



RECORDS RETENTION AND DISPOSITION SCHEDULE

Insurance, Department of. Office Operations.

Agency: Office Operations		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	83-74	ANNUAL PREMIUM TAX REPORTS These are the reports from insurance companies of premium taxes owed, the amount paid and any balances due with the additional payments; alphabetical arrangement. Retention based on IC 34-1-2-2 (2), (1993 Edition)	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	83-78	CHARGE SLIPS SF 34379 This is the annual record of the insurance premium tax and Fire Marshal premium tax, if applicable; alphabetical arrangement by insurance company. Retention based on IC 34-1-2-2 (2), (1993 Edition)	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	98-17	INDIANA FEE & RETALIATORY FEE STATEMENT, SF 6130 This state form is used to document and submit fee statements which insurance companies are required to submit with their payment for retaliatory fees and audit fees; alphabetical arrangement. Retention based on IC 34-1-2-2 (2), (1993 Edition).	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.