

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 01/2010)

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**STATE OF CONNECTICUT**  
**Connecticut State Library**  
**Office of the Public Records Administrator**  
 231 Capitol Avenue, Hartford, CT 06106  
[www.cslib.org/publicrecords](http://www.cslib.org/publicrecords)

**RETENTION SCHEDULE**  
**# 11-1-1**

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

<b>AGENCY:</b> Insurance Department	<b>AGENCY ADDRESS:</b> 153 Market Street, Hartford, CT	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> Market Conduct		<b>If revised, superseded schedule number(s):</b> 07-5-3

<b>RMLO (type or print):</b> Michael Malesta	<b>TITLE (type or print):</b> Counsel/RMLO	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 2/2/2011
<b>APPROVED (RMLO):</b> Michael Malesta (signature on file)	<b>DATE:</b> 1/24/2011	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE:</b> 2/3/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Examination Reports</b> Consists of final reports resulting from the comprehensive, target or survey examinations of insurance companies, healthcare centers, fraternal benefit societies and medical utilization review companies doing business in Connecticut that are scheduled on a periodic basis by the Market Conduct Division to ensure compliance with statutes and regulations. Includes Stipulated Settlement Agreements.	Permanent	- 0 -	Permanent / Archival	

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SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
2.	<p><b>Examination Work Papers</b></p> <p>Consists of planning documents and market conduct audit programs, including internal control questionnaires; information about insurance underwriting and rating of insurance policies, claim settlements and the cancellation/non-renewal of insurance policies; analysis and review of solicitation and marketing practices; results of analytical review of original insurance applications, advertising materials and agent recruiting, training and supervision procedures; audit reports and management responses. These documents serve as back-up support for the final examination report issued by the Market Conduct Division.</p>	2 years from date report issued	- 0 -	2 years from date report issued	
3.	<p><b>Investigative Reports</b></p> <p>Consists of the final reports resulting from the targeted examination of insurance companies, healthcare centers, fraternal benefit societies and medical utilization review companies. Includes Stipulated Settlement Agreements.</p>	Permanent	- 0 -	Permanent / Archival	
4.	<p><b>Investigative Work Papers</b></p> <p>Consists of planning documents for targeted market conduct investigations, including results of analytical review of alleged violations of insurance statutes and responses from management and/or targeted individuals. These documents serve as back-up support for the final investigative report.</p>	2 years from date investigative report released to the public	- 0 -	2 years from date investigative report released to the public	CGS §38a-15 and §38a-16