



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
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STATE OF ALASKA

Schedule No: 81405

Agency I.D: 293

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF INSURANCE LICENSING	A - Audit C - Cut-off date/event CY - Current Year CFY - Current Fiscal Year PA - Permanent (Transfer to State Archives) PO - Permanent (Retain in Office) TO - Term of Office Bus. Ess. - Business Essential Record	H - Hardcopy E - Electronic D - Database S - Scanned M - Microform
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The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Calendar year basis.

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.

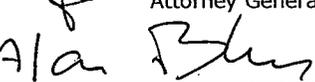
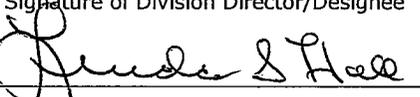
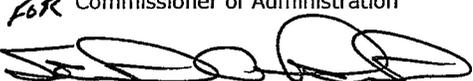
Unless otherwise indicated all records series are non-confidential. Certain records entered into database may confidential under AS 21.06.060. This records schedule supersedes #81404.

Statutory/Regulatory Authority: AS 21; 3 AAC 21 thru 3 AAC 31.

The purpose of the Division of Insurance is to protect and serve Alaska by developing, interpreting, and enforcing the insurance statutes and regulations; by protecting Alaska insurance consumers; by enhancing the insurance business environment and providing information and resources to the public for the knowledgeable management of their insurance affairs.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director Linda S. Hall	State Archivist 	Date 2/16/12	Attorney General 	Date 4/23/2012	
Signature of Division Director/Designee 	Date 2/9/12	Records Analyst 	Date 2/15/12	Commissioner of Administration 	Date 2/1/2012

Records Retention Schedule Continuation			Agency I.D: 293		Schedule No: 81405		Page 2 of 4	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1A	Licensee and Registrant Files – All Classes Originals	H	S	-	S	X	<p>S = Until scanned.</p> <p>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.</p> <p>C = Until the license expires without renewal or Exempt Licensure/registration entity files are maintained until all business needs are concluded.</p> <p>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.</p>
	1B	Electronic This series includes applications/renewals for license or registration, exam answer sheets/scores, or certifications, powers of attorney, address changes, correspondence, bonds, appointment and termination notices, contracts, business plans, organizational documents, and financial statements.	S, D & E	C+5	-	C+5		
2	2A	Licensee Files - Revoked or Suspended Originals	H	S	-	S		<p>S = Until scanned.</p> <p>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.</p> <p>C = Date of revocation/suspension.</p> <p>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.</p>
	2B	Electronic Licensees who have been revoked or suspended. See Item 1.	S, D & E	C+10	-	C+10		

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
4	3A	Licensee Examination Score Reports Originals Submitted by examination administrator. Vendor is contracted by the Division to provide examination results for qualification purposes.	H	S	-	S	X	S = Until scanned. 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. C = Date of examination administration. 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.
	3B		S, D & E	C+1	-	C+1		
-	4A	Notification of Lapsed Licenses and Registration Certificate of Mailing Ledgers Originals This record series includes Certified books from the US Postal System that contains Certificate of Mailing listings, verified by the US Postal Service, as well as paper listings of persons that have lapsed. Also includes Licensee/Registrant files in all classes.	H	S	-	S		S = Until scanned. 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. C = Date of notice. (License reinstatements are only valid for two years.) 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.
	4B		S, D & E	C+2	-	C+2		

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
-	5	Criminal History Reports and Fingerprint Cards This series includes criminal history records and original fingerprint cards provided by the licensee.	H	C+5	-	C+5		C = Until the license expires without renewal or Exempt Licensure/registration entity files are maintained until all business needs are concluded.