

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2083

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Agency
Maryland Insurance Administration

Division / Unit
Property and Casualty

Item No.	Description	Retention
<i>Supersedes 1792 and 1792-A1</i>		
1	<u>Market Conduct Billing:</u> All back-up documentation relating to expenses incurred during examinations of insurance companies.	Retain for 3 years or until all audit Requirements have been fulfilled, then destroy.
2	<u>Agency Inspection Reports:</u> All back-up documentation relating to final reports on examination. Includes computer printouts, consumers statements and other documentation.	Retain in office for 3 years, transfer to State Record Center for 5 years, then destroy.
3	<u>Exam Paper:</u> All back-up material related to inspection examination including general correspondence.	Retain in office for 5 years, transfer to State Record Center for 5 years, then destroy.
4	<u>Examination Reports:</u> Final Report on Market Conduct Examination	Retain in office for 5 years, transfer to State Record Center for 7 years, then destroy.
5	<u>Examination Work Papers:</u> All back-up material relating to Market Conduct examinations.	Retain in office until examination report is finalized, then destroy.
6	<u>Miscellaneous Correspondence Files:</u> Includes general correspondence, consumer rate guide, risk retention files and other documents.	Screen annually and destroy the material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the activity, retain permanently for eventual transfer to the MD State Archives.
7	<u>Motor Club Filings:</u> Forms and Rates submitted under Article 48B.	Retain in office for 2 years, then transfer to State Record Center for 3 years, then destroy.

Schedule Approved by Department, Agency, Or Division Representative.

Date 11/19/99
Signature *Denise Hruz*
Typed Name Denise Hruz
Title MIA Forms Manager

Schedule Authorized by State Archivist

Date DEC 15 1999
Signature *Edward C. [Signature]*

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RECORDS MANAGEMENT DIVISION
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Division/Unit

Maryland Insurance Administration

Property and Casualty

Item No.	Description	Retention
8	<u>Premium Finance Company Files:</u> Registration forms, contracts and rates required under Article 48A, Subtitle 30A.	Retain in office for 2 years, transfer to State Record Center for 3 years, then destroy.
9	<u>Business of Insurance Determinations:</u> Assistant Attorney General's Opinions and decisions as to whether a new product is insurance and should be regulated.	Retain in office for 5 years, then destroy.
10	<u>Purchase Groups:</u> Forms and rates insurance filings submitted by groups.	Retain in office for 2 years, then transfer to State Record Center for 5 years, then destroy.
11	<u>Hearing Materials:</u> Exhibits and transcripts from hearings held on various rate filings.	Retain in office for 3 years, transfer to State Record Center for 5 years, then destroy.
12	<u>Insurance Services Office (ISO):</u> ISO forms and rates are used throughout the industry and must be retained as long as possible.	Retain in office for 2 years, transfer to State Record Center for 7 years, then destroy.
13	<u>Legislation:</u> Contains information used to write a bill, i.e.; complaints, articles, etc. Also includes the bills.	Retain in office for 3 years, transfer to State Record Center for 5 years, then destroy.
14	<u>Professional Liability Rates:</u> These are specific liability rate and form filings designed for specific individuals.	Retain in office for 2 years, transfer to State Record Center for 5 years, then destroy.

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Maryland Insurance Administration

Property and Casualty

Item No.	Description	Retention
15	<u>Medical Liability Rates:</u> These are specific liability rate and form filings designed for specific individuals.	Retain in office for 2 years, transfer to State Record Center for 5 years, then destroy.
16	<u>Legal Liability Rates:</u> These are specific liability rate and form filings designed for specific individuals.	Retain in office for 2 years, transfer to State Record Center for 5 years, then destroy.
17	<u>Individual Risk:</u> Rate and form filings.	Retain in office for 2 years, then transfer to State Record Center for 5 years, then destroy.
18	<u>Title Insurance Company Rate Filings:</u> These are specific companies submitting specific rates and forms.	Retain in office for 5 years, transfer to State Record Center for 3 years, then destroy.
19	<u>Escrow Bonds:</u> This is paper work that describes whether a company has secured funds to do work in this state.	Retain in office for 2 years, transfer to State Record Center for 5 years, then destroy.
20	<u>Real Reasons Files:</u> Notification to the Insurance Commissioner as to the reasons why certain actions were taken.	Retain in office for 2 years, transfer to State Record Center for 3 years, then destroy.
21	<u>Insurance Rate / Form Filings:</u> Documentation relevant to Property/Casualty rates, manuals, policies, rate schedules or rating plans and modifications.	Retain in office 2 years, transfer to State Record Center for 3 years, then destroy.

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Agency	Division/Unit
Maryland Insurance Administration	Property and Casualty Complaints & Investigation

Item No.	Description	Retention
	(1792 A1)	
22	<u>Complaint and Investigation Files:</u> Investigation records and reports on insurance company's agents and brokers pursuant to complaints made to the Division. Files contain a complaint form giving the origin and nature of the complaint. Other papers and reports may be included as well as correspondence relating to the complaint.	Retain files in office for 1 year after closure. Transfer to State Records Center for 2 additional years, then destroy.
23	<u>Computerized Printouts:</u> Includes; Daily logs, 240AA logs, master logs and monthly reports.	Retain in office one year, then destroy.