



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Insurance, Department of. Chief Deputy Commissioner.**

Agency: Chief Deputy Commissioner		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	98-06B	<b>SERVICE OF PROCESS FILES [98-06 B]</b> Typical file consists of notification to foreign and alien insurance companies that a legal action has been filed against the company in Indiana. The file includes the complaint, the summons, transmittal letter and the return receipts for certified mail	DESTROY two (2) years after the year of receipt.