

RECORDS RETENTION SCHEDULE

05-085
5/24/2005

611

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION INSURANCE		(2) AGENCY BILLING CODE 38545	(3) PAGE 1 OF 15 PAGES
(4) DIVISION/ BRANCH/ SECTION Producer Licensing Bureau		(5) ADDRESS 320 Capitol Mall, Sacramento, CA 95814	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]
- (7) Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)
- (8) Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER LIC-05	(10) SCHEDULE DATE 05/16/05	(11) NUMBER OF PAGES 15	(12) CUBIC FEET (Total Schedule) 4420
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER LIC 99	(14) APPROVAL NUMBER 99-223	(15) APPROVAL DATE(S) 7-13-99	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT
The Producer Licensing Bureau screens and test applicants to make sure they are competent and qualified to be licensed as insurance agents, brokers, solicitors, bail bond agents, and insurance adjusters. Additionally, the Licensing Bureau reviews and approves Prelicensing (PRE) and Continuing Education (CE) standards as set forth in Sections 1749-1749.9 of the California Insurance Code.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Tom Smith</i>	(19) TITLE Bureau Chief	(20) PHONE NUMBER (916) 492-3010	(21) DATE SIGNED 5/16/2005
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Lauren Ferry-Scott</i>	(23) CLASSIFICATION Records Mgmt Analyst	(24) NAME (Printed or Typed) Lauren Ferry-Scott	(25) PHONE NUMBER 916 492-3331	(26) DATE SIGNED 5/17/05
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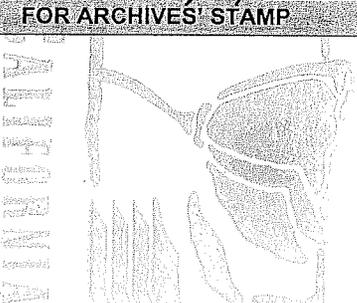
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>John E. Fox</i>	(28) APPROVAL NUMBER 05-085	(29) DATE SIGNED 5/24/2005	(30) EXPIRATION DATE 5/24/2010
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

- THE ATTACHED RECORDS RETENTION SCHEDULE:
- (31) Contains no material subject to further review by the California State Archives
 - (32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Linda Johnson, Archivist</i>	(34) DATE SIGNED 6/20/05
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(35) CalRIM APPROVAL NUMBER

(36) PAGE 2 OF 15 PAGES

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	2910		<p><u>Licensees Permanent Files</u></p> <p>A) Life Agent</p> <p>B) Life & Disability Analyst</p> <p>C) Fire & Casualty Insurance Broker-Agent</p> <p>D) Variable Contract Agent</p> <p>E) Bail Agent, Bail Solicitor, Bail Permittee</p> <p>H) Register Administrator</p> <p>I) Motor Club Agent</p> <p>J) Stock Agent</p> <p>K) Surplus Line Broker</p> <p>L) Special Lines Surplus Lines Broker</p> <p>M) Reinsurance Intermediary</p> <p>N) Personal Lines Broker-Agent (NEW)</p>	P M			act. + 5 yrs		+5 yr	XI	<p>Retention Authority "Manager Decision"</p> <p>PRA 6254, IPA 1798.4</p> <p>Permanent files are kept in department storage for as long as a person is licensed. This period could be many years. They contain various documents such as applications, company appointments, records, and other documents. These files are considered as units. Confidential destruction takes place in "units" at SRC with entire files destroyed.</p>

* Provide total of office and departmental

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
2	75		<u>Licensees Permanent Files</u> F) Insurance Adjuster G) Public Insurance Adjuster	P M			6 yrs 6 yrs		6 yrs 6 yrs	XI XI	Retention Authority "Manager Decision" PRA 6254, IPA 1798.4 Permanent files are kept in department storage for as long as a person is licensed. This period could be many years. They contain various documents such as applications, company appointments, records, and other documents. These files are considered as units. Confidential destruction takes place in "units" at SRC with entire files destroyed. SB added some license designations

