correspondence, re: Energy Plant, 11/87 - 6/88
- " b KO-006-821-001 - Housing Buildings, Blake Constr., Folder 2, 3/87 - 3/88
- " c KO-004-821-001 - J. Roland Dashiell, Folder 7, 7/87 - 11/87
- " d KO-004-821-001 - Folder 6, 11/86 - 7/87
- " e KO-004-821-001 - Folder 5, 7/86 - 1/87

Earl Seboda's Bookcase - Continued

Black 3-ring Binder - 1/20/88 - Index: A/E Selection Board Item; ...Government Options  
Green 3-ring Binder - Copies of Governor's Meeting on ECI on 9/9/88  
White Paper Binder - Corrective Action Plan - ECI Cogeneration Facility - CRSS  
Black Pressboard Binder - Energy Report -ECI - 4/12/85  
Clear Vinyl Folder - Feasibility Study for Conversion of Institutional Solid Waste to Energy at ECI 5/31/87  
White Paper Folder - Corrective Action Program for ECI Cogeneration Facility - CRSS - 7/7/88 (includes miscellaneous correspondence from summer of 88)

ECI Files Remaining in Eric Walbeck's Office:

Filing Cabinet

Loose unfiled correspondence  
Unlabeled folder of correspondence  
Anticipation of Litigation  
ECI - SUI Buildings  
ECI - Wells  
June 1987 -  
January - May 1987  
ECI Progress Meeting Minutes  
Somerset County Wage Rates  
ECI/Somerset 1986  
1/86 - 5/86  
9/85 - 12/85  
1/85 - 8/85  
ECI/Somerset 1983  
Beaumont Environmental

Bookcase

Black 3-ring Binder - Briefing Notebook on Various Issues  
Black 3-ring Binder - Earlier Briefing Notebook: Correspondence back to 1985  
White paper folder - Corrective Action Plan for ECI Cogeneration Facility  
CRSS - 7/7/88  
Bound (no cover) - Compilation of materials, re: Energy Plant, cover letter dated 1/4/89 from Volk to Benton  
Gray paper folder - ECI Somerset County - Senate Budget and Taxation Committee Meeting 8/2/88  
Manila folder - ECI Problem Completion Schedule  
Manila folder - ECI Power Plant Daily Reports - Notes  
ECI - Letters of Support, Letters to Editor, etc.  
Loose papers - Miscellaneous Correspondence & Reports  
Preliminary Report from Downes, 8/25/88 - High Voltage Distribution Cable and Grounding System Study

ECI Files Remaining in Frank Kuchta's Office:

ECI - 1988

ECI - United CoGenerators 1988

1988 General Correspondence

ECI - Dewberry & Davis Litigation

ECI - Feasibility Study for Conversion of MSW to Energy

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>1. DEPARTMENT OF GENERAL SERVICES</b>		ACCESSION NO. <b>00W711</b>	DATE REC'D <b>12-8-99</b>
B. DIVISION/UNIT <b>CONSTRUCTION DIVISION</b>			RM CODE <b>10.04</b>
C. MAILING ADDRESS <b>301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201</b>		LOCATION RANGE SECTION(S) <b>22 6-7</b>	NO. OF CU. FT. <b>52</b>
D. PHONE NO. <b>410-767-4360</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>RUTH MAYENSCHIEIN</b>		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
<b>#1</b>	PROJECT NO: PB-695-885-001 DISCRIPTION: O'CONNOR BLDG. GARAGE REPAIRS	<p>Sche # 1493 Item # 2 7 YEARS IN RECORDS CTR. THEN DESTROY NOV., 2006 Jan 2007 DISPOSED 3/1/07 DCW</p>
	DT-000-871-036 CHARLES H. HICKEY SCHOOL - RENOVATE HEATING SYSTEMS	
	DT-000-910-201 HICKEY SCHOOL - EXTEND SECURITY FENCE	
	DT-000-891-003 HICKEY SCHOOL - ENHANCED SECURITY	
	DT-000-910-501 HICKEY SCHOOL - WATER MAIN REHABILITATION	
	F-004-881-016 HART MILLER ISLAND - BUILDING DECK AREA	
	B-000-883-010 ELKTON DAM - FISH LADDERS	
	N-000-851-001 JOHN K RUFF CO. - SCHOOL OF ENGINEERING	
	N-003-811-001 MORGAN STATE UNIVERSITY - TELECOMMUNICATIONS	
	N-003-811-101 MORGAN STATE UNIVERSITY - PHASE II FACILITY	
	N-497-774-020 MORGAN STATE UNIVERSITY - RENOVATION TO HURT GYMNASIUM	
	T-591-820-002 TOWSON STATE UNIVERSITY - HANDICAP MODIFICATION TO THERAPY LAB	
	SFC-3/30/92-507 HARRY WILL - FIRE SPRINKLER SYSTEM	
T-000-921-003 TOWSON STATE UNIVERSITY - UNION BLDG. COMPLEX RENOVATION		
T-623-911-001 TOWSON STATE UNIVERSITY BURDICK HALL - HVAC SYSTEM		

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT CONSTRUCTION DIVISION		RM CODE	
C. MAILING ADDRESS 301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL RUTH MAYENSCHIEIN		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	T-692-831-001 TOWSON STATE UNIVERSITY - STEPHENS HALL STAGE RIGGING SYSTEM	1493 7 YEARS IN RECORDS CTR. THEN DESTROY NOV., 2006
	BC-000-766-501 BELAIR MULTIL SERVICE ENTR/DISTR. COURT - REPAIR OF PLAZA DECK	
2	N-000-895-203 MORGAN STATE UNIVERSITY - WEAA - FM RELOCATION TO BANNER HALL	
3	N-495-774-020 MSU-RENOVATION TO HURT GYM PROJECT FILES	
4	N-000-895-003 MSU- HOLMES HALL RENOVATION	
5	DH-000-942-002 MD YOUTH RESIDENCE CENTER WINDOW REPLACEMENT	
	CAS/8/95-100 UPGRADE CCTV SYSTEM	
#1	K-000-961-003 STRUCTUAL MEMBERS REPAIR - MD PENITENTIARY	
	KT-000-932-001 REPLACEMENT OF STEAM HEATING EQUIP. BALTO. CITY PENITENTIARY CENTER	
	BB-000-936-003 INSTALL HVAC SYSTEM - SARATOGA STATE CENTER	
2	KL-000-931-003 INSTALL EMERGENCY GENERATOR - BALTO. CITY PRE-RELEASE UNIT	

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>1. DEPARTMENT OF GENERAL SERVICES</b>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <b>CONSTRUCTION DIVISION</b>			RM CODE
C. MAILING ADDRESS <b>301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201</b>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <b>410-767-4360</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>RUTH MAYENSCHIN</b>		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
#5 #6-9 #12 #10-11 #13-22 #17 #18	PROJECT NO.      DISCRPTION SFC6/26/95-703      ROOF REPLACEMENT SARATOGA STATE CENTER SFC9/19/94-700      RECAULK WINDOWS DEED 1100 K-543-940-003      HOT WATER TANK REPLACEMENT MD PENITENTIARY BB-561-931-101      DEPT. OF ECONOMIC & EMPLOYMENT DEVELOP. FIRE ALARM SYSTEM UPGRADE BB-561-930-103      EMERGENCY MANAGEMENT SYSTEM DEED 1100 BB-501-943-001      NEW EMERGENCY GENERATOR & POWER SYSTEM 1100 EUTAW	1493 7 YEARS IN RECORDS CTR. THEN DESTROY NOV., 2006
	N-000-895-003      MSU HOLMES HALL RENOVATION	
	BB-695-885-001      O'CONOR BUILDING - RENOVATE PARKING GARAGE	
	BB-800-931-001      6 St. Paul Renovation	
	N-000-811-101      MSU PCO #1 - #94 A/E PROPOSAL REQUESTS 1-96	
	N-000-811-101      MSU C/O DGS APPROVED - PCO 95-214 SCIENCE BLDG HANDICAPPED ISSUES & ELEVATOR UPGRADE	



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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>1. DEPARTMENT OF GENERAL SERVICES</b>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <b>CONSTRUCTION DIVISION</b>			RM CODE
C. MAILING ADDRESS <b>301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201</b>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <b>410-767-4360</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>RUTH MAYENSCHEN</b>		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. PROJECT NO	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
		<b>DISCUSSION</b>	
20	N-000-811-101	MSU SPECS CONSTR OF SCIENCE, MATH & HOME ECS PHASE II (CHANGE ORDER, MISC.)	1493 7 YEARS IN RECORDS CTR. THEN DESTROY NOV., 2006
21	N-000-811-101	MSU MATH & HOME ECON. PHASE II (PLUMB, ELEC., HVAC, MECHANICAL)	
22	N-000-811-101	MSU CONSTR OF SCIENCE, MATH & HOME ECS PHASE II (CHANGE ORDER, MISC.)	
23	N-000-811-101	MSU CONSTR OF SCIENCE, MATH & HOME ECS PHASE II (SHOP DRAW, INVOICES, STRUCT)	
23, 33	N-644-861-001	McMechan Hall- Center Payroll	
24	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
25	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
26	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
27	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
28	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
29	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
30	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS	
31	N-000-811-101	MSU CONSTR OF SCIENCE, MATH & HOME ECS PHASE II	
32	N-000-811-101		
33	N-000-811-101		

