

## STATE LAWS ON RECORDS MAINTENANCE

The date following each state indicates the last time information for the state was reviewed/changed.

	ALABAMA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 27-27-29 Each domestic insurer shall keep a complete record of assets, transactions and affairs to be maintained in accordance with such methods and systems as are customary or suitable as to the kind or kinds of insurance transacted.</p> <p>AAC 482-1-124-.05 Maintain claims records for current year and past 5 years. Regulation includes approved formats.</p>
<b>PRODUCER RECORDS</b>	<p>§ 27-7-33 A producer shall keep for a period of not less than 3 years, or 2 years for business produced under limited lines credit insurance authority, at his or her place of business complete records pertaining to transactions under the producer's license.</p> <p>AAC 482-1-137-.08 Insurers, general agents, independent agencies and producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 3 years after the insurance transaction is completed by the insurer. An insurer is permitted, but shall not be required, to maintain documentation on behalf of a producer.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 27-9A-14 An independent adjuster shall maintain a copy of each contract between the independent adjuster and the insurer and comply with the record retention policy as agreed to in that contract. Records retained by an independent adjuster shall be made available for review or inspection if requested by the commissioner or authorized representatives of the commissioner.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>AAC 482-1-079-.15 A domestic HMO shall keep in an Alabama location all necessary records required for the efficient examination of its financial condition and health care delivery system.</p> <p>§ 27-10-29 Each surplus lines broker shall keep a full and true record of each surplus lines contract for 5 years next following the issuance of the contract.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	ALASKA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 21.69.390 Each domestic insurer shall maintain a complete record of assets, transactions, and affairs to be maintained in accordance with such methods and systems as are customary or suitable as to kind or kinds of insurance transacted.</p> <p>§ 21.09.320 A foreign insurer shall keep at its principal place of business a complete record of assets, transactions, and affairs in accordance with the methods and systems that are customary or suitable as to the kind of business transacted. The insurer shall keep the records as required by the maintenance requirements of the insurer's domicile jurisdiction.</p> <p>3 AAC 21.470 A domestic insurer shall retain records required by § 21.69.390 and 3 AAC 21.460 for 5 years or until the completion of a full examination, whichever is longer, or in the case of reinsurance transaction records, for 10 years or until completion of a full examination, whichever is longer.</p>
<b>PRODUCER RECORDS</b>	<p>§ 21.27.350 Each agent, general agent and broker must keep a record of all transactions for 5 years after the date of the completion of the transaction or 10 years for reinsurance transactions, unless the director orders a longer period of retention.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 21.27.350 Adjusters must maintain all records for 5 years after the transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 21.87.230 A hospital or medical service corporation shall maintain complete and accurate records and accounts covering its transactions and affairs in accordance with common and accepted principles and practices.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	ARIZONA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 20-1592 Domestic title insurers shall maintain articles of incorporation, books of account, record of stockholders and minutes of meetings at their principal place of business in Arizona.</p>
<b>PRODUCER RECORDS</b>	<p>§ 20-290 An insurance producer shall keep at the insurance producer's principal place of business the usual and customary records that pertain to transactions under the insurance producer's license. The insurance producer shall keep all records for any transaction for 3 years immediately after the date of completion of the transaction and shall make them available and open to the inspection of the director at any business time during those 3 years.</p> <p>§ 20-311.02 The managing general agent shall maintain separate records of business that is written by the managing general agent. The insurer shall have access to and the right to copy all accounts and records related to its business in a form usable by the insurer. The director shall have access to all books, bank accounts, and records of the managing general agent in a form usable to the director.</p> <p>§ 20-1243.06 Insurers, general agents, independent agencies, business entities and producers shall maintain, or be able to make available to the director, records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for at least 5 years after the insurance transaction is completed by the insurer. An insurer may, but is not required to, maintain documentation on behalf of a producer.</p>
<b>ADJUSTER RECORDS</b>	<p>§§ 20-321.02; 20-290 An insurance adjuster shall keep at the principal place of business the usual and customary records that pertain to transactions under the insurance adjuster's license. The insurance adjuster shall keep all records for any transaction for 3 years immediately after the date of completion of the transaction and shall make them available and open to the inspection of the director at any business time during those 3 years.</p>

ARIZONA (cont.)

