

DEPARTMENT OF GENERAL SERVICES
Records Management Division
Supersedes 427A,730,732,733,735A

SCHEDULE
NO. # 1226

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND AUTOMOBILE INSURANCE FUND		FISCAL DEPARTMENT
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>GENERAL ACCOUNTING RECORDS</u></p> <p>BANK DEPOSIT SLIPS BANK STATEMENTS PAID BILLS AND INVOICES RECONCILIATIONS & TRIAL BALANCE SHEETS INTERIM FINANCIAL REPORTS EXPENSE REPORTS CASH MANAGEMENT REPORTS INVESTMENT TRANSACTION ADVICES</p>	RETAIN FOR TEN (10) YEARS, THEN DESTROY.
2.	<p><u>SPECIAL ACCOUNTING RECORDS</u></p> <p>AUDIT REPORTS GENERAL LEDGERS AND JOURNALS ANNUAL STATEMENTS TO INSURANCE COMMISSIONER REAL ESTATE RECORDS CASH INSUFFICIENCY ESTIMATES EXPENSE REPORT TO THE INSURANCE COMMISSIONER</p>	RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.
3.	<p><u>PREMIUM TAX REPORTS</u></p> <p>Premium Tax Reports are filed twice a year, the first by March 15th to pay all taxes due for the preceeding year. This report must show all premiums written in the State of Maryland for a given calendar year, it must also include the calculation of taxes due and a breakdown of the premium by line of business, less any estimated taxes paid during the period covered.</p> <p>The second filing is due by June 1st and is estimate of the liability to be incurred in a given calendar year. It should contain a total estimated tax for the entire year, and show the calculation for at least 50% of liability. Both reports must also include payment.</p>	RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9/24/90 *David C. Trageser* 22752
Date Signature Title

10/30/90 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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4.	<p><u>APPENDIX A & B</u></p> <p>This is a Liability Insurance Data Report of Maryland, This report shows product Liability for individual types of coverage (ie, professional liability, commercial auto liability, etc). It is to include information regarding Premiums Written, Expenses Incurred, Incurred Claims, L. A. E. and reserve information regarding these items.</p> <p>This report must be filed by all Insurer's who write business in the State of Maryland, the filing date is June 1st. Allocation basis should be reported in this form.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>
5.	<p><u>NEGOTIABLE INSTRUMENTS</u></p> <p>PREMIUM REFUND CHECKS CLAIM DRAFTS OTHER CHECKS</p>	<p>RETAIN FOR TEN (10) YEARS THEN MICROFILM AND DESTROY THE ORIGINAL. RETAIN THE MICROFILM FOR TWENTY-FIVE (25) YEARS, THEN DESTROY</p>
6.	<p><u>INSURANCE ACCOUNTING RECORDS</u></p> <p>PRODUCER'S STATEMENTS COMMISSION STATEMENTS PREMIUM REGISTERS CASH REGISTERS CLAIM REGISTERS SUMMARY OF BUSINESS FOR PRODUCERS</p>	<p>RETAIN FOR TEN (10) YEARS, THEN DESTROY.</p>
7.	<p><u>BUDGET AND FISCAL PLANNING RECORDS</u></p> <p>INFORMATIONAL BUDGET REPORT OF FIXED ASSETS</p>	<p>RETAIN FOR TEN (10) YEARS, THEN DESTROY.</p>
8.	<p><u>PAYROLL ACCOUNTING RECORDS</u></p> <p>PAYROLL AND CHECK REGISTER PAYROLL DISTRIBUTION REPORTS</p>	<p>RETAIN FOR TEN (10) YEARS, THEN DESTROY.</p>

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9.	<u>INCOME TAX RECORDS</u> I.R.S. FORMS 1099	RETAIN FOR TEN (10) YEARS, THEN DESTROY.
10.	<u>INVESTMENT ACCOUNTING RECORDS</u> PORTFOLIO REPORTS RECONCILIATIONS AND TRIAL BALANCE SHEETS	RETAIN FOR TEN (10) YEARS, THEN DESTROY.
11.	<u>NEGOTIABLE INSTRUMENT " COPIES "</u> (a) PREMIUM REFUND CHECK "copies" (b) CLAIM DRAFT "COPIES" OTHER CHECK "COPIES"	RETAIN FOR FIVE (5) YEARS, THEN DESTROY. RETAIN FOR ONE (1) YEARS AFTER PAID, THE SEND TO STATE RECORDS CENTER FOR TWENTY-FIVE (25) YEARS, THEN DESTROY.
12.	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> CORRESPONDANCE FILES MISCELLANEOUS WORKPAPERS	RETAIN FOR TEN (10) YEARS, THEN DESTROY.