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>1. DEPARTMENT OF GENERAL SERVICES</b>		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT <b>CONSTRUCTION DIVISION</b>			RM CODE
C. MAILING ADDRESS <b>301 WEST PRESTON ST. ROOM 1212 BALTIMORE, MD 21201</b>		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO. <b>410-767-4360</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>RUTH MAYENSCHIN</b>		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
BOX NO	PROJECT NO	DISCRPTION	
32	TU-000-892-002	UNIV. OF BALTO. - ROBERT G. MERRICK SCHOOL OF BUSINESS (PUNCH LIST)	1493 7 YEARS IN RECORDS CTR THEN DESTROY. NOV., 2006
34		5th Regiment Armory - Fire Sprinkler Alterations	
35	MC-000-861-101	RICA-Multi Service Bldg-Phase II	
36	BB-500-932-101	Shillman bldg. Moditications	
37		Furniture Program Brochure	
37	DT-000-910-101	Hickey School Phase I	
37	KT-000-933-001	Baltimore City Detention	
37	BB-524-933-003	Replace Hot Water Tanks	
38	N-000-931-001	Additional Clarence Mitchell Jr. Engineering	
48	DT-000-910-701	Charles Hickey Phase II	
49	DT-000-910-701	Towson State University Berkshire Apts	
50, 61	LD-000-911-001	MD Rehab Center New Administration & Client Service Wing Addition	
36			
36			
37			

R-#10-22

S-~~95-76~~ 6-7

7-Entry SPACES

**RECEIVED**

**OCT 27 1989**

**RECORDS MANAGEMENT  
DIVISION**

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>00W804</b>	DATE REC'D <b>1-14-00</b>
B. DIVISION/UNIT CONSTRUCTION DIVISION-WESTERN REGION			RM CODE <b>10.04</b>
C. MAILING ADDRESS 301 West Preston ST. Room 1212 Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>132 8</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Mayenschein		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
<b>Rolls</b>	<b>BLUEPRINTS</b>	
	WS-002-959-003 Woodstock-waterlines 1 <u>Roll</u> Final 12/96	1493 Item #2 3 YEARS IN OFFICE, 7 YEARS IN RECORDS CTR THEN DESTROY
	SG-621-931-001 SG-roof replacement 1 Final 1/95	
	TV-000-942-003 MPTV-elevator 1 Final 10/96	
	TV-661-941-003 MPTV-HVAC 1 Final 11/96	<b>12/06 1/07</b>
<b>2</b>	SG-000-860-001 SG-fire alarm 2 Final 9/95	
	R-554-941-101 Rosewood-Mandel Phase 2 2 Final 12/96	<b>12/06 1/07</b>
		<b>DISPOSED 3/11/07 DCW</b>

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. DEPARTMENT OF GENERAL SERVICES		ACCESSION NO. <b>00W 809</b>	DATE REC'D <b>1-14-00</b>
B. DIVISION/UNIT CONSTRUCTION DIVISION-WESTERN REGION			RM CODE <b>10.04</b>
C. MAILING ADDRESS 301 West Preston St. Room 1212 Baltimore, MD 21201		LOCATION RANGE SECTION(S) <b>40 23</b>	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410-767-4360		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Ruth Mayenschein		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
<i>may</i> Box 8 - Destroy 1/07		
PA-000-951-003	Waterloo Barracks A - replace roof	Final 4/96 Inspector Logan 1493 3 YEARS IN OFFICE, 7 YEARS IN RECORDS, THEN DESTROY
P-020-947-010	PVSP-repair existing walkways	Final 8/96 Inspector Lombardi <i>Item # 2</i>
P-020-953-010	PVSP-resurface Hullofield & McKeldin areas	Final 9/96 Inspector Lombardi <del>12/06</del>
WJC 95-01M	Woodstock-replace roof Bldg. #9	Final 9/96 Inspector Lombardi <b>12/06</b>
WS-000-954-003	Woodstock-new well & access road	Final 10/96 Inspector Lombardi <b>1/07</b>
WS-000-962-003	Woodstock-boiler replaced Bldg. #5	Final 10/96 Inspector Lombardi <b>DISPOSED 3/1/07</b>
BC-000-940-003	Ho. Co. Multi-Purpose Center- renovations	Final 12/96 Inspector Lombardi <b>DCW</b>
WS-000-974-003	Woodstock-roof replaced Bldg. #6	Final Inspector Lombardi
<i>may</i> Box 7 - Destroy 1/07		
R-554-941-101	Rosewood-Mandel Cottage Renov.	Final 1/97 Inspector Manna <b>12/06</b> <b>1/07</b>
		<b>1/08</b>

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

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**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.				
06W998	Cut-Off Files	1488	1	2003	7	1/2007	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, 2007  
 Date

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY <b>1. Department of General Services</b>		ACCESSION NO. <b>06W998</b>	DATE REC'D <b>5-23-06</b>
B. DIVISION/UNIT <b>Personnel Division</b>			RM CODE <b>10.08</b>
C. MAILING ADDRESS <b>301 W. Preston Street, Room 1309 Baltimore, MD 21201</b>		LOCATION RANGE SECTION(S) <b>20 28</b>	NO. OF CU. FT. <b>7</b>
D. PHONE NO. <b>410-767-4985</b>		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL <b>Tammy Cox</b>		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	Cut-Off Files 2003 A - B	1488, Item #1 January 2007
2	Cut-Off Files 2003 C - D	1488, Item #1 January 2007
3	Cut-Off Files 2003 F - Jenkins	1488, Item #1 January 2007
4	Cut-Off Files 2003 Jones - McCarthy	1488, Item #1 January 2007
5	Cut-Off Files 2003 McDonough - Rico	1488, Item #1 January 2007
6	Cut-Off Files 2003 Robinson - T	1488, Item #1 January 2007
7	Cut-Off Files 2003 V - Z	1488, Item #1 January 2007

*DISPOSED  
3/1/07  
DCW*

10.11	DGS	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Prepare in duplicate  Retain one (1) copy and forward original to address at left.
Reporting Agency			
Department of General Services Division of Procurement and Logistics			
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.				
03W953	Purchase Order Records	1798	1	2001	13	1/2007	RECYCLE
06W45	Purchase Order Records	1798	1	2001	1	1/2007	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, 2007  
 Date



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

**ACTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<b>A. AGENCY</b> The Division of Procurement and Logistics	<b>ACCESSION NO.</b>  03W1953	<b>DATE REC'D</b> 5-16-03
<b>B. DIVISION/UNIT</b>  Department of General Services		<b>RM CODE</b> 10.11
<b>C. MAILING ADDRESS</b> 301 W. Preston Street Room M-3 Baltimore, Maryland 21201	<b>LOCATION</b> RANGE SECTION(S) 37 15	<b>NO. OF CU. FT.</b>  13
<b>D. PHONE NO.</b>  (410) 767-4281	<b>RECORDS CENTER MANAGER</b>	
<b>E. AGENCY OFFICIAL</b>  Nancy Hevey, Chief, Commodities & Maintenance	<b>TO BE COMPLETED AT                  STATE RECORDS MANAGEMENT CENTER</b>	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
Box 7  THRU  Box 19	PURCHASE ORDER RECORDS JANUARY THRU DECEMBER 2001  NO BOXES 1-6	Schedule #1798 Item 1  Destroy JAN 2007  DISPOSED 3/1/07 DCW

E

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

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. Procurement & Logistics		ACCESSION NO. <b>06W45</b>	DATE REC'D <b>8-3-05</b>
B. DIVISION/UNIT Department of General Services			RM CODE <b>10.11</b>
C. MAILING ADDRESS 301 W Preston Street - m3		LOCATION RANGE SECTION(S) <b>27 4</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. (410) 767-3586		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL Myra L. Harris		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
Box 25  (1)	Purchase Order Records Year 2001  DISPOSED 3/1/07 DCW	Schedule #1798 Item 1  1/2007

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

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**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.				
89W792	Contractor Claim, Pleadings, Correspondence	2320	1 A	1986	3	1/2007	RECYCLE
90W787	Contractor Claim, Correspondence, Testimony	2320	1 A1	1982 - 1986	31	1/2007	RECYCLE
91W222	Contractor Claim	2320	1 A	1986	10	1/2007	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, 2007  
Date

E

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

a) AGENCY CODE 28.01.01.114	10.18	ACCESSION NO. 89W792	DATE REC'D 2-7-89
b) AGENCY Department of General Services			
c) DIVISION/UNIT Attorney General's Office		LOCATION - RANGE 27	SECTION(S) 18
d) MAILING ADDRESS 15 Charles Plaza Suite 102 Baltimore, Maryland 21201			NO. OF CU. FT. 3
e) AGENCY OFFICIAL Jeffrey H. Myers	PHONE NO. 333-1791	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	In the Appeal of Wyatt Construction Co. MSBCA Docket No. 1239 Contractor Claim File 1 - Pleadings, Correspondence, Attorney Work Product File 2 - Witness Notebooks File 3 - Project Information File 4 - DGS Files File 5 - Discovery 1985 - 1986	<del>843-2</del> Item <del>1A</del> Jan. Disposal Date: 2011 406 2320 Sche # <del>2285</del> Item 1A Jan 2007
2	In the Appeal of Wyatt Construction Co. MSBCA Docket No. 1239 Contractor Claim Files 1 through 3 - Discovery File 4 - Miscellaneous Litigation Documents 1985 - 1986	
3	In the Appeal of Wyatt Construction Co. MSBCA Docket No. 1239 Contractor Claim File 1 - Deposition of Joseph J. Corrado File 2 - Deposition of Joseph S. Corrado File 3 - Deposition of David J. Christian File 4 - Deposition of Harold M. Miller, Jr. File 5 - Deposition of William Pedicone File 6 - Deposition of William Wyatt 1985 - 1986	DZSPOSED 3/1/07 DCW