STATE LAWS ON RECORDS MAINTENANCE

	ARIZONA (cont.)
MISCELLANEOUS RECORDS	<p>A.A.C. R20-6-405 Health care service organization shall maintain at its home office a complete file of all forms of advertisements for a period of not less than 3 years.</p> <p>§ 20-414 Each surplus lines broker shall keep a full and true record of each surplus lines contract for 3 years after the expiration or cancellation of the insurance policy.</p> <p>§ 20-485.03 Every administrator shall maintain at the administrator's principal administrative office for the duration of the written agreement required by § 20-485.01 and for 5 years thereafter adequate books and records of all transactions among the administrator, insurers and insured persons. The books and records shall be maintained in accordance with prudent standards of insurance record keeping.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	ARKANSAS (6/24)
<b>COMPANY RECORDS</b>	<p>§ 23-69-134 A complete record of assets, transactions, and affairs shall be maintained in accordance with methods and systems that are customary or suitable as to the kind or kinds of insurance transacted.</p>
<b>PRODUCER RECORDS</b>	<p>§ 23-64-220 Each agent or broker shall keep at his place of business the usual and customary records pertaining to transactions under his license for 5 years from the date the record was created, or one year following the final settlement or final adjudication of a criminal, civil, or administrative proceeding. A record required to be kept by this subsection may be maintained in its original form, electronically, or as a hard copy, and by an agent or broker's insurance company on behalf of the agent or broker, relieving the agent or broker's obligation to maintain the record.</p> <p>Ark. Admin. Code 054.00.87-13 The title insurer and the title insurance agency shall maintain sufficient records of their affairs, including evidence of underwriting title, determination of insurability and records of its escrow operations and escrow accounts for a period of time no less than 7 years.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 23-64-209 Each licensed adjuster shall have and maintain usual customary records pertaining to transactions under the license.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 23-65-313 Each surplus lines broker shall keep a full and true record of each surplus lines contract for 5 years following termination of the contract.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	CALIFORNIA (6/24)
<b>COMPANY RECORDS</b>	<p>Ins. § 10508.5 An insurer shall maintain all applicable records for a minimum of 5 years in a readily available condition.</p>
<b>PRODUCER RECORDS</b>	<p>10 CCR § 2190.2 An agent or broker shall maintain records of transactions for at least 5 years after the expiration or cancellation of the policy.</p> <p>10 CCR § 2190.7 Keep records in principal office in the state.</p>
<b>ADJUSTER RECORDS</b>	<p>Ins. § 15028.5 Each public insurance adjuster shall maintain a complete record of transactions for at least 5 years after the termination of the transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>Ins. § 1768 A surplus lines broker shall keep a complete record of transactions with nonadmitted insurers.</p> <p>10 CCR § 2190.7 Keep records in principal office in the state.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	COLORADO (6/24)
<b>COMPANY RECORDS</b>	<p>§ 10-4-413 P/C insurers shall maintain reasonable records of experience, data, statistics or information collected or used in connection with rates, rating plans, rating systems, underwriting rules, policy or bond forms, surveys or inspections, to be available to the commissioner at all reasonable times. Such records shall be maintained in an office within this state or shall be made available for examination or inspection by the commissioner at any time, upon reasonable notice.</p> <p>3 CCR 702-1:1-1-7 Every company engaging in any transaction of insurance shall maintain its books, records, documents, and other business records, including internal and external communications, in a manner so that the practices may be readily ascertained.</p>
<b>PRODUCER RECORDS</b>	<p>3 CCR 702-1:1-1-7 Producer licensing records shall be maintained relating to compliance with producer licensing requirements and shall include the licensing records of each producer associated with, authorized by way of contract or other writing, appointed, or employed by any entity or person.</p>
<b>ADJUSTER RECORDS</b>	<p>3 CCR 702-1:1-2-19 A public adjuster shall maintain a complete record of each transaction as a public adjuster. The records required by this section shall be retained for 5 years from the date of contract or upon completion of contract, whichever is longer.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 10-5-109 Each licensed surplus lines broker shall keep in the broker's office a full and true record of each surplus lines contract procured by the broker, including a copy of the daily report, if any.</p> <p>§ 10-2-905 For at least 10 years after the expiration of a contract, the reinsurance producer shall keep a complete record of each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	CONNECTICUT (6/24)
<b>COMPANY RECORDS</b>	<p>§ 38a-57 Each domestic insurance company shall maintain such records as the commissioner may require for protection of insureds.</p> <p>CT ADC § 38a-819-53 All complaint records shall be kept on a calendar year basis and the number of complaints by line of insurance shall be compiled not less frequently than annually.</p> <p>§ 38a-407 Evidence of the examination of title and determination of insurability shall be preserved and retained in the files of the title insurer or its title agent for a period of not less than 10 years after the title insurance policy has been issued. Instead of retaining the original evidence, the title insurer or title agent may in the regular course of business establish a system whereby all or part of the evidence is recorded, copied, or reproduced by any process that accurately and legibly reproduces or forms a durable medium for reproducing the contents of the original.</p>
<b>PRODUCER RECORDS</b>	<p>CT ADC § 38a-432a-7 Insurers, agencies, and producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer disclosures made to the consumer including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 7 years after the insurance transaction is completed by the insurer. An insurer may, but is not required to, maintain documentation on behalf of a producer.</p>
<b>ADJUSTER RECORDS</b>	<p>CT ADC § 38a-788-7 All public adjusters shall maintain an office which shall contain the records of all documents pertaining to the settlement of the claim and files of all clients and said records shall be available for inspection by any duly authorized examiner or employee of the insurance department. Such record will be kept by the public adjuster for a period of at least 5 years following the ending of the contracted employment period.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 38a-465e Providers shall maintain records of each consummated transaction and life settlement contracts and, subject to the provisions of § 38a-465d, such records shall be available, during reasonable business hours, to the commissioner for inspection for the 3-year period following the insured's death.</p> <p>§ 38a-591h Each health carrier shall maintain written records to document all grievances of adverse determinations it receives, including the notices and claims associated with such grievances, during a calendar year. Each health carrier shall maintain such records for not less than 6 years after the notice of adverse determination was provided to a covered person.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	DELAWARE (6/24)
<b>COMPANY RECORDS</b>	18 Del.C. § 5305 All books, files, and records of mutual assessment property insurers shall be located at the principal place of business.
<b>PRODUCER RECORDS</b>	18 Del.C. § 1707 The licensee shall maintain at his or her principal place of business the license issued by the commissioner, together with such records as may be reasonably required by the commissioner. Records shall be retained and available for inspection by the commissioner for a period of 5 years.
<b>ADJUSTER RECORDS</b>	18 Del.C. § 1754 A public adjuster shall maintain a complete record of each transaction as a public insurance adjuster. Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.
<b>MISCELLANEOUS RECORDS</b>	18 Del.C. § 1923 Each broker shall keep in his/her office in this state a full and true record of each surplus lines coverage procured by him/her. The broker's record shall be open to examination by the commissioner at all times within 5 years after issuance of the coverage to which it relates.

## STATE LAWS ON RECORDS MAINTENANCE

	DISTRICT OF COLUMBIA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 31-5204 An insurance business shall maintain books, records and files at its principal office within the district.</p> <p>§ 31-4440 Each domestic life company shall keep books, records, accounts and vouchers in such manner that its financial condition can be ascertained and so that its financial statements filed with the commissioner can be readily verified.</p>
<b>PRODUCER RECORDS</b>	<p>§ 31-1503 Separate records of business written by the managing general agent will be maintained.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 31-1631.06; 26-A DCMR § 3906 An adjuster shall retain for 5 years from the closing of the claim records of losses adjusted, copy of contract with insured, and itemized statements of recovery and compensation.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 31-1804 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance broker, the reinsurance broker will keep a complete record for each transaction.</p> <p>§ 31-5031.20 Evidence of the examination of title and determination of insurability for business written by a title insurer or title insurance producer and records relating to escrow and indemnity deposits shall be preserved and retained by the insurer or agent for as long as appropriate to the circumstances but not less than 3 years after the title insurance policy has been issued or 3 years after the escrow or indemnity deposit account has been closed.</p> <p>§ 31-5041.04 A title insurance producer shall maintain sufficient records of its affairs, including its escrow operations, if any, and escrow trust accounts, if any, so that the commissioner may adequately ensure that the title insurance producer is in compliance with this chapter. The commissioner may prescribe the specific record entries and documents to be kept and the length of time for which the records shall be maintained, for a period of not to exceed 3 years.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	FLORIDA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 628.271</p> <p>Each domestic insurer shall have an office in Florida and keep complete records of their assets, transactions, and affairs; specifically, financial records, corporate records, reinsurance documents, original accounting documents, claim files, and payment of claims, in accordance with such methods and systems as are customary or suitable as to the kind or kinds of insurance transacted.</p>
<b>PRODUCER RECORDS</b>	<p>§ 626.748</p> <p>An agent must maintain in his office, or have readily accessible by electronic or photographic means, for a period of at least 5 years after policy expiration, records of policies transacted by him or her.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 626.875</p> <p>Adjusters shall keep the usual and customary records pertaining to transactions under the license in the adjuster's place of business for a period of not less than 5 years after completion of the adjustment.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 626.930</p> <p>Each surplus lines agent shall keep a record of each surplus lines contract for 5 years following expiration or cancellation of the contract.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	GEORGIA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 33-9-20 Insurers that engage in joint underwriting shall maintain adequate records. Such records shall be maintained in an office within this state and shall be made available for examination or inspection by the commissioner at any time</p> <p>§ 33-14-13 An insurer shall maintain a record of its assets, transactions, and affairs in accordance with the methods and systems which are customary or suitable as to the kind or kinds of insurance transacted.</p> <p>R. &amp; Regs. 120-2-24-.06 It is the duty of each insurer to keep records of replacements for 3 years or until the next examination, whichever is later.</p> <p>R. &amp; Regs. 120-2-31-.06 Each insurer shall maintain a complete file containing one copy of each form authorized by the insurer for life insurance solicitation for a period of 3 years following the date of its last authorized use.</p> <p>R. &amp; Regs. 120-2-21-.05 Every licensee shall preserve every premium finance contract and all documents relating thereto (and copies of all documents delivered to an insured) for at least 3 years after making the final entry in respect to any premium finance agreement.</p>
<b>PRODUCER RECORDS</b>	<p>§ 33-23-34 An agent shall keep a record of all transactions consummated under his license. All records as to any particular transaction shall be kept for 5 years after the completion of the transaction or the term of the contract, whichever is longer.</p> <p>R. &amp; Regs. 120-2-94-.09 Insurers, general agents, independent agencies and producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer may, but is not required to, maintain documentation on behalf of a producer.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 33-23-34 An insurance adjuster shall keep records for 5 years after the completion of the transaction or term of contract, whichever is longer.</p>