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UNDERWRITING DEPT.

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13.	<p><u>UNDERWRITING POLICY FILES:</u></p> <p><u>PRIVATE PASSENGER POLICIES ONLY</u></p> <p>CONTENTS INCLUDE APPLICATIONS FOR INSURANCE ENDORSEMENTS TO THE POLICY AND NOTICES OF PAYMENT.</p>	<p>RETAIN FOR ONE (1) YEAR AFTER EXPIRATION DATE AT MAIF'S HOME OFFICE, THEN TRANSFER TO STATE RECORDS CENTER FOR FOUR (4) YEARS, THEN DESTROY.</p>
14.	<p><u>UNDERWRITING POLICY FILES:</u></p> <p>(a) <u>COMMERCIAL:</u></p> <p>CONTENTS INCLUDE APPLICATIONS FOR INSURANCE, ENDORSEMENTS TO THE POLICY AND NOTICES OF PAYMENT.</p> <p>(b) <u>FLEET:</u></p> <p>CONTENTS INCLUDE APPLICATIONS FOR INSURANCE, ENDORSEMENTS TO THE POLICY AND NOTICES OF PAYMENT.</p> <p>(c) <u>TAXI'S:</u></p> <p>CONTENTS INCLUDE APPLICATIONS FOR INSURANCE, ENDORSEMENTS TO THE POLICY AND NOTICES OF PAYMENT</p>	<p>RETAIN FOR FIVE (5) YEARS AFTER EXPIRATION DATE AT MAIF'S OFFSITE STORAGE FACILITY, THEN DESTROY.</p> <p>RETAIN FOR FOUR (4) YEARS AFTER EXPIRATION DATE AT MAIF'S HOME OFFICE, THEN TRANSFER TO MAIF'S OFFSITE STORAGE FACILITY FOR ONE (1) YEAR, THEN DESTROY.</p> <p>RETAIN FOR FIVE (5) YEARS MAIF'S HOME OFFICE, THEN DESTROY.</p>
15.	<p><u>UNDERWRITING SUPPORT DOCUMENTS:</u></p> <p><u>IDEC 541 LISTING:</u></p> <p>THIS IS A DOCUMENT CONTROL LIST. IT IS RECEIVED ON A DAILY BASIS AND SHOWS ALL DOCUMENTS THAT WERE PRINTED DURING THE PREVIOUS COMPUTER RUN. IT ALLOWS THE CLERK TO MATCH ALL DOCUMENTS FOR EACH PARTICULAR POLICY LISTED. DOCUMENTS TO BE MATCHED MAY INCLUDE THE POLICY DECLARATION PAGE, ADDITIONAL PREMIUM NOTICES, ADDITIONAL PREMIUM/CANCELLATION NOTICES AND REFUND NOTICES.</p> <p><u>P6160 POLICY RENEWAL LISTING:</u></p> <p>THIS IS AN ALPHABETICAL LIST BY NAMED INSURED OF ALL POLICIES WHICH WILL BE EXPIRING DURING A GIVEN MONTH. IT IS PRODUCED ON A MONTHLY BASIS, FORTY-FIVE (45) DAYS PRIOR TO THE EXPIRATION MONTH.</p>	<p>RETAIN FOR FIVE (5) YEARS, THEN DESTROY.</p> <p>RETAIN FOR FIVE (5) YEARS, THEN DESTROY.</p>

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MARYLAND AUTOMOBILE INSURANCE FUND

UNDERWRITING DEPT.

