

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 # 07-5-4

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AGENCY: Insurance Department	ADDRESS: 153 Market St., Hartford, CT
DIVISION or UNIT: Financial Regulation	Michael Malesta

This schedule is: original; revised.
 If revised, enter previous retention schedule number here: # 01-3-1, 85-14-1

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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	National Association of Insurance Commissioners (NAIC) accreditation files including interim and on-site reviews	Permanent	N/A	Permanent	
2	Field work papers (insolvent domestic insurers)	Until destruction approved by Court	N/A	Until destruction approved by Court	CGS sec. 38a-950
3	Financial examination reports (domestic insurer)	Permanent	N/A	Permanent	
4	Field work papers (domestic insurers) for financial examination reports	Until superseded by next exam	N/A	Until superseded by next exam	
5	Corporate papers include but are not limited to charters, by-laws, powers of attorney, changes of control, merger documentation, redomestications executed, unaffiliated agreements and license amendments	Permanent	Archival	Archival	
6	Application files for licensure (domestic and foreign insurers)	Current +2 years	N/A	Current +2 years	
7	Financial statements (Annual)	Until superseded	N/A	Until superseded	
8	Financial statements (Quarterly)	Until superseded by the same quarter of the next year	N/A	Until superseded by the same quarter of the next year	

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.

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Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
9	Audit, correspondence and holding company files (domestic insurers)	Permanent	N/A	Permanent	
10	Certified Public Accountant [CPA] and Risk-Based Capital [RBC] reports (domestic insurers)	Until superseded	N/A	Until superseded	
11	Audit and correspondence files (foreign insurers)	Current + 4 years	N/A	Current + 4 years	
12	CPA and examination reports (foreign insurers)	Until superseded	N/A	Until superseded	
13	Deposit information (domestic and foreign insurer)	Current +2 years	N/A	Current +2 years	
14	Audit, correspondence and application files (unlicensed insurers) includes withdrawn or rejected	Current + 4 years	N/A	Current + 4 years	
15	Audit, correspondence and application files (surplus lines insurers) includes both active and inactive	Current + 4 years	N/A	Current + 4 years	
16	CPA and examination reports (surplus lines insurer)	Until superseded	N/A	Until superseded	
17	Audit, correspondence and application files (accredited/approved reinsurers)	4 years after no longer certified or application withdrawn	N/A	4 years after no longer certified or application withdrawn	
18	Audit, correspondence and application files (risk retention companies) for active, inactive and withdrawn applications	4 years after no longer active or application withdrawn	N/A	4 years after no longer active or application withdrawn	
19	CPA and examination reports (risk retention companies)	Until superseded	N/A	Until superseded	
20	Application and correspondence files (risk purchasing groups) for active, inactive and withdrawn applications	4 years after no longer active or application withdrawn	N/A	4 years after no longer active or application withdrawn	
21	National Association of Insurance Commissioners (NAIC) publications and procedures manuals	Until superseded	N/A	Until superseded	

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
22	Audit and correspondence and application files (viatical settlement providers)	6 years after no longer active or application withdrawn	N/A	6 years after no longer active or application withdrawn	
23	CPA and examination reports (viatical settlement companies)	Until superseded	N/A	Until superseded	
24	Licensing materials and forms (preferred provider networks [PPNs])	4 years after no longer active or application withdrawn before becoming active	N/A	4 years after no longer active or application withdrawn before becoming active	

Approved (<i>Agency Records Management Liaison Officer</i>) Michael Malesta (signature on file)	Typed Name of RMLO: Michael Malesta	Title: Counsel/RMLO	Date: 10/9/07
Approved (<i>State Archivist</i>) Mark H. Jones (signature on file)	Date: 10/10/07	Approved (<i>Public Records Administrator</i>): Eunice G. DiBella (signature on file)	Effective Date of Schedule: 10/16/07