

DEPARTMENT OF INSURANCE
ADMINISTRATION
SPECIAL 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.

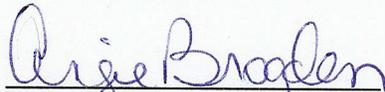
The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use 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 Revenue 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.

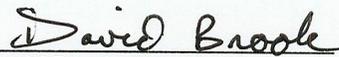
APPROVAL RECOMMENDED



Angie Brogden, Chief Records Officer
Department of Insurance



Sherri Hubbard, Attorney
Special Counsel
Department of Insurance

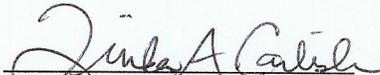


David Brook, Director
Division of Historical Resources

APPROVED



Wayne Goodwin, Commissioner
Department of Insurance



Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 49383. Automobile Insurance Filing File. Records in paper and electronic formats, including e-mail, concerning the private passenger automobile filing for rates in North Carolina. These are quasi-judicial hearings, with rulings by the commissioner. File includes official court records, dockets, pleadings, testimony, transcripts and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Destroy in office electronic version of remaining records when reference value ends. Transfer remaining paper records to the State Records Center 10 year(s) after case closes. Paper records will be held for agency in the State Records Center 30 additional years and then destroyed.

ITEM 49384. Homeowner Insurance Filing File. Records in paper and electronic formats, including e-mail, concerning the rates of homeowner's insurance filing for North Carolina. These are quasi-judicial hearings, with rulings by the commissioner. File includes previews of rates, settlement agreements, correspondence and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version 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. Destroy in office electronic version of remaining records when reference value ends. Transfer remaining paper records to the State Records Center 10 year(s) after case closes. Paper records will be held for agency in the State Records Center 30 additional years and then destroyed.

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ITEM 49385. Special Counsel Project File. Records in paper and electronic formats, including e-mail, concerning insurance inquiries, escrow amounts in automobile filings, cases assigned by the General Attorney's office and other special assignments. File may include correspondence 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. Destroy in office remaining paper and electronic records 5 years after project ends.