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Item No.	Description	Retention
16.	<p><u>UNDERWRITING FILES IN SUIT:</u></p> <p>THESE FILES INCLUDE ALL UNDERWRITING POLICY FILES (PRIVATE PASSENGER, COMMERCIAL, FLEET, OR TAXI) WHERE A SUIT IS PRESENTED. THE POLICY FILES INCLUDE APPLICATIONS FOR INSURANCE, ENDORSEMENTS TO INSURANCE POLICIES AND NOTICES OF PAYMENT. WHEN A SUIT IS PRESENTED THE CLAIM ADJUSTER MUST REVIEW THE POLICY FILE AND IF COVERAGE IS QUESTIONABLE, THE POLICY FILE IS TO BE KEPT WITH THE CLAIM FILE.</p>	<p>RETAIN WITH THE ASSOCIATED CLAIM FILE "ONLY" IF THERE IS A COVERAGE PROBLEM. THE DESTRUCTION PERIOD IS PREDICATED ON THE TYPE OF CLAIMS FILE IT IS.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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MARYLAND AUTOMOBILE INSURANCE FUND

CLAIMS DEPART.

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Item No.	Description	Retention
17.	<u>CLAIM FILES INVOLVING "ADULT" BODILY INJURY</u>	RETAIN FOR FIVE (5) YEARS, AFTER FILE HAS BEEN CLOSED, THEN DESTROY.
18.	<u>CLAIM FILES INVOLVING PROPERTY DAMAGE, COMPREHENSIVE, COLLISION</u>	RETAIN FOR FOUR (4) YEARS AFTER FILE HAS BEEN CLOSED, THEN DESTROY.
19.	<u>CLAIM FILES - UNRECOVERED TOTAL THEFTS</u>	RETAIN UNTIL VEHICLE IS RECOVERED "or" FIVE (5) YEARS AFTER THE FILE HAS BEEN CLOSED, WHICHEVER COMES FIRST, THEN DESTROY.
20.	<u>CLAIM FILES - COVERAGE HAS BEEN DENIED</u>	RETAIN FOR SIX (6) YEARS FROM THE DATE COVERAGE WAS "DENIED", THEN DESTROY.
21.	<u>CLAIM FILES INVOLVING "MINOR" BODILY INJURY</u>	RETAIN FOR A MINIMUM OF FIVE (5) YEARS AFTER CLOSING, THE RETENTION PERIOD MUST INCLUDE FOUR (4) YEARS AFTER THE MINOR CLAIMANT REACHES THE AGE OF EIGHTEEN (18), THEN DESTROY.
22.	<u>MISCELLANEOUS CLAIM FILES:</u> CORRESPONDANCE FILES MISCELLANEOUS WORKPAPERS DRAFT TRANSMITTAL SHEETS DRAFTS PULLED & VOIDED CL-1 = OPEN RESERVES CL-9 = REVISIONS TO RESERVES F PAY INDICATOR = DROPPED FINAL PAYS RESERVE CORRECTIONS (SPECIAL)	ALL CLAIM FILES OR REPORTS NOT COVERED IN THE AFOREMENTIONED CATEGORIES ARE TO BE RETAINED FOR FIVE (5) YEARS, AFTER THE FILE HAS BEEN CLOSED, THEN DESTROYED.

RECORDS RETENTION AND DISPOSAL SCHEDULE
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MARYLAND AUTOMOBILE INSURANCE FUND CLAIMS / UCJ