E

# 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

1. a) AGENCY CODE 28.01.01.110		10.18		ACCESSION NO. 90W787	DATE REC'D 1-25-90
b) AGENCY Department of General Services					
c) DIVISION/UNIT Attorney General's Office		LOCATION - RANGE 7	SECTIONS 29	NO. OF CU. FT. 31	
d) MAILING ADDRESS 300 West Preston Street, Room 403 Baltimore, MD 21201		RECORDS CENTER MANAGER			
e) AGENCY OFFICIAL Allan B. Blumberg		PHONE NO. 225-4992		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)
	1982 - 1986	
Box 1 ✓	C & P Rate Increase - Case #7661 & 7450 Contractor Claim File #1 - Correspondence File #2 - Testimony 1982 - 1983	<del>843-2, Item 2320</del> 843-2, Item 1A Disposal Date: 2008 Jan 2011
Box 2 ✓	C & P Rate Increase - Case #7551 and 7450 Contractor Claim File #1 - Testimony File #2 - Pleadings & Briefs File #3 - Notes, Correspondence, Documents & Reports 1982 - 1983	" " 1/06 1/2007
Box 3	Contractor Claims - Miscellaneous, 1983 Action One, Inc. - Mark IV Mgmt. (069) Eagle International (106) Dryden Oil Co. (108) Huarte Y. Cia, N.W. District Ct. (114) Folders A & B W.F. Wilke, Inc., N.W. District Ct. (112) J. Trionfo, Functional Data Ctr. (152) Varityper (153) Datagraph (171) Academic Bldg. #1, UMBC (176) Supreme Services of MD, Arbutus/Catonsville MSC (178) C.P.F. Schweigert, Inc., Spring Grove (146)	<del>843-2, Item 4</del> Disposal Date: 2008 DZSP050P 3/1/07 DCW

# RECORDS TRANSMITTAL AND RECEIPT

**DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER**  
**P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 799-1378)**

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

a) AGENCY CODE 1. 28.01.01.110		ACCESSION NO.	DATE REC'D
b) AGENCY Department of General Services		LOCATION - RANGE                      SECTION(S)  NO. OF CU. FT.	
c) DIVISION / UNIT Office of the Attorney General			
d) MAILING ADDRESS 300 West Preston Street, Room 403 Baltimore, MD 21201		RECORDS CENTER MANAGER	
e) AGENCY OFFICIAL                      PHONE NO.  Allan B. Blumberg                      225-4992		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)	
✓ Box 4	State of Maryland v. EIL Instruments (380) Destruction of Voltage Regulators Mowatt Lane Substation University of Maryland College Park Contractor Claim Pleadings - Volumes 1 and 2 Pre-suite correspondence EIL Correspondence file Trial Notebook Original Deposition Exhibits H & H Testing Report Bookkeeping Records on EIL & Otremba Documents from EIL Transcription of Notes Otremba's Insurance Policy Loss of Savings Back-up EIL Criminal File Otremba Deposition Exhibits Documents w/EIL Req. for Admissions Electrical drawings & specifications EIL Report from Ph. VII, Part 4 Otremba's Dissolution Plans and Specifications 1984 thru 1986	2320-14 <del>843-2, Item 4</del> Disposal Date: 2011  1/2007	

USE UNLINED PAPER FOR CONTINUATION PAGES)

Box 5	<u>State of Maryland v. EIL Instruments (380)</u> Destruction of Voltage Regulators Mowatt Lane Substation, UMCP Contractor Claim Deposition Exhibits 4-2-85 Documents given to EIL Shagogue & Myrncza Depos., Exhibits & Notes Notes and Exhibits, Hartlove's Depo. #2 Extra Copy of Myrncza's file Depositions of Pelton Jones, Vince Biondino, Louis J. Otremba, John Galuardi, John Hartlove, Robert Hopkins, Al Myrncza & Marcus Shagogue 1986	843-2, Item 4 Disposal Date: 2011
Box 6	Contractor Claims, Miscellaneous - 1986 Orfanos Contrs., Bowie Dining Hall (077) Johnson Controls, Salisbury St. (137) Gus Leonard Contrs., Sandy Pt. St. Pk. (125) Seeman Contrs., Coppin St. College (126) Hanks Contracting, Inc., Steamline, UMCP (130) Control Systems, Services, Inc. (177) Asphalt Service, Inc. (179)	843-2, Item 5 Disposal Date 2011
Box 7 ✓	Contractor Claims - 1986 A. Charles J. Frank MD Ctr. for Public Broadcasting B. Bramble v. Raley v. DGS & DNR Tuckahoe State Park	843-2, Item 5 Disposal Date 2011
Box 8 ✓	Contractor Claims - 1986 Charles J. Frank MD Ctr. for Public Broadcasting Folders A thru D	843-2, Item 5 Disposal Date 2011
Box 9 ✓	Contractor Claims - 1986 Phillips v. State & Ocean City, Flea Market Lozito Contr., Rosewood Hospital Delmarva Drilling, Salisbury State Veeco Inc. vs. State Patuxent Institute, Dishwasher Protest Defective Escalator, O'Conor Bldg. John Driggs Co., MCI-J (001) Balto. Bldgs. Trade Council vs. BPW (009) Custom Mgmt., Cafeteria Contract Asphalt Service Co., Debarment (015) Embassy Ice Cream Co., Southland (019) Kora & Williams (Fetco), Charlotte Hall (027) ENT, Damage to Farm (029) Grim v. State of Maryland (037) Oles Electric, Elec. Distr. Sys., UMCP (049) Little & Assoc., Morgan St. Univ. (057) Roger E. Holtman & Assoc. (062) RTKL, Inc. MEMSS (101) Coppin State, Tawes Center (104)	843-2, Item 4 Disposal Date 2011

Box 10 ✓

Contractor Claims, Miscellaneous - 1986  
Rainbow Painting & Decorating (420)  
Cam Constr., Ellicott City DC/MS (232)  
Thompson Concrete, W. MD Ctr.  
Wage Rates, Hagerstown Prison  
Trane A/C Unit, DHR  
Sidney Brown, Tower Bldg. (627)  
Spruell Develop. Corp., Folders I, II, III (551)  
Brown Boveri Compuguard, CCMS, UMCP (155)  
Balto. Chris Craft Sales v. State (184)

843-2, Item 4  
Disposal Date 2011

Box 11 ✓

Cherry Hill Sand & Gravel (1986) (204)  
Manning Fish Hatchery  
Contractor Claim  
Bid Book  
Deposition Exhibits  
Borrow Claim  
Electricity Claim  
Frivolous Claims  
General Correspondence  
Summary Judgment  
Research  
Drawings  
Specifications  
Bid Book  
Briefs

843-2, Item 5  
Disposal Date 2011

Box 12 ✓

Cherry Hill Sand & Gravel (1986)  
Manning Fish Hatchery  
Contractor Claim  
Correspondence, Pleadings, Exhibits, Briefs, Drafts, etc.  
Trial Transcript  
Depositions - David R. Hall, James A. Openshaw, Jr.  
& Julian G. Bacot  
Trial Notebook  
Attorney's Notes  
Copies of Trial Exhibits

843-2, Item 5  
Disposal Date 2011

Box 13 ✓

Contractor Claim  
ATTIS Interim Plan (Maryland Ten) (1986)  
Attorney's Working Papers  
ATT's Proposal

843-2, Item 4  
Disposal Date 2011

Box 14 ✓

Contractor Claim  
ATTIS Interim Plan (Maryland Ten) (1986)  
Correspondence Related to Agreements  
Contract Between U.S. Gov't. & AT&T  
Other State Contracts  
Replaced pages  
Summary and Robey Record  
Outline  
ATTIS Contract  
ATTIS Financial Agreement  
Amended Tel-Com Agreement AT&T  
Telcom Agreement  
Attorney's Working Papers

