



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Office of the Commissioner of Insurance

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Agency Case Files	Agency cases involve the refusal, revocation, and/or suspension of licenses of insurance agencies.	7 years		Temporary-Short-Term		0408-006
Agent Case Files	Agent cases involve the refusal, revocation, and/or suspension of licenses of insurance agents.	7 years		Temporary-Short-Term		0408-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Agents Accepted for Certificate of Authority Powers - from Extract File	Records documenting the acceptance of certificate of authority requests and the issuance of certificates of authority to agents passing insurance examinations.	3 years		Temporary-Short-Term		1985-067
Agents Accepted/Not Accepted for Certificates of Authority Powers - from Annual Renewal Listing	Documents relating to the acceptance or denial of certificate of authority annual renewal appointments for individual insurance companies.	3 years		Temporary-Short-Term		1985-066
Agents Investigation Files	Case files documenting all agent investigations conducted by the Enforcement Division.	Case Files: 8 years. Docket Books: 10 years after book is filled. Listings: 10 years		Temporary-Short-Term		1979-123

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Agents Licensing Division Batch Sheets (Batch Sheet Verification Files)	Documents relating receiving and verifying fees collected by Agents Licensing Division.	4 years		Temporary-Short-Term		1983-316
Annual Appropriations Disbursement General Ledgers and Supporting Documents	Records documenting the annual appropriation and expenditure of state funds.	2 years and completion of audit		Temporary-Short-Term		1979-115
Annual Premium Tax Returns GID-12 Audit Copies	Documents relating to filing annual premium tax returns by insurance companies licensed to do business in Georgia.	Retain until completion of audit.		Temporary-Short-Term		1983-070
Annual Renewals of Agents Certificates of Authority- Listings	Records documenting the renewal of authority certificates for an agent to represent an insurance company.	3.5 years		Temporary-Short-Term		1985-068

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Annual Statements-Domestic Companies	Annual financial statements from domestic insurance companies (those companies incorporated in Georgia).	Permanent		Permanent		1995-029
Annual Statements-Foreign Companies	Annual financial statements from individual foreign Insurance companies (those companies incorporated outside of Georgia).	10 years		Temporary-Short-Term		1995-028
Building Inspection & Certificate of Occupancy Files	Records documenting the inspection and certification of buildings for compliance with fire and safety law.	25 years		Temporary-Long-Term		1981-396
Business in the State of Georgia During the Year for Life and Health Insurance Companies	Documents premiums written and losses paid by insurance companies in the State of Georgia.	7 years		Temporary-Short-Term		1988-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Business in the State of Georgia During the Year for Property and Casualty Insurance Companies	Documents premiums written and losses paid by insurance companies in the State of Georgia.	7 years		Temporary-Short-Term		1988-016
Case Action Investigation Reports	Reports documenting the investigation of fires.	15 years		Temporary-Long-Term		1975-182A
Casualty Companies Premium Tax Returns and Correspondence	Documents relating to the collection and audit of premium taxes for foreign and domestic insurance companies.	25 years		Temporary-Long-Term		1981-125
Casualty Companies Premium Tax Returns and Correspondence Files	Documents relating to the collection and audit of premium taxes for foreign and domestic insurance companies.	10 years		Temporary - Short Term		0408-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Certificates of Compliance	Forms documenting the structural design and fittings of manufactured homes in compliance with federal statute.	Permanent		Permanent		0408-011
Certificates of Authority Sendbacks for Insurance Agents	Individual appointments of agents that have been returned because the agent's license has not been renewed.	3 years		Temporary-Short-Term		1982-542
Company Case Files	Company cases involve administrative hearing, adjudication and/or disposition of insurance-related activities not specifically cited in either insurers or other insurance related entities.	10 years		Temporary-short-Term		0408-007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Comptroller General's Office Legislation Files	Records documenting legislation presented to the General Assembly.	Permanent		Permanent		1976-039
Correspondence received from Property and Casualty Insurance Companies	Correspondence relating to rates and form changes filed with the department along with documents supporting the changes.	25 years		Temporary-Long-Term		1988-019
Daily Revenue Reports Files	Daily reports of fees collected and receipts.	3 years		Temporary-Short-Term		1981-270
Deputy Comptroller General's Subject Files	Documents relating to the regulation of insurance companies and mobile home manufacturers, licensing loan companies, and enforcing related laws.	Permanent		Permanent	Transfer each year to the Archives	1976-315

