

RECORDS RETENTION SCHEDULE

RC-50 - Revised 3/2006

(Return to Public Records Administrator)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATION
 231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY
 Retention Schedule # 07-5-2

AGENCY: Insurance Department	ADDRESS: 153 Market St., Hartford, CT
DIVISION or UNIT: Administration, Business and Personnel Office	Michael Malesta

This schedule is: original; revised.
 If revised, enter previous retention schedule number here: # 06-5-2 r
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Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
1	Fee Assessments to insurers doing business in the state	3 years or audited, whichever is later	N/A	3 years or audited, whichever is later	CGS 38a-47
2	Cease & Desist correspondence (unlicensed insurance companies)	8 years after last date of activity	Permanent	Permanent	
3	Hospital Liens -- agency copy of lien placed by tax-exempt hospital on out-of-state insurers concerning expenses for treatment of an insured patient in an accident not covered by Workers compensation	1 year	14 years	15 years	CGS 49-73
4	Process Writs served on the Insurance Commissioner in his capacity as statutory agent for receipt of service of legal process	1 year	14 years	15 years	CGS 38a-25

Approved (<i>Agency Records Management Liaison Officer</i>) Michael Malesta (signature on file)	Typed Name of RMLO: Michael Malesta	Title: Counsel/RMLO	Date: 7/10/07
Approved (<i>State Archivist</i>) Mark H. Jones (signature on file)	Date: 7/16/07	Approved (<i>Public Records Administrator</i>): Eunice G. DiBella (signature on file)	Effective Date of Schedule: 7/16/07

¹ A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.