

DEPARTMENT OF INSURANCE
ASSISTANT COMMISSIONER'S OFFICE
PUBLIC SERVICES GROUP
DIVISION OF SPECIAL SERVICES

Records Retention and Disposition Schedule

The 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

DIVISION OF SPECIAL SERVICES

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 machine readable records not listed in this schedule are not authorized to be destroyed. The

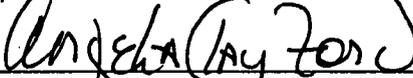
DIVISION OF SPECIAL SERVICES

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 This schedule is to remain in effect until superseded.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



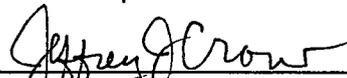
Judy Gray, Chief Records Officer
Department of Insurance



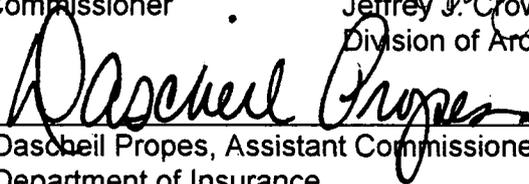
Angela Ford, Senior Deputy Commissioner
Public Services Group



Frederick H. Mohn, Sr., Deputy Commissioner
Division of Special Services



Jeffrey J. Crow, Director
Division of Archives and History

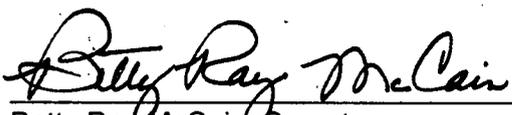


Dascheil Propes, Assistant Commissioner
Department of Insurance

APPROVED



James E. Long, Commissioner
Department of Insurance



Betty Ray McCain, Secretary
Department of Cultural Resources

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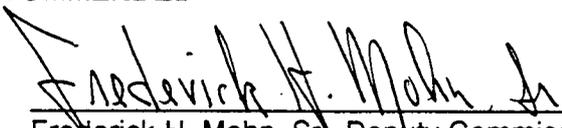
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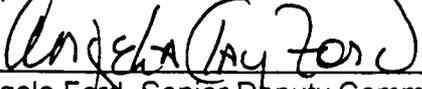
APPROVAL RECOMMENDED



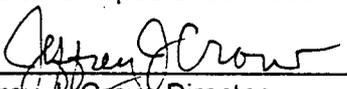
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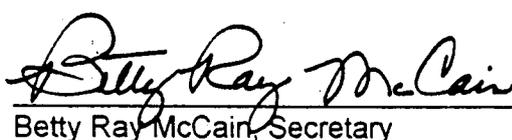


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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

April 25, 1997

LLB

**DEPARTMENT OF INSURANCE
ASSISTANT COMMISSIONER'S OFFICE
PUBLIC SERVICES GROUP
DIVISION OF SPECIAL SERVICES
BAIL BONDSMEN/BAIL BONDSMEN RUNNERS INDUSTRY**

ITEM 38490. BAIL BONDSMEN (NEVER LICENSED) FILE.

Records concerning individuals who have never become licensed as bail bondsmen. File includes initial applications, investigation reports, correspondence regarding the denial (withdrawal) of the licensing process, and background investigation reports. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation reports and criminal intelligence information compiled by public law enforcement agencies.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 38491. BAIL BOND RUNNERS (NEVER LICENSED) FILE.

Records concerning bail bond runners who never received a bail bond runner's license. File includes initial applications, investigation reports, correspondence regarding the denial (withdrawal) of the licensing process, and background investigation reports. (Comply with applicable provisions of G.S. 132-1.4 regarding confidentiality of investigation reports and criminal intelligence information compiled by public law enforcement agencies.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 38535. BAIL BONDSMEN DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the licensing of individuals to become bail bondsmen. Electronic file includes names and addresses of applicants, amounts received, license numbers, dates of applications, business owners' names and addresses, telephone and facsimile numbers, and other related information.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update database daily and will rotate backup magnetic disks routinely and recycle superseded magnetic disks.