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Domestic Insurance Companies' Proxy Files	Records documenting compliance with proxy material submission by shareholders prior to the company shareholders meeting.	5 years		Temporary-Short-Term		177
Enforcement Division Investigation Files	Case files documenting company investigations and enforcement inquiries.	10 years		Temporary-Short-Term		1980-244A
Explosives Permit Case Files	Records documenting the regulation of the purchase, possession, and use of explosives by individuals and companies.	3 years		Temporary-Short-Term		095

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fire Loss Reporting System Quarterly Report Files	Documents relating to maintaining quarterly reports of fire losses sustained by fire insurance companies.	5 years		Temporary-Short-Term		1983-006
First-Time Application Batch Reports	Documents relating to fees paid for individuals applying for insurance licenses sponsored by a specific insurance company.	3 years		Temporary-Short-Term		1982-544A
Form A Case Files	Form A cases involve insurance company and/or other insurance-related entity acquisitions.	10 years		Temporary-Short-Term		0408-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fraud Investigative Files	Fraud investigative files involve the investigation, administration, and/or disposition of potential fraudulent activities by the Enforcement Division.	7 years		Temporary-Short-Term		0408-003
Georgia Crime Information Council Criminal History Reports	Criminal histories requested as part of arson investigations.	Place in investigative file if information is relevant. Otherwise, destroy		Temporary-Short-Term	Investigation Files are covered by 1975-182A	1988-001
Georgia Insurance Company Files	Documents relating to the registration of insurance companies and the appointment/termination of authorized agents.	1 year		Temporary-Short-Term		1982-359
Hearing Files for Promulgation of Rules and Regulations	Records documenting the rule making process.	Permanent		Permanent	Transfer to Archives every 2 years	1980-243

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inactive Georgia Mobile Home Dealers Files	Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Movable Homes. These dealers no longer conduct business in Georgia and have been declared inactive.	30 years		Temporary-Long-Term		1973-137A
Inactive Mobile Home Manufacturers Files	Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Movable Homes. These manufacturers no longer conduct business in Georgia and have been declared inactive.	30 years		Temporary-Long-Term		1973-140A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Individual Risk Filings Received from Property and Casualty Insurance Companies	Records documenting the issuance of individual risk policies as required by O.C.G.A. 33-9-32.	7 years		Temporary-Short-Term		1988-023
Industrial Loan Case Files	Industrial loan cases involve the adjudication and/or disposition of industrial loan activity.	7 years		Temporary-Short-Term		0408-008
Insurance Agent Case Files	Documents relating to the recording of agents licensed to sell insurance in Georgia.	5 years after declared inactive		Temporary-Short-Term		039A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Agents & Insurance Company Refunds	Documents relating to refunds to insurance agents or companies for first time applications and renewal applications; refunds to insurance companies for agents they are appointing for the first time with their company.	4 years		Temporary-Short-Term		1983-069
Insurance Agents License Files	Agency copy of the license issued to the insurance agent.	1 year after renewal of license and completion of audit		Temporary-Short-Term		1976-302A
Insurance Agents License Renewal Forms (Duplicate Copy)	Duplicate copies of the agents license renewal form, filed alphabetically by agent.	1 month and superseded		Temporary-Short-Term		1976-303
Insurance Agents Qualification Records (Agents Printout)	Listing of all insurance agents licensed in the State of Georgia.	2 years		Temporary-Short-Term		1976-304

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Agents Renewal Sendbacks	Documents relating to annual individual agent insurance renewal applications that have been returned to the agent for correction.	3 years		Temporary-Short-Term		1982-543
Insurance Company Bond Registry Card Files	Deposits of securities of insurance companies doing business with the State of Georgia.	5 years after company has satisfied all obligations to policyholders		Temporary-Short-Term		1981-145
Insurance Company Card Files	Documents listing inquiries received from citizens against a specific insurance company.	4 years		Temporary-Short-Term		1981-366

