

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation
Maryland Deposit Insurance Fund

MDIF

AGENCY

DIVISION

Item No.	Description	Retention
1.	MDIF Files, Receivership, Conservatorship Association Files All pertain to the savings and loan crisis and are coded as to privileged and producible (various documents from mortgages, correspondence, depositor records, signature cards, computer printouts, etc.)	Retain Permanently

Schedule Approved by Department, Agency, or Division Representative

Director of Administration

Schedule Authorized by

8/15/87

Joseph T. Seidel

5-57

Doris A. Russell

12/21/87

Seidel

Date

Signature

Title

Date

State Archivist

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
Licensing & Regulation

2. DIVISION
MDIF

3. UNIT

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
MDIF Files, Association Files, Receivership Files

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1987

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
MDIF files correspondence, mortgages, etc.
association files documents pertaining to institution
receivership files depositor files, accounts, correspondence, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
20 cabinets FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
never MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
34 Market Place
Suite 801 The Brokerage

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
In accordance with document production

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
IBM computer, NBI Word Processors
Sperry Computers

18. RECOMMENDED RETENTION
Records must be retained indefinitely due to pending and potential lawsuits

19. NAME AND TITLE OF PREPARER
Doris A. Tippet
Administrative Officer

20. TELEPHONE NUMBER
(301) 727-7810

21. DATE
August 5, 1987