GEORGIA (cont.)

STATE LAWS ON RECORDS MAINTENANCE

	GEORGIA (cont.)
MISCELLANEOUS RECORDS	<p>§ 33-22-7 A licensee shall maintain records of premium finance transactions for at least 3 years after making the final entry.</p> <p>§ 33-49-5 Reinsurance intermediaries shall keep records for 10 years after expiration of the contract.</p> <p>§ 33-5-28 Each surplus lines broker shall keep a record of policies written.</p> <p>R. &amp; Regs. 120-2-3-.27 All licensees under Ch. 23 of Title 33 shall maintain a record of any complaint made against them by any person.</p>

**STATE LAWS ON RECORDS MAINTENANCE**

	<b>HAWAII (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 431:3-305 An insurer shall keep full and adequate accounts and records of its assets, obligations, transactions, and affairs. Each domestic insurer shall maintain the accounts and records at its principal office in this state.</p>
<b>PRODUCER RECORDS</b>	<p>§ 431:9A-123 Every insurance producer shall keep a record of all transactions consummated under the producer's license. All the records as to any particular transaction shall be kept in the licensee's office and shall be available and open to the inspection of the commissioner during business hours during the 5 years immediately after the date of the completion of the transaction.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 431:9-229 Adjusters shall keep records of all transactions for 5 years (8 years in the case of workers' compensation claims) immediately after the date of the completion of the transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 431:2-209 The commissioner is required to preserve permanent records and reports of the commissioner's proceedings, hearings, investigations and examinations. One year after the conclusion of transactions, the commissioner may destroy any correspondence relating to rates, self-insurance applications, registrations, foreign or alien insurers' annual statements, certificates of compliance and deposits, valuation reports and expired bonds. Three years after the conclusion of transactions, the commissioner may destroy any claim files, working papers, examination reports from other states, void license applications and investigations.</p> <p>§ 431:8-312 Each licensed surplus lines broker shall keep a full and true record of each surplus lines contract placed by the broker. The record of each contract shall be kept for a period not less than 5 years following the termination of the contract.</p> <p>§ 431:20-113 Evidence of the examination of title and determination of insurability shall be preserved and retained in the files of the title insurer for a period of not less than 15 years after the title insurance policy has been issued. Instead of retaining the original evidence, the title insurer may, in the regular course of business, establish a system whereby all or part of the evidence is recorded, copied or reproduced by any process that accurately and legibly reproduces or forms a durable medium for reproducing the contents of the original.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	IDAHO (6/24)
<b>COMPANY RECORDS</b>	<p>§ 41-1330 Each insurer shall maintain a complete record of all the complaints that it has received since the date of its last examination.</p> <p>§ 41-2839 A domestic insurer shall keep accurate and complete accounts and records of its assets, transactions, and affairs in accordance with the usual and accepted principles and practices of insurance accounting and record keeping as applicable to the kinds of insurance transacted by the insurer.</p>
<b>PRODUCER RECORDS</b>	<p>§ 41-1036 A producer holding a license under this chapter shall make available through his principal place of business complete records of transactions placed through or countersigned by the producer. The records shall be kept available for inspection by the director for at least 5 years after the creation or the completion, whichever is later.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 41-5817 A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the department at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 41-904 Every administrator shall maintain and make available to the insurer complete books and records of all transactions performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance recordkeeping and shall be maintained for a period of not less than 5 years from the date of their creation.</p> <p>IDAPA 18.02.01 § 201 Insurers subject to this rule shall document the factors and criteria considered in underwriting and rating decisions and shall retain the documentation for at least 5 years from the date of the decision.</p> <p>IDAPA 18.04.11 § 026 Every insurer, fraternal benefit society, managed care organization, or other similar organization providing long-term care insurance or benefits in this state shall maintain all advertisements by the insurer or other entity for at least 5 years from the date the advertisement was first used; or until the filing of the next regular report of examination of the insurer, whichever is the longer period of time.</p> <p>IDAPA 18.06.06 § 020 Each broker shall keep a full and true record of each surplus lines coverage procured in addition to the broker's copy of policies and endorsements for 5 years and are subject to examination by the director.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	ILLINOIS (6/24)
<b>COMPANY RECORDS</b>	<p>215 ILCS 5/133 Every domestic company shall keep its books, records, documents, accounts, and vouchers in such manner that its financial condition can be ascertained. The documents may be photographed or reproduced on film. Photographs, microphotographs, or film reproductions of any original books, records, documents, accounts, and vouchers shall for all purposes be considered the same as the originals. Any original so reproduced may be disposed of or destroyed if provision is made for preserving and examining the reproductions. All such original records shall be preserved and kept available for the purpose of examination until authority to destroy or otherwise dispose of such records is secured from the director.</p> <p>50 Ill. Adm. Code 926.50 Insurance companies shall maintain complaint records for 7 years after a complaint has been closed. The complaint record shall be kept on a calendar year basis.</p> <p>50 Ill. Adm. Code 930.70 Each insurer shall maintain a complete copy of each document authorized for life insurance solicitation for a period of 3 years following the date of its last authorized use.</p>
<b>PRODUCER RECORDS</b>	<p>50 Ill. Adm. Code 3120.80 Insurers, general agents, independent agencies, and insurance producers shall maintain and be able to make available to the director records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 7 years after the insurance transaction is completed by the insurer. An insurer is permitted, but shall not be required, to maintain documentation on behalf of an insurance producer. Records required to be maintained by this Part may be maintained in paper, photographic, microprocess, magnetic, mechanical, or electronic media, or by any process that accurately reproduces the original document.</p>
<b>ADJUSTER RECORDS</b>	<p>215 ILCS 5/1585 A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 7 years after the termination of the transaction with an insured and shall be open to examination by the director at all times.</p>

ILLINOIS (cont.)



STATE LAWS ON RECORDS MAINTENANCE

	ILLINOIS (cont.)
MISCELLANEOUS RECORDS	<p>215 ILCS 5/511.106 Each administrator shall retain the written agreement between the administrator and the plan sponsor or insurer for 5 years.</p> <p>215 ILCS 5/445 A surplus line producer shall maintain separate records of the business transacted under his or her license for 7 years from the policy effective date, including complete copies of surplus line insurance contracts maintained on paper or by electronic means, which records shall be open at all times for inspection by the director and by the Surplus Line Association of Illinois.</p> <p>215 ILCS 155/21.3 Evidence of the examination of title and determination of insurability for business written by a title insurance company or its title insurance agent and records relating to escrow, closings, and security deposits shall be preserved and retained by the title insurance company or its agent for as long as appropriate to the circumstances, but not less than 7 years after the title insurance policy has been issued or the escrow, closing, or security deposit account has been closed or as provided by applicable federal law.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	INDIANA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 27-8-28-12 An insurer shall maintain all grievance records received by the insurer after the most recent examination of the insurer's grievance procedure by the commissioner.</p>
<b>PRODUCER RECORDS</b>	<p>§ 27-1-33-7 Separate records of business written by the managing general agent (MGA) shall be maintained. The insurer shall have access and right to copy all accounts and records related to its business in a form usable by the insurer, and the commissioner shall have access to all books, bank accounts, and records of the MGA in a form usable to the commissioner.</p> <p>§ 27-1-35-11 The controlling producer shall maintain separately identifiable records of business written for the controlled insurer.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 27-1-28-20 An independent adjuster shall maintain a copy of each contract between the independent adjuster and an insurer or a self-insurer; and comply with the record retention policy agreed to in the contract described in subdivision (1).</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 27-1-25-4 An administrator shall maintain at its principal administrative office books and records of all transactions between the administrator and insurers for at least 5 years after the creation of the books and records.</p> <p>§ 27-6-9-19 For at least 10 years after the expiration of each contract of reinsurance transacted by the Reinsurance Broker (RB), the RB will keep a complete record for each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	IOWA (6/24)
<b>COMPANY RECORDS</b>	<p>IAC 191-15.13(507B) An insurer shall maintain its books and records in a manner accessible for examination by the commissioner. An insurer shall maintain a record of all complaints received since the date of its last examination. Advertisements shall be maintained for a period of either 4 years or until the filing of the next regular report on examination of the insurer, whichever is the longer period of time.</p> <p>IAC 191-16.25(507B) Insurers shall keep records of life insurance and annuity replacements for 5 years.</p>
<b>PRODUCER RECORDS</b>	<p>§ 510.5 Separate records of business written by a managing general agent shall be maintained. A managing general agent shall keep records accessible to the commissioner and retained until after completion by the insurance division of the next examination of the insurer.</p> <p>§ 522B.16A An insurance producer has a continuing duty and obligation to keep, at the insurance producer's place of business, usual and customary records pertaining to transactions undertaken by the insurance producer. Such records shall be maintained for a minimum of 3 years following the completion of an insurance transaction.</p>
<b>ADJUSTER RECORDS</b>	<p>IAC 191-55.16(522C) A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the division at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 510.14 A third-party administrator shall keep its books and records for the duration of the contract plus 5 years.</p> <p>§ 521C.5 Contracts of reinsurance intermediaries should be retained at least 10 years after expiration.</p> <p>IAC 191-15.13(507B) Every insurer shall establish and at all times maintain a system of control over the content, form, and method of dissemination of all advertisements which explain a particular policy. Such file shall be subject to inspection by the insurance division. All such advertisements shall be maintained for a period of either 4 years or until the filing of the next regular report on examination of the insurer, whichever is the longer period of time.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	KANSAS (6/24)
<b>COMPANY RECORDS</b>	<p>§ 40-955 Fire Insurance Companies: underwriting files, premium, loss and expense statistics, financial and other records pertaining to special risks written by any insurer shall be maintained by the insurer and shall be subject to examination by the commissioner.</p> <p>§ 40-3805 Every administrator shall maintain complete books and records of all transactions performed on behalf of the payor. Such records shall be maintained in accordance with prudent standards and for a period not less than 5 years from the date of their creation.</p>
<b>PRODUCER RECORDS</b>	<p>§ 40-2,132 Separate records of business written by the MGA will be maintained. The insurer shall have access and right to copy all accounts and records related to its business in a form usable by the insurer, and the commissioner shall have access to all books, bank accounts and records of the MGA in a form usable to the commissioner.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 40-5515 A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 40-3802 Third party administrators shall keep the written agreement between insurer and administrator and shall retain the records for the duration of the agreement and 5 years thereafter.</p> <p>§ 40-4505 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance broker, the reinsurance broker shall keep a complete record for each transaction.</p> <p>§ 40-4510 A reinsurance intermediary shall be subject to examination by the commissioner. The commissioner shall have access to all books, bank accounts and records of the reinsurance intermediary in a form usable to the commissioner.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	KENTUCKY (6/24)
<b>COMPANY RECORDS</b>	<p>§ 304.13-141 Every insurer, pool, advisory organization, statistical agent, and residual market or joint underwriting mechanism shall maintain reasonable records, adapted to its method of operation, containing its experience or the experience of its members.</p>
<b>PRODUCER RECORDS</b>	<p>§ 304.9-390 The licensee shall keep at his or her place of business complete records of transactions under the license. The records shall be kept available for inspection by the commissioner for a period of at least 5 years after completion of the respective transactions.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 304.9-435 A public adjuster shall maintain a complete record of each transaction as a public adjuster. An independent adjuster shall maintain a copy of each contract between the independent adjuster and the insurer or self-insurer and comply with the record retention policy as agreed to in the contract. Records shall be maintained by a public adjuster for at least 5 years after the termination of a transaction with an insured and shall be open to examination by the commissioner at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 304.9-373 Every administrator shall maintain for the duration of the written agreement and at least 5 years thereafter, adequate books and records of all transactions between it, insurers, and insureds.</p> <p>§ 304.10-160 Each broker shall keep in his or her office a full and true record of each surplus lines coverage procured by him or her, including a copy of each daily report, if any, a copy of each certificate of insurance issued by him or her. The record shall be open to examination by the commissioner at all times within 5 years after issuance of the coverage to which it relates.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	LOUISIANA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 22:68</p> <p>Every domestic and redomesticated insurer shall keep its books, records, documents, accounts, and vouchers in such manner that its financial condition, affairs, and operations can be ascertained and so that its financial statements filed with the commissioner can be readily verified and its compliance with the law determined. At a minimum all such original records shall be maintained for the period commencing on the first day following the last period examined by the commissioner through the subsequent examination period, or 5 years, whichever is greater.</p>
<b>PRODUCER RECORDS</b>	<p>§ 22:1624</p> <p>Separate records of business written by the managing general agent (MGA) shall be maintained. The insurer shall have access and right to copy all accounts and records related to its business in a form usable by the insurer, and the commissioner shall have access to all books, bank accounts, and records of the MGA in a form usable to the commissioner. Such records shall be retained pursuant to rules and regulations promulgated by the commissioner.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 22:1705</p> <p>A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner of insurance at all times.</p>

LOUISIANA (cont.)

