

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

1. Requesting Agency
STATE INSURANCE DEPARTMENT

2. Division or Bureau of Requesting Agency
FIRE INVESTIGATION 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. **BUILDING INSPECTION REPORTS**
This report is prepared on an unnumbered form (8 1/2" x 11") and filed annually by Bureau investigators. They are referred to for comparisons with previous reports for changes and compliance with building laws. Reference for these purposes is quite frequent for three years and occasionally for another two years and none thereafter. The accumulation for the years 1939 to date occupies 1 1/2 drawers (21 cubic feet). The present rate of accumulation is a little more than 1 drawer per year (1 1/2 cubic feet). The approval of this schedule will result in the destruction of 12 cubic feet of material.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

2. **ARSON INVESTIGATION REPORTS**
Fires of a suspicious origin are investigated by Departmental investigators. The material in the file consists of the reports prepared by the investigators. The reports are typed on plain paper and generally measure 8 1/2" x 11". The reports include information as to property owner, insurance coverage, cause of fire, statements of witnesses, findings and in some instances, court records. The file is considered confidential as some of the information is hearsay and gossip. The file has continuing value several years after the investigation is completed for comparative analysis, particularly in cases involving the same property owner, and for answering requests for information from other State fire investigators and underwriter investigators. The reports are filed alphabetically by name of property owner. The average file consists of 10 pages; occasionally, however, in a court case the file will consist of as many as 250 pages. About 20 investigations are made each year. The present accumulation occupies less than one drawer, approximately one cubic foot, and covers the period 1939 to date. (The Fire In-

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7. Agency, Division or Bureau Representative

Frank J. Kopsch
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 L. Radloff
Archivist

MAR 8 1954
Date

J. McEwen
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hdl of Records
Commission

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.
3.	<p>Investigation Bureau was organized in 1939.)</p> <p>RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER THE INVESTIGATION IS CLOSED AND THEN DESTROY.</p> <p><u>FIRE LOSS REPORTS</u> Fire Loss reports are submitted by companies for each individual claim on which they make payment. Stock companies make their reports through the National Board of Fire Underwriters on 3" x 5" photostated cards. Mutual companies use a 5" x 8" paper form (8-FM). The Bureau uses the reports for statistical purposes and for verifying the 2% fee the company must make to the State on claims it pays. There is very little reference to the reports after the Department's annual report is published and the State fee is verified. The cards are filed alphabetically by name of company and by year. The accumulation from 1946 to date occupies 39, 3" x 5" drawers (5 cubic feet) and 6, 5" x 8" drawers (2 cubic feet), a total of 7 cubic feet. An average of 2400 Stock Company reports (3" x 5") and 1400 Mutual Company reports (5" x 8") are submitted annually (1 cubic foot). Approximately 4 cubic feet of material will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>Approval Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date..... MAR. 8. 195 <i>[Signature]</i> Secretary</p>