

## Insurance Department

Division	Schedule #	Title	Description	Disposition
Actuarial	2451	Policy Forms	Documents relating to insurance policies. Included are contracts and approved policy forms. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then
Administration	5768	Risk Purchasing Files	Series includes quarterly reporting forms for the filing of taxes for all purchasing groups, attached lists of policies, invoice payment receipts, and annual premium filing forms.	Hold original or verified image three (3) years after release of audit; then dispose.
Administration	5769	Risk Retention Files	Series includes quarterly reporting forms for the filing of taxes for all risk retention groups, possible attached lists of policies, invoice payment receipts, and annual premium filing forms.	Hold original or verified image three (3) years after release of audit; then dispose.
Administration	5770	Direct Placement or Self-Insured Files	This series consists of files related to the direct placement of an insurance policy or self-insurance. Included are direct placement insurance forms, self-insured filing forms, and invoice payment receipts.	Hold original or verified image three (3) years after release of audit; then dispose.
Corporate Records	2556	Legal Process	Documents relating to summons, service of process against insurance companies. Included are cover, summons, complain. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; then destroy.

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Financial and Market Regulation	5771	Annual Burial Reports	Annual business reports required to be filed by Miss. Code Ann Section 83-37-19 consisting of sworn statements of burial associations during the previous calendar year, showing the number of contracts in force; the number of contracts matured and unpaid; the amount of liability in force on said contracts at the end of the year; the business standing and the financial conditions of said persons, firms, associations, or corporations; and such other information as may be required by the Commissioner.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) years; then dispose.
Fire Marshal	320	Index File - Arson	Documents relating to index cards - 3x5 of arson cases. Included are cards, names, etc. It is cut off at the end of the calendar year.	Hold in the current files area five (5) years; transfer to SRC for microfilming. Destroy hard copy; retain microfilm permanently.
Fire Marshal	321	Docket Books	Documents relating to numerical listing of arson cases. Included are cards on investigations. It is cut off at the end of the calendar year.	Hold in the current files area five (5) years; transfer to SRC for microfilming; destroy hard copy; retain microfilm permanently.

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Fire Marshal	4004	Investigative Files	<p>This series consists of files related to investigations of fires conducted by the Fire Marshal's office. Included are offense Reports (Forms FM-1), field notes, correspondence, copies of subpoenas, crime lab reports, photographs, and in some cases negatives, copies of f search warrants, consents to search, original handwritten statements from witnesses and accused violators, and police reports. It is cut off at the end of the Calendar</p>	<p>Hold in the current files area five (5) years; then transfer to State Archives.</p>
Fire Marshal	4125	Consumer Complaints - Manufactured Homes	<p>This series consists of files related to complaints from consumers pertaining to the manufacturing and selling of manufactured homes. Included are forms used to register the complaint, inspection reports containing findings and responses, some photographs, and correspondence. It is cut off at the end of the Calendar year.</p>	<p>Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then dispose.</p>