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Item No.	Description	Retention
23.	<p><u>U C J BOARD MINUTES:</u></p> <p>QUANTITY: TWENTY (20) VOLUMES DATES: 1958 SIZE: 12" X 12" X 3" FILE ARRANGEMENT: CHRONOLOGICAL</p> <p>THE MINUTES OF THE UNSATISFIED CLAIM AND JUDGEMENT FUND BOARD MEETINGS GIVE THE NAMES OF ALL PERSONS PRESENT AT EACH MEETING, IMPORTANT COMMUNICATIONS RECEIVED OR SET OUT, POLICY DECISIONS AND DISCUSSIONS OF CLAIMS. STAFF REPORTS, EXPERIENCE REPORTS, FINANCE REPORTS AND ANNUAL REPORTS ARE INCLUDED IN THE MINUTES AS EXHIBITS.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>
24.	<p><u>INDEX TO CASES:</u></p> <p>QUANTITY: NINE (9) TWO (2) ROW FILE DRAWERS SIZE: 3" X 6" DATES: 1959 FILE ARRANGEMENT: ALPHABETICAL BY SURNAME OF PARTIES (DIRECT AND REVERSE)</p> <p>THIS RECORD SERIES CONSISTS OF THE COLOR-CODED INDEX CARDS (FORM UCJ 213) ARRANGED ALPHABETICALLY BY SURNAME OF CLAIMANT AND OF UNINSURED; YELLOW, INELIGIBLE; WHITE, UNINSURED; BLUE, CLAIMANT: GIVING NAMES OF CLAIMANT AND UNINSURED, CLAIM NUMBER, DATE OF ACCIDENT, PLACE OF ACCIDENT (COUNTY OR BALTIMORE CITY) AND ON CLAIMANT CARD, NAME OF INSURANCE COMPANY, ASSIGNED TO THE CASE. IN THOSE CASES IN WHICH ELIGIBILITY IS ESTABLISHED, THE YELLOW CARD IS REPLACED WITH A BLUE AND A WHITE CARD..</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>
25.	<p><u>CLAIMANT CONTROL CARDS (KEYSORT STATISTICAL CARDS):</u></p> <p>QUANTITY: SEVEN (7) CARD FILE DRAWERS DATES: 1959..... SIZE: 6" X 8" FILE ARRANGEMENT: NUMERICAL BY CASE NUMBER</p> <p>A STATISTICAL CARD IS PREPARED FOR EACH ELIGIBLE CASE, GIVING NAMES OF THE CLAIMANTS WITH ADDRESSES, NAMES OF UNINSUREDS WITH ADDRESSES, AMOUNT OF CLAIM, CLAIM NUMBER, DATE SUIT WAS RECEIVED, COURT OF ORIGIN, COMPANY ASSIGNED TO THE CASE, INSURANCE COMPANY CODE NUMBER, DATE ASSIGNED, CHEK-BLOCK</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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MARYLAND AUTOMOBILE INSURANCE FUND CLAIMS / U C J

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25.	<p><u>(CONTINUED) CLAIMANT CONTROL CARDS :</u> TO INDICATE NEW ASSIGNMENTS, DATE OF ACCIDENTS, TOTAL RESERVE, RESERVE BALANCE, AND CHECK BLOCK TO INDICATE WHETHER WITH OR WITHOUT PAYMENT. SPACE IS PROVIDED ON THE CARD FOR A NOTATION OF CLAIM FOLDER DISPOSAL</p> <p>THIS RECORD IS VALUABLE FOR LONG-RANGE STATISTICAL STUDIES.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES</p>
26.	<p><u>CLAIM FILES CLOSED WITH PAYMENT - KNOWN UNINSURED MOTORIST</u></p> <p>(a) JUDGEMENT IS " PAID IN FULL "</p> <p>(b) JUDGEMENT IS "NOT" PAID IN FULL</p>	<p>(a) RETAIN FOR TWO (2) YEARS, THEN DESTROY.</p> <p>(b) RETAIN FOR THREE (3) YEARS FOLLOWING;</p> <ol style="list-style-type: none"> 1. Non-Renewal of note or judgement on three (3) and twelve (12) year limitations respectively. 2. Abatement of the receivable by the Central Collection Unit. 3. Discharge in bankruptcy. 4. Compromise settlement of Accounts Receivable by statutory authority. 5. Death of the uninsured. <p>THEN DESTROY.</p>
27.	<p><u>ALL OTHER CLAIM FILES CLOSED - WITH OR WITHOUT PAYMENT</u></p> <p>(a) PROPERTY DAMAGE CLAIMS</p> <p>(b) BODILY INJURY CLAIMS</p>	<p>(a) RETAIN FOR FOUR (4) YEARS, AFTER THE FILE HAS BEEN CLOSED, THEN DESTROY.</p> <p>(b) RETAIN FOR FIVE (5) YEARS, AFTER THE FILE HAS BEEN CLOSED, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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MARYLAND AUTOMOBILE INSURANCE FUND EXECUTIVE DEPARTMENT

