

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

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

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
96W641	Claim Minor Files "Bodily Injury"	1978-A1	8	1984 - 1988	10	1/2008	RECYCLE
96W1389	Claim Files "Minor" Bodily Injury	1978-A1	8	1985 - 1986	4	1/2008	RECYCLE
96W1726	Claim Files "Minor" Bodily Injury	1978-A1	8	1989	1	1/2008	RECYCLE
98W669	Insurance Accounting Records	1978-A1	23	1997	1	1/2008	RECYCLE
99W317	Claim Files "Minor" Bodily Injury	1978-A1	8	1983 - 1986	4	1/2008	RECYCLE
99W318	Insurance Accounting Records	1978-A1	23	1997	1	1/2008	RECYCLE
99W319	Claim Files "Minor" Bodily Injury	1978-A1	8	1987	1	1/2008	RECYCLE
99W761	Insurance Accounting Records	1978-A1	23	1997	2	1/2008	RECYCLE
00W78	General Accounting Records	1978-A1	18	1997	35	1/2008	RECYCLE
00W297	General Accounting Records	1978-A1	18	1997	39	1/2008	RECYCLE
00W308	Negotiable Instruments	1978-A1	22	1997 - 1998	12	1/2008	RECYCLE
00W318	General Accounting Records	1978-A1	18	1997	4	1/2008	RECYCLE
00W335	Misc. Accounting Records	1978-A1	30	1997	1	1/2008	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, 2008  
 Date

09/15/95

**RECORDS TRANSMITTAL AND RECEIPT**

E

DIRECTIONS-PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>96W641</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>36 22</b>	NO. OF CU. FT. <b>10</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
10 BOXES	CLAIM MINOR FILES "BODILY INJURY"	<b>1978A1 - 8</b> <del>1226 - ITEM 21</del> JANUARY 2008 <b>JF</b>

REPORT: CONTRANS  
TRANSDATE:09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2008

\*\*\*\*\* 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	010	OF 10	

CONSOLIDATED TOTAL : 010 OF 10

REPORT: TRANSMIT  
RUN DATE: 09/15/95

MARYLAND AUTOMOBILE INSURANCE FUND  
RETENTION SCHEDULE: 1226

PAGE NUMBER: 1  
SCHEDULED DESTRUCTION DATE: 01/01/2008

REQUESTING AUTHORIZATION TO TRANSMIT RECORDS TO AN OFFSITE STORAGE FACILITY

TRANSMITTAL BOX NUMBERS	MAIF BOX #	DESCRIPTION OF CONTENTS IN BOX	RESPONSIBLE INDIVIDUAL	APPLICABLE ITEM #	RETENTION SCHEDULE	STATUS OF TRANSMITTAL
01 OF 10	A 000228	CLAIM MINOR FILES DOB 11/85 RECORD #: 02179	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 10	A 000489	CLAIM MINOR FILES DOB 11/85 RECORD #: 02210	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 10	A 000521	CLAIM MINOR FILES DOB 12/85 RECORD #: 02211	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 10	A 001211	CLAIM MINOR FILES DOB 11/85 RECORD #: 02306	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
05 OF 10	A 001213	CLAIM MINOR FILES DOB 10/85 RECORD #: 02308	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
06 OF 10	A 003505	CLAIM MINOR FILES DOB 10/11/85 RECORD #: 03109	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
07 OF 10	A 005902	CLAIM MINOR FILES DOB 09/17/84 RECORD #: 05445	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
08 OF 10	A 006166	CLAIM MINOR FILES DOB 10/25/88 RECORD #: 05707	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
09 OF 10	A 006305	CLAIM MINOR FILES DOB 10/15/85 RECORD #: 05866	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
10 OF 10	B 001976	CLAIM MINOR FILES DOB 11/85 RECORD #: 07457	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

CONSOLIDATED TOTAL OF DETAILED TRANSMITTAL REPORT: 010 OF 10 BOXES

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. 96W1389	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 SECTION(S) 45 35	NO. OF CU. FT. 4
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

~~1226~~ ~~ITEM 21~~

01/01/08

1978 A1 - 8

JF

Maryland Automobile Insurance Fund

Retention Schedule: 1226

Schedule Destruction Date: 01/01/08

\*\*\*\*\* 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	4 OF	04	WAIT TRANS
Consolidated Total: 04 OF 04					

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/08

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01	OF 04 A Record #: 9235	6723 CLAIM MINOR FILES D.O.B. 12/31/86	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
02	OF 04 A Record #: 9236	6725 CLAIM MINOR FILES D.O.B. 09/25/85	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
03	OF 04 A Record #: 9237	6967 CLAIM MINOR FILES D.O.B. 09/25/85	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS
04	OF 04 A Record #: 9238	7397 CLAIM MINOR FILES D.O.B. 12/22/85	ADAMS CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

3-11-94

(4)

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup     State Archives-Annapolis

