



RECORDS RETENTION AND DISPOSITION SCHEDULE

Insurance, Department of. Health Issues Division.

Agency: Health Issues Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	98-11	NOTIFICATION BY EMPLOYERS OF ERISA PLANS Pursuant to IC 27-1-2-2.5, "A person or other entity" that provides any type of medical coverage in Indiana must register with the Department of Insurance and indicate if the coverage is an employee benefit plan subject to the Employee Retirement Income Security Act (29 USC 1001). This record contains letters from these employers notifying the Department of Insurance of self-insured health plans, arranged alphabetically.	DESTROY three (3) years after the latest notification year.
2	98-12	HMO GRIEVANCE REPORTS Pursuant to IC 27-13-10-1, et seq., 1997 Supplement, Health Maintenance Organizations must report annually to the Department of Insurance the grievances filed by their members and the resolution of these grievances; arranged alphabetically.	TRANSFER to the RECORDS CENTER two (2) years after the resolution of the grievance. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after resolution of the grievance.
3	98-13	COMPARATIVE ANALYSIS OF GRIEVANCE REPORTS This is the on-going analysis of all the HMO grievance reports for use by the Department of Insurance and consumers. Arranged alphabetically.	DESTROY five (5) years after the analysis year.
4	98-14	LISTS OF SMALL EMPLOYER INSURERS Small employer insurers must notify the Department of Insurance of the products offered by these insurers and conform that the products have been filed with the Department of Insurance; alphabetical arrangement.	TRANSFER to the RECORDS CENTER one (1) year after the filing year. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the filing year.