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Item No.	Description	Retention
28.	<p>(a) <u>BOARD OF TRUSTEES MINUTES:</u></p> <p>THE MINUTES OF THE BOARD OF TRUSTEES/ MARYLAND AUTOMOBILE INSURANCE FUND GIVE THE NAMES OF ALL PERSONS PRESENT AT EACH MEETING, IMPORTANT COMMUNICATIONS RECEIVED OR SET OUT, POLICY DECISIONS AND DISCUSSIONS OF STAFF REPORTS, EXPERIENCE REPORTS, FINANCE REPORTS AND ANNUAL REPORTS ARE INCLUDED IN THE MINUTES AS EXHIBITS.</p> <p>(b) ANY MATERIAL THAT IS A DIRECTIVE OR POLICY MAKING DOCUMENT AND OR PROVIDES ANY HISTORIC VALUE OF THE MARYLAND AUTOMOBILE INSURANCE FUND.</p> <p>(c) GENERAL CORRESPONDANCE AND MISCELLANEOUS REPORTS OR WORKSHEETS.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p> <p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES</p> <p>RETAIN FOR FIVE (5) YEARS, FROM DATE OF CORRESPONDANCE THEN DESTROY.</p>
29.	<p><u>INTERNAL AUDITING:</u></p> <p>REPORTS & SUPPORTING WORKSHEETS CONFIRMATIONS (CLAIMS/PREMIUMS) AUTOMATED LISTINGS</p>	<p>RETAIN FOR FIVE (5) YEARS, FROM DATE OF CORRESPONDANCE THEN DESTROY.</p>
30.	<p><u>HOUSE COUNSEL:</u></p> <p>THE EXECUTIVE DEPARTMENTS HOUSE COUNSEL HANDLES LITIGATION MATTERS INVOLVING SUITS, FILED AGAINST THOSE INDIVIDUALS INSURED BY THE MARYLAND AUTOMOBILE INSURANCE FUND. THIS RETENTION SCHEDULE PERTAINS TO THESE LITIGATION FILES AND RELATIVE CORRESPONDANCE.</p>	<p>RETAIN FOR FIVE (5) YEARS, FROM COMPLETION DATE OF LITIGATIONS CLOSING, THEN DESTROY.</p>

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MARYLAND AUTOMOBILE INSURANCE FUND

PERSONNEL DEPARTMENT

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31.	<p><u>ETR AND PAYROLL REGISTER:</u></p> <p>SIZE: 16" X 11" DATES: 1973..... AUDIT: STATE OF MARYLAND FILE ARRANGEMENT: YEAR BY PAY PERIOD</p> <p>AGENCIES RECEIVE A PAYROLL AND CHECK REGISTER WHICH REPORTS COMPLETE YEAR-TO-DATE AND CURRENT PERIOD PAYROLL DEDUCTION, WITHOLDING AND EARNINGS DATA FOR EACH AGENCY EMPLOYEE. IN ADDITION, EACH AGENCY RECEIVES AN ANALYSIS OF THE CURRENT PAYROLL AT THE END OF THE PAYROLL AND CHECK REGISTER, WHICH SUMMARIZES THE CHARGES FOR THE AGENCY'S CURRENT PAYROLL.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>
32.	<p><u>JOB POSTING RECORDS:</u></p> <p>SIZE: 8 1/2" X 11" AUDIT: STATE OF MARYLAND FILE ARRANGEMENT: ACCORDING TO POSITION VACANCY</p> <p>JOB POSTING RECORDS CONTAIN ALL DOCUMENTATION RELATED TO FILLING A VACANT POSITION. EACH TIME A POSITION VACANCY OCCURS, AN AUTHORIZATION TO HIRE IS COMPLETED. A JOB POSTING IS PREPARED AND APPLICATIONS ARE ACCUMULATED. APPROVED QUESTIONS ARE PREPARED TO BE USED IN THE INTERVIEW. THE JOB POSTING RECORDS CONTAIN DOCUMENTATION ON INTERVIEW RESPONSES AND SCORES FOR EACH APPLICANT. A SUMMARY OF HOW THEY SCORED, AND COPIES OF ALL APPLICATIONS FOR EACH POSITION TO BE FILLED.</p>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY.</p>
33.	<p><u>PERSONNEL FILES:</u></p> <p>SIZE: LEGAL FILE DATES: 1959..... FILE ARRANGEMENT: INTERNAL = CHRONOLOGICAL EXTERNAL = ALPHABETICAL BY EMPLOYEE SURNAME</p> <p>A FILE IS MAINTAINED FOR EACH INDIVIDUAL EMPLOYED BY THE MARYLAND AUTOMOBILE INSURANCE FUND. THE TYPICAL FOLDER CONTAINS ALL OR SOME OF THE FOLLOWING DOCUMENTS; APPLICATION FOR EMPLOYMENT, CHANGE IN CLASSIFICATION, RETIREMENT DATA AND CORRESPONDANCE, PERSONNEL HISTORY CARD, EMPLOYMENT STATUS CARD, RESIGNATION AND CUT-OFF INFORMATION FOR THE SECRETARY OF PERSONNEL.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>

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PERSONNEL DEPT.

