

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 # 08-3-1

AGENCY: Insurance Department	ADDRESS: 153 Market St., Hartford, CT 06106
DIVISION or UNIT: Life and Health	Michael Malesta

This schedule is: original; revised.
 If revised, enter previous retention schedule number here: # 05-6-1

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Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements / Notes
		Office (A)	Off-site ² (B)	Total (A + B)	
1	Policy form tracking system approvals including both the former index card tracking system and all actions taken by the Department on policy form submissions tracked on the Department's "Connecticut Regulatory Information System" [CRIS] computer system	Permanent	None	Permanent	
2	Policy Forms, may include copy of cover letter.	2 years from date approved or rejected	None	2 years from date approved or rejected	
3	Health Maintenance Organizations [HMO] approved contracts including policy and rate forms.	5 years from date approved	None	5 years from date approved	
4	Annual Filings of Life Insurance Illustrations of Policy Benefits	2 years from date filed	None	2 years from date filed	Conn. Regs. Sec. 38a-819-58 et seq.
5	Annual Filings by Managed Care Organizations including but not limited to complaints related to providers and quality of care; decisions on patient requests for coverage and prior authorization statistics	2 years from date filed	None	2 years from date filed	Chapter 700c, Part Ia
6	Contacts and Application Forms (viatical settlement providers)	2 years from date filed	None	2 years from date filed	
7	Annual Licensing materials and forms (utilization review entities) for new or revised procedures to determine medical necessity of proposed treatments for payment purposes	2 years from date filed	None	2 years from date filed	38a-226a.

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.

Approved (<i>Agency Records Management Liaison Officer</i>) Michael Malesta (signature on file)	Typed Name of RMLO: Michael Malesta	Title: Council/RMLO	Date: 4/10/2008
Approved (<i>State Archivist</i>) Mark H. Jones (signature on file)	Date: 4/15/08	Approved (<i>Public Records Administrator</i>): Eunice DiBella (signature on file)	Effective Date of Schedule: 4/15/2008

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