

DEPARTMENT OF INSURANCE
ADMINISTRATATION DIVISION
LEGISLATIVE COUNSEL

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

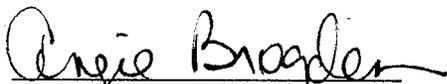
The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Insurance agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

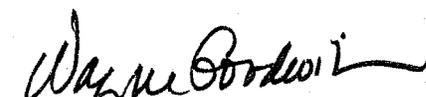

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APPROVED


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Department of Cultural Resources

**DEPARTMENT OF INSURANCE
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ITEM 2250. DECISIONS, NOTICE OF HEARINGS, AND ORDERS FILE. Records in paper and electronic formats concerning legal decisions made by the Commissioner. File includes notice of hearings and orders made by the Commissioner.

DISPOSITION INSTRUCTIONS: Print and interfile electronic records with related paper records. Destroy in office electronic versions of records after administrative value ends. Transfer paper records to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 23249. LEGISLATION FILE. Records in paper and electronic formats, including e-mail, concerning legislative bills proposed by the Department of Insurance. File includes bills introduced but not ratified, ratified bills, bill status logs, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records including e-mail with related paper records. Destroy in office electronic versions of records after administrative value ends. Destroy paper records in office after current and 1 additional legislative session.

ITEM 41771. CONSTITUENT FILE. Records in paper and electronic formats, including e-mail, concerning correspondence received by other state agencies, members of the General Assembly and Congress, and the Governor, which are forwarded to the Department because they involve dealings between North Carolina citizens and entities regulated by the Department of Insurance. File includes tickler file, reference copies of requests and responses, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Print and interfile electronic records including e-mail with related paper records. Destroy in office electronic versions of records after administrative value ends. Transfer paper records of original request to appropriate division. Destroy in office remaining paper records when reference value ends.