## STATE LAWS ON RECORDS MAINTENANCE

	LOUISIANA (cont.)
<b>MISCELLANEOUS RECORDS</b>	<p>§ 22:43 Department of insurance shall maintain a record of complaints that it receives against a person or entity subject to the jurisdiction of the department. The retention period for each record described in this section shall be no less than 3 calendar years.</p> <p>§ 22:437 Each surplus lines broker shall keep a full and true record of each surplus lines contract, procured by him including a copy of the daily report, if any.</p> <p>§ 22:251 Every health maintenance organization shall maintain the books and records relating to activities conducted in the state. The books and records may be photographed or reproduced on film. Reproductions shall for all purposes be considered the same as the originals. Any original so reproduced may be disposed of or destroyed if provision is made for preserving and examining the reproductions. At a minimum all such original records shall be maintained for the period commencing on the first day following the last period examined by the commissioner through the subsequent examination period, or 5 years, whichever is greater.</p> <p>§ 22:1796 Viatical settlements: a person required to be licensed shall retain copies of all proposed, offered, or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of the contract or purchase agreement, whichever is later, for 5 years.</p> <p>§ 22:533 The title insurer and the title insurance producer shall maintain sufficient records of their affairs, including evidence of the examination of title and determination of insurability and records of its escrow operations and escrow accounts. The department may prescribe the specific record entries and documents to be kept and the length of time for which the records shall be maintained.</p> <p>§ 22:1644 Every administrator shall maintain and make available to the insurer complete books and records of all transactions performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance recordkeeping and must be maintained for a period of not less than 5 years from the date of their creation.</p> <p>§ 22:1725 For no less than 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker shall keep a complete record for each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	MAINE (6/24)
<b>COMPANY RECORDS</b>	<p>24-A M.R.S.A. § 222</p> <p>Transactions by insurers subject to registration with their affiliates that occur after the effective date of this chapter are subject to the following standards: the books, accounts and records of each party must be so maintained as to disclose clearly and accurately the nature and details of the transaction, including all accounting information necessary to support the reasonableness of any charges or fees.</p>
<b>PRODUCER RECORDS</b>	<p>24-A M.R.S.A. § 1447</p> <p>The insurance producer or business entity shall keep or make accessible at the producer's or business entity's place of business a copy of the written appointment or designation from each insurer, health maintenance organization, fraternal benefit society or nonprofit hospital or medical service organization with which the insurance producer or business entity has an appointment. The insurance producer or business entity shall keep at the producer's or business entity's place of business complete records of transactions under the license. The records must be kept available for inspection by the superintendent for a period of at least 3 years after completion of the respective transactions.</p>
<b>ADJUSTER RECORDS</b>	<p>24-A M.R.S.A. § 1474</p> <p>Each adjuster shall keep at the adjuster's business address shown on the license a record of all transactions under the license. The adjuster shall make records available for examination by the superintendent at all times and shall retain the records for at least 3 years.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>24-A M.R.S.A. § 1906</p> <p>An administrator shall maintain any written agreement with a plan sponsor, health care service plan, health maintenance organization or insurer for 7 years after the agreement expires.</p> <p>24-A M.R.S.A. § 745</p> <p>For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker shall keep a complete record for each transaction. The insurer must have access and may copy and audit all accounts and records maintained by the reinsurance intermediary-broker related to its business in a form usable by the insurer.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	MARYLAND (6/24)
<b>COMPANY RECORDS</b>	<p>COMAR 31.04.16.05 Each insurer shall retain for a period of at least 3 years all records pertaining to the establishment, implementation, and enforcement of its underwriting standards.</p> <p>MD Code, Insurance, § 8-210 An insurer shall maintain independent financial examinations, in a form acceptable to the commissioner, of each managing general agent with whom the insurer has done business. The insurer shall keep records for at least 5 years.</p>
<b>PRODUCER RECORDS</b>	<p>COMAR 31.09.12.10 Insurers, general agents, independent agencies, and producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer and other information used in making the recommendations that were the basis for insurance transactions for 7 years after the insurance transaction is completed by the insurer. An insurer is permitted, but is not required, to maintain documentation on behalf of a producer.</p>
<b>ADJUSTER RECORDS</b>	<p>MD Code, Insurance, § 10-413 A public adjuster shall maintain a complete record of each transaction entered into as a public adjuster. The records shall be: maintained for at least 5 years after the termination of the transaction with an insured; and open to examination by the commissioner at all times. Any records required to be maintained under this section may be stored in an electronic format.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>MD Code, Insurance, § 3-322 Each surplus lines broker shall keep separate records and accounts of all business transacted under the surplus lines broker's certificate of qualification for 3 years after issuance of the coverage.</p> <p>COMAR 31.12.03.03 Each health maintenance organization (or dental plan organization § 31.12.05.03) shall maintain copies of the notice and the group policyholder response for a period of 3 years or until its next market conduct examination, whichever occurs first.</p> <p>MD Code, Insurance, § 8-514 A reinsurance broker shall keep a record of each transaction that relates to a contract of reinsurance transacted by the reinsurance broker for at least 10 years after the contract expires.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	MASSACHUSETTS (6/24)
<b>COMPANY RECORDS</b>	<p>M.G.L.A. 175 § 149R The provider shall keep accurate accounts, books and records concerning transactions regulated under §§ 149M to 149W, inclusive. The provider shall retain all records required to be maintained by this section for at least one year after the specified period of coverage has expired.</p> <p>M.G.L.A. 175 § 218 Records of all completed transactions and life settlement contracts shall be maintained by the life settlement provider for 3 years after the death of the insured and shall be available to the commissioner for inspection during reasonable business hours.</p>
<b>PRODUCER RECORDS</b>	<p>M.G.L.A. 175 § 177I The insurer and the managing general agent shall maintain separate records of business. The insurer shall have access to and the right to copy all accounts and records related to its business in a form usable by the insurer and the commissioner shall have access to all books, bank accounts, and records of the managing general agent in a form usable to the commissioner. All records shall be retained by the managing general agent for a period of time consistent with the retention requirements for insurers.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>M.G.L.A. 175 § 177Q For at least 10 years after expiration of each contract of reinsurance negotiated by or through the reinsurance intermediary broker, the reinsurance intermediary broker will keep a complete record for each transaction.</p> <p>M.G.L.A. 176d § 3 Agents, brokers and adjusters shall maintain any written communications received by them which express a grievance for a period of two years from receipt, with a record of their disposition, which shall be available for examination by the commissioner at any time.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	MICHIGAN (6/24)
<b>COMPANY RECORDS</b>	<p>§ 500.5256</p> <p>Each domestic insurer shall keep under its control all records relating to the insurer's business or affairs.</p>
<b>PRODUCER RECORDS</b>	<p>§ 500.4163</p> <p>An insurer and an insurance producer shall maintain or be able to make available to the commissioner records of the information collected from the consumer and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer is permitted, but is not required, to maintain documentation on behalf of an insurance producer.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 500.1228</p> <p>Each adjuster shall maintain a complete record of each of his transactions as an adjuster for the insured for at least 6 years after the termination of the transaction with an insured.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 500.3548</p> <p>A health maintenance organization shall keep all of its books, records, and files at or under the control of its principal place of doing business in this state, and shall keep a record of all of its securities, notes, mortgages, or other evidences of indebtedness, representing investment of funds at its principal place of doing business in this state in the same manner as provided for in § 5256.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	MINNESOTA (6/24)
<b>COMPANY RECORDS</b>	§ 62Q.72 Each health plan company shall maintain records of all enrollee complaints and their resolutions. These records shall be retained for 5 years and shall be made available to the appropriate commissioner upon request.
<b>PRODUCER RECORDS</b>	MN ADC 2795.1500 Every agent and agency must compile and maintain a separate complaint file for each agent against whom a complaint is made. The agent or agency must maintain the records for at least 6 years after the date of the complaint.
<b>ADJUSTER RECORDS</b>	§ 72B.105 An independent adjuster must maintain a copy of each contract between the independent adjuster and the insurer or self-insurer and comply with the record retention policy as agreed to in that contract.
<b>MISCELLANEOUS RECORDS</b>	§ 60A.203 Each surplus lines broker shall keep a separate account of each transaction entered into. Evidence of these transactions shall be documented in the form and manner designated by the commissioner and retained by the broker for a minimum of 5 years.

