



RECORDS RETENTION AND DISPOSITION SCHEDULE

Insurance, Department of. Bail Bond Division.

| Agency: Bail Bond Division | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 83-1198 | BAIL BOND AGENTS FILES Includes license fee receipts, license requisitions, annual renewal applications, original fidelity bond or continuation certificates for each year, annual statements of outstanding forfeitures, copy of audit reports, and original application which includes fingerprints, affidavit that applicant has not been arrested or convicted of a felony, and recommendations from sheriff, prosecutor and chief of police; may also include result (pass/fail) of the applicant's examination for a bail bond license. Partially Confidential, [IC 5-14-3-4 (b) (4), (1998 Edition)]. Retention based on IC 34-11-2-7, (1998 Edition). | DESTROY six (6) years after non-renewal of the agent's license and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 2 | 83-1201 | BAIL BOND JUDGMENT NOTIFICATION Includes judgment notification and notice of satisfied judgment. Arranged by alphabetically by company. The Department of Insurance collects no money from these notifications. | DESTROY two (2) years after the notification year. |
| 3 | 83-1203 | PENDING APPLICATIONS | TRANSFER to AGENTS FILES if licensed. DESTROY after one year if not licensed. |
| 4 | 83-1206 | INVESTIGATIVE FILES - CLOSED Typical closed file would have the same contents of an open investigation but any action or investigative hearing has concluded. | TRANSFER to the RECORDS CENTER three (3) years after the file is closed. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Six (6) years after the file is closed. |
| 5 | 83-1207 | MONTHLY STATISTICAL REPORT Recorded statistics typically include the number of applications received, number of licenses issued and revenue collected. | TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after the end of the calendar year. |
| 6 | 99-12 | BAILBOND AGENT DATABASE This computer database has replaced previously maintained paper index cards. The database contains the name of the active Bailbond agent (listed in alphabetical order), the agent's business address and telephone number. Although a paper list can be obtained, the Department of Insurance does not usually print out the list. | DELETE individual BAILBOND AGENT names two (2) years after non-renewal of licenwse. DELETE BAILBOND AGENT DATABASE on legislative sunset of the Department of Insurance and its successor agencies. |
| 7 | 99-13 | FIELD AUDITS These are audit records performed in the field every two (2) years. Bail agents' records are examined and the total number of bonds written and money collected by the bail agent is recorded. No revenue is received by the Department of Insurance. | DESTROY five (5) years after the end of the audit year. |
| 8 | 99-14 | CERTIFIED MAIL RECEIPTS AND "GREEN CARDS" Notices of certified mail sent via the U.S. Postal Service and return receipts. | TRANSFER to the RECORDS CENTER three (3) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Six (6) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |

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| 9 | 99-15 | REQUESTS FOR REFUND Applicants who withdraw their applications and submit a written request for a refund are refunded any fees paid. Retention based on IC 34-11-2-6, (1998 Edition). | TRANSFER to the RECORDS CENTER three (3) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional two (2) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
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