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Company Charter Files	Corporate charters, certificates of authority and other documents relating to the licensing and regulation of insurance companies in Georgia.	Permanent		Permanent		1976-040A
Insurance Company Denied Charter Files	Disapproved applications from insurance companies wishing to do business in Georgia.	2 years		Temporary-Short-Term		1977-435
Insurance Company Examination Work Papers	Documents gathered during the conduct of an examination or audit.	10 years		Temporary-Short-Term		2000-014-01
Insurance Company Licenses	Licenses issued to insurance companies allowing them to operate within the State of Georgia.	20 years		Temporary-Long-Term		1982-361

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Company Security Deposit Receipts and Correspondence	Documents relating to deposits, substitutions and addition 1 deposits.	For years ending in 0 and 5, 20 years		Temporary-Long-Term		1981-144
Insurance Complaint and Investigation Files	Documents relating to the investigation of complaints brought against insurance companies by citizens.	4 years		Temporary-Short-Term		1977-388
Insurance Duplicate Cards (Cross-Reference File)	Documents listing all citizens who have made a complaint and/or inquiry to the Claim and Investigation Division against an insurance company.	4 years		Temporary-Short-Term		1981-367

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Insurance Expense Exhibits Received from Property and Casualty Insurance Companies	Records documenting the expenses incurred and losses paid for the current calendar year for the state of Georgia and countrywide.	Permanent		Permanent		1988-022
Insurance Holding Company Systems Files	Records documenting the registration of insurance holding companies.	7 years		Temporary-Short-Term		1979-176
Insurance Manual Money Receipt Books	Records documenting the sell of insurance study manuals to the consumer.	1 year and completion of audit		Temporary-Short-Term		1983-068
Investigator's Daily Diary Files	Records documenting the daily activity of investigators.	2 years		Temporary-Short-Term		1975-183
Licensed Explosives Dealers and Users Case Files	Records documenting the licensure of explosive dealers and persons using explosives.	10 years		Temporary-Short-Term		072

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Licensed Georgia Mobile Home Dealers Files	Records documenting those licensed dealers in the state.	30 years		Temporary-Long-Term		1973-138A
Licensed Georgia Mobile Home Manufacturers Master Files	Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Movable Homes.	30 years		Temporary-Long-Term		1973-135A
Life and Accident /Health Insurance Policy Forms Files	Documents relating to the analysis and approval of policy forms of life and health/accident insurance companies.	100 years		Temporary-Long-Term		069A
Life Companies Premium Tax Returns and Correspondence	Documents relating to the collection and audit of premium taxes for foreign and domestic insurance companies.	25 years		Temporary-Long-Term		1981-126

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Life Insurance Companies Premium Tax Returns and Correspondence Files	Documents relating to the collection and audit of premium taxes for foreign and domestic insurance companies.	10 years		Temporary - Short Term		0408-002
Liquified Petroleum Gas Company Case Files	Documents relating to the regulation of the LP Gas Industry for the storage, handling, use, and transport of LP gas.	10 years		Temporary-Short-Term		040
Loan Company Annual Statements	Documents relating to reporting annual financial status of loan companies.	Permanent		Permanent		1975-159A
Loan Company Examination Files	Documents relating to the examination of loan companies.	4 years		Temporary-Short-Term		027A
Loan Company License Files	Documents relating to the renewal of licenses.	10 years		Temporary-Short-Term		037A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Loan Company Tax Reports	Documents relating to the maintenance of taxation reports on loan companies.	5 years		Temporary-Short-Term		028A
Mobile Home Manufacturers Complaint Case Files	Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Movable Homes.	30 years		Temporary-Long-Term		1973-141A
Non-Admitted Surplus Lines Insurance Carriers Annual Statements	Documents relating to the review, appraisal, and comparison of annual statements to determine financial stability.	4 years		Temporary-Short-Term		1977-389
Orders and Amendments to the Comptroller General's Rules and Regulations	Records include copies of the rules and regulations issued under the Administrative Procedures Act.	Permanent		Permanent	Transfer to Archives every 10 years	1980-275