	MISSISSIPPI (6/24)
<b>COMPANY RECORDS</b>	§ 83-2-25 Every insurer, advisory organization, rate service organization, pool and residual market mechanism shall maintain records of the type and kind reasonably adapted to its method of operation.
<b>PRODUCER RECORDS</b>	Miss. Admin. Code 19-2:18.09 Insurers, general agents, independent agencies and insurance producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer is permitted, but shall not be required, to maintain documentation on behalf of an insurance producer.
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	§ 83-18-9 Every administrator shall maintain and make available to the insurer or employer complete books and records of all transactions performed on behalf of the insurer or employer for a period of not less than 5 years from the date of their creation.

## STATE LAWS ON RECORDS MAINTENANCE

	MISSOURI (6/24)
<b>COMPANY RECORDS</b>	<p>§§ 385.210; 385.310 A provider or administrator of credit insurance shall keep accurate accounts, books, and records concerning transactions. An administrator or provider shall retain or arrange for the retention of all records pertaining to each service contract holder for at least 3 years after the specified period of coverage had expired.</p> <p>§ 381.038 Records relating to escrow and security deposits shall be preserved and retained by a title insurer engaged in direct operations, title agency, and title agent for as long as appropriate to the circumstances but, in no event less than 7 years after the escrow or security deposit account has been closed.</p>
<b>PRODUCER RECORDS</b>	<p>§ 375.149 Separate records of business written by the managing general agent shall be maintained. The insurer shall have access in a form usable by the insurer and the director shall have access to all books, bank accounts and records of the managing general agent in a form usable to the director. Such records shall be retained for a minimum of 3 years following the transactions to which the records relate.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>§ 384.048 The record of each surplus lines insurance contract shall be kept for a period of not less than 3 years following termination of the contract.</p> <p>§ 375.1120 For at least 23 years after expiration of each contract of reinsurance of medical malpractice insurance and transacted by the RB (reinsurance broker), and for at least 10 years after expiration of each contract of reinsurance or any other insurance transacted by the RB, the RB shall keep a complete record for each transaction.</p> <p>§ 379.1510 Eligibility and underwriting standards for customers electing to enroll in coverage shall be established for each portable electronics insurance program. Each insurer shall maintain all eligibility and underwriting records for a period of 5 years. Vendors shall maintain all records related to the purchase of portable electronics insurance for a period of 3 years from the date of purchase.</p> <p>§ 376.1082 Every administrator shall maintain and make available to the insurer complete books and records of all transactions performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance record keeping and shall be maintained for a period of not less than 5 years from the date of their creation.</p>

**STATE LAWS ON RECORDS MAINTENANCE**

	<b>MONTANA (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 33-3-401 Each domestic insurer shall maintain its principal place of business and home office in this state and shall maintain at its principal place of business or home office complete records of its assets, transactions, and affairs in accordance with methods and systems customary or suitable to the kind or kinds of insurance that it transacts. Records of the insurer's operations and other financial records reasonably related to its insurance operations for the preceding 5 years must be maintained and be available to the commissioner or the commissioner's examiner.</p> <p>§ 33-18-1001 Each insurer shall maintain a complete record of all the complaints it has received since the date of its last examination.</p>
<b>PRODUCER RECORDS</b>	<p>§ 33-20-805 Insurers, insurance producers, and independent agencies shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer is permitted, but is not required, to maintain documentation on behalf of a producer.</p> <p>§ 33-17-1101 The insurance producer shall keep at a place of business complete records pertaining to transactions under the license for a period of at least 3 years after completion of the respective transactions.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>§ 33-17-611 For the duration of the agreement and for 5 years thereafter, each administrator shall maintain adequate books and records of all transactions between the administrator, insurers and insured persons.</p> <p>§ 33-2-310 A surplus lines insurance producer shall keep a record of all business transacted under his license for 5 years after the issuance of the surplus lines insurance to which it relates.</p> <p>§ 33-20-1310 A viatical settlement provider shall maintain records of all transactions of viatical settlement contracts of the viatical settlement provider and shall make the records available to the commissioner for inspection during reasonable business hours. The records must be maintained for a period of not less than 5 years from the date of their creation.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NEBRASKA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 44-106 The department of insurance shall require every domestic insurance company to keep its books, records, accounts and vouchers in such manner that it may readily verify its annual statement and ascertain whether the company is solvent and has complied with the law.</p> <p>§ 44-5905 Every company subject to examination shall keep books, records, accounts, and computer recordings related to the business of the company for 5 years, or until the company has undergone a financial examination, whichever is later. Market conduct records shall be retained for 5 years following the transaction in a form capable of accurate duplication on paper.</p> <p>§ 44-19,100 Evidence of the examination of title and determination of insurability for title insurance business written by a title insurer and records relating to escrow and security deposits shall be preserved and retained by the title insurer for as long as appropriate to the circumstances but, in no event, less than 15 years after the title insurance policy has been issued or 10 years after the escrow or security deposit account has been closed.</p>
<b>PRODUCER RECORDS</b>	<p>§ 44-19,117 The title insurance agent shall maintain sufficient records of its affairs, including its escrow operations and escrow trust accounts.</p> <p>§ 44-4904 Separate records of business written by the managing general agent will be maintained. The insurer shall have access and right to copy all accounts and records related to its business in a form usable by the insurer, and the director shall have access to all books, bank accounts, and records of the managing general agent in a form usable to the director. Such records shall be retained as determined by the director.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 44-9216 An adjuster must maintain a complete record of each transaction for at least 5 years after termination of the transaction.</p>

NEBRASKA (cont.)