843-2, Item 5  
Disposal Date 2011



Box 15 ✓	<u>Contractor Claim</u> <u>General Federal Constr. Co. (1986)</u> <u>Phys. Ed. Bldg., UMCP</u> <u>Pleadings &amp; Correspondence</u>	843-2, Item 5 Disposal Date 2011
Box 16 ✓	<u>Contractor Claims</u> <u>General Federal Constr. Co. (1986)</u> <u>Phys. Ed. Bldg., UMCP</u> <u>Legal Research, Specification, Computer Run</u>  <u>John &amp; Albert Constr. Co., Inc. (1986)</u> <u>Towson State Univ. Stadium Bleachers, Excavation</u>  <u>Donohoe Constr. Co., Inc. (1986)</u> <u>College of Human Ecology</u> <u>Depositions, Pleadings, Correspondence</u> <u>&amp; Experts (one folder)</u>	843-2, Item 5 Disposal Date 2011
Box 17 ✓	<u>Contractor Claims, Miscellaneous - 1986</u> <u>Braceland Brothers &amp; Editors Press</u> <u>Bid Protest (192)</u> <u>Mid-Atlantic Paving Company, Inc.</u> <u>Debarment (209)</u> <u>Gebhardt, Inc., Manning Fish Hatchery (076)</u> <u>Maryland Food Ctr. Authority - Gipe &amp; Assoc.</u> <u>Browne, Worrall &amp; Johnson</u> <u>Lexington St. Parking Garage (300)</u> <u>CTC Machine &amp; Supply Corporation (276)</u>	843-2, Item 5 Disposal Date 2011
Box 18 ✓	<u>Contractor Claims, Miscellaneous - 1986</u> <u>Dept. of General Services v. Howard County</u> <u>Folder I, Factual Research - MSC Agreement</u> <u>Folder II, Pleadings, Correspondence, &amp;</u> <u>Declaration Drafts</u> <u>Heer Brothers, Steam Line, Springfield</u> <u>Hospital (242)</u> <u>Vernon E. Pike Contrs., Inc. - MD Veterans</u> <u>Commission &amp; Thomas Nichols (265)</u> <u>Henry H. Lewis - Morgan State Univ.</u> <u>Service Building</u> <u>Inner Harbor Paper Supply Co. - Bid Protest (246)</u> <u>Henry Lynch v. Arndel Constr., Inc. (251)</u> <u>Paint City, Inc. - Bid Protest (263)</u> <u>Ocean City Convention Hall (260)</u> <u>Omni Industrial Corp./Colwick</u>	843-2, Item 4 Disposal Date 2011
Box 19 ✓	<u>Contractor Claim</u> <u>Emjay Engineering &amp; Construction Co., Inc.</u> <u>Renovs. of University Hospital (134 &amp; 262)</u> <u>Deposition - Andrew Mottram</u> <u>Folder 1 - Analysis</u> <u>Folder 2 - Depositions</u> <u>Folder 3 - Correspondence</u> <u>(1986)</u>	843-2, Item 5 Disposal Date 2011

Box 20 ✓  
Contractor Claim (1986)  
Emjay Engineering & Construcution Co., Inc.  
Renovs. to University Hospital (134 & 262)  
Folder 1 - Pleadings, Correspondence,  
Research, Rule 4 File  
Folder 2 - Correspondence & Pleadings  
Folder 3 - Expert Witness Testimony  
Folder 4 - Pleadings

843-2, Item 5  
Disposal Date 2011

Box 21 ✓  
Contractor Claims, Miscellaneous - 1986  
Donohoe Construction v. State of Maryland  
College of Human Ecology - UMCP, Delay Claim  
Big Boys' Army & Navy Stores, Inc. v. J. Max  
Millstone, et al.  
State of Maryland v. Taft, Warren & Taft, Inc.  
Chiller, Central Kitchen, Spring Grove  
State v. Mattingly Builders  
Maple Run Boys Forestry Camp

843-2, Item 4  
Disposal Date 2011

Box 22 ✓  
Contractor Claims, Miscellaneous - 1986  
Roger E. Holtman v. Dept. of General Services  
(062)  
Memoranda  
Research  
Court of Appeals Briefs  
Oral Argument/CSA  
Correspondence  
Pertinent Correspondence  
Interest  
Pleadings  
Sessinghaus & Ostergaard, Inc. - Parking Garage, UMAB  
Donald Sellers v. State of MD - Office of Public Defender  
Universal Communications System - Bid Protest  
Ellicott City Multi-Service Center  
Skarda & Rickert v. Sickler/Attachment  
Claim of Redding & Co. - Dinning Hall, UMBC  
Claim of Piracci Construction - School of Dentistry, UMAB  
Claim of Oles Electric - Rosewood Hospital, Water Line  
State v. Ayers/Saint - O'Conor Bldg., Cracks in Concrete  
Columns - Parking Garage  
Foxboro ADC, Inc. - Bid Protest, Univ. of MD, CCMS  
John Kirlin - Bid Protest - Univ. of MD Fisheries Bldg.  
College Park Contracting, Inc. - Bid Protest, Leonardtown  
Hall - Design/Build  
Kora & Williams - Bid Protest, Harford Hall, UMCP  
Baltimore Sound Engineering & Fidelity Sound - Bid Protest  
UMAB Language Lab  
Claim of Cornell Hilton - Maryland Public Broadcasting Project  
Claim of Asphalt Service Company - Liquid Asphalt  
H.A. Harris Co. - Bid Protest, Crownsville Hospital

843-2, Item 4  
Disposal Date 2011

Box 23 ✓  
Contractor Claim (1986)  
Iorio Construction Co., Inc. v. Charles County  
& State of Maryland (269) La Plata High School  
Two Pleadings Folders  
Correspondence Folder

843-2, Item 5  
Disposal Date 2011

Box 24 ✓

Contractor Claims, Miscellaneous - 1986  
JRJ Construction Co. v. State of Maryland (274)  
Food Service Addition, S.O.B. #1  
State of Maryland v. Charles J. Frank  
Towson State Univ., Newall Hall Fire  
Skyline Structures, Inc. v. DGS  
Bid Protest, Traffic Poles  
Charles J. Frank & Joseph F. Trionfo (267)  
Proof of Costs Audits - 2 claims  
Selection of CPA to do Audit  
Pioneer Oil Company - Bid Protest (266)  
Allied Contracting, Inc. v. State  
of Maryland - Unicorn Lake Dam

843-2, Item 4  
Disposal Date 2011

Box 25 ✓

Contractor Claims, Miscellaneous - 1986  
Appeal of J. Roland Dashiell (219)  
and J.W. Brawner - MD Port Administration  
Hanover Uniform Co. - Bid Protest (241)  
Muldowney v. State of MD & VVCR (271)  
Folder 1 - Research  
Folder 2 - Pleadings & Correspondence  
Folder 3 - Copies

843-2, Item 5  
Disposal Date 2011

Box 26 ✓

Contractor Claims, Miscellaneous - 1986  
Kibler Construction Co. v. State of MD  
Swinging Bridge, Patapsco State Park  
Folders 1, 2, and 3  
Baltimore Contractors, P.E. Building  
Frostburg State College  
J. Roland Dashiell - Preference Claim  
Denton MSC/DC  
Longobardi v. State of MD - 80 W. Street

843-2, Item 5  
Disposal Date 2011

Box 27 ✓

Contractor Claim (1986)  
C & P Telephone Co. of MD, Bid Protest  
Transcript of Hearing, Vol. 1  
Transcript of Hearing, Vol. 2  
"S" File  
Sign-In Sheets  
Privileged Information  
Counsel's Working Notes & Misc. Documents  
Public Information Act Request  
Research - PIA Request  
Response of C & P Telephone Co.  
Pleadings, Volume 1  
Pleadings, Volume 2, Agency Report  
Extra copy of Agency Report  
Extra copy of Agency Report  
Extra copies of Pleadings & Attorneys Notes  
Legal Research  
Correspondence  
C & P's Proposal

843-2, Item 5  
Disposal Date 2011

Box 28 ✓

Contractor Claim (1986)  
Baltimore Contractors, Inc.  
Reception Diagnostic Classification Ctr.  
Delay Claim  
Depositions, Exhibits & Claims

843-2, Item 5  
Disposal Date 2011

Box 29 ✓

Contractor Claim (1986)  
Baltimore Contractors, Inc. v. State of MD  
Reception Diagnostic Classification Ctr.  
Initial Pleadings - two folders  
Discovery Pleadings - two folders  
Statement of Facts  
Correspondence - three folders  
Notes - re: Hardin Associates  
Notes - re: West Caussons  
Notes - re: National Foundation  
Legal Research  
Arbitration  
BCI Settlement File  
General Notes  
Baltimore Contractors Settlement Offer

843-2, Item 5  
Disposal Date 2011

Box 30 ✓

Contractor Claim (1986)  
Baltimore Contractors, Inc. v. State of MD  
Reception Diagnostic Classification Ctr.  
Change Order Proposal for all costs stemming  
from delay of foundation work  
Depo. - Richard Snyder, Vols. I and II  
Depo. - Marshal McCord  
Depo. - John Hartlove  
Depo. - Keith A. Kelly  
Depo. - William A. Hood  
Depo. - William Butler  
Depo. - Bernard Shepard - Vols. I thru VI  
Depo. - Norman Hodges - Vols. 1 thru IV  
Depo. - Charles Callanan  
Depo. - Nanda Sen  
Depo. - Production & Inspection of Documents  
Depo. - Stuart Duval - Vols. I and II

843-2, Item 5  
Disposal Date 2011

Box 31

Contractor Claim (1986)  
Baltimore Contractors, Inc. v. State of MD  
Reception Diagnostic Classification Ctr.  
Ellison Legal Fees  
Security System Claim  
Documents sent to Nordlund  
Pleadings - Removal to Federal Court  
Motion for Summary Judgment on the Constr. Change Theory  
Western Production of Records  
Western Testing Notes  
Western Bidding Notes  
Western Daily Reports  
Western Damage Documents  
Acceleration Suit

843-2, Item 5  
Disposal Date 2011

Box 31

Contractor Claim (1986) - Continued  
Baltimore Contractors, Inc. v. State of MD  
Reception Diagnostic Classification Ctr.