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Fire Marshal	4712	General Correspondence	<p>This series consists of incoming and outgoing correspondence related to the State Fire Marshal's Office. The Mississippi Code of 1972, Annotated, 45-11-105 states that the State Chief Deputy Fire Marshal and deputy fire marshals shall have the status and powers of law enforcement officers in performing their duties under the Mississippi Fire Prevention Codes as authorized by standards set by 45-11-103, Mississippi Codes of 1972, Annotated. This series indicates the State Chief Deputy Fire Marshals discussions of the enforcement of the Mississippi Fire Prevention Codes. Included are court orders and correspondence related to fire safety in jails. Various information is duplicated electronically in Microsoft Word. This series is cut off at the end of the calendar year.</p>	<p>Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.</p>
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Fire Marshal	4713	Weekly Activity Reports	<p>This series consists of weekly activity reports of the Deputy Fire Marshals and Field Staff members of the State Fire Marshal's Office. The Mississippi Code of 1972, Annotated, 45-11-105 states that the State Chief Deputy Fire Marshal and deputy fire marshals shall have the status and powers of law enforcement officers in performing their duties under the Mississippi Fire Prevention Codes as authorized by standards set by 45-11-103, Mississippi Codes of 1972, Annotated. This series indicates the deputy fire marshals' travel and expenses during the course of inspections and investigations on a weekly basis. Documentation includes mileage of personal or mileage of state vehicle, auto travel expenses, meals or motels expenses, and fire code inspections. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three years.</p>
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Fire Marshal	4714	Fire Damage Registry Reporting Forms	<p>This series consists of fire damage registry forms related to insurance companies. The Mississippi Code of 1972, Annotated, 45-11-2 states that the State Fire Marshals Office shall establish a registry of fire damages in all instances of fires causing ten thousand dollars (\$10,000) or more in property damage or in which any person is injured or suffers loss of life. The registry so established shall be compiled and maintained in a manner in whereby data may be retrieved by subject categories including but not limited to all insurance companies doing business in the state and all public agencies shall supply such information as may be demanded by the State Fire Marshal with respect to this section. The State Fire Marshal shall promulgate all rules necessary for the implementation of this section in accordance with the Administrative Procedures Act. Documentation includes geographic location, damages in monetary terms, insurer, and insured. This series is cut off at the end of the calendar year</p>	<p>Hold in the current files area three (3) years; transfer to SRC; hold five (5) years, then dispose.</p>
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Fire Marshal	4723	Compliance Files	<p>This series consists of files related to fire insurance rebate funds distributed to eligible county and municipal fire departments that are participating in the Fire Services Development Program. The Mississippi Code of 1972, Annotated 83-1-39 (6) states that no funds shall be paid by the county to any provider of fire protection services except in accordance with a written contract entered into in accordance with the guidelines established by the Commissioner of Insurance. Thus, the Fire Marshals Office establishes standard guidelines for the use of and accountability for municipal and county fire protection funds. This series indicates if counties and municipalities are eligible for insurance rebate funds. The funds are distributed annually based on given population. Various information is duplicated electronically in Microsoft Word, Excel, and Access. Included are compliance forms, annual questionnaires, and summaries. This series is cut off at the end of the fiscal year.</p>	<p>Hold paper files in the current files area two (2) years; transfer to SRC; hold one (1) year, then dispose. Hold electronic files in-house three (3) years, then dispose.</p>
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Fire Marshal	4724	Monthly Activity Reports	<p>This series consists of monthly activity reports of the Deputy Fire Marshal officers and Field Staff of the State Fire Marshal's Office. The Mississippi Code of 1972, Annotated, 45-11-105 states that the State Chief Deputy Fire Marshal and deputy fire marshals shall have the status and powers of law enforcement officers in performing their duties under the Mississippi Fire Prevention Codes as authorized by standards set by 45-11-103, Mississippi Code of 1972. This series indicates the deputy fire marshals' travel and expenses obtained during the course of inspections and investigations on a monthly basis. This series is duplicated electronically in Microsoft Word and Excel. Documentation includes mileage of personal vehicle, mileage of state vehicle, auto travel expenses, meals, motels expenses, and fire code inspections. This series is cut off at the end of the fiscal year.</p>	<p>Hold paper files in the current files area two (2) years; transfer to the SRC; hold three (3) years, then dispose. Hold electronic files in-house three (3) years, then dispose. Audit must have been released three years.</p>
Fire Marshal	5294	County Fire Investigation Reports & General Investigation Files	<p>This series consists of fire investigation report forms that were submitted by county investigators. Documentation includes case number, date, county, description, cause of injury, and related information.</p>	<p>Hold in the current files area five (5) years, then transfer to State Archives for review.</p>



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Fire Marshal	5295	Burn Injury Reports	This series consists of burn injury report forms from hospitals and other licensed facilities. Documentation includes treating facility, facility phone number, time of admit, reporting employee, patient's name, guardian name, patient's age, patient's sex, patient's phone number, incident address, date of injury, county of injury, description of injury, cause of injury, discharge disposition, and comments.	Hold in the current files area five (5) years, then dispose.
Fire Marshal	5296	Manufactured Housing Decal Invoice Receipt Files	This series consists of files related to decals that are issued by inspectors to all new and used factory-built homes. Included are invoices, receipts, and correspondence.	Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
Fire Marshal	5303	State Government Modular Home Plan Reviews	This series consists of reviews of modular homes that are submitted to the agency by the Department of Finance and Administration's Bureau of Buildings, Grounds and Real Property Management. Included are paper plans, electronic log books, weekly reports, monthly reports, correspondence related to approval of plans, correspondence related to the disapproval of plans, and related files.	Hold in the current files area until review is completed, then return paper plans to the Bureau of Building, Grounds and Real Property Management at the Department of Finance and Administration. Hold electronic files in the current files area until administrative needs have lapsed, then

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Fire Marshal	5304	Manufactured Housing Plant Audit/Investigation Reviews	This series consists of quarterly investigations/audits of manufactured home plants/facilities in the state. Included are on-site inspections and file audits of service records and related files.	Hold in the current files area one (1) year; transfer to SRC and hold two (2) years, then dispose.
Fire Marshal	5361	Rural Fire Truck Program Files	This series contains files related to the Rural Fire Truck Assistance Program which assists counties and municipalities in the acquisition of new fire trucks. Included are applications submitted by the Board of Supervisors of the county requesting monies, documentation from the county detailing plans to assist in paying for the truck and amounts, contracts, receiving reports, checks, financial records, debt repayment files, expenditure files and related files.	Hold in the current files area one (1) year after the fifth year of funding is final, then dispose. If a capital loan is used to purchase the vehicle, hold in the current files area for one (1) year after the tenth year of funding is final, then dispose. Audit must have been released three (3) years prior to disposal.
Fire Marshal	5439	Accident Reports	This series consists of files related to investigations of liquefied compressed gas accidents. Included are accident reports completed by inspectors, statements from witnesses, some photographs of accident sites and some drawings of accident sites.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.

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Fire Marshal	5442	Inspectors' Daily Field Reports	This series consists of electronic reports submitted to the Liquefied Compressed Gas Division by inspectors and compiled into a database. The reports detail inspectors' daily activities. Documentation includes inspector's name, miles traveled, inspection locations, and brief comments of activities.	Hold in the current files area three (3) years, then dispose.
Insurance Department	2884	Bail Bondsman Semi-Annual Reports	Documents relating to reports to the Insurance Department twice a year on the bonds that have been written by bail bondsman and companies. Included are financial report, list of all other business activities, names and addresses of soliciting agents, total amount of bonds written, total amount outstanding, and Form-BB#. It is cut off at the end of the semi-annual year.	Hold in the current files area one (1) year; transfer to SRC and hold three (3) years; then destroy. Audit must have been released three years.
Legal	4976	Attorney Work Product Files	This series consists of attorney work product files of the Mississippi Insurance Department, Legal Division. The Legal Division represents the Commissioner in legal proceedings regarding insurance companies and also serves as legal counsel to the Insurance Department. Due to the fact that attorneys serve as legal counsel within the division, files are maintained for the attorney's personal use in reference to ongoing areas of assigned subject matters. Included are correspondence, memos, consumer issue files and research files.	Hold in the current files area four (4) years after case has been closed; transfer to SRC; hold three (3) years, then dispose.

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Legal	4992	Legal Division Regulatory Files	<p>This series consists of files related to the Insurance Department's regulations and revisions. Additionally, this series consists of files related to monitoring Health Maintenance Organization (HMO) operations and general orders issued by the Insurance Department. This series is utilized by the Insurance Department, Legal Division's staff for the purpose of maintaining and monitoring regulations and general orders issued by the Insurance Department and to monitor HMO operations throughout the state. Included are regulations, revised regulations, HMO files, and general orders.</p>	Hold in the current files area permanently.
Legal	4993	Legal Division Agent Files	<p>This series consists of attorney case files related to complaints made against agents and/or hearings held against agents, licensing renewal forms with either questionable answers or answers to questions that need further scrutiny by an attorney, and 1033 forms related to prior felony convictions. Included are complaints, disciplinary action files, licensing renewal forms, licensing renewal inquiries, and consent decrees.</p>	Hold in the current files area permanently.