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

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 AG723	12-86	21	1084	<del>9171</del>	01-01-2008	
② AG725	9-25-85	21	2084	<del>9172</del>	01-01-2008	
③ AG967	9-25-85	21	3084	<del>9173</del>	01-01-2008	
④ A7397	12-22-85	21	4084	<del>9174</del>	01-01-2008	
⑤				9235		
⑥				9234		
⑦				9237		
⑧				9239		
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>96W1726</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	RANGE <b>113</b>	LOCATION <b>26</b>	SECTION(S) <b>1</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
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01 Box CLAIM FILES " MINOR " BODILY INJURY

~~1226~~ ~~ITEM 21~~

01/01/08

1978 A1 - 8

1/2008

JF

Maryland Automobile Insurance Fund

Retention Schedule: 1226                      Schedule Destruction Date: 01/01/08

\*\*\*\*\* 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: 01/01/08

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01      OF 01      M	8025	CLAIM FILES "MINOR" BODILY INJURY	ADAMS	21	1226	WAIT TRANS
Record #:	9600	DOB 12/01/1989	CLAIMS MINOR FILES			

Consolidated Total of Detail Transmittal Report:      01 OF      01 Boxes

4/20

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's 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	M 8025	12/89	21	1001	9600	1/08	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

96 MAY -2 AM 6:35

E ✓

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO. <b>98W669</b>	DATE REC'D <b>4-3-98</b>
B. DIVISION/UNIT WATSON - FISCAL		RM CODE <b>24.01</b>
C. MAILING ADDRESS 1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) <b>116 6</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 INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226 - ITEM 6</del> 01/01/08 <b>1978 41 - 23</b> <b>JF</b>
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Maryland Automobile Insurance Fund

Retention Schedule: 1226      Schedule Destruction Date: 01/01/08

\*\*\*\*\* 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: 01/01/08

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	644	PRODUCER & COMMISSION STATEMENTS	WATSON	6	1226	WAIT TRANS
Record #:	9968	INSURANCE ACCOUNTING RECORDS 05/97	FISCAL			
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

8-05

OFF-SITE RECORDS STORAGE SHIPMENT REQUEST FORM

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt
①	644	Ins Accounting Records/ Comm & Prod Statements 5/97	6	181	9969	1/2008	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

PROPERTY ADMINISTRATOR  
97 AUG -5 AM 10:18

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>99W317</b>	DATE REC'D <b>11-2-98</b>
B. DIVISION/UNIT ADAMS, JEAN - CLAIMS MINOR			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>43</b>	LOCATION <b>9</b>
		SECTION(S)	NO. OF CU. FT. <b>4</b>
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	
04 Boxes	CLAIM FILES " MINOR " BODILY INJURY	<del>1226--ITEM 21</del> 01/01/08 <b>1978 A1 - 8</b> <b>1/08</b> <b>JP</b>	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/08

Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Applicable Item #	Retention Schedule	Status of Transmittal
01 OF 04 Record #:	M 8118 11021	CLAIM MINOR BI FILES DOB 06-23-1986	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
02 OF 04 Record #:	M 8128 11022	CLAIM MINOR BI FILES DOB 06-12-1983	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
03 OF 04 Record #:	M 8153 11023	CLAIM MINOR BI FILES DOB 12-13-1986	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
04 OF 04 Record #:	M 8156 11024	CLAIM MINOR BI FILES DOB 07-01-1986	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 04 OF 04 Boxes

11/07/97

E

RECORDS TRANSMITTAL AND RECEIPT

HP

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W318	DATE REC'D 11-2-98
B. DIVISION/UNIT WATSON - FISCAL			RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE 70	LOCATION 21
D. PHONE NO. 410 - 269 - 8558		SECTION(S)	NO. OF CU. FT. 1
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE	

01 Box

INSURANCE ACCOUNTING RECORDS

~~1226 - ITEM - 6~~

01/01/08

1978A1 - 23

1/08

JP

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/08

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	673 INSURANCE ACCOUNTING RECORDS 08/97	WATSON	6	1226	WAIT TRANS
	Record #:	10782 COMMISSION & PRODUCER STATEMENTS	FISCAL			

Consolidated Total of Detail Transmittal Report: 01 OF 01 Boxes

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W319		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 22	SECTION(S) 1
D. PHONE NO. 410 - 269 - 8558		RECORDS CENTER MANAGER		
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER		
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE		

01 Box

CLAIM FILES " MINOR " BODILY INJURY

~~1226 - ITEM 21~~

01/01/08 JP

1978A1 - 8

1/08

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Scheduled Destruction Date: 01/01/08

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 8145 11047	CLAIM MINOR BI FILES DOB 01-25-1987	ADAMS, JEAN CLAIMS MINOR FILES	21	1226	WAIT TRANS
Consolidated Total of Detail Transmittal Report:		01 OF	01 Boxes			

01/20/98

RECORDS TRANSMITTAL AND RECEIPT

HP

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  99W761	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 21	LOCATION SECTION(S) 30
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. 2	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	
2. BOX NUMBERS 02 Boxes	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES INSURANCE ACCOUNTING RECORDS	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE <del>1226 - ITEM 6</del> 01/01/08 1978 A1 - 23 1/08	

