

DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL
RISK MANAGEMENT DIVISION

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.

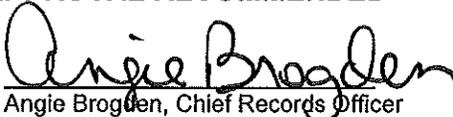
The Department of Insurance and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use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

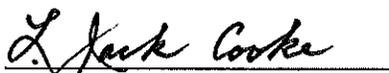
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 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

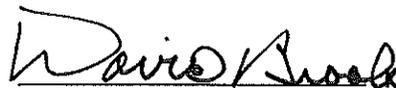
"DEPARTMENT OF INSURANCE"

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


Jack Cooke, Director
Risk Management Division
Department of Insurance


David Brook, Director
Division of Historical Resources

APPROVED


Wayne Goodwin, Commissioner
and State Fire Marshal
Department of Insurance


Linda A. Carlisle, Secretary
Department of Cultural Resources

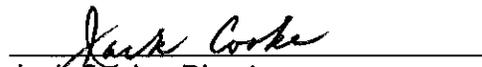
PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

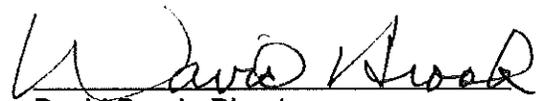
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RISK MANAGEMENT DIVISION**

Amend the program records retention and disposition schedule approved November 30, 2009 by amending item 3696 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED


Angie Brogden, Chief Records Officer
Department of Insurance


Jack Cooke, Director
Risk Management Division
Department of Insurance


David Brook, Director
Division of Historical Resources

APPROVED


Wayne Goodwin, Commissioner
and State Fire Marshal
Department of Insurance


Linda A. Carlisle, Secretary
Department of Cultural Resources

July 22, 2011

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ITEM 3682. LOSS FILE.

Reports and correspondence in paper and electronic formats, including emails, concerning fire and other losses in state agencies and institutions. File includes completed forms, notes, 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 ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records, including emails, after 10 years.

ITEM 3696. STATE INSURANCE FILE.

Records in paper and electronic formats concerning insurance policies for the state. File includes policies, endorsements, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years. Destroy records currently held in the State Records Center immediately.

ITEM 11879. STATE PROPERTY GENERAL CORRESPONDENCE FILE.

Correspondence in paper and electronic formats, including emails, with agencies, institutions, and departments concerning insurance, buildings and building inspections.

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 ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office other related paper and electronic records, including emails, after 5 years.

ITEM 11880. BILLS AND STATEMENTS (ELECTRONIC) FILE.

Premium bills and statements in electronic formats received from the "Agent of Record" and sent to state agencies and institutions for insurance coverage.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 11882. FUND CORRESPONDENCE AND BILLS FILE.

Documents in paper and electronic formats, including emails, concerning operation of the State Property Fire Insurance Fund. File includes bills and re-insurance information.

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 ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office other related paper and electronic records including emails in office after 5 years.

ITEM 11900. CERTIFICATES AND LETTERS OF APPROVAL OF ELECTRICAL INSPECTIONS OF CURRENT INSPECTIONS FILE.

Certificates and letters of approval in paper and electronic formats issued to state agencies concerning electrical installations at state-owned and operated institutions.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 5 years.

ITEM 11902. SCHOOL MAINTENANCE ELECTRICIAN APPROVAL FILE.

Records in paper and electronic formats concerning approved school maintenance electricians.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office 5 years after electrician becomes inactive.

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ITEM 45743. STATE PROPERTY FIRE FUND INSURANCE DATABASE (ELECTRONIC) FILE.

Electronic records concerning state-owned buildings and insurance coverage. Electronic file includes location information, building characteristics, insurance loss information, and other related data.

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office remaining records when superseded or obsolete.

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PUBLIC OFFICERS AND EMPLOYEES LIABILITY INSURANCE COMMISSION**

ITEM 23999. MINUTES (ELECTRONIC) FILE.

Approved minutes in electronic format of the Public Officers and Employees Liability Insurance Commission. File also includes audio tapes.

DISPOSITION INSTRUCTIONS: Destroy in office audio tapes after 2 years. Transfer electronic records after 2 years 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 24000. CORRESPONDENCE FILE.

Correspondence in paper and electronic formats with state and local government officials.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 24003. CONTRACTS FILE.

Contracts in paper and electronic formats with insurance carriers who provide liability insurance for public officers and employees

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 24007. REQUESTS FOR BIDS FILE.

Bids submitted by carriers to provide liability insurance for public officers and employees.

DISPOSITION INSTRUCTIONS: Scan records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Transfer successful bids in electronic format to Contracts File (Item 24003). Destroy in office remaining records after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 24008. INSURANCE BINDERS FILE.

Records concerning interim verification of the purchase of liability insurance for public officers and employees.

DISPOSITION INSTRUCTIONS: Scan records in office. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Destroy in office electronic records after 2 years.