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34.	<p><u>LEAVE RECORDS:</u></p> <p>SIZE: 8 1/2" X 11" AUDIT: STATE OF MARYLAND DATES: 1959 FILE ARRANGEMENTS: NUMERIC SEQUENCE BY SOCIAL SECURITY NUMBER</p> <p>LEAVE IS RECORDED UNDER THE NAME OF THE EMPLOYEE, GIVING THE MONTH AND DAY, TYPE OF LEAVE TAKEN AND TYPE OF LEAVE EARNED, INCLUDING COMPENSATORY.</p>	<p>Retain ten (10) years after termination of employment, then destroy.</p>
35.	<p><u>TIME CARDS:</u> 5" X 8" CARD or 8 1/2" X 11"</p> <p>EMPLOYEE RECORD OF TIME WORKED, LEAVE AND COMPENSATORY TIME.</p>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY.</p>
36.	<p><u>PERSONNEL BREAKDOWN:</u></p> <p>(a) <u>YEAR END REPORT:</u></p> <p>TOTAL CUMMULATIVE FIGURES FOR YEAR - EMPLOYEE COUNTS (POPULATION)</p> <p>(b) <u>MONTHLY REPORT:</u> 8 1/2" X 11"</p> <p>EMPLOYEE POPULATION FOR THE MONTH</p>	<p>RETAIN PERMANENTLY AT MAIF'S HOME OFFICE (PERSONNEL DEPARTMENT).</p> <p>RETAIN FOR TWO (2) YEARS, THEN DESTROY.</p>
37.	<p><u>BUDGET DOCUMENTS:</u></p> <p>ESTIMATED CURRENT YEARS SALARIES, BY EMPLOYEE NAME, CLASSIFICATION ETC. SALARY COMPUTER RUNS.</p>	<p>RETAIN FOR THREE (3) YEARS, THEN DESTROY.</p>
38.	<p><u>ORGANIZATION CHARTS:</u></p> <p>(a) YEAR-END - 8 1/2" X 11"</p> <p>(b) MONTHLY 8 1/2" X 11"</p> <p>THESE CHARTS ARE A GRAPHIC VIEW OF THE MARYLAND AUTOMOBILE INSURANCE FUND'S DEPARTMENTAL ORGANIZATION.</p>	<p>a) RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p> <p>b) RETAIN FOR TWO (2) YEARS, THEN DESTROY</p>
39.	<p><u>YEAR-END TRANSACTION REPORT:</u></p> <p>ALL PERSONNEL DEPARTMENT TRANSACTIONS COMPLETED DURING THE YEAR AS SHOWN ON COMPUTERIZED LISTING.</p>	<p>RETAIN PERMANENTLY AND TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.</p>

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MARYLAND AUTOMOBILE INSURANCE FUND

MICROFILM PROJECTS

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	<u>MICROFILM APPLICATIONS:</u>	
40.	<u>Premium Checks - Project Code 232</u> Premium adjustments to policy, filmed showing face and endorsement on check. Filmed monthly.	Microfilm document after four (4) years and retain microfilm for twenty-five years, then destroy.
41.	<u>Claim Drafts - Project Code 233</u> Claim Drafts are issued for payment on a claim, filmed showing face and endorsement on draft. Filmed monthly.	Microfilm document after four (4) years and retain microfilm for twenty-five years, then destroy
42.	<u>Cancellation Requests - Project Code 354</u> Forms submitted by insured, agent or finance company requesting termination of insurance policy. Filmed monthly.	Microfilm and retain for fifteen (15) years, then destroy.

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MARYLAND AUTOMOBILE INSURANCE FUND

MAGNETIC TAPES

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43.	<p><u>MASTER - STATUS - 626REFORM-5014:</u> Created in Monthly Premium System 110M Contains monthly premiums transactions. One tape is created for each month.</p>	Retain for six (6) years from last year produced, then destroy.
44.	<p><u>INSAGT05-PRTP:</u> Created in Agent Summary System 120M Contains a year-to-date summary of agents premiums written by policy. One tape is created each year.</p>	Retain for one (1) year from last year produced, then destroy.
45.	<p><u>MERGED PREMIUMS:</u> Created in Agent Summary System 120M Contains yearly premiums records by Policy. Two (2) tapes are created each year.</p>	Retain for three (3) years, then destroy.
46.	<p><u>GAS - MERGE:</u> Created in Monthly Gas System 210M Yearly dump of the general Accounting System. One tape is created each year.</p>	Retain for one (1) year from last year produced, then destroy.
47.	<p><u>CK-MSTR-YRLY:</u> Created in Monthly Gas System 210M Contains checks written for the year. One tape is created each year.</p>	Retain for one (1) year from last year produced, then destroy.
48.	<p><u>5018-COPY-TAPES:</u> Created in Copy System 111M Contains a year-to-date summary of Premium and cash transactions. Three (3) to Five (5) tapes are created each year.</p>	Retain for six (6) years from last year produced, then destroy.
49.	<p><u>SORT - PAYMENT:</u> Created in Loss Spread Quarterly System 109Q Contains a yearly Loss Spread Detail. One tape is created each year.</p>	Retain for five (5) years from last year produced, then destroy.

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MARYLAND AUTOMOBILE INSURANCE FUND

MAGNETIC TAPES

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<p>MAGNETIC TAPES</p> <p><u>50. MASTER - RESERVE:</u></p> <p>Created in Monthly Claims System 128m</p> <p>Header record contains rating information, car number, operator number, number of vehicles involved in accident. Suffix record contains coverages for each claimant. One tape is created for each quarter; March, June, September and December.</p>	<p>Retain for six (6) years from the last quarter produced; then destroy</p>
<p><u>51. EXPENSE - MASTER - FILE:</u></p> <p>Created in Monthly Expense System 108M</p> <p>Contains summary of Business Financial Reports for the year. One tape is created each year.</p>	<p>Retain for five (5) years from last year produced, then destroy.</p>
<p><u>52. FULL - YEAR - TRAN:</u></p> <p>Created in Monthly Expense System 108M</p> <p>Financial reports detail of transactions for the year. One tape is created each year.</p>	<p>Retain for five (5) years from last year produced, then destroy.</p>
<p><u>53. VEND - FILE - TAPE:</u></p> <p>Created in Monthly Expense System 108M</p> <p>Snapshot of vendor file for year (purchase amounts for year to date). One tape is created for each year</p>	<p>Retain for five (5) years from last year produced, then destroy.</p>
<p><u>54. YTD - JRN - SUM - REC:</u></p> <p>Created in the Monthly Expense System 108M</p> <p>Contains a year-to-date summary of each unit by expense type. One tape is created for each year.</p>	<p>Retain for five (5) years from last year produced, then destroy.</p>
<p><u>55. YEARLY - CLAIMS:</u></p> <p>Created in Data Maintenance System 128N</p> <p>Contains a year-to-date copy of claims transactions. One tape is created for each year.</p>	<p>Retain for six (6) years from last year produced, then destroy.</p>
<p><u>56. FP010 - PURGED:</u></p> <p>Created in Policy File Purge System 250Q</p> <p>Contains purged policies for this cycle. ONE TAPE IS CREATED EACH YEAR.</p>	<p>Retain for six (6) years from last year produced, then destroy.</p>

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MAGNETIC TAPES

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Item No.	Description	Retention
57.	<p><u>REC30-DISBMAST:</u> Created in Check Register Correction System 209R Contains monthly check information dispersed. Two (2) tapes are created each year.</p>	Retain for one (1) year from last year produced, then destroy.
58.	<p><u>REC10-RETURNS:</u> Created in Check Register System 209N Contains a yearly snapshot of checks. One tape is created each year.</p>	Retain for three (3) years, from last year produced, then destroy.
59.	<p><u>DUMP-COMB-1099:</u> Created in Adjuster Tax Annual System 118A Yearly dump of combined 1099's for outside adjusters. One tape is created each year.</p>	Retain for five (5) years from last year produced, then destroy.
60.	<p><u>DUMP-SRT-INF:</u> Created in Detail Inforce System 110N Contains a yearly sorted inforce. One tape is created each year.</p>	Retain for four (4) years from last year produced, then destroy.
61.	<p><u>DTL-INF-MSTR:</u> Created in Detail Inforce System 110N Contains a snapshot of inforce policies at year end. One to two (2) tapes are created each year.</p>	Retain for four (4) years, from last year produced, then destroy.
62.	<p><u>ASSESSMENT-FILE:</u> Created in Daily Premiums System 124D Contains a copy of the Annual House Bill. One tape is created each year.</p>	Retain for four (4) years, from last year produced, then destroy.