Maryland Automobile Insurance Fund

Retention Schedule: 1226 Schedule Destruction Date: 01/01/08

\*\*\*\*\* 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: 01/01/08

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 #:	679 * 11061	INSURANCE ACCOUNTING RECORDS 10/97 PRODUCER STATEMENTS	WATSON FISCAL	6	1226	WAIT TRANS
02 OF 02 Record #:	678 * 11062	INSURANCE ACCOUNTING RECORDS 09/97 PRODUCER & COMM STATEMENTS	WATSON FISCAL	6	1226	WAIT TRANS

Consolidated Total of Detail Transmittal Report: 02 OF 02 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**

98 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 Initial/ Receipt
①	679	Insurance Accounting Records 10/97 Producer Statements	6	1081	11061	1/2008	
②							
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

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

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

98 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	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	678	Insurance Accounting Records 9/97 Producer & Commission Statements	6	2 of 2	11062	1/2008	
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.  <p style="font-size: 2em; text-align: center;">00W78</p>	DATE REC'D <p style="font-size: 1.5em; text-align: center;">8-6-99</p>
B. DIVISION/UNIT SMITH FISCAL		RM CODE <p style="font-size: 1.5em; text-align: center;">24.01</p>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE                      SECTION(S) <p style="font-size: 2em; text-align: center;">9                                      18</p>	NO. OF CU. FT.  <p style="font-size: 2em; text-align: center;">35</p>
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

32 Boxes    GENERAL ACCOUNTING RECORDS

<sup>-AI</sup>  
 1978-ITEM 18  
 01/01/2008

JF

3 Boxes    MISCELLANEOUS ACCOUNTING RECORDS

<sup>-AI</sup>  
 1978-ITEM 30  
 01/01/2008

Report: CONTRANS  
TransDate: 12/01/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2008  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

01/01/2008

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	32 of 035	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	3 of 035	WAIT TRANS
Consolidated Total: 35 of 035				

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 035 Record #:	9501	546 DEPOSITS 01/1997 - 05/1997	SMITH FISCAL	WAIT TRANS	18	1978
002 of 035 Record #:	9502	547 DEPOSITS 06/1997 - 12/1997	SMITH FISCAL	WAIT TRANS	18	1978
003 of 035 Record #:	9503	548 WIRE TRANSFERS 97 JAN - MAY	SMITH FISCAL	WAIT TRANS	18	1978
004 of 035 Record #:	9504	549 WIRE TRANSFERS 97 JUN - DEC	SMITH FISCAL	WAIT TRANS	18	1978
005 of 035 Record #:	9505	550 EXPENSE STATEMENTS 12/1997	SMITH FISCAL	WAIT TRANS	18	1978
006 of 035 Record #:	9506	551 EXPENSE STATEMENTS 1997	SMITH FISCAL	WAIT TRANS	18	1978
007 of 035 Record #:	9507	552 1997 MISC ACCOUNTING RECORDS	SMITH FISCAL	WAIT TRANS	30	1978
008 of 035 Record #:	9508	553 1997 MISC ACCOUNTING RECORDS	SMITH FISCAL	WAIT TRANS	30	1978
009 of 035 Record #:	9509	554 1997 MISC ACCOUNTING RECORDS	SMITH FISCAL	WAIT TRANS	30	1978
010 of 035 Record #:	9510	555 1997 AT & T & BELL ATLANTIC	SMITH FISCAL	WAIT TRANS	18	1978
011 of 035 Record #:	9511	556 1997 AT & T	SMITH FISCAL	WAIT TRANS	18	1978
012 of 035 Record #:	9512	557 ODU LISTS 1 - 3 /1997	SMITH FISCAL	WAIT TRANS	18	1978
013 of 035 Record #:	9513	558 97 BANK STATEMENTS, VOID & SP'S	SMITH FISCAL	WAIT TRANS	18	1978
014 of 035 Record #:	9514	559 97 BANK PRINTOUTS	SMITH FISCAL	WAIT TRANS	18	1978
015 of 035 Record #:	9515	560 PETTY CASH	SMITH FISCAL	WAIT TRANS	18	1978
016 of 035 Record #:	9516	561 1997 DAELY WORK JAN - FEB	SMITH FISCAL	WAIT TRANS	18	1978
017 of 035 Record #:	9517	562 1997 DAILY WORK MAR - APR 17	SMITH FISCAL	WAIT TRANS	18	1978
018 of 035 Record #:	9518	563 1997 DAILY WORK APR 18 - JUN 5	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 035 Record #:	564 9519	1997 DAILY WORK JUN 6 - JUL 23	SMITH FISCAL	WAIT TRANS	18	1978
020 of 035 Record #:	565 9520	1997 DAILY WORK JUL 25- SEP 16	SMITH FISCAL	WAIT TRANS	18	1978
021 of 035 Record #:	566 9521	1997 DAILY WORK SEP 17 - NOV 5	SMITH FISCAL	WAIT TRANS	18	1978
022 of 035 Record #:	567 9522	1997 DAILY WORK NOV 6 - DEC 31	SMITH FISCAL	WAIT TRANS	18	1978
023 of 035 Record #:	568 9523	1997 VENDORS A - ATT	SMITH FISCAL	WAIT TRANS	18	1978
024 of 035 Record #:	569 9524	1997 VENDORS ATT ADV NET -CED	SMITH FISCAL	WAIT TRANS	18	1978
025 of 035 Record #:	570 9525	1997 VENDORS CEN - CU	SMITH FISCAL	WAIT TRANS	18	1978
026 of 035 Record #:	571 9526	1997 VENDORS D&J - DGS	SMITH FISCAL	WAIT TRANS	18	1978
027 of 035 Record #:	572 9527	1997 VENDORS DEPT- IBM	SMITH FISCAL	WAIT TRANS	18	1978
028 of 035 Record #:	573 9528	1997 VENDORS IOUG- MAIF	SMITH FISCAL	WAIT TRANS	18	1978
029 of 035 Record #:	574 9529	1997 VENDORS MD - PITNEY BOWES	SMITH FISCAL	WAIT TRANS	18	1978
030 of 035 Record #:	575 9530	1997 VENDORS PL - SO	SMITH FISCAL	WAIT TRANS	18	1978
031 of 035 Record #:	576 9531	1997 VENDORS SOL - WHITE	SMITH FISCAL	WAIT TRANS	18	1978
032 of 035 Record #:	577 9532	1997 VENDORS WILEY - Z UCJ VEN - TEMPS	SMITH FISCAL	WAIT TRANS	18	1978
033 of 035 Record #:	578 9533	1997 VENDORS CELL ONE	SMITH FISCAL	WAIT TRANS	18	1978
034 of 035 Record #:	580 9534	1997 PR & LEAVE RECORDS	SMITH FISCAL	WAIT TRANS	18	1978
035 of 035 Record #:	581 9535	1997 RECEIPT BOOKS, GAS RECEIPTS, 1996 VENDOR BOOKS	SMITH FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report:

35 of 035 Boxes

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

12-1-99  
357

**\* 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	Scheduled Destruct Date	Initial/ Confirm Receipt
①	546	DEPOSITS 1/97-5/97	18			JAN 2008	
②	547	DEPOSITS 6/97-12/97	18				
③	548	Wire TRANSFERS 97 JAN-MAY	18				
④	549	" " " JUN-DEC	18				
⑤	550	Exp STATEMENTS 12/97	18				
⑥	551	Exp STATEMENTS 97	18				
⑦	552	97 MISC	30				
⑧	553	97 MISC	30				
⑨	554	97 MISC	30				
⑩	555	97 AT+T Bell	18				

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



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

12-1-99  
35

**\* 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)

Page 2 of 4 Pages

Madison Street       State Records-Jessup       State Archives-Annapolis

Responsible Individual (Print Name): Barbara SMITH Department: FISCAL  
GEN ACCT

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	Scheduled Destruct Date	Initial/ Confirm Receipt
1	556	1997 AT+T	18			JAN 2008	
2	557	ODU LIST 1-3/97	18				
3	558	97 BANK ST, VOID + SP'S	18				
4	559	97 BANK PRINTOUTS	18				
5	560	PURCH CASH	18				
6	561	1997 DAILY WORK JAN-FEB	18				
7	562	MAR-APR 17	18				
8	563	APR 18-JUN 5	18				
9	564	JUN 6-JUL 23	18				
10	565	JUL 25-SEP 16	18				✓

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

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

12-1-98  
35

**\* 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	Scheduled Destruct Date	Initial/Confirm Receipt	
① 566	1997 DAILY WORK Sep 17-Nov 5	18			JAN 2008		
② 567	↓ Nov 6-Dec 31	18			↓		
③ 568	1997 VENDORS A-ATT	18					
④ 569	ATTACH-Cell	18					
⑤ 570	Cen-Cu	18					
⑥ 571	DTJ- DGS	18					
⑦ 572	DEPT- IBM	18					
⑧ 573	FOUR- MAIF	18					
⑨ 574	Md-Prney Bares	18					
⑩ 575	↓ PL-50	18				↓	

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

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

12-1-98  
35

**\* 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 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	Scheduled Destruct Date	Initial/ Confirm Receipt
①	576	1997 VENDORS Ser-White	18			JAN 2008	
②	577	↓ WILEY-2 UCS Ven TEMPS	18			↓	
③	578	↓ CELLULOSE	18			↓	
④	580	97 P/R + Leave Records	18			↓	
⑤	581	97 Receipt BKS, 96 Vendor BKS <i>97 Gen Receipts</i>	18			↓	
⑥							
⑦							
⑧							
⑨							
⑩							

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

R-9

~~S-21-22~~ S-18

R9 S-18

36 SPACES

S-17

12 SPACES TOP

13 SPACES BOTTOM

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>00W297</b>	DATE REC'D <b>9-13-99</b>
B. DIVISION/UNIT WOOD FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>34</b>	LOCATION SECTION(S) <b>29-30</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>39</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

37 Boxes GENERAL ACCOUNTING RECORDS

-A1  
1978-ITEM 18 **JF**  
01/01/2008

2 Boxes MISCELLANEOUS ACCOUNTING RECORDS

-A1  
1978-ITEM 30  
01/01/2008

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	37 of 039	TEMP/BESTGATE
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	2 of 039	TEMP/BESTGATE

Consolidated Total: 39 of 039

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 039 Record #:	535 9645	PRE-INSPECTION K-MART JAN - JUN 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
002 of 039 Record #:	536 9646	PRE-INSPECTION K-MART JUN -DEC 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
003 of 039 Record #:	537 9647	PRE-INSPECTION MR TIRE JAN -JUN 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
004 of 039 Record #:	538 9648	PRE-INSPECTION MR TIRE JUL -DEC 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
005 of 039 Record #:	539 9649	PRE-INSPECTION SM VENDORS A - I JAN - MAR 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
006 of 039 Record #:	540 9650	PRE-INSPECTION SM VENDORS J - Z JAN - MAR 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
007 of 039 Record #:	541 9651	PRE-INSPECTION SM VENDORS A - I APR - JUN 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
008 of 039 Record #:	542 9652	PRE-INSPECTION SM VENDORS J - Z APR - JUN 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
009 of 039 Record #:	543 9653	PRE-INSPECTION SM VENDORS A - I JUL - SEP 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
010 of 039 Record #:	544 9654	PRE-INSPECTION SM VENDORS J - Z JUL - SEP 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
011 of 039 Record #:	545 9655	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
012 of 039 Record #:	546 9656	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
013 of 039 Record #:	547 9657	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
014 of 039 Record #:	548 9658	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
015 of 039 Record #:	549 9659	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
016 of 039 Record #:	550 9661	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
017 of 039 Record #:	551 9662	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
018 of 039 Record #:	552 9663	PRE-INSPECTION MERCHANTS 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 039 Record #:	553 9664	PRE-INSPECION MERCHANTS SM VENDORS A - I OCT-DEC 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
020 of 039 Record #:	554 9665	PRE-INSPECION MERCHANTS SM VENDORS J - Z OCT-DEC 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
021 of 039 Record #:	555 9666	BANK REC 1997	WOOD FISCAL	TEMP/BESTGATE	18	1978
022 of 039 Record #:	556 9667	PREM ADJ OPUS CONVERSION	WOOD FISCAL	TEMP/BESTGATE	18	1978
023 of 039 Record #:	557 9668	SVO MANUALS	WOOD FISCAL	TEMP/BESTGATE	18	1978
024 of 039 Record #:	558 9669	REALITY PROJECT SET UP	WOOD FISCAL	TEMP/BESTGATE	30	1978
025 of 039 Record #:	559 9660	509X	WOOD FISCAL	TEMP/BESTGATE	18	1978
026 of 039 Record #:	560 9670	509 X	WOOD FISCAL	TEMP/BESTGATE	18	1978
027 of 039 Record #:	561 9671	REALITY PROJECT FIXED ASSETS	WOOD FISCAL	TEMP/BESTGATE	30	1978
028 of 039 Record #:	513 9672	ins monthly 1/97-6/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
029 of 039 Record #:	516 9673	INS GEN REC 1-7/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
030 of 039 Record #:	517 9674	INS GEN REC 7-12/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
031 of 039 Record #:	518 9675	GAS REPORTS 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
032 of 039 Record #:	520 9676	PRE-INSPECTION RUNS 1-3/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
033 of 039 Record #:	521 9677	PRE-INSPECTION RUNS 3-8/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
034 of 039 Record #:	522 9678	PRE-INSPECTION RUNS 9-12/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
035 of 039 Record #:	523 9679	CONFIRMS & INVEST 97	WOOD FISCAL	TEMP/BESTGATE	18	1978
036 of 039 Record #:	524 9680	OP RECS 1 -4/97	WOOD FISCAL	TEMP/BESTGATE	18	1978



Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
037 of 039 Record #:	9681	525 OP RECS 5 -6/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
038 of 039 Record #:	9682	526 PAR EX REPORTS 1-8/97	WOOD FISCAL	TEMP/BESTGATE	18	1978
039 of 039 Record #:	9683	527 MONTHLY INS 7-12 /97	WOOD FISCAL	TEMP/BESTGATE	18	1978

Consolidated Total of Detail Transmittal Report: 39 of 039 Boxes

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

12-6-99  
39

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

90 NOV 30 AM 6:33

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 3 of 5 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	555	BANK Recs 97	18			JAN 2008	
2	556	Prior AOT OPUS CONVERSION	18			↓	
3	557	SVO MANUALS	18				
4	558	REARIM Project Setup	30				
5	559	509 X	18				
6	560	509 X	18				
7	561	REARIM Project Fixed Asset	30				
8							
9							
10							