843-2, Item 5  
Disposal Date 2011

Western Caissons, Inc. v. BCI & USF&G, Little Miller Act  
Prison Construction - Acceleration Litigation  
Pressure Injected Footings - Tech. Info. by Nordlund

# RECORDS TRANSMITTAL AND RECEIPT

DEPARTMENT OF GENERAL SERVICES — STATE RECORDS MANAGEMENT CENTER  
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE - 709-1379)

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

<p><b>A. AGENCY</b> 1. Department of General Services</p> <p><b>B. DIVISION/UNIT</b> Attorney General's Office</p> <p><b>C. MAILING ADDRESS</b> 300 West Preston Street Room 403 Baltimore, Maryland 21201</p> <p><b>D. PHONE NO.</b> 225-4992</p> <p><b>E. AGENCY OFFICIAL</b> Allan B. Blumberg</p>	<p style="text-align: center;"><b>ACCESSION NO.</b></p> <p style="font-size: 2em; text-align: center;">91W222</p>	<p style="text-align: center;"><b>DATE REC'D</b></p> <p style="font-size: 1.5em; text-align: center;">9-7-90</p> <p style="text-align: center;"><b>FORM CODE</b></p> <p style="font-size: 1.5em; text-align: center;">10.18</p>
	<p style="text-align: center;"><b>LOCATION</b></p> <p style="text-align: center;">RANGE SECTION(S)</p> <p style="font-size: 2em; text-align: center;">123 28</p>	<p style="text-align: center;"><b>NO. OF CU. FT.</b></p> <p style="font-size: 2em; text-align: center;">10</p>
	<p><b>RECORDS CENTER MANAGER</b></p>	
<p><b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b></p>		
<p><b>2. BOX NUMBERS</b></p>	<p><b>3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES</b></p> <p style="text-align: right; font-size: 1.5em;">1986</p>	<p><b>4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE</b></p>
<p>32</p>	<p>Contractor Claim (1986) Baltimore Contractors, Inc. v. State of Maryland <u>Reception, Diagnostic, Classification Center, K-743 Settlement File</u></p> <p>Contractor Claim (1986) MFE, ET AL v. State of Maryland <u>Reception, Diagnostic, Classification Center</u> Correspondence Folder Pleadings - Volume 1 Pleadings - Volume 2 Pleadings - Volume 3 Duplicate Pleadings Folder Other Pleadings Folder Deposition Exhibits Pleadings Log RDCC Misc. Documents, Folder I, Documents for 75, 76 through March 77 RDCC Misc. Documents, Folder II, Documents from April 77 through 79</p>	<p><del>446</del> 2785-2320 843-2, Item <del>4</del> 1A Jan. Disposal Date <del>2011</del></p> <p style="font-size: 1.5em; text-align: center;">408 1/07 DISPOSED 3/1/07 DCW</p>
<p>33</p>	<p>Contractor Claim (1986) Appeal of Joseph F. Trionfo &amp; Sons <u>Harry C. Ruhl Armory</u> Folder A - Documents Folder B - Pleadings, Correspondence, Rule 4 File Folder C - Factual Research, Legal Research, Interviews</p> <p>Contractor Claim (1986) Robbins, T/A Columbia Excavating vs. Joseph Trio <u>Harry C. Ruhl Armory</u></p>	<p>843-2, Item 5 Disposal Date <del>2011</del></p> <p>843-2, Item 5 Disposal Date <del>2011</del></p>

Bx 32-41

R-123

S-28

1 Empty

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W639	Claim Minor Files "Bodily Injury"	1978-A1	8	1984 - 1986	6	1/2007	RECYCLE
96W1388	Claim Files "Minor" Bodily Injury	1978-A1	8	12/1984	1	1/2007	RECYCLE
96W1725	Claim Files "Minor" Bodily Injury	1978-A1	8	12/1985	1	1/2007	RECYCLE
97W1226	Insurance Accounting Records	1978-A1	23	8/1986	1	1/2007	RECYCLE
97W1227	Insurance Accounting Records	1978-A1	23	2/1996 - 11/1996	2	1/2007	RECYCLE
97W1228	Insurance Accounting Records	1978-A1	23	7/1996	1	1/2007	RECYCLE
97w1230	Misc. Claim Files	1978-A1	9	1996	1	1/2007	RECYCLE
98W666	Misc. Accounting Records	1978-A1	30	9/1996	1	1/2007	RECYCLE
99W313	Claim Files "Minor" Bodily Injury	1978-A1	8	1985	1	1/2007	RECYCLE
99W314	Claim Files "Minor" Bodily Injury	1978-A1	8	1985	2	1/2007	RECYCLE
99W756	General Accounting Records	1978-A1	18	1996	22	1/2007	RECYCLE
99W757	General Accounting Records	1978-A1	18	1996	16	1/2007	RECYCLE
99W758	Ins. Accounting Records	1978-A1	23	12/1996	1	1/2007	RECYCLE
99W1041	Gen. Accounting Records	1978-A1	18	1995 - 1997	2	1/2007	RECYCLE
00W77	Gen. Accounting Records	1978-A1	18	1996	32	1/2007	RECYCLE
00W329	Gen. Accounting Records	1978-A1	18	1996	3	1/2007	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      June 30, 2007  
 Title                                      Date



E

09/14/95

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W639</b>	DATE REC'D <b>11-27-95</b>
B. DIVISION/UNIT ALMA GENE ADAMS - CLAIMS MAIL & FILE			RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) <b>114 26</b>	NO. OF CU. FT. <b>6</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER <i>Paul Lamberson</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
<del>7</del> BOXES <i>6 Boxes ONLY</i>	CLAIM MINOR FILES "BODILY INJURY" <i>ONLY</i>	<del>1978 A1 - 8</del> <del>1-2-26 - ITEM 21</del> JANUARY 2007 <i>DISPOSED</i> <i>2/21/07</i> <i>DCW</i>

REPORT: CONTRANS  
TRANSDATE:09/14/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2007

\*\*\*\*\* 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	007	OF 07	

CONSOLIDATED TOTAL : 007 OF 07

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 000527	CLAIM MINOR FILES DOB 12/84 RECORD #: 02212	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 06	A 001194	CLAIM MINOR FILES DOB 11/84 RECORD #: 02289	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 06	A 001196	CLAIM MINOR FILES DOB 12/84 RECORD #: 02291	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
<del>04 OF 07</del>	<del>A 007886</del>	<del>CLAIM MINOR FILES RECORD #: 02144</del>	<del>ADAMS CLAIMS MINOR FILES</del>	<del>21</del>	<del>1226</del>	<del>WAIT TRANS</del>
4 OF 06	B 000475	CLAIM MINOR FILES DOB 09/84 RECORD #: 07465	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
5 OF 06	B 000926	CLAIM MINOR FILES DOB 01/06/86 RECORD #: 06748	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
6 OF 06	B 001972	CLAIM MINOR FILES DOB 12/84 RECORD #: 07452	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 007 OF 07 BOXES

6

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1388	DATE REC'D 4-23-96
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE 35 SECTION(S) 12	NO. OF CU. FT. 1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
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1 Boxes CLAIM FILES " MINOR " BODILY INJURY

~~1226 - ITEM 21~~

01/01/07

1978 A1 - 8

DISPOSED

2/20/07

DW

Maryland Automobile Insurance Fund

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

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

Maryland Automobile Insurance Fund

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

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 01    A	6960 CLAIM MINOR FILES D.O.B. 12/31/84	ADAMS	21	1226	WAIT TRANS
	Record #:	9257	CLAIMS MINOR FILES			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

3-17-96

①

### OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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

	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	AG960	12-31-84	21	181	9257	01-01-07		
②								
③								
④								
⑤								
⑥								
⑦								
⑧								
⑨								
⑩								

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>96W1725</b>	DATE REC'D <b>6-25-96</b>
B. DIVISION/UNIT ADAMS - CLAIMS MINOR FILES		RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <b>113 26</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

01 Box CLAIM FILES " MINOR " BODILY INJURY

~~1226 - ITEM 21~~

01/01/07

1978 41 - 8

1/2007  
 DISPOSED  
 2/21/07  
 DCW



Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/07

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

Maryland Automobile Insurance Fund

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

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 8026 9599	CLAIM FILES "MINOR" BODILY INJURY DOB 12/23/1985	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

4/19

**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: Class M: F

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
1	18036	12/23/85	21	181	9599	1/07	
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. 97W1226	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 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226</del> <del>ITEM 6</del> 01/01/07
--------------------------	--	--

1978 A1 - 23  
 1/07  
 DISPOSED  
 2/20/07  
 DCW

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/07

\*\*\*\*\* 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: 01/01/07

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	578	INSURANCE ACCOUNT RECORDS 8/96	WATSON	6	1226	WAIT TRANS
Record #:	10435	COMMISSION & PRODUCER STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

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

11-14  
1Box

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

96 NOV 14 AM 9:36

( 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	578	Insurance Accounting Records - Commission & Producer Statements 8/96	6	1081	10435	1/2007	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>97W1227</b>	DATE RECD <b>5-28-97</b>
B. DIVISION/UNIT WATSON - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>163</b>	LOCATION SECTION(S) <b>8</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>2</b>	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
02 Boxes	INSURANCE ACCOUNTING RECORDS	<del>1226 - ITEM 6.</del> 01/01/07	

**1978 A1 - 23**  
**1/07**  
**DZ580500**  
**2/20/07**  
**DCW**



Maryland Automobile Insurance Fund

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

\*\*\*\*\* 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: 01/01/07

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	579	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	10456	PRODUCER & COMM RECORDS 09/96	FISCAL			
02 OF 02	590	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	10457	PRODUCER & COMM STMTS NOV 96	FISCAL			

