

DEPARTMENT OF INSURANCE
ADMINISTRATION
PUBLIC INFORMATION OFFICE

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Insurance, Assistant Commissioner, Public Information Office** to **Department of Insurance, Administration, Public Information Office**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated **August 5, 2009**. 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

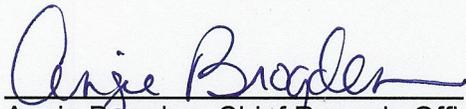
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ADMINISTRATION
PUBLIC INFORMATION OFFICE

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. **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

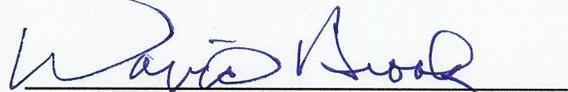
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

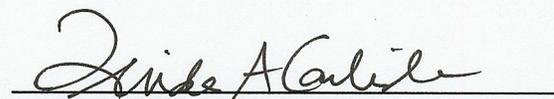
APPROVAL RECOMMENDED



Angie Brogden, Chief Records Officer
Department of Insurance


Mark Edwards, Assistant Commissioner
Department of Insurance
David Brook, Director
Division of Historical Resources

APPROVED


Wayne Goodwin, Commissioner
Department of Insurance
Linda A. Carlisle Secretary
Department of Cultural Resources

DEPARTMENT OF INSURANCE
ASSISTANT COMMISSIONER
PUBLIC INFORMATION OFFICE

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

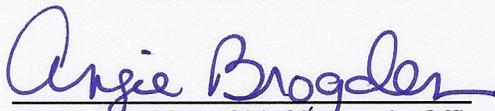
PUBLIC INFORMATION OFFICE

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. **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**

PUBLIC INFORMATION OFFICE

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.

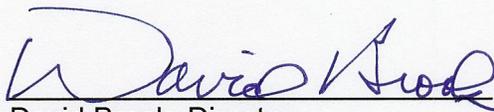
APPROVAL RECOMMENDED



Angie Brogden, Chief Records Officer
Department of Insurance

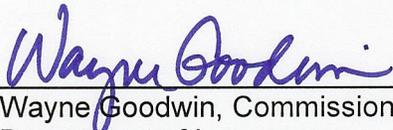


Mark Edwards, Assistant Commissioner
Department of Insurance

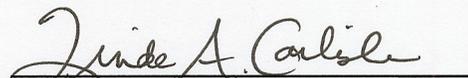


David Brook, Director
Division of Historical Resources

APPROVED



Wayne Goodwin, Commissioner
Department of Insurance



Linda A. Carlisle, Secretary
Department of Cultural Resources

DEPARTMENT OF INSURANCE
ADMINISTRATION
PUBLIC INFORMATION OFFICE

ITEM 3376. SPEECHES FILE. Speeches in paper and electronic formats given by agency officials. Speeches include dates of speeches and location. File also includes correspondence. (File maintenance and backup procedures are conducted by the Office of Information Technology.)

DISPOSITION INSTRUCTIONS: Transfer paper records dated 2005 to 2008 to the State Records Center for immediate transfer to the custody of the Archives. Transfer electronic records dated 2009 and later after 1 year to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. Destroy electronic copies in office when reference value ends.

ITEM 11629. PRESS RELEASES (ELECTRONIC) FILE. Press releases in electronic format concerning departmental activities and announcements. File also includes correspondence. (File maintenance and backup procedures are conducted by the Office of Information Technology.)

DISPOSITION INSTRUCTIONS: Transfer electronic records after 1 year to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.

ITEM 11632. FILM FILE. Reference copies of various films and tapes concerning the Department of Insurance and insurance-related issues. File includes video tapes, audio tapes, reel-to-reel tapes, and audio cassettes.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48537. BIENNIAL REPORT (ELECTRONIC) FILE. Records in electronic format of department activities containing the mission statement, statistics and other related information.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center when administrative value ends for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records.