



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
 Division of Libraries, Archives & Museums  
 Archives/Records & Information Management Service  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

Schedule No: 82708

Agency I.D: 292

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## RECORDS RETENTION SCHEDULE

### RETENTION KEY

### FORMAT KEY

DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  DIVISION OF INSURANCE  FINANCIAL EXAMINATIONS	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.

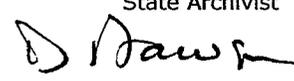
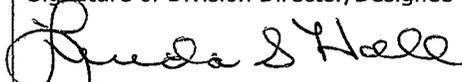
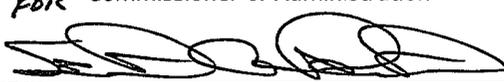
Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #82707.

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  1/23/2012	
Signature of Division Director/Designee  	Date  2/16/12	Records Analyst  	Date  2/15/12	FOR Commissioner of Administration  	Date  2/1/2012

Records Retention Schedule Continuation				Agency I.D: 292		Schedule No: 82708		Page 2 of 11	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
1	1A	<b>Foreign Admitted Insurance Company Approved or Ordered Files</b> Originals	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 = Until company is no longer admitted or documents retained until updated version received.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
	1B	Electronic	S, D & E	C+5	-	C+5			
1	2A	<b>Returned, Withdrawn or Denied Certificate Applications</b> Originals	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 = Until company is no longer admitted or documents retained until updated version received.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
	2B	Electronic	S, D & E	C+5	-	C+5			

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
-		<b>Foreign Insurer Annual &amp; Quarterly Financial Statements and Financial Information</b>						S = Until scanned.	
	3A	Originals	H	S	-	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.	
	3B	Electronic	S, D & E	10	-	10			
		This series consists of annual and quarterly financial statements, annual audit reports, and any other financial information filing required by statute.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
								The National Association of Insurance Commissioners (NAIC) destroys all electronic financial statements.	

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				Office	Records Center	Total Retention			
2	4A	<b>Accredited Reinsurer Company Files</b> Originals	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 = Until company is no longer an accredited reinsurer.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.		
	4B	Electronic  This series includes correspondence and application documents on the accredited reinsurer companies according to AS 21.12.020.	S, D & E	C+5	-	C+5			
13	5A	<b>Application For Surplus Lines Eligibility, Withdrawn/Denied</b> Originals	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 = Until company is no longer on approved white list.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.		
	5B	Electronic  This series includes application files, correspondence, trust account documents and the other documents specifically attributable to the surplus line insurer. All application material is returned to the applicant if the application is withdrawn or denied and only the correspondence retained.	S, D & E	C+5	-	C+5			

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				Office	Records Center	Total Retention			
4	<b>Premium Tax Files</b>							S=Until scanned.	
	6A	Originals	H	S	-	S	X	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.	
6B	Electronic	S, D & E	CY+5	-	CY+5	CY = The last full calendar year after March 1 <sup>st</sup> .			
		This series includes quarterly and annual tax reports filed by admitted insurers, risk retention groups, unauthorized/self-procured buyers, correspondence, certificates and miscellaneous documents regarding premium tax processing.						OPTins: Maintained indefinitely but will notify Alaska if that changes.	
		OPTins (Online Premium Tax for Insurance) maintained electronically with the NAIC.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
5	<b>Surplus Lines Broker Report</b>							S= Until scanned.	
	7A	Originals	H	S	-	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.	
7B	Electronic	S, D & E	CY+5	-	CY+5	CY = Calendar year February 15 <sup>th</sup> .			
		This series includes surplus lines reports submitted by surplus lines licensees.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	

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6		<b>Risk Purchasing Group Files</b>						S = Until scanned.	
	8A	Originals	H	S	-	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.	
	8B	Electronic	S, D & E	C+5	-	C+5		C = Until group is no longer registered.	
		This series includes all surplus lines reports submitted by surplus lines licensees and correspondence.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
7		<b>Risk Retention Group Files</b>						S = Until scanned.	
	9A	Originals	H	S	-	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.	
	9B	Electronic	S, D & E	C+5	-	C+5		C = Until group is no longer registered.	
		This series includes application documents, correspondence, and annual continuation forms.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	

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8		<b>Receivership &amp; Liquidation Records</b>						S = Until scanned.	
	10A	Originals	H	S	-	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.	
	10B	Electronic	S, D & E	C+7	-	C+7		C = Until proceeding is completed.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
9		<b>Insurer Trust Deposit Records</b>						S = Until scanned.	
	11A	Originals	H	S	-	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.	
	11B	Electronic	S, D & E	C	-	C		C = Until the company becomes inactive and/or deposit released.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
		This series includes trust agreements, securities transactions, correspondence, and verifications of assets filed accordance to AS 21.24.130, AS 21.09.090, AS 21.09.270, AS 21.09.310.							

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				Office	Records Center	Total Retention			
10	12A	<b>Admitted Statutory Financial Examination Reports</b> 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 = Until newer statutory financial examination report is received.</p> <p>An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.</p> <p>Some electronic documents are maintained on the Division of Insurance network I drive. Some are maintained by the issuing state, or by the NAIC.</p>	
	12B	Electronic	S, D & E	C	-	C			
11	13A	<b>Premium Tax Audit – Admitted Companies &amp; Surplus Lines Brokers</b> 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 = Until Audit is Completed.</p> <p>An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.</p>	
	13B	Electronic	S, D & E	C+10	-	C+10			
		Auditor schedules, analysis and company generated documents organized in a manner which support the conclusions communicated in the audit report. Includes a copy of final audit report.							

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14		<b>AK Insurance Guaranty and AK Life Health Guaranty Association Files</b>						S = Until scanned.
	14A	Originals	H	S	-	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.
	14B	Electronic  This includes correspondence, annual financial statements and other documents.	S, D & E	CY+5	-	CY+5		An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
16		<b>Domestic Insurer Files</b>						S = Until scanned.
	15A	Originals	H	S	-	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.
	15B	Electronic  This series includes, but is not limited to, correspondence, annual and quarterly statements, annual financial statement review sheets, summary of quarterly review, notices, articles, annual audit reports, copy of last statutory financial examination, annual management discussion and analysis, risk based capital reports, Form A, Form B and other documents related to insurer.	S, D & E	C+10	-	C+10		C = Until company Certificate of Authority or registration or accreditation is surrendered or revoked.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.

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18		<b>Insurance Producer Premium Trust Examination Files</b>						S = Until scanned.	
	16A	Originals	H	S	-	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.	
	16B	Electronic	S, D & E	C+5	-	C+5		C = Until the examination is complete	
		Includes examiners' schedules, analysis and producer generated documents organized in a manner which supports the conclusions communicated in an examination report. Includes copy of final examination report.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	
19		<b>Insurance Company Statutory Financial Examination Files</b>						S = Until scanned.	
	17A	Originals	H	S	-	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.	
	17B	Electronic	S, D & E	C+10	-	C+10		C = Until the examination is complete.	
		Includes examiners' schedules, analysis and producer generated documents organized in a manner which supports the conclusions communicated in an examination report. Includes copy of final examination report.						An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.	

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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		<b>Charitable Gift Annuity Issuers Filings</b>						S = Until scanned.
	18A	Originals	H	S	-	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.
	18B	Electronic	S, D & E	C	-	C		
		The series consists of correspondence and documents submitted to determine exempt status and compliance with AS 21.03.070.						C = Until entity indicates it is no longer issuing charitable gift annuities in Alaska and does not have any such annuities in force in Alaska.
								An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.