Consolidated Total of Detail Transmittal Report:      02 OF      02 Boxes

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

2/6 (2)

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

97 FEB - 1 2010

( 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	579	Ins Acctg Records Prod & Comm records 9/96	6	1082	10456	1/2007		
2	590	INS ACCTG RECORDS / Comm + Prod Stmt's NOV 96	6	2082	10457	1/2007		
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. 97W1228	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

~~1226 - ITEM 6 -~~

01/01/07

1978 A1 - 23  
 1/07  
 DISPOSED  
 2/20/07  
 DCW

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/07

\*\*\*\*\* 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: 01/01/07

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	549	INSURANCE ACCT RECORDS    7/96	WATSON	6	1226	WAIT TRANS
Record #:	10405	PRODUCER/COMMISSION STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

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

10-7  
1 Box

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

98 OCT -7 PM 4: 14

( 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	549 ✓	Insurance Accounting Records Producer/Commission Statements 7/96	6	1081	10405	1/2007	
②							
③							
④							
⑤							1
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>97W/229</i>	DATE REC'D <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>163 8</i>	NO. OF CU. FT. <i>1</i>
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226</del> - ITEM 6 01/01/07
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*1978 A1 - 23*  
*1/07*  
*DISPOSED*  
*2/20/07*  
*DCW*



Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/07

\*\*\*\*\* 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: 01/01/07

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	588	INSURANCE ACCOUNT RECORDS 10/96	WATSON	6	1226	WAIT TRANS
Record #:	10452	PRODUCER & COMMISSION STATEMENTS	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

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

1/3/97  
1-14-97  
/

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

97 JAN 15 12:00

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Initial/ Receipt
①	588	Insurance Accounting Records Producer/Commission Statements 10/96	6	010801	10452	1/2007	
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. <b>97W1230</b>		DATE REC'D <b>5-28-97</b>
B. DIVISION/UNIT VENERABLE - CLAIMS TECHNICAL				RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>163</b>	LOCATION SECTION(S) <b>8</b>	NO. OF CU. FT. <b>1</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS 01 Box	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES MISCELLANEOUS CLAIM FILES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226</del> <del>ITEM 22</del> 01/02/07  1978 A1 - 9 1/07  DISPOSED 2/20/07  DCW		

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/02/07

\*\*\*\*\* 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: 01/02/07

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	37 CL 46 RECOVERY DOCUMENTS	VENERABLE	22	1226	WAIT TRANS
	Record #:	10484 01/96 - 12/96	CLAIMS TECHNICAL UNIT			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

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

4/23  
①

PROPERTY  
97 APR 23 11:09

**\* 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 Venerable      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 37	CL 46 Recovery Documents 1/96 - 12/96	22	01 of 01	16484	1/2007		
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.  98W6666	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 15	NO. OF CU. FT.  1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

MISCELLANEOUS ACCOUNTING RECORDS

~~1226 - ITEM 12~~

01/01/07

1978 A1 - 30  
 1/07

DISPOSED  
 2/20/07  
 DCW



Maryland Automobile Insurance Fund

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

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

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

Maryland Automobile Insurance Fund

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

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 #:	620 9888	MISCELLANEOUS WORKPAPERS 09/96	WATSON FISCAL	12	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

7-13

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

PROPERTY ADMINISTRATOR \* Item Number from the Retention Schedule must be listed!  
 Scheduled Destruct Date must be timeframe stipulated in Retention Schedule   
97 JUL 14 AM 7:00

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
1	620	MISCELLANEOUS WORKPAPERS 9/96	12	1081	9888	1/2007	
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.  99W313	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 70	LOCATION SECTION(S) 21
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
01 Box	CLAIM FILES " MINOR " BODILY INJURY	1226 - <del>ITEM 21</del> 01/01/07 1978 A1 - 8 1/07 DISPOSED 2/20/07 D CW	

Maryland Automobile Insurance Fund

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

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 8168 11046	CLAIM MINOR BI FILES DOB 03-07-1985	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.  <div style="font-size: 2em; text-align: center;">99W314</div>	DATE REC'D <div style="font-size: 1.5em; text-align: center;">11-2-98</div>						
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR		RM CODE <div style="font-size: 1.5em; text-align: center;">24.01</div>						
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">RANGE</td> <td style="width: 33%;">LOCATION</td> <td style="width: 33%;">SECTION(S)</td> </tr> <tr> <td style="font-size: 2em; text-align: center;">74</td> <td></td> <td style="font-size: 2em; text-align: center;">21</td> </tr> </table>	RANGE	LOCATION	SECTION(S)	74		21	NO. OF CU. FT.  <div style="font-size: 2em; text-align: center;">2</div>
RANGE	LOCATION	SECTION(S)						
74		21						
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~~

01/01/07

1978 A1 - 8

1/07

DISPOSED

2/20/07

DCW

Maryland Automobile Insurance Fund

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

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 02 Record #:	M 8125 11016	CLAIM MINOR BI FILES DOB 09-11-1985	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 02 Record #:	M 8143 11017	CLAIM MINOR BI FILES DOB 12-05-1985	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

**RECORDS TRANSMITTAL AND RECEIPT**

HO

E

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W756	DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD - FISCAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 24	LOCATION SECTION(S) 30-31
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 22	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

22 Boxes

GENERAL ACCOUNTING RECORDS

1978 A1 - 18  
~~1226 - ITEM 1~~

01/01/07

DISPOSED  
2/22/07  
DCW



Maryland Automobile Insurance Fund

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

\*\*\*\*\* 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	22 OF	22	WAIT TRANS
Consolidated Total:	22	OF	22		

Maryland Automobile Insurance Fund

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

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 22 Record #:	379 8994	PRE-INSPECTIONS - SMALL VENDORS JUL - SEP 1996 J - Z	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 22 Record #:	380 8995	PRE-INSPECTIONS - SMALL VENDORS JAN - MAR 1996 J - Z	WOOD FISCAL	1	1226	WAIT TRANS
03 OF 22 Record #:	381 8996	PRE-INSPECTIONS - SMALL VENDORS JAN - MAR 1996 A - I	WOOD FISCAL	1	1226	WAIT TRANS
04 OF 22 Record #:	382 8997	PRE-INSPECTIONS MERCH A 11 & 12/96 & B 11/96	WOOD FISCAL	1	1226	WAIT TRANS
05 OF 22 Record #:	383 8998	PRE-INSPECTIONS MERCH A & B 09/96 & C & D 08/96	WOOD FISCAL	1	1226	WAIT TRANS
06 OF 22 Record #:	384 8999	PRE-INSPECTIONS MERCH A JUN - JUL 96 & B 06/96	WOOD FISCAL	1	1226	WAIT TRANS
07 OF 22 Record #:	385 9000	PRE-INSPECTIONS MERCH A & B 04/96 & C 03/96	WOOD FISCAL	1	1226	WAIT TRANS
08 OF 22 Record #:	386 9001	PRE-INSPECTIONS MERCH 01/96 & 02/96	WOOD FISCAL	1	1226	WAIT TRANS
09 OF 22 Record #:	387 9002	PRE-INSPECTIONS SMALL VENDORS JUL - SEP 1996 A - I	WOOD FISCAL	1	1226	WAIT TRANS

Maryland Automobile Insurance Fund

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

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 22 Record #:	388* 9003	PRE-INSPECTIONS SMALL VENDORS APR - JUN 1996 K - Z	WOOD FISCAL	1	1226	WAIT TRANS
11 OF 22 Record #:	389 9004	PRE-INSPECTIONS SMALL VENDORS APR - JUN 1996 A - J	WOOD FISCAL	1	1226	WAIT TRANS
12 OF 22 Record #:	390 9005	PRE-INSPECTIONS MERCH B & C DEC 1996	WOOD FISCAL	1	1226	WAIT TRANS
13 OF 22 Record #:	391 9006	PRE-INSPECTIONS MERCH A, B & C OCT 1996	WOOD FISCAL	1	1226	WAIT TRANS
14 OF 22 Record #:	392 9007	PRE-INSPECTIONS MERCH A JUL-AUG 96 & B 08/96	WOOD FISCAL	1	1226	WAIT TRANS
15 OF 22 Record #:	393 9008	PRE-INSPECTIONS MERCH A, B & C 05/96	WOOD FISCAL	1	1226	WAIT TRANS
16 OF 22 Record #:	394 9009	PRE-INSPECTIONS MERCH A & B 03/96	WOOD FISCAL	1	1226	WAIT TRANS
17 OF 22 Record #:	395 9010	PRE-INSPECTIONS MR TIRE JUL - DEC 1996	WOOD FISCAL	1	1226	WAIT TRANS
18 OF 22 Record #:	396 9011	PRE-INSPECTIONS K-MART JUL - DEC 1996	WOOD FISCAL	1	1226	WAIT TRANS

Maryland Automobile Insurance Fund

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

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 22 Record #:	397 9012	PRE-INSPECTIONS MR TIRE JAN - JUL 1996	WOOD FISCAL	1	1226	WAIT TRANS
20 OF 22 Record #:	398 9013	PRE-INSPECTIONS K-MART JAN - JUN 1996	WOOD FISCAL	1	1226	WAIT TRANS
21 OF 22 Record #:	399 9014	PRE-INSPECTIONS SMALL VENDORS OCT - DEC 1996 J - Z	WOOD FISCAL	1	1226	WAIT TRANS
22 OF 22 Record #:	400 9015	PRE-INSPECTIONS SMALL VENDORS OCT - DEC 1996 A - I	WOOD FISCAL	1	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 22 OF 22 Boxes

