



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

Schedule No: 87104

Agency I.D: 526

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT

DIVISION OF INSURANCE

DIRECTOR'S OFFICE

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

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 #87103.

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	State Archivist	Date	Attorney General	Date	
Linda S. Hall	<i>D. Dawson</i>	2/16/12	<i>Alan...</i>	1/23/2012	
Signature of Division Director/Designee	Date	Records Analyst	Date	FOR Commissioner of Administration	Date
<i>Linda S. Hall</i>	2-9-12	<i>[Signature]</i>	2/15/12	<i>[Signature]</i>	2/1/2012

Records Retention Schedule Continuation			Agency I.D: 526		Schedule No: 87104		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
2	1A	Service of Process Files 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.
	1B	Electronic 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	-	CY+5		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.
3	2A	Bulletins 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.
	2B	Electronic Records series consists of advisory and interpretive documents issued for the insurance industry. There is no penalty for non-compliance and the bulletins are issued without public hearings.	S, D & E	C	-	PA		C = Until obsolete, superseded or administrative need is met. 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.

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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	Orders (Administrative Disciplinary, Regulatory & Hearings) 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.
	3B	Electronic 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.	S, D & E	C	-	PA		C = Until obsolete, superseded or administrative need is met. 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.