



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 526      Schedule No: 08-526.1**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 DIVISION OF INSURANCE  
 526 - DIRECTOR'S OFFICE

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #87104.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		2/9/12
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	1/23/12	*	2/1/12
State Archivist	Date	Records Analyst	Date
*	2/16/12	*	2/15/12

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001.1 - Service of Process Files (Originals)</b> This series consists of Certificate of Service, correspondence, United States Postal Service Form 3811 Domestic Return Receipt and other legal documents served under AS 21.09.180 and AS 21.33.021.	H	S	Y	60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<b>001.2 - Service of Process Files (Electronic)</b> This series consists of Certificate of Service, correspondence, United States Postal Service Form 3811 Domestic Return Receipt and other legal documents served under AS 21.09.180 and AS 21.33.021.	S, D & E	CY+5	Y	An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet the disposition dates prior to deletion.
<b>002.1 - Bulletins (Originals)</b> This series consists of Certificate of Service, correspondence, United States Postal Service Form 3811 Domestic Return Receipt and other legal documents served under AS 21.09.180 and AS 21.33.021.	H	S		60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<b>002.2 - Bulletins (Electronic)</b> This series consists of Certificate of Service, correspondence, United States Postal Service Form 3811 Domestic Return Receipt and other legal documents served under AS 21.09.180 and AS 21.33.021.	S, D & E	PA		
<b>003.1 - Orders (Administrative Disciplinary, Regulatory &amp; Hearings) (Originals)</b> Administrative Orders include solicitation permits according to AS 21.69.090. Disciplinary orders include accusation, cease and desist and revocation/suspension orders, license denials, original financial examinations, and original market conduct examinations. Regulatory orders are published by a legal publisher.  Series also consists of Hearing cases, documents, attendance lists, correspondence and hearing tapes.	H	S	Y	60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<b>Retention Key</b> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<b>Format Key</b> H = Hardcopy E = Electronic D = Database M = Microform	<b>Bus. Ess = Business Essential</b> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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