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3	126		Pending Applications	P		1	2		3	XI	PRA 6254, IPA 1798.4. Kept as pending in office for one year from date of application.		
4	24		Expired Applications	P			3		3	XI	PRA 6254, IPA 1798.4. Stored at warehouse after one year pending status expiration date has passed. They then become expired applications. Retention is two years after inception of expired status with confidential destruction in year three at SRC.		
5	235		Renewal Applications	P		1	2		3	XI	Confidential destruction.		
6	31		Microfiche History Film (New)	S		Perm			Perm	XI	PRA 6254, IPA 1798.4 Historical records		
7	192		<u>Action Notices</u> Appointments/Terminations	P			3		3	XI	PRA 6254, IPA 1798.4		

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8	17		Organization Endorsements Appointments/Terminations	P				act+3		act+3		Recycle	
9	56		Certification of License Status Request	P				3		3		Destroyed through recycling.	
10	8		Correspondence A) Cashiered items Printout Requests Duplicate License Requests Overpayments Legal Certification Requests	P								Destroyed through recycling.	
11	2		Correspondence B) Non-cashiered Items	P						1		Destroyed through recycling.	
12	4		Reciprocal Agreements with other states.	P				active		active		Until superseded by law change.	

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13	2		NAIC List of Persons from other states who have had their licenses suspended or revoked in other states.	P		5			5	XI	PRA 6254, IPA 1798.4
14	9		<u>Work Control Logs</u> A) Examination Rosters B) Action Notice/ Organization Endorsements C) To Investigations	P		1	2		3		Destroyed through recycling.
15	1		<u>Work Control Logs</u> Renewals	P					1		Destroyed through recycling.
16	1		<u>Incoming Mail Desk Log</u> A) Certified Mail B) Postage Due (P.O.) C) Incoming Work	P		3 mos active 1			3 mos active 1		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)					
17	1		License Number Assignment Control Book	P		10			10					
18	1		Fingerprint Waiver Forms	P		act+5			act+5		Attached to and destroyed with application.			
19	1		Overtime Sheets (Supervisor)	P		1			1		Destroyed through recycling.			
20	1		Supervisor Overtime Logs	P		1			1		Destroyed through recycling.			
21	1		Work Status Sheets (Processing Sups)	P		2			2		Destroyed through recycling.			
22	1		Processing Supervisor Work Assignment Sheets	P		2			2		Destroyed through recycling.			
23	1		Renewal License Pull List	P		1 wk			1 wk		Destroy when search is complete. Non-confidential.			

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						OFFICE	DEPT.	SRC	TOTAL					
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)			
24	1		License Bureau Request for Supplies and forms. (Intermac)	P		1			1		Destroyed through recycling.			
25	2		Office of the Chief, Producer Licensing Bureau A) General Correspondence 1. To concerns outside of licensing. 2. To concerns outside of licensing. FROM	P			2		2		Office working files.			
26	6		Office of the Chief, Producer Licensing Bureau B) Producer Licensing Bureau budget related materials. C) Various research study related materials. D) Workload Statistics E) Various Subject Files F) Producer Licensing Bureau Operational Plans								Office working files.			

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						OFFICE	DEPT.	SRC	TOTAL					
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)			
27	4		G) Bulletins & Rulings <u>Manager - Producer Licensing</u> <u>Statistical Reports</u>		<i>active</i> + 5				<i>active</i> + 5					
			A) Report of active producers by the number of active licenses (by entity)	P M		3			3					
			B) Cashier Reprots			3			3					
28	4		Computer Generated Printouts	P										
			A) Control Error Report (key data)			2 mos			2 mos		Destroyed through recycling.			
			B) Renewal Error Report			2 mos			2 mos		Destroyed through recycling.			
			C) Permament License Counts			2 mos			2 mos		Destroyed through recycling.			
29	1		Special Power of Attorney Listing	P		active			active		Listing of authorized signatures for companies until superceded.			

