



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: 292 Schedule No: 08-292.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 DIVISION OF INSURANCE
 292 - FINANCIAL EXAMINATIONS

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 #82708.

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 <i>Original signature held on file.</i>		Date 2/10/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 1/23/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date 2/1/2012
State Archivist <i>Original signature held on file.</i>	Date 2/16/2012	Records Analyst <i>Original signature held on file.</i>	Date 2/15/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Foreign Admitted Insurance Company Approved or Ordered Files (Originals) This series includes correspondence, amendments, Designation of Persons to Contact, Designation of Person to Receive Service of Process, Address Change Correspondence, and Change in Officers. Pre-acquisition notification, annual financial statements reviews, and any other document specifically attributable to the admitted insurer. Includes merged company documents as part of active surviving company.</p>	H	S	Y	60 days after the hardcopy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<p>001.2 - Foreign Admitted Insurance Company Approved or Ordered Files (Electronic) This series includes correspondence, amendments, Designation of Persons to Contact, Designation of Person to Receive Service of Process, Address Change Correspondence, and Change in Officers. Pre-acquisition notification, annual financial statements reviews, and any other document specifically attributable to the admitted insurer. Includes merged company documents as part of active surviving company.</p>	S, D & E	C+5	Y	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.
<p>002.1 - Returned, Withdrawn or Denied Certificate Applications (Originals) This series includes correspondence, Designation of Persons to Contact, Designation of Person to Receive Service of Process, annual financial statement reviews, and any other document specifically attributable to the admitted insurer.</p>	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.
<p>002.2 - Returned, Withdrawn or Denied Certificate Applications (Electronic) This series includes correspondence, Designation of Persons to Contact, Designation of Person to Receive Service of Process, annual financial statement reviews, and any other document specifically attributable to the admitted insurer.</p>	S, D & E	C+5	Y	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.

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.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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<p>003.1 - Foreign Insurer Annual & Quarterly Financial Statements and Financial Information (Originals) This series consists of annual and quarterly financial statements, annual audit reports, and any other financial information filing required by statute.</p>	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.
<p>003.2 - Foreign Insurer Annual & Quarterly Financial Statements and Financial Information (Electronic) This series consists of annual and quarterly financial statements, annual audit reports, and any other financial information filing required by statute.</p>	S, D & E	10	Y	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.
<p>004.1 - Accredited Reinsurer Company Files (Originals) This series includes correspondence and application documents on the accredited reinsurer companies according to AS 21.12.020.</p>	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.
<p>004.2 - Accredited Reinsurer Company Files (Electronic) This series includes correspondence and application documents on the accredited reinsurer companies according to AS 21.12.020.</p>	S, D & E	C+5		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.

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<p>005.1 - Application for Surplus Lines Eligibility, Withdrawn/Denied (Originals) 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.</p>	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.
<p>005.2 - Application for Surplus Lines Eligibility, Withdrawn/Denied (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.</p>	S, D & E	C+5		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.
<p>006.1 - Premium Tax Files (Originals) 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 (Online Premium Tax for Insurance) maintained electronically with the NAIC.</p>	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.
<p>006.2 - Premium Tax Files (Electronic) 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 (Online Premium Tax for Insurance) maintained electronically with the NAIC.</p>	S, D & E	CY+5	Y	CY = The last full calendar year after March 1st. OPTins = Maintained indefinitely but will notify Alaska if that changes. 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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007.1 - Surplus Lines Broker Report (Originals) This series includes surplus lines reports submitted by surplus lines licensees.	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.
007.2 - Surplus Lines Broker Report (Electronic) This series includes surplus lines reports submitted by surplus lines licensees.	S, D & E	CY+5		CY = Calendar year February 15th. An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
008.1 - Risk Purchasing Group Files (Originals) This series includes all surplus lines reports submitted by surplus lines licensees and correspondence.	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.
008.2 - Risk Purchasing Group Files (Electronic) This series includes all surplus lines reports submitted by surplus lines licensees and correspondence.	S, D & E	C+5		C = Until group is no longer registered. An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
009.1 - Risk Retention Group Files (Originals) This series includes application documents, correspondence, and annual continuation forms.	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.

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009.2 - Risk Retention Group Files (Electronic) This series includes application documents, correspondence, and annual continuation forms.	S, D & E	C+5		C = Until group is no longer registered. An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
010.1 - Receivership & Liquidation Records (Originals) This series includes records for a domestic insurer receivership or liquidation or ancillary receivership for an admitted insurer.	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.
010.2 - Receivership & Liquidation Records (Electronic) This series includes records for a domestic insurer receivership or liquidation or ancillary receivership for an admitted insurer.	S, D & E	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.
011.1 - Insurer Trust Deposit Records (Originals) 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.	H	S		60 days after the hard copy is scanned into the electronic storage system and documents have passed adDivision integrity check, the hard copy is destroyed.
011.2 - Insurer Trust Deposit Records (Electronic) 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.	S, D & E	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.

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012.1 - Admitted Statutory Financial Examination Reports (Originals) This series includes the Admitted Company Statutory Financial Examination Reports.	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.
012.2 - Admitted Statutory Financial Examination Reports (Electronic) This series includes the Admitted Company Statutory Financial Examination Reports.	S, D & E	C		C = Until newer statutory financial examination report is 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. Some electronic documents are maintained on the Division of Insurance network I drive. Some are maintained by the issuing state, or by the NAIC.
013.1 - Premium Tax Audit - Admitted Companies & Surplus Lines Brokers (Original) 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.	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.
013.2 - Premium Tax Audit - Admitted Companies & Surplus Lines Brokers (Electronic) 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.	S, D & E	C+10		C = Until Audit 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.

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014.1 - AK Insurance Guaranty and AK Life Health Guaranty Association Files (Originals) This includes correspondence, annual financial statements and other documents.	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.
014.2 - AK Insurance Guaranty and AK Life Health Guaranty Association Files (Electronic) This includes correspondence, annual financial statements and other documents.	S, D & E	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.
015.1 - Domestic Insurer Files (Originals) 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.	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.
015.2 - Domestic Insurer Files (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 = 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.
016.1 - Insurance Producer Premium Trust Examination Files (Originals) 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.	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.

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016.2 - Insurance Producer Premium Trust Examination Files (Electronic) 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.	S, D & E	C+5		C = Until the examination is complete. An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
017.1 - Insurance Company Statutory Financial Examination Files (Originals) 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.	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.
017.2 - Insurance Company Statutory Financial Examination Files (Electronic) 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.	S, D & E	C+10		C = Until the examination is complete. An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet disposition dates prior to deletion.
018.1 - Charitable Gift Annuity Issuers Filings (Originals) The series consists of correspondence and documents submitted to determine exempt status and compliance with AS 21.03.070.	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.

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<p>018.2 - Charitable Gift Annuity Issuers Filings (Electronic) The series consists of correspondence and documents submitted to determine exempt status and compliance with AS 21.03.070.</p>	S, D & E	C		<p>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.</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>

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