

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO.

337 g. ct

PAGE NO.

1
J. Vanston

1. Requesting Agency

STATE INSURANCE DEPARTMENT

2. Division or Bureau of Requesting Agency

RATING BUREAU

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. 6. Recommendation of Hall of Records and Board of Public Works.

1. INSURANCE EXPENSE EXHIBITS
These exhibits, used by insurance companies in all states, are in each instance single 17" x 14" sheets folded to form a four sided document (8 1/2" x 14"). Insurers are required to submit expense statistics in connection with rate regulation and control. The Rating Bureau uses them for these purposes for a five year period; after that time they lose their value and are no longer needed. The exhibits are arranged by year and alphabetically by company therein. The present accumulation for the years 1947 to date occupies 8 cubic feet. The annual rate of accumulation is 1 cubic foot. An estimated 3 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER RECEIPT AND THEN DESTROY.

Approved
Hall of Records
Commission

2. CORRESPONDENCE (RATING BUREAU)
Correspondence of the Bureau consists of letters concerned with reviews of rate changes proposed by insurance companies, letters of transmittal from companies sent with proposed rate changes and copies of letters of approval from the Department. There is reference value to this material for five years but none thereafter. Frequently a single rate change may involve a great deal of correspondence and a single folder may contain fifty to a hundred sheets of paper. The material is filed by year and alphabetically therein. It occupies 14 drawers (21 cubic feet) for the years 1947 to date and accumulates at the rate of 2 1/2 drawers per year. An estimated 9 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

Approved
Hall of Records
Commission

7. Agency, Division or Bureau Representative

John H. Kappag
Signature

Deputy Insurance Commissioner

Title

March 4, 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/5/54

Date

Morris F. Radoff SAC

Archivist

MAK 8 1954

Date

J. Melus

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4.
Item

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3.

RATE MANUALS

These manuals are loose leaf binders, usually 5" x 8" in size. Rate Manuals are issued by the company or by a licensed rating bureau. They are lists of the costs to the policy holder for each of the various types of insurance issued in varying amounts. Rate changes, which occur frequently but irregularly, are inserted in the proper binder. The file contains 18 linear feet (5 cubic feet) of active rate manuals and 24 linear feet (6 1/2 cubic feet) of inactive manuals (total 11 1/2 cubic feet). The rate of accumulation is approximately 12 linear feet (3 cubic feet) every five years.

RECOMMENDATION: RETAIN IN THE ACTIVE FILE WHILE CURRENT, RETIRE TO THE INACTIVE FILE WHEN SUPERSEDED. RETAIN FOR FIVE YEARS IN THE INACTIVE FILE AND THEN DESTROY.

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAR... 8 .1954

J. McLaughlin
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Secretary