

STATE OF NEW JERSEY



COUNTY INSURANCE COMMISSION

C560000-001

Records Retention and Disposition Schedule				Agency: C560000		Schedule: 001		Page #:1 of 2		
Department:	COUNTY INSURANCE COMMISSION			Agency Representative:		JAMES DAVY				
Division:				Title:		INSURANCE COMMISSIONER				
Bureau:				Phone #:						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
			8/19/1999					10/14/1999		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Notice of Claims	X					3 Years		Destroy	
0002-0000	Explanation of Claims/Benefits/Payments	X					6 Years After final payment		Destroy	
0003-0000	Lawsuits	X					20 Years After conclusion		Destroy	
0004-0000	Workers Compensation/Accident Files --- Originals maintained by Department of Labor and Workforce Development, Workers Compensation.	X					6 Years After final payment		Destroy	
Insurance Policies and Correspondence										
0005-0001	Insurance Policies - Life, Health, Disability and Workers Compensation	X					6 Years After expiration of policy		Destroy	
0005-0002	Insurance Policies - General Liability	X					20 Years After expiration of policy		Destroy	
0005-0003	Insurance Policies - Sample Policies Representing Issued Life, Health, Disability, Workers Compensation and General Liability	X					Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Property Damage Claims and Tort Claims						7 Years After final settlement		Destroy	
0007-0000	General Record Series Deleted - See County and Municipal General Schedule									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule									