

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-33C

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division
Examination and Auditing Section

AGENCY

DIVISION

Item No.	Description	Retention
4.	<p><u>AMENDMENT TO SUPERSEDE 612-33, ITEM 4</u></p> <p><u>Reports on Examinations (Domestic Companies)</u></p> <p>Detailed financial examinations of all licensed Maryland based (domestic) insurance companies. Domestic insurers are examined at least once in every five years. H.M.O. companies are examined every three years.</p>	<p>Retain in office for ten (10) years after examination, then transfer to the State Records Center for ten (10) years and destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

1/24/85
Date

Joseph T. Scuddell
Signature

Dir. of
Adm. Services
Title

4/1/85
Date

Edward J. Ryan
State Archivist