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

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

12-6-99  
39

**\* 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)

NOV 24 AM 6:57

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 4 of 5 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	513	INS MONTHLY 1/97-6/97	18			JAN 2008	
②	516	INS Gen Rec 1-7/97	18			↓	
③	517	" " " 7-12/97	18				
④	518	GAS Reports 97	18				
⑤	520	PreINSPEC Rens 1-3/97	18				
⑥	521	" " " 3-8/97	18				
⑦	522	" " " 9-12/97	18				
⑧	523	CONFIRMS + INVEST 97	18				
⑨	524	OP Recs 1-4/97	18				
⑩	525	" " 5-6/97	18				

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

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

12-6-98  
 (39)

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

98 NOV 24 AM 6:57

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

Page 5 of 5 P 98

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	Initial/ Confirm Receipt
①	526	Pre Ex Reports 1-8/97	18			Jan 2008	
②	527	MONTHLY INS 7-12/97	18			↓	
③							
④							
⑤							
⑥							
⑦							
⑧							
⑨							
⑩							

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

12-6-99  
39

**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 30 AM 6:33

( Please Select appropriate box for storage delivery)

Madison Street

State Records-Jessup

State Archives-Annapolis

Page 1 of 5 pgs

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	Initial/ Confirm Receipt
1	535 PREINSPECTION K-MART JAN-JUN 97	18			JAN 2008	
2	536 " " " JULY-DEC 97	18				
3	537 " " MrTire JAN-JUN 97	18				
4	538 " " " " JUL-DEC 97	18				
5	539 " " A-I Sm Vendors JAN-MAR 97	18				
6	540 " " J-2 Sm Vendors JAN-MAR 97	18				
7	541 " " A-I Sm Vendors Apr-JUN 97	18				
8	542 " " J-2 Sm Vendors Apr-JUN 97	18				
9	543 " " A-I Sm Vendors JUL-SEPT 97	18				
10	544 " " J-2 Sm Vendors JUL-SEPT 97	18				

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

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

12-6-98  
39

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

98 NOV 30 AM 6:33

( Please Select appropriate box for storage delivery)

Madison Street

State Records-Jessup

State Archives-Annapolis

Page 2 of 5 Pages

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	545	Preinspection Merchants 97	18			JAN 2008		
②	546	↓	18			↓		
③	547	↓	18			↓		
④	548	↓	18			↓		
⑤	549	↓	18			↓		
⑥	550	↓	18			↓		
⑦	551	↓	18			↓		
⑧	552	↓	18			↓		
⑨	553	" " Jim Vendor's A-I Oct-Dec 97	18			↓		
⑩	554	" " " J-2 Oct-Dec 97	18			↓		

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

R-34

S-29-30

29-ENTRY SPACES

E

**RECORDS TRANSMITTAL AND RECEIPT**

40

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO. <b>00W308</b>	DATE REC'D <b>9-13-99</b>
B. DIVISION/UNIT WATSON FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>133</b>	LOCATION SECTION(S) <b>6-8</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>12</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
16 Boxes	NEGOTIABLE INSTRUMENTS (ORIG 10 YRS, MICROFILM 25)	<b>A1</b> 1978-ITEM 22 01/01/ <del>2008</del> <b>2025</b>
3 Boxes	INSURANCE ACCOUNTING RECORDS	1978-ITEM 23 01/01/2008 <b>JF</b>



Report: CONTRANS  
TransDate: 08/19/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2008  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	NEGOTIABLE INSTRUMENTS (ORIG 10 YRS, MICROFILM 25)	22	16 of 019	WAIT TRANS
FISCAL	INSURANCE ACCOUNTING RECORDS	23	3 of 019	WAIT TRANS