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Description	Retention
<p>63. <u>PRODUCERS STATEMENT - 05510B:</u> Contains File Activity by the producer code number. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>64. <u>COMMISSION STATEMENTS - T05500:</u> Contains the Monthly Commission Due/Payable by the producer code numbers. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>65. <u>OUTSTANDING CLAIM DRAFTS - CLM 509X:</u> Contains Outstanding Claim Drafts to be reconciled to the General Ledger. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>66. <u>ASSESSMENT FILE - HB1283Y:</u> Contains the assessment issued on each policy written by the MAIF. The reels are produced yearly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>67. <u>OUTSTANDING DRAFTS - ODA020:</u> Contains the claim drafts not honored in the year written. The reels are produced on a monthly basis.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>68. <u>ANNUAL EXPENSE - YEAR TO DATE:</u> Contains the Transmittal Report on paid invoices/expenses. The reels are produced on a monthly basis.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
<p>69. <u>PAYROLL - PRS 365:</u> Contains a list of employees, social security number and salary. The reels are produced yearly.</p>	<p>Retain for thirty (30) years then destroy.</p>
<p>70. <u>ACS FORMAT CASH:</u> Contains a detail listing of all premium cash by policy number by the month received. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
71.	<p><u>CPS FILE PURGE:</u> Contains a detail listing of premium charge off. the reels are produced quarterly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
72.	<p><u>CLAIM TRANSACTIONS:</u> Contains a detail listing of monthly claim transactions. The reels are produced both monthly and quarterly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives</p>
73.	<p><u>DRAFT REGISTER:</u> Contains a detail listing of monthly claim payments honored. The reel are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
74.	<p><u>MATCH PRINT:</u> Contains a detail listing of all premiums and cash transactions by agent. The reel are produced monthly</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
75.	<p><u>BOP PRT. PAY 03:</u> Contains a detail listing of policies. The reels are produced on a monthly basis.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
76.	<p><u>PRINT - BS0595:</u> Contains the Premium and Cash listing by policy number. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
77.	<p><u>POLICY STATUS:</u> Contains Policies in force. The reels are produced on a quarterly basis.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>
78.	<p><u>PRINT - P5057:</u> Contains the Monthly listing of premium processed. The reels are produced monthly.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
79.	<u>TRIAL BALANCE:</u> Contains the listing of uninsured outstanding balances due. The reels are produced on a monthly basis.	The master is to be retained permanently and transferred periodically to the Maryland State Archives.

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THE MARYLAND AUTOMOBILE INSURANCE FUND

UNDERWRITING DEPARTMENT
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Item No.	Description	Retention
0.	<p><u>AFP NUM:</u></p> <p>Contains the location of policies when file is in storage. The listing is in numeric sequence. The reels are produced monthly.</p>	<p>Recycle when the tapes are returned to the State Records Center. Tapes are returned when new set is produced with updated information.</p>
1.	<p><u>AFP ALPHA:</u></p> <p>Contains the location of policies when file is in storage. The listing is in alphabetical sequence by policy holder name. The reels are produced on a monthly basis.</p>	<p>Recycle when the tapes are returned to the State Records Center. Tapes are returned when new set is produced with updated information.</p>
82.	<p><u>PFP 020:</u></p> <p>Contains the policy file purge. These files are the history of each policy issued. The reels are produced on a quarterly basis.</p>	<p>The master is to be retained permanently and transferred periodically to the Maryland State Archives.</p>

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CLAIMS DEPARTMENT
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Item No.	Description	Retention
33.	<p><u>MASTER RESERVE PRINT/OUTSTANDING CLAIM RESERVES</u></p> <p>Contains all claim reserve activity in the following categories; either by month, quarter or year end. The reel is produced Monthly, Quarterly and Yearly.</p>	<p>Retain for five (5) years, then destroy.</p>