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Original Applications for Licensure	Documents relating to the licensure of loan companies.	10 years after company ceases operation in Georgia		Temporary-Long-Term		100A
Out-of-State Mobile Home Manufacturers Master Files	Documents relating to the administration of the Uniform Standards Code for Factory Manufactured Movable Homes.	30 years		Temporary-Long-Term		1973-136A
Owner/Occupant Index Files	Documents relating to maintaining a cross-reference to the Case Action Investigation Report Files and to maintaining a continuing record of individuals involved in arson investigations for use in future arson investigation cases.	75 years		Temporary-Long-Term		1983-007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Permit Renewals and Re-exam Permit Applications	Records documenting the renewal of expired permits and applications for re-examination of failed exams.	8 years		Temporary-Short-Term		1988-025
Policies and Forms Received from Property and Casualty Insurance Companies	Records consist of approved forms and endorsements related to policies.	25 years		Temporary-Long-Term		1988-021
Premium Finance Copany Charters and Correspondence	Records documenting the licensing and regulation of premium finance companies.	6 years		Temporary-Short-Term		1977-436
Preneed Funeral Service Contract Sales Re-Authorization Files	Documents relating to the licensing of funeral homes selling preneed funeral services.	2 years after receipt of annual application for renewal of certificate of authority		Temporary-Short-Term		1981-413

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Proceedings of the National Association of Insurance Commissioners	Records documenting the annual and semi-annual meetings of the NAIC.	Permanent		Permanent		1978-211
Quarterly Financial Statements (Casualty, Title Companies)	Records consist of quarterly statements of the finances of casualty and title companies.	3 months and superseded		Temporary-Short-Term		1989-030
Quarterly Financial Statements (Life, Fraternal, Non-Profit, HMOs)	Records consist of quarterly financial statements for various types of insurance companies.	1 year		Temporary-Short-Term	Destroy all quarterly statements upon receipt of annual financial statement.	1989-029

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Quarterly Insurance Reports	The quarterly insurance report provides information by company on the amount of loans made; insurance premiums charged; refunds and net premiums; number and amount of claims; and per cent of claims paid to net premiums.	5 years		Temporary-Short-Term		029
Quarterly Premium Tax Returns GID-12A Audit Copies	Documents relating to quarterly premium tax returns by insurance companies licensed to do business in Georgia.	Retain until completion of audit.		Temporary-Short-Term		1983-071
Rate Examination Reports	Reports examining insurance company compliance with the Open Competition Rating Law.	10 years		Temporary-Short-Term		1977-047

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rates Received from Property and Casualty Insurance Companies	Rate filings showing rates for a particular type of insurance and instructions for applying these rates.	25 years		Temporary-Long-Term		1988-020
Reports of Examination of Domestic Insurance Companies	Reports documenting the audit of domestic insurance companies.	Permanent		Permanent	Transfer to Archives 5 years after superseded	1979-124
Reports of Examination of Foreign Insurance Companies	Reports documenting the audit of foreign insurance companies.	Retain until superseded.		Temporary-Short-Term		1979-125
Requests for Certificate of Authority	Documents requesting authority to sell certain types of insurance for a particular company.	4 years		Temporary-Short-Term		1979-087A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Requests for Certificates of Authority	Records documenting the appointment of agents to represent an insurance company.	7 years		Temporary-Short-Term		1985-069
Resident and Non-Resident Insurance License Renewal Applications	Documents the annual renewal of insurance company licenses.	3.5 years		Temporary-Short-Term		1985-070
Revenue Receipts Ledgers and Supporting Documents	Records documenting the receipt and deposit of funds.	2 years and completion of audit		Temporary-Short-Term		1979-114
Rulemaking Case Files	Rulemaking cases involve the adoption of insurance regulations.	5 years		Temporary-Short-Term		0408-009
Safety Fire Case Files	Safety fire cases involve the adjudication and/or disposition of safety fire activity.	7 years		Temporary-Short-Term		0408-010

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Service of Legal Process (Suits and Summons)	Complaints filed on insurance companies served on the Commissioner.	10 years		Temporary-Short-Term		1982-360
Surplus Lines Affidavits	Documents relating to the collection of premium taxes.	7 years		Temporary-Short-Term		194A