Consolidated Total: 19 of 019

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 019 Record #:	790 9796	INSURANCE ACCOUNTING RECORDS 7/97 - 12/97	WATSON FISCAL	WAIT TRANS	23	1978
002 of 019 Record #:	761 9797	INSURANCE ACCOUNTING RECORDS 7/98 - 12/98	WATSON FISCAL	WAIT TRANS	23	1978
003 of 019 Record #:	762 9798	INSURANCE ACCOUNTING RECORDS 7/98 - 12/98	WATSON FISCAL	WAIT TRANS	23	1978
004 of 019 Record #:	839 9799	NEGOTIABLE INSTRUMENTS 1345000 - 1348599	WATSON FISCAL	WAIT TRANS	22	1978
005 of 019 Record #:	840 9800	NEGOTIABLE INSTRUMENTS 1348600 - 1352599	WATSON FISCAL	WAIT TRANS	22	1978
006 of 019 Record #:	841 9801	NEGOTIABLE INSTRUMENTS 1352600 - 1356599	WATSON FISCAL	WAIT TRANS	22	1978
007 of 019 Record #:	842 9802	NEGOTIABLE INSTRUMENTS 1356600 - 1360499	WATSON FISCAL	WAIT TRANS	22	1978
008 of 019 Record #:	843 9803	NEGOTIABLE INSTRUMENTS 1360500 - 1364499	WATSON FISCAL	WAIT TRANS	22	1978
009 of 019 Record #:	844 9804	NEGOTIABLE INSTRUMENTS 1364500 - 1368399	WATSON FISCAL	WAIT TRANS	22	1978
010 of 019 Record #:	845 9805	NEGOTIABLE INSTRUMENTS 1368400 - 1372499	WATSON FISCAL	WAIT TRANS	22	1978
011 of 019 Record #:	846 9806	NEGOTIABLE INSTRUMENTS 1372500 - 1376499	WATSON FISCAL	WAIT TRANS	22	1978
012 of 019 Record #:	847 9807	NEGOTIABLE INSTRUMENTS 1376500 - 1380199	WATSON FISCAL	WAIT TRANS	22	1978
013 of 019 Record #:	848 9808	NEGOTIABLE INSTRUMENTS 1380200 - 1383999	WATSON FISCAL	WAIT TRANS	22	1978
014 of 019 Record #:	849 9809	NEGOTIABLE INSTRUMENTS 1384000 - 1387999	WATSON FISCAL	WAIT TRANS	22	1978
015 of 019 Record #:	850 9810	NEGOTIABLE INSTRUMENTS 1388000 - 1391899	WATSON FISCAL	WAIT TRANS	22	1978
016 of 019 Record #:	851 9811	NEGOTIABLE INSTRUMENTS 1391900 - 1395999	WATSON FISCAL	WAIT TRANS	22	1978
017 of 019 Record #:	852 9812	NEGOTIABLE INSTRUMENTS 1396000 - 1399999	WATSON FISCAL	WAIT TRANS	22	1978
018 of 019 Record #:	853 9813	NEGOTIABLE INSTRUMENTS 1400000 - 1404099	WATSON FISCAL	WAIT TRANS	22	1978

Report: TRANSMIT  
Trans Date: 08/19/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978  
Scheduled Destruction Date: 01/01/2008  
Requesting Authorization to Transmit records to an OffSite Storage Facility

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
019 of 019 Record #:	9814	854 NEGOTIABLE INSTRUMENTS 1404100 - 1408199	WATSON FISCAL	WAIT TRANS	22	1978

Consolidated Total of Detail Transmittal Report: 19 of 019 Boxes

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

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

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

*11/12/04*  
*11/12/04*

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	790	Insurance Accounting Records 7/97 -12/97	23	10819	9796	1/2008	
②	761	Insurance Accounting records 7/98 - 12/98	23	10819	9797	1/2008	
③	762	Insurance Accounting records 7/98/- 12/98	23	30819	9799	1/2008	
④							
⑤							
⑥							
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⑨							
⑩							

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

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

8/19/19  
(19)

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

93 J 11 - 5 01 7: 13

( Please Select appropriate box for storage delivery)

Madison Street       State Records-Jessup       State Archives-Annapolis

*Page 2 of 3 Page 1*

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	839	Negotiable Instruments 1345000 - 1348599	22	4 of 19	9799	1/2008	
②	840	Negotiable Instruments 1348600 - 1352599	22	5 of 19	9800	1/2008	
③	841	Negotiable Instruments 1352600 - 1356599	22	6 of 19	9801	1/2008	
④	842	Negotiable Instruments 1356600 - 1360499	22	7 of 19	9802	1/2008	
⑤	843	Negotiable Instruments 1360500 - 1364499	22	8 of 19	9803	1/2008	
⑥	844	Negotiable Instruments 1364500 - 1368399	22	9 of 19	9804	1/2008	
⑦	845	Negotiable Instruments 1368400 - 1372499	22	10 of 19	9805	1/2008	
⑧	846	Negotiable Instruments 1372500 - 1376499	22	11 of 19	9806	1/2008	
⑨	847	Negotiable Instruments 1376500 - 1380199	22	12 of 19	9807	1/2008	
⑩	848	Negotiable Instruments 1380200 - 1383999	22	13 of 19	9808	1/2008	

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

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

9/19/98  
(19)

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

92 JUL 17 13

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Madison Street       State Records-Jessup       State Archives-Annapolis

*Page 3 of 3 Page*

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

MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input type="checkbox"/> Confirm Receipt	Initial/
① 849	Negotiable Instruments 1384000 - 1387999	22	140819	9809	1/2008		
② 850	Negotiable Instruments 1388000 - 1391899	22	150819	9810	1/2008		
③ 851	Negotiable Instruments 1391900 - 1395999	22	160819	9811	1/2008		
④ 852	Negotiable Instruments 1396000 - 1399999	22	170819	9812	1/2008		
⑤ 853	Negotiable Instruments 1400000 - 1404099	22	180819	9813	1/2008		
⑥ 854	Negotiable Instruments 1404100 - 1408199	22	190819	9814	1/2008		
⑦							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)

E

RECORDS TRANSMITTAL AND RECEIPT

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND		ACCESSION NO.  <b>00W318</b>	DATE REC'D <b>9-13-99</b>
B. DIVISION/UNIT LAYTON FISCAL			RM CODE <b>24.01</b>
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294		RANGE <b>3</b>	LOCATION SECTION(S) <b>15</b>
D. PHONE NO. 410 - 269 - 8558		NO. OF CU. FT. <b>4</b>	
E. AGENCY OFFICIAL CJ MUMME, RECORDS ADMINISTRATOR		RECORDS CENTER MANAGER	
		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE
2 Boxes	GENERAL ACCOUNTING RECORDS	1978-ITEM 18 01/01/2008
1 Boxes	BUDGET AND FISCAL PLANNING RECORDS	1978-ITEM 24 01/01/2008
1 Boxes	MISCELLANEOUS ACCOUNTING RECORDS	1978-ITEM 30 01/01/2008

1978A) AI JF

Department	Title	Item Number	Total Volume Boxes	Locations
FISCAL	GENERAL ACCOUNTING RECORDS	18	2 of 004	WAIT TRANS
FISCAL	BUDGET AND FISCAL PLANNING RECORDS	24	1 of 004	WAIT TRANS
FISCAL	MISCELLANEOUS ACCOUNTING RECORDS	30	1 of 004	WAIT TRANS
Consolidated Total:		4	of 004	



Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 004 Record #:	31 9692	1997 BUDGET	LAYTON FISCAL	WAIT TRANS	24	1978
002 of 004 Record #:	32 9693	1997 PROPERTY RECS	LAYTON FISCAL	WAIT TRANS	18	1978
003 of 004 Record #:	33 9694	EXPIRED CONTRACTS	LAYTON FISCAL	WAIT TRANS	30	1978
004 of 004 Record #:	35 9695	97 SALV SUBRO	LAYTON FISCAL	WAIT TRANS	18	1978

Consolidated Total of Detail Transmittal Report: 4 of 004 Boxes

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

12-7-99  
④

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

Scheduled Destruct Date must be timeframe stipulated in Retention Schedule

98 NOV 24 AM 6:57

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Madison Street       State Records-Jessup       State Archives-Annapolis

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

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	<input checked="" type="checkbox"/> Confirm Receipt	Initial/
①	31	97 BUDGET	24			JAN 2008		
②	32	97 Property Recs	18			↓		
③	33	Expired CONTRACTS	30					
④	35	97 SALV + SUBNO	18					
⑤								
⑥								
⑦								
⑧								
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⑩								

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

**RECORDS TRANSMITTAL AND RECEIPT**

DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES

A. AGENCY 1. MARYLAND AUTOMOBILE INSURANCE FUND	ACCESSION NO.  DOW335	DATE REC'D 9-13-99
B. DIVISION/UNIT ANDRAS PAYROLL MASTER		RM CODE 24.01
C. MAILING ADDRESS  1750 FOREST DRIVE ANNAPOLIS, MARYLAND 21401-4294	LOCATION RANGE SECTION(S) 13 29	NO. OF CU. FT.  1
D. PHONE NO. 410 - 269 - 8558	RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL  CJ MUMME, RECORDS ADMINISTRATOR	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER	

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

1978<sup>AI</sup> ITEM 30  
 01/01/2008

1978 AI JF

Report: CONTRANS  
TransDate: 12/07/1998

Maryland Automobile Insurance Fund  
Retention Number: 1978 Schedule Destruction Date: 01/01/2008  
\*\*\*\*\* Transmittal for Transfer to OffSite Storage \*\*\*\*\*  
Consolidated Report in the Item Number Sequence

Page 1

Department	Title	Item Number	Total Volume Boxes	Locations
PAYROLL MASTER	MISCELLANEOUS ACCOUNTING RECORDS	30	1 of 001	TEMP/BESTGATE

Consolidated Total: 1 of 001

Report: TRANSMIT  
Trans Date: 12/07/1998

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

Scheduled Destruction Date: 01/01/2008

Transmittal Box Number	MAIF Box #	Description of Contents in Box	Responsible Individual	Location Status	Applicable Item #	Retention Schedule
001 of 001 Record #:	9701	40 FOLDERS ADJUSTMENTS 1997	ANDRAS PAYROLL MASTER	TEMP/BESTGATE	30	1978

Consolidated Total of Detail Transmittal Report: 1 of 001 Boxes

12-7-99  
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

98DEC-4 AM 9:07

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Madison Street       State Records-Jessup       State Archives-Annapolis

Responsible Individual (Print Name): JOANW ANDIAS Department: Payroll

	MAIF BOX #	Description / Contents of Box (Inclusive of oldest date in box)	* Item Number	DGS BOX #	Record Number	<input checked="" type="checkbox"/> Scheduled Destruct Date	Initial/ <input checked="" type="checkbox"/> Confirm Receipt
①	40	FOLDERS - ADJUSTMENTS <sup>1997</sup>	30			1/2008	
②							
③							
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Records Admin (White), Shipping Dept (Yellow), Storage Site (Pink)