

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

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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

RETENTION SCHEDULE
#09-13-2

AGENCY: Insurance Department	AGENCY ADDRESS: 153 Market St., Hartford, CT	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Property/Casualty		If revised, superseded schedule number(s): <u>00-15-1</u>

RMLO (type or print): Michael S. Malesta	TITLE (type or print): Counsel / RMLO	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 12/23/09
APPROVED (RMLO): Michael Malesta (signature on file)	DATE: 12/22/09	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	DATE OF SCHEDULE: 12/23/09

ITEM NUMBER	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site ² (B)	Total (A + B)	
1	Property/Casualty Insurance Filing Files Consisting of Rate, Form, Loss Costs and Rule filings including automobile assigned risk plan filings and advisory organization filings (e.g. Insurance Services Organization, National Council on Compensation Insurance and the National Association of Independent Insurers).	5 years from effective date of filing, or current filing plus one previous filing, whichever is later.	0	5 years from effective date of filing, or current filing plus one previous filing, whichever is later.	
2	Underwriting Guidelines Consisting of Automobile and Homeowners policies.	3 years from effective date of filing, or current filing plus one previous filing, whichever is later.	0	3 years from effective date of filing, or current filing plus one previous filing, whichever is later.	
3	Annual Data and Statistical Filings Consisting of aggregate and/or required data from insurance companies or advisory organizations.	3 years from date of receipt	0	3 years from date of receipt	
4	Financial Responsibility Certificates Including amusement parks and firework productions.	2 years from date of expiration	0	2 years from date of expiration	

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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.

ITEM NUMBER	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site ² (B)	Total (A + B)	
5	Extended Warranty Product Filings Consisting of an extended warranty contract, a contractual reimbursement insurance policy and supporting information.	3 years from date of filing	0	3 years from date of filing	CGS §42-260; Extended warranty policies.
6	Self-Insurance Filings Consisting of automobile and workers' compensation self-insurance programs. Including but not limited to explanatory memos, check lists, policy forms, rate information and supporting documentation for filings.	3 years from effective date of filing, or current filing plus one previous filing, whichever is later.	0	3 years from effective date of filing, or current filing plus one previous filing, whichever is later.	