## STATE LAWS ON RECORDS MAINTENANCE

	NEBRASKA (cont.)
<b>MISCELLANEOUS RECORDS</b>	<p>§ 44-32,136 The health maintenance organization shall maintain records regarding grievances received since the date of the last examination.</p> <p>§ 44-5805 Every third party administrator shall maintain and make available to the insurer complete records of all transactions performed on behalf of the insurer and shall be maintained for a period of not less than 5 years from the date of their creation.</p> <p>§ 44-5607 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-manager, the reinsurance intermediary-manager will keep a complete record for each transaction.</p> <p>§ 44-8509 Any records pertaining to transactions under the Portable Electronics Insurance Act shall be kept available and open to inspection by the director or his or her representatives with notice and during business hours. Records shall be maintained for 3 years following the completion of transactions under the act.</p> <p>§ 44-5905 Every company subject to examination shall keep books, records, accounts, and computer recordings related to the business of the company for 5 years, or until the company has undergone a financial examination, whichever is later. Market conduct records shall be retained for 5 years following the completion of a transaction in a form capable of accurate duplication on paper. <i>See</i> § 44-5905(2)(d) for applicability to adjusters.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	NEVADA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 679B.137 The commissioner may adopt regulations which prescribe the method for maintaining the records of insurers and the period for which the records must be maintained.</p>
<b>PRODUCER RECORDS</b>	<p>§ 683A.351 Every producer of insurance shall keep complete records of transactions under his license and those of his solicitors for 3 years after expiration of the policy or contract.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 684A.180 Each adjuster shall maintain a record of all transactions under the license for at least 3 years after closure of the claim.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 683A.0873 Each administrator shall maintain books and records of all transactions between himself, the insurer and the insured for a period of 5 years after the transactions to which they relate. After the 5-year period, the administrator may remove the books and records from the state, store their contents on microfilm or return them to the appropriate insurer.</p> <p>§ 681A.470 For 10 years after expiration of each contract of reinsurance transacted by the broker for reinsurance, he shall keep a complete record for each transaction.</p> <p>§ 685A.160 Each [reinsurance] broker shall keep in his office a full and true record of each surplus lines coverage procured by him. The record must not be removed from the office of the broker and must be open to examination by the commissioner at all times within 5 years after issuance of the coverage to which it relates.</p> <p>§ 692A.220 Each title insurer shall maintain records and evidence of its search and examination and of its determination of insurability for a period of not less than 5 years after the date of the policy or contract.</p> <p>§ 681A.530 For at least 10 years after expiration of each contract of reinsurance transacted by a manager for reinsurance, the manager for reinsurance shall keep a complete record for each transaction.</p> <p>§ 689A.750 Each insurer shall maintain records of complaints filed with it which concern something other than health care services and shall submit to the commissioner a report summarizing such complaints at such times and in such format as the commissioner may require.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NEW HAMPSHIRE (6/24)
<b>COMPANY RECORDS</b>	<p>§ 400-B:3 Retain market conduct records in a manner so the commissioner can readily ascertain for the current year plus 5 years.</p> <p>§ 400-B:4 Retain policy record files for the duration of the current policy term plus 5 years.</p> <p>§ 400-B:5 Maintain claims files until claim is closed plus 5 years.</p> <p>§ 400-B:6 Licensing records shall be maintained to show clearly the licensing status of the producer at the time of solicitation, negotiation, or procurement, as well as the dates of the appointments and terminations of each producer.</p> <p>§ 416-A:6 Evidence of title investigation shall be kept for at least 20 years after the policy or contract of title insurance has been issued. Originals may be recorded, copied or reproduced by photographic, photostatic, microfilm or other process.</p> <p>NH ADC Ins. 301.06 Each life insurer shall maintain a complete file containing one copy of each document authorized by the insurer for life insurance solicitation for each authorized form for a period of 5 years following the date of its last authorized use.</p>
<b>PRODUCER RECORDS</b>	<p>§ 400-B:4 Retain policy record files for the duration of the current policy term plus 5 years.</p> <p>§ 400-B:3 The producer of record shall maintain a file for each policy sold, and the file shall contain all work papers and written communications in his or her possession pertaining to the policy documented therein. These records shall be retained for the current year plus 5 years.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 402-D:16 Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.</p>

NEW HAMPSHIRE (cont.)