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30	10.5		<u>Testing Function</u>	P M						X	PRA 625, IPA 1798.4. Shred after 3 years inactive.			
			A) Testing Questions						act+3			act+3	X	PRA 625, IPA 1798.4. Shred after 3 years inactive.
			B) Answer Keys						act+3			act+3	X	PRA 625, IPA 1798.4. Shred after 3 years inactive.
31	1		<u>Testing Function</u>	P M						X	PRA 6254. Books are used at the Clovis examination location and returned to Producer License Bureau when superseded. Destroy by confidential destruction at SRC. (Note: All other exam locations use online exams)			
			E) Validation Forms						10			10	X	PRA 6254. Retained for reference.
			I) Test Booklets						act+3			act+3	X	PRA 6254. Books are used at the Clovis examination location and returned to Producer License Bureau when superseded. Destroy by confidential destruction at SRC. (Note: All other exam locations use online exams)
32	1		<u>Testing Function</u>	P M						X	PRA 6254. Kept until superseded Then shredded.			
			F) Examination Procedures Steps						active			active	X	PRA 6254. Kept until replaced by Computer format, then shredded.
			G) Conversion Chart						active			active	X	PRA 6254. Kept until replaced by Computer format, then shredded.
			J) Test Related Reference Materials						active			active	X	PRA 6254. Retained as source

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33	.5		K) Instructions to Examinees Testing Function	P M		active			active	X				
34	.5		H) Records of Obsolete Questions Testing Function	P M		3			3	X	PRS 6254. Kept until replaced by computer format, then shredded.			
35	.5		L) Checklist for examination books. Testing Function	P M		1	2		3	X	PRA 6254. Attached to examination rosters.			
36	3		M) Review and Analysis of Legislation 1. Statement of Position Papers Prelicensing Provider Certification Applications	P P		act+2			act+2	XI	PRA 6254. Destroy by recycle 2 years from bill date.			
						3	3		6	XI	PRA 6254, IPA 1798.4			

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37	2		Prelicensing Course Approval Applications	P		3	3		6	XI	PRA 6254, IPA 1798.4		
38	5		Continuing Education Provider Certification Applications	P		3	3		6	XI	PRA 6254, IPA 1798.4		
39	15		Continuing Education Course Approval Applications	P		3	3		6	XI	PRA 6254, IPA 1798.4		
40	235		Supporting Documents for Prelicensing and Continuing Education Course Applications	M P		2	1		3	XI	Records include paper, computer diskettes, video tapes, and cassette tapes. Some of them will be returned to Providers if requested and postage paid; others will be kept in resource library for 3 years.		
41	2		Pending Prelicensing Provider and Course Applications not completed within one year.	P		1			1	XI	PRA 6254, IPA 1798.4 Kept in office for one year from the date of receipt. Destroy by witnessed recycle.		

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
42	23		Class Presentation Schedules	P		1	2		3		Destroy by witnessed recycle after three years.
43	82		Provider Rosters	P		2	1		3	X	Destroy by witnessed recycle.
44	1		Provider and Course Audit Checklists	P		act+3			act+3	X	PRA 6254, IPA 1798.4. Destroy by witnessed recycle three years inactive.
45	1		Provider Approval Master Lists	M		2	3		5		Non-Confidential Destruction.
46	1		Course Approval Master Lists	M		2	3		5		Non-Confidential Destruction.
47	1		Provider/Course Applications Log-in-Lists	P M		1			1		
48	1		Approved Public Prelicensing Providers/Course Lists	M		act+1			act+1		

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49	1		Approved Private Prelicensing Provider/Courses Lists	M		act+1			act+1					
50	1		Approved Public Continuing Education Providers/Courses Lists	M		act+1			act+1					
51	1		Approved Private Continuing Education Provider/Courses Lists	M		act+1			act+1					
52	1		STD Form 70, Records Inventory Worksheet Lists	P		current			current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.			
53	1		STD Form 72, Records Schedule Approval Request & STD Form 73, Records Retention Schedule	P		current			current		Retain as current until revised. NOTE: Although revision is required every five years formdate approved by DGS, record retention schedules that are not revised remain in effect but are considered non-current.			

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54	1		<u>STD Form 71 Records Transfer List</u>	P		current			current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
55	1		Authorization for Records Destruction (Computer Printout)	P		4			4		Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years). NOTE: All documents for the education Unit are established as a result of SB 2642.
	Total CU. FT 4,110										

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