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

3-4-99  
22

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

99 MAR -4 PM 12:08

( 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
✓ ① 379	PREINSPECTIONS JULY-SEPT 96 SMALL VENDORS J-2	1	10822	8994	01/01/07	
✓ ② 380	PREINSPECTIONS JAN-MAR 96 SMALL VENDORS J-2	1	20822	8995	01/01/07	
✓ ③ 381	PREINSPECTIONS JAN-MAR 96 SMALL VENDORS A-I	1	30822	8996	01/01/07	
✓ ④ 382	PREINSPECTIONS MERCH A, B 11/96 MARCH A 4/96	1	40822	8997	01/01/07	
✓ ⑤ 383	PREINSPECTIONS MERCH C, D 8/96 MARCH A, B 9/96	1	50822	8998	01/01/07	
✓ ⑥ 384	PREINSPECTIONS MERCH A, B 6/96 MARCH A 7/96	1	60822	8999	01/01/07	
✓ ⑦ 385	PREINSPECTIONS MERCH C 3/96 MARCH A, B 4/96	1	70822	9000	01/01/07	
✓ ⑧ 386	PREINSPECTIONS MERCH 1/96 2/96	1	80822	9001	01/01/07	
✓ ⑨ 387	PREINSPECTIONS JULY-SEPT 96 SMALL VENDORS A-I	1	90822	9002	01/01/07	
✓ ⑩ 388	PREINSPECTIONS APR-JUNE 96 SMALL VENDORS K-2	1	100822	9003	01/01/07	

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

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

3-499  
22

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

98 MAR -4 PM 12:08

( 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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
✓ ① 389	PREINSPECTIONS SMALL VENDORS APR-JUNE 96 A-J	1	11 of 22	9004	01/01/07	
✓ ② 390	PREINSPECTIONS MERCH B, C DEC 96	1	12 of 22	9005	01/01/07	
✓ ③ 391	PREINSPECTIONS MERCH A, B, C OCT 96	1	13 of 22	9006	01/01/07	
✓ ④ 392	PREINSPECTIONS MERCH A 7/96 A, B 8/96	1	14 of 22	9007	01/01/07	
✓ ⑤ 393	PREINSPECTIONS MERCH A, B, C 5/96	1	15 of 22	9008	01/01/07	
✓ ⑥ 394	PREINSPECTIONS MERCH A, B 3/96	1	16 of 22	9009	01/01/07	
✓ ⑦ 395	PREINSPECTIONS MC TIRE JULY-DEC 96	1	17 of 22	9010	01/01/07	
✓ ⑧ 396	PREINSPECTIONS K MART JULY-DEC 96	1	18 of 22	9011	01/01/07	
✓ ⑨ 397	PREINSPECTIONS MC TIRE JAN-JUN 96	1	19 of 22	9012	01/01/07	
✓ ⑩ 398	PREINSPECTIONS K MART JAN-JUN 96	1	20 of 22	9013	01/01/07	

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

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

3-4-98  
22

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

90 MAR -6 PM 12:08

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

1	399	PREINSPECTIONS Small Vendors	OCT-Dec 96 J-2	1	21 of 22	9014	01/01/07	
2	400	PREINSPECTIONS Small Vendors	OCT-Dec 96 A-I	1	22 of 22	9015	01/01/07	
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.  99W757	DATE REC'D 4-8-99
B. DIVISION/UNIT WOOD FISCAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		LOCATION RANGE SECTION(S) 24 31	NO. OF CU. FT. 16
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	

16 Boxes GENERAL ACCOUNTING RECORDS

1978-ITEM 18  
01/01/2007

*AI*  
**DISPOSED**  
2/20/07  
DCW



Report: CONTRANS  
TransDate: 12/05/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2007  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	16 of 016	WAIT TRANS

Consolidated Total: 16 of 016

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 016 Record #:	499 9629	1996 BROKERS CONFIRMS	WOOD FISCAL	WAIT TRANS	18	1978
002 of 016 Record #:	501 9630	VERIFICAION - END 1996	WOOD FISCAL	WAIT TRANS	18	1978
003 of 016 Record #:	502 9631	OP RECS JAN 1996 - JUN 1996	WOOD FISCAL	WAIT TRANS	18	1978
004 of 016 Record #:	503 9632	1996 PRE -INSPECTION RUNS	WOOD FISCAL	WAIT TRANS	18	1978
005 of 016 Record #:	504 9633	1996 PRE -INSPECTION RUNS	WOOD FISCAL	WAIT TRANS	18	1978
006 of 016 Record #:	505 9634	1996 PRE -INSPECTION RUNS	WOOD FISCAL	WAIT TRANS	18	1978
007 of 016 Record #:	506 9635	PARESX REPORTS 1996	WOOD FISCAL	WAIT TRANS	18	1978
008 of 016 Record #:	507 9636	MONTHLY PREM RECC - DAILY C/R 1996	WOOD FISCAL	WAIT TRANS	18	1978
009 of 016 Record #:	508 9637	INS GEN BK REC 1 -7 1996	WOOD FISCAL	WAIT TRANS	18	1978
010 of 016 Record #:	510 9638	FNB INVESTMENTS 1996	WOOD FISCAL	WAIT TRANS	18	1978
011 of 016 Record #:	511 9639	INS MONTHLY 1996	WOOD FISCAL	WAIT TRANS	18	1978
012 of 016 Record #:	512 9640	509X 1996	WOOD FISCAL	WAIT TRANS	18	1978
013 of 016 Record #:	514 9641	OP REC 7-12/1996	WOOD FISCAL	WAIT TRANS	18	1978
014 of 016 Record #:	519 9642	INS GEN BK REC 7/96 -12/96	WOOD FISCAL	WAIT TRANS	18	1978
015 of 016 Record #:	531 9643	UCJ WP'S BANK REC 1 - 6 /1996	WOOD FISCAL	WAIT TRANS	18	1978
016 of 016 Record #:	532 9644	UCJ WP'S BANK REC 6 -12 /1996	WOOD FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report:

16 of 016 Boxes

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

12-5-98  
(16)

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

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

99 NOV 24 AM 6:56

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 3 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
①	499 96 Brokers CONFIRMS	18			JAN 2007	
②	501 VERIFICATION-END 96	18			↓	
③	502 OP RECS 1/96-4/96	18				
④	503 96 PREINSPECT RUNS	18				
⑤	504 ↓ ↓ ↓	18				
⑥	505 ↓ ↓ ↓	18				
⑦	506 PARREX REPORTS 96	18				
⑧	507 MONTHLY Prem Rec - DAILY CLK 96	18				
⑨	508 INS Gen BK Rec 1-7/96	18				
⑩	510 FNB INVESTMENTS 96	18				

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

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

12-5-99  
16

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

98 NOV 24 AM 6:56

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

*Pap def 3 Paps*

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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	511	INS MONTHLY 96	18			JAN 2007	
②	512	509X 96	18				
③	514	OP Rec 7-12/96	18				
④	519	INS GEN BK REC 7/96-12/96	18				
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

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

12-5-98  
16

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

98 NOV 30 AM 6:33

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 3 of 3 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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
1	531	UCS WP's BANK Recs <sup>1-6/96</sup>	18			JAN 2007	
2	532	" " " 6-12/96	18			4	
3							
4							
5							
6							
7							
8							
9							
10							

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

E

RECORDS TRANSMITTAL AND RECEIPT

#1P

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W758	DATE REC'D 4-8-99
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 24	LOCATION SECTION(S) 31
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 1	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

INSURANCE ACCOUNTING RECORDS

~~1226 - ITEM 6~~

01/01/07

1978 41 - 23

1/07

Disposed  
2/20/07

DCW

Maryland Automobile Insurance Fund

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

\*\*\*\*\* 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: 01/01/07

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	680	INSURANCE ACCOUNTING RECORDS	WATSON	6	1226	WAIT TRANS
Record #:	11063	12/96 PRODUCER STATEMENTS FULL RUN	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**

90 JAN 12 PM 2:10

( 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/
① 680	Insurance Accounting Records 12/96 Producer Statements (fullrun)	6	1081	11063	1/2007		
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>99W1041</b>	DATE REC'D <b>6-17-99</b>
B. DIVISION/UNIT WOOD - FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>5</b>	LOCATION <b>3</b>
		SECTION(S)	NO. OF CU. FT. <b>2</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS  02 Boxes	3.  GENERAL ACCOUNTING RECORDS	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE  <del>1226</del> - ITEM 1 01/01/07 1978A1 - 18 1/07 DISPOSED 2/20/07

Maryland Automobile Insurance Fund

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

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

Maryland Automobile Insurance Fund

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

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 02 Record #:	472 9098	• FIS RESP 91-92 WEEKLY C/F 95 & 96	WOOD FISCAL	1	1226	WAIT TRANS
02 OF 02 Record #:	476 9099	• ASSESS 93-95 MDTA 91-95 QTR MGMT 95 & 96 412 BUDG 96-97	WOOD FISCAL	1	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		02 OF	02 Boxes			