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Liquefied Compressed Gas	4129	Liquefied Compressed Gas Dealer Correspondence	This series consists of incoming and outgoing correspondence with liquefied compressed gas dealers. Also included in some cases are approvals for bulk plant storage of liquefied compressed gas and copies of blueprints of the storage plant. It is cut off at the end of the Calendar year.	Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then dispose.
Liquefied Compressed Gas	4132	Installation Reports	This series consists of a three part form submitted to the Liquefied Compressed Gas Division by anyone who installs, replaces, and/or repairs liquefied compressed gas systems, containers, equipment or appliances. Documentation from the installer includes the county, directions to the premises either by sketch or brief statement or both, customer's name and address. It is cut off at the end of the Calendar year.	Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then dispose.
Rating	5011	Property & Casualty Monthly Bulletin Files	This series consists of monthly bulletins of the Rating Division which is responsible for reviewing all rates, rules and forms for all property and casualty insurance sold in the state. Included in the monthly bulletins is information related to company name changes, new companies, and withdrawal of lines of business. Limited information from this series is duplicated electronically in Microsoft Word and e-mail. The monthly bulletins are duplicated online on the agency's web-site.	Hold paper and electronic files in the current files area two (2) years in addition to the current year, then dispose only if all litigation and audits related to this series have been completed. Hold electronic drafts in-house until after the bulletin has been completed, then dispose.

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Rating	5012	Property & Casualty General Files (Including Director's Files)	<p>This series consists of general files of the Rating Division and includes the director's files. This series contains a wide range of subject matter. The Rating Division is responsible for reviewing all rates, rules, and forms for all property and casualty insurance sold in the state. This series serves as a point of reference regarding diverse inquiries and issues. Information in this series is collected from different sources, and includes actuarial contracts, affidavits, credit score models, coverage studies, and notes and materials pertaining to legislation, disasters, Y2K, malpractice, regulatory bodies, and the implications of terrorism on the insurance industry.</p>	<p>Hold paper and electronic files in the current files area until administrative needs have lapsed, then transfer to State Archives if all litigation and audits related to this series have been completed.</p>
Rating	5013	Property & Casualty Consumer Correspondence	<p>This series consists of correspondence related to inquiries from consumers. The Rating Division is responsible for reviewing all rates, rules and policies made by insurance companies in the state.</p>	<p>Hold in the current files area two (2) years in addition to the current year, then dispose only if all litigation and audits related to this series have been completed.</p>

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Rating	5014	Property & Casualty Rate/Individual Risk	Consent to Files	This series consists of files related to requests made on behalf of the insured or the company for the approval of rates above the approved rates charged by an insurer. The Mississippi Code Annotated, Sections 83-2-5 & 83-2-7 requires insurers to file all rates, forms, and rules with the Department of Insurance. Included are consent to rate forms and individual risk filings.	Hold in the current files area two (2) years in addition to the current year then dispose only if all litigation and audits related to this series have been completed.
Rating	5016	Property & Casualty Rate/Rule/Form Filings (Admitted Companies' Files)		This series consists of filings made by admitted (approved) property and casualty insurance companies relating to rates, endorsements, and forms, both new and revised. Any insurance forms, rates or filings must be reviewed and approved by the Department of Insurance. These include correspondence, exhibit, rate, and policy files. Some filings in this series are filed electronically on the System for Electronic Rate and Form Filing (SERFF) server, administered by the National Association for Insurance Commissioners.	Hold paper and electronic files in the current files area two (2) years in addition to the current year, then dispose only if all litigation and audits related to this series have been completed.
Rating	5017	Property & Casualty Company Files	Suspended	This series consists of files primarily related to rates, rules, and forms filings made by companies prior to the companies' suspension. The suspended companies in this series are no longer permitted to conduct business in the state unless re-admitted. Included are correspondence, exhibit, rate, and policy files.	Hold in the current files area two (2) years in addition to the current year, then dispose only if all litigation and audits related to this series have been completed.

