

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

COMPLAINT AND INVESTIGATION SECTION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-29

This Schedule Lists Only Those Records
Created and Used by the

Insurance Division
Complaint and Investigation Section

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division
Complaint and Investigation Section

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>COMPLAINT AND INVESTIGATION FILE:</u></p> <p>Investigation records and reports on insurance companies' agents and brokers pursuant to complaints made to the Division. Files contain a complaint form giving the origin and nature of the complaint and a slip sheet with space for file information and routing of the complaint. Other papers and reports may be included as well as correspondence relating to the complaint.</p>	<p>Retain files in office for two (2) years after closure. Retain in a State Records Center for two (2) additional years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Director,
Administrative Services
Title

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
Date

[Signature]
Archivist

SEP 22 1975
Date

[Signature]
Secretary