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

3-19-99  
②

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

90 MAR 19 AM 9:19

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	☑ Scheduled Destruct Date	☑ Confirm Receipt	Initial/
① 472	Fis REA 1+92 WEEKLYC/F 95+96	1	1ef2	9099	01/01/07		
② 476	ASSCS 93-95 QTR MGMT 95+96 MDTA 91-95 412 BUD 96-97	1	2ef2	9099	01/01/07		
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.  00W77		DATE REC'D 8-6-99
B. DIVISION/UNIT SMITH FISCAL				RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 10	LOCATION 29	SECTION(S) 32
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 32		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER		
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		

30 Boxes GENERAL ACCOUNTING RECORDS

*AI*  
1978-ITEM 18  
01/01/2007

2 Boxes MISCELLANEOUS ACCOUNTING RECORDS

*AI*  
1978-ITEM 30  
01/01/2007

*DISPOSED*  
*2/20/07*  
*D CW*

Report: CONTRANS  
TransDate: 12/01/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2007  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

01/01/2007

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	30 of 032	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	2 of 032	WAIT TRANS
Consolidated Total: 32 of 032				

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 032 Record #:	512 9469	95 - 96 SHELL & EXXON RECEIPTS	SMITH FISCAL	WAIT TRANS	18	1978
002 of 032 Record #:	513 9470	96 DAILY WORK JAN-FEB	SMITH FISCAL	WAIT TRANS	18	1978
003 of 032 Record #:	514 9471	96 DAILY WORK MAR APR 19	SMITH FISCAL	WAIT TRANS	18	1978
004 of 032 Record #:	515 9472	96 DAILY WORK APR 22 JUN 6	SMITH FISCAL	WAIT TRANS	18	1978
005 of 032 Record #:	516 9473	96 DAILY WORK JUN 7 JUL 31	SMITH FISCAL	WAIT TRANS	18	1978
006 of 032 Record #:	517 9474	96 DAILY WORK AUG SEP 25	SMITH FISCAL	WAIT TRANS	18	1978
007 of 032 Record #:	518 9475	96 DAILY WORK SEP 26 NOV 15	SMITH FISCAL	WAIT TRANS	18	1978
008 of 032 Record #:	519 9476	96 DAILY WORK NOV 18 DEC 31	SMITH FISCAL	WAIT TRANS	18	1978
009 of 032 Record #:	520 9477	96 AT & T	SMITH FISCAL	WAIT TRANS	18	1978
010 of 032 Record #:	521 9478	96 AT & T & Bell Atlantic	SMITH FISCAL	WAIT TRANS	18	1978
011 of 032 Record #:	522 9479	odu 10, odu lists, voids - 96	SMITH FISCAL	WAIT TRANS	18	1978
012 of 032 Record #:	523 9480	ODU LISTS, RETURNS 96	SMITH FISCAL	WAIT TRANS	18	1978
013 of 032 Record #:	524 9481	DEPOSITS & SALV SUBRO	SMITH FISCAL	WAIT TRANS	18	1978
014 of 032 Record #:	526 9482	1996 MISC ACCOUNTING RECORDS	SMITH FISCAL	WAIT TRANS	30	1978
015 of 032 Record #:	527 9483	1996 EXPENSE STATEMENTS	SMITH FISCAL	WAIT TRANS	30	1978
016 of 032 Record #:	528 9484	1996 DEPOSITS, BANK PRINT	SMITH FISCAL	WAIT TRANS	18	1978
017 of 032 Record #:	529 9485	WIRE TRANS 96 JAN - JUNE	SMITH FISCAL	WAIT TRANS	18	1978
018 of 032 Record #:	530 9486	WIRE TRANS 96 JUL - DEC	SMITH FISCAL	WAIT TRANS	18	1978



Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 032 Record #:	9487	531 96 VENDORS A - ATT	SMITH FISCAL	WAIT TRANS	18	1978
020 of 032 Record #:	9488	532 96 VENDORS ATT PAR - CC	SMITH FISCAL	WAIT TRANS	18	1978
021 of 032 Record #:	9489	533 96 VENDORS CE - CU	SMITH FISCAL	WAIT TRANS	18	1978
022 of 032 Record #:	9490	534 96 VENDORS D - F	SMITH FISCAL	WAIT TRANS	18	1978
023 of 032 Record #:	9491	535 96 VENDORS G - JOH	SMITH FISCAL	WAIT TRANS	18	1978
024 of 032 Record #:	9492	536 96 VENDORS JOS - MD	SMITH FISCAL	WAIT TRANS	18	1978
025 of 032 Record #:	9493	537 96 VENDORS ME - PL	SMITH FISCAL	WAIT TRANS	18	1978
026 of 032 Record #:	9494	538 96 VENDORS PO STATE USE	SMITH FISCAL	WAIT TRANS	18	1978
027 of 032 Record #:	9495	539 96 VENDORS STE - WHE	SMITH FISCAL	WAIT TRANS	18	1978
028 of 032 Record #:	9496	540 96 WH Z BELL	SMITH FISCAL	WAIT TRANS	18	1978
029 of 032 Record #:	9497	541 96 OST TRAVEL, UCJ VENDORS	SMITH FISCAL	WAIT TRANS	18	1978
030 of 032 Record #:	9498	543 BEL ATLANTIC & ATT & T 96	SMITH FISCAL	WAIT TRANS	18	1978
031 of 032 Record #:	9499	544 96 TEMPS, OS TRAIN, TRUSTEES	SMITH FISCAL	WAIT TRANS	18	1978
032 of 032 Record #:	9500	545 96 ODU LIST	SMITH FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report:

32 of 032 Boxes

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

12-1-99  
32

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

98 NOV 33 AM 8:29  **Scheduled Destruct Date must be timeframe stipulated in Retention Schedule**

( Please Select appropriate box for storage delivery )

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 1 of 4 Pages

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	512	95-96 Shell + Extra Receipts	18			JAN 2007		
②	513	96 DAILY WORK JAN-FEB	18					
③	514	" " " MAR-APR 19	18					
④	515	" " " APR 22-JUN 6	18					
⑤	516	" " " JUN 7-JUL 31	18					
⑥	517	" " " AUG-SEP 25	18					
⑦	518	" " " SEPT 26-NOV 15	18					
⑧	519	" " " NOV 18-DEC 31	18					
⑨	520	96 AT+T	18					
⑩	521	96 AT+T + Bell ATLANTIC	18					

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

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

12-1-99  
32

SECRETARY ADMINISTRATION \* **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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis  
 Page 2 of 4 pages

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 type="checkbox"/> Confirm Receipt	Initial/
① 522	ODU 10, ODU LISTS, VOIDS-96	18			JAN 2007		
② 523	ODU LISTS, RETURNS 96	18					
③ 524	DEPOSITS + SALW SUBRO	18					
④ 526	1996 MISC	30					
⑤ 527	1996 EXP STATEMENT	30					
⑥ 528	1996 DEPOSITS, BANK PRINT	18					
⑦ 529	Wire TRANS 96 JAN-JUNE	18					
⑧ 530	" " JUL-DEC	18					
⑨ 531	96 VENDORS A-ATT	18					
⑩ 532	96 " ATT PAR-CC	18					✓

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

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

12-1-99  
32

**\* 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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

*Page 3 of 4 Pages*

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	533	96 Vendors Ce-Cu	18			JAN 2009		
②	534	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	D-F	18		↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		
③	535		G-JOH	18				
④	536		Jos-Md	18				
⑤	537		Me-PL	18				
⑥	538		PO-STATEUSE	18				
⑦	539		Ste-Whe	18				
⑧	540		Wh-Z Bell	18				
⑨	541		96 OST Travel, UCS Vendors	18				
⑩	543		Bell ATLANTIC + AT+T-96	18				

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

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

12-1-90  
32

**\* 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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

*Page 4 of 4 Pgs*

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	Scheduled Destruct Date	Initial/ Confirm Receipt
1	544	96 Temps, OSTRAIN, Trustees	18			JAN 2007	
2	545	96 ODU LIST	18			↓	
3							
4							
5							
6							
7							
8							
9							
10							

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

R-10

S-29

4-ENTRY SPACES

E

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  00W329	DATE REC'D 9-13-99
B. DIVISION/UNIT LAYTON FISCAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 8	LOCATION SECTION(S) 20
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 3	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER  TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 Boxes	GENERAL ACCOUNTING RECORDS	1978-ITEM 18 01/01/2007
1 Boxes	BUDGET AND FISCAL PLANNING RECORDS	1978-ITEM 24 01/01/2007

*DISPOSED  
2/20/07  
DCW*

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	2 of 003	WAIT TRANS
FISCAL	BUDGET AND FISCAL PLANNING RECORDS	24	1 of 003	WAIT TRANS

Consolidated Total: 3 of 003



Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 003 Record #:	27 9689	1996 BUDGET	LAYTON FISCAL	WAIT TRANS	24	1978
002 of 003 Record #:	28 9690	1996 PROPERTY CONTROL	LAYTON FISCAL	WAIT TRANS	18	1978
003 of 003 Record #:	34 9691	96 SALV & SUBRO	LAYTON FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report: 3 of 003 Boxes

12-7-98

3

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

99 NOV 24 AM 6:58

( Please Select appropriate box for storage delivery)

Madison Street

State Records-Jessup

State Archives-Annapolis

Responsible Individual (Print Name):

CINDY LAYTON

Department:

FISCAL

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
1	27	1996 Budget	24			JAN 2007		
2	28	1996 Property CONTROL	18			↓ ↓		
3	34	96 SALV + Signs	10					
4								
5								
6								
7								
8								
9								
10								

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