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Rating	5018	Property & Casualty - Rate Service Organizations and Bureau Filings	<p>The series consists of files related to rates, rules, and forms filings made by rate service organizations/bureaus on behalf of member insurance companies. All insurance company forms, rates, or other filings must be reviewed and approved by the Department of Insurance. Included are correspondence, exhibit, rate, and policy files. Some filings in this series are filed electronically on the System for Electronic Rate and Form Filing (SERFF) server, which is administered by the National Association of Insurance Commissioners.</p>	<p>Hold paper electronic files in the current files area two (2) years, then dispose only if all litigation and audits related to this series have been completed.</p>
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State Fire Academy	4577	Course Delivery Files	<p>This series consists of Course Delivery Files related to the training of professional (career) firefighters or volunteer firefighters who are/were enrolled at the Mississippi Fire Academy throughout the State of Mississippi, national, and international firefighters. This series contains information of volunteer firefighters who are/were trained for each county in the State of Mississippi. The duties of the Mississippi State Fire Academy are to train and educate persons engaged in municipal, county, and industrial fire protection, to develop a state reporting system for all fires, and to train local enforcement officials in arson investigation. Included are applications, rosters of firefighter students, tests, test scores of firefighter students, instructor evaluation forms, contracts with private companies related to training firefighters from the private sectors, medical statements, medical records, copies of high school diplomas, in-house checklist, waivers, and Physical Ability Forms. This series is cut off once the course has been completed</p>	<p>Hold in the current files area four (4) years; transfer to SRC; hold six (6) years, then dispose.</p>
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State Fire Academy	4578	Mississippi State Fire Academy Transcript and Registration Database	<p>This series consists of a Microsoft FoxPro database used to organize information on and to track the registration and progress of students attending courses at the State Fire Academy. The database includes a Registration module which tracks course registration, the submission of required documents, confirmation letters, roster information, and dorm room assignments; a Post Grades module with course grade information for students; a Reports module for running standard and ad hoc reports including annual participation reports; a Maintenance module for maintenance of the student master record, instructor information, organization (fire department) information, location code information, course calendar, course/workshop information, student transcript record, dorm information, and International Fire Service Accreditation Congress (IFSAC) seal information; and a Utilities module for adding, deleting, and cleaning up records. The database deletes information from tables upon outputting it into the master transcript</p>	<p>Transfer copy of entire database to the State Archives annually in a format to be agreed upon by the agency and MDAH.</p>
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State Fire Services Development	4010	General Program Files	This series consists of general office files related to the administration and operation of the State Fire Services Development Division. Included are copies of legislation pertaining to this division, copies of older Mississippi Rural Water Association survey questionnaires used for reference purposes, general correspondence, program schedules for county coordinators, and surveys. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; then dispose.
Surplus Lines	2245	Tax Report and Affidavit On Non-Admitted Insurance Companies	Documents relating to reports on premium tax collected on excess and rejected risks (surplus lines). Included are insured name, company, policy number, date, and total premiums. It is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to SRC and hold three (3) years; then destroy. Audit must have been released three (3)
Surplus Lines	3470	Surplus Lines (Excess/High Risk)	Consists of biannual reports of surplus lines insurance agents submitted to the Insurance Department. Report documents the amount of gross premiums received by the agent for the issuance in non-licensed insurers and a tax of four percent thereon. Included with the report is a copy of the insurance premium and an Affidavit for Surplus Authority. It is cut off at the end of the calendar year.	Hold in the current files area six (6) months; transfer to SRC and hold two (2) years; then destroy.

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Financial and Market Regulation	5776	Statutory Filings (Foreign)	Documents relating to the financial & market condition of foreign entities, to include but not limited to filings prescribed by MCA Section 83-5-55 and filings made pursuant to a Uniform Certificate of Authority Expansion Application subject to financial review.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.
Financial and Market Regulation	5778	Third Party Administrators	Third party administrators directly or indirectly solicit or affect coverage of, underwrite, collect charges or premiums from, or adjust or settle claims on residents of this state, or residents of another state from office in this state, in connection with life, or health insurance coverage or annuities, with several exceptions (MCA Section 83-18-1).	Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) years; then dispose.
Licensing	5792	Company Appointment, Requisition and Termination Files	This series consists of files related to applications filed by insurance companies on behalf of agents seeking certification to represent their companies. Included are initial appointment forms, requisition forms, and termination requests. Limited information from this series is duplicated electronically in a database.	Hold electronically reproduced and born digital files permanently.
Claims	5799	Accident & Health Insurance Consumer Complaints	Documents relating to claims. Included are letters, correspondence from consumers, insurance companies, and complaints. It is cut off at the end of the calendar year once claim is closed.	Hold original or authenticated reproduction electronically three (3) years, then dispose.

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Claims	5800	Life, Consumer Complaints	Documents relating to claims. Included are correspondence from consumers, insurance companies, and complaints. It is cut off at the end of the calendar year once claim is closed.	Hold original or authenticated reproduction electronically three (3) years, then dispose.
Claims	5801	Property & Casualty Consumer Complaints	Documents relating to claims. Included are correspondence from consumers, insurance companies, and complaints. It is cut off at the end of the calendar year once claim is closed.	Hold original or authenticated reproduction electronically three (3) years, then dispose.
Financial and Market Regulation	6137	Professional Bail Agent Annual Financial Statements	This series consists of annual financial statements. Documentation indicates assets, liabilities and net worth as of the end of the most recent calendar year.	Image and verify, then dispose of paper files. Hold electronic files five (5) years, then dispose.
Financial and Market Regulation	6274	Company Record Charter Files	This series consists of corporate records of domestic insurance companies that are required to keep such as company formation, charter and related documents.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) years after license or registration has been suspended, forfeited or revoked then dispose of
Financial and Market Regulation	6275	Statutory Filings – Domestic and Foreign	Documents relating to the Corporate financial and market conduct of domestic and foreign entities for filings required by the Mississippi Code and pursuant to a Uniform Certificate of Authority Expansion and corporate amendment applications. This may include correspondence, applications, fees, documents, amendments, and renewals filed by insurance companies to obtain a privilege license to conduct business in the state.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

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Financial and Market Regulation	6276	Statutory Deposits	Documents relating to statutory deposits held on file for insurance companies and other entities conducting business in the state.	Image and verify records. Hold paper copy one (1) year, dispose. Hold electronic files ten (10) years after license or registration has been suspended, forfeited or revoked; then dispose.
Financial and Market Regulation	6277	Examination Files and Reports – Domestic and Foreign	This series consists of files related to the financial and market conduct examinations of domestic and foreign entities. Included are work-papers, reports generated pursuant to applicable examination statutes and related files.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.
Financial and Market Regulation	6278	Rate Service/Advisory Organization Company Files	This series consists of files related to various rate service organizations and advisory organizations. Rate service organizations receive licenses by the agency, and forms used by the organizations must be approved by the agency. Advisory organizations are required to be approved by the agency and operate perpetually. Included are charters, by-laws, articles of incorporation, lists of members and corporate subscribers, and service of process forms.	Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

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Financial and Market Regulation	6279	Burial Association Files	<p>This series consists of files related to burial associations. Burial associations are organizations that make contracts in advance of death to bury or pay the funeral expenses of an individual. Agreements are established with burial associations and funeral homes whereby credits toward the burial or funeral are given in the amount of the contracts. Burial associations are licensed by the agency. Included are articles of incorporation, policy applications, policy forms, burial association histories, and related files.</p>	<p>Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) year after license has been suspended, forfeited or revoked, then dispose of electronic files.</p>
Financial and Market Regulation	6280	Automobile Clubs	<p>Documents relating to financial condition, transactions, and affairs of automobile clubs. The series consists of files related to domestic and foreign organizations that render emergency roadside service (automobile clubs). Automobile club policy forms must be submitted along with the required application, and approved by the agency in order to obtain a certificate of authority. Included are corporate files, articles of incorporation, by-laws, biographical files, policy forms, and other files.</p>	<p>Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.</p>
Legal	94	Attorney Files	<p>Documents relating to former staff attorney. Included is correspondence.</p>	<p>Hold in the current files area three (3) years; then destroy.</p>