STATE LAWS ON RECORDS MAINTENANCE

	NEW HAMPSHIRE (cont.)
MISCELLANEOUS RECORDS	<p>§ 402-F:4 For at least 10 years after expiration of each contract of reinsurance transacted by the RB, the RB shall keep a complete record for each transaction.</p> <p>§ 408-D:7 Life settlement: A person required to be licensed by this chapter shall for 5 years retain copies of all proposed, offered, or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of the contract or purchase agreement, whichever is later.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NEW JERSEY (6/24)
<b>COMPANY RECORDS</b>	<p>N.J.S.A. 17:29AA-17 The underwriting files, loss and expense statistics, financial and other records with respect to special risks written by an insurer shall be maintained in such detail as may be required by the commissioner.</p> <p>N.J.S.A. 17:46B-56 Every domestic title insurance company shall keep and maintain books of account and other records.</p> <p>N.J.S.A. 17B:30-13.2 Failure of an insurer to maintain a complete record of all the complaints which it has received since the date of the last examination is an unfair trade practice.</p> <p>N.J.A.C. 11:4-17.6 Specifies minimum information to be maintained in a complaint record. The complaint record shall be kept on a calendar year.</p>
<b>PRODUCER RECORDS</b>	<p>N.J.A.C. 11:17-6.7 All books and records of account shall be maintained by the managing general agent for a period of 5 years after the termination of the contract.</p>
<b>ADJUSTER RECORDS</b>	<p>N.J.A.C. 11:1-37.12 Each licensee shall maintain accurate files, books and records reflecting all insurance-related transactions in which the licensee or his or her employees take part. These records shall be maintained for a period of 5 years from the date of the closing of the claim.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>N.J.S.A. 17:22-6.57 Each surplus lines agent shall keep a record of each surplus lines contract procured by him for 5 years following expiration or cancellation of the contract.</p> <p>N.J.S.A. 17:22E-7 For at least 10 years after the expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker shall keep a complete record for each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NEW MEXICO (6/24)
<b>COMPANY RECORDS</b>	<p>§ 59A-16-22 Each insurer shall maintain a complete record of all complaints it has received during the next preceding 3 years, or since the date of the last examination by the superintendent, whichever period is shorter.</p> <p>§ 59A-34-10 Every domestic insurer shall keep its original books, records, etc., in such manner that its financial condition can be ascertained. The insurer may destroy records which have become obsolete in accordance with such classifications and schedule for destruction as may be adopted by the insurer and approved in writing by the superintendent.</p>
<b>PRODUCER RECORDS</b>	<p>§ 59A-12-21 Every insurance producer shall keep in the insurance producer's place of business, complete records of transactions under the license. Records as to a particular policy may be destroyed on expiration of 3 years after the policy's expiration.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 59A-13-10 Each independent adjuster shall keep at the business address shown on his license a record of all transactions under the license. The adjuster shall make such records available for examination by the superintendent at all reasonable times and shall retain records as to a particular investigation or adjustment for not less than 3 years after completion of such investigation or adjustment.</p> <p>§ 59A-13-17 A public adjuster shall maintain a complete record of each transaction as a public adjuster. Records shall be maintained for at least 5 years after the termination of the transaction and shall be open to the examination by the superintendent at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 59A-12A-6 An administrator shall maintain for the duration of the written agreement and 5 years thereafter, adequate books and records of all transactions between it, insurers and insured persons.</p> <p>§ 59A-12D-5 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker shall keep a complete record for each transaction.</p> <p>§ 59A-14-10 Surplus lines broker shall retain records of all transactions for 7 years after issuance of coverage.</p> <p>§ 59A-30-11 Evidence of the examination of title and determination of insurability shall be preserved and retained in the files of the title insurer or its title insurance agent for a period of not less than 15 years after the title insurance policy has been issued.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NEW YORK (6/24)
<b>COMPANY RECORDS</b>	<p>Ins. Law § 325 Each domestic insurer must keep and maintain its books of account in the state.</p> <p>Ins. Law § 6611 Every co-operative property/casualty insurance company shall keep and maintain books of account and records in such manner as will show fully and truly the condition, affairs and business of such corporation and facilitate the preparation and verification of its annual statements.</p> <p>NYCRR 11 § 243.2 An insurer shall maintain its claims, rating, underwriting, financial and producer licensing records. Policy records should be retained for 6 years after the policy is no longer in force, or until after an examination of the records, whichever is longer. Claim records and complaints should be kept until 6 years after the file is closed. Licensing records should be retained for 6 years after the relationship is terminated. Any other record shall be maintained for 6 years from its creation or until after the filing of a report on examination or the conclusion of an investigation in which the record was subject to review.</p> <p>NYCRR 11 § 243.3 An insurer shall establish and maintain a records retention plan. The plan shall include a description of the types of records being retained, the method of retention, and the safeguards established to prevent alteration of the records. Such plan shall be provided to the superintendent upon request. The insurer shall certify the accuracy of any records that are provided in accordance with its record retention plan.</p>
<b>PRODUCER RECORDS</b>	<p>NYCRR 11 § 224.6 All records required or maintained under this part, whether by an insurance producer, an insurer, or other person shall be maintained in accordance with part 243 of this title.</p>
<b>ADJUSTER RECORDS</b>	<p>NYCRR 11 § 25.11 A public adjuster shall retain his books, files and records for at least 3 years from the completion of the services rendered.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>NY General Counsel Opinion No. 2-14-90 Retain records for a period of time sufficient to satisfy statutes of limitations, and where an action or claim is pending for such period of time until the matter is resolved.</p> <p>NYCRR 11 § 27.19 Surplus lines brokers shall retain records for at least 5 years after the expiration of a policy or contract.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NORTH CAROLINA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 58-2-185 All companies, insurance producers, or their agents must make and keep a full and correct record of the business done by them. Information from these records must be furnished to the commissioner on demand, and the original books of records shall be open to the inspection of the commissioner when demanded.</p> <p>§ 58-7-50 Every domestic insurer shall keep for such period as the commissioner may by regulation require complete records of its assets, transactions, and affairs.</p> <p>11 NCAC 11C.0105 All records of domestic insurance companies shall be maintained by the company for the years for which a statutory examination has not yet been completed. All books of original entry and corporate records shall be retained by the company or its successor for a period of 25 years after the company ceases to exist.</p>
<b>PRODUCER RECORDS</b>	<p>§ 58-2-185 All companies, insurance producers, or their agents must make and keep a full and correct record of the business done by them. Information from these records must be furnished to the commissioner on demand, and the original books of records shall be open to the inspection of the commissioner when demanded.</p> <p>§ 58-34-2 Separate records of business written by the MGA will be maintained. The records shall be retained according to the provisions of 11 NCAC 11C.0105.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 58-33A-75 Records shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 58-56-16 Every administrator shall maintain for the duration of the service contract and for 5 years thereafter adequate books and records of all transactions between the administrator, insurers or self-funders and participants.</p> <p>§ 58-21-75 Each surplus lines licensee shall keep in his or her office in this state a full and true record of each surplus lines insurance contract placed by or through the licensee. A record of each contract shall be kept for a period not less than 5 years following the termination of the contract.</p> <p>§ 58-58-235 Life insurance and viatical settlements licensees shall retain copies for 5 years of all proposed, offered, or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of the contract or purchase agreement, whichever is later.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	NORTH DAKOTA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 26.1-34.2-05 Annuity: Insurers, general agents, independent agencies, and insurance producers shall maintain or be able to make available to the commissioner a record of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 10 years after the insurance transaction is completed by the insurer.</p> <p>NDAC 45-05-04-04 For the 3-year period immediately preceding the cancellation or nonrenewal of policyholder P/C coverage, loss and claim information must be retained. Information must be retained by the insurer for a period of one year after cancellation or nonrenewal of policyholder coverage.</p> <p>NDAC 45-04-01-05 Each insurer shall maintain a complete file containing one copy of each document authorized by the insurer for life insurance solicitation for a period of 3 years following the date of its last authorized use.</p>
<b>PRODUCER RECORDS</b>	<p>§ 26.1-34.2-05 Annuity: Insurers, general agents, independent agencies, and insurance producers shall maintain or be able to make available to the commissioner a record of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making the recommendations that were the basis for insurance transactions for 10 years after the insurance transaction is completed by the insurer.</p> <p>§ 26.1-44-06 If the insured's home state is this state, each surplus lines producer shall keep in this state a full and true record of each surplus lines insurance contract placed by or through the producer for a period not less than 5 years following termination of the contract.</p> <p>§ 26.1-26.3-03 Separate records of business written by the managing general agent will be maintained.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 26.1-26.8-14 A public adjuster shall maintain the records for at least 6 years after the termination of the transaction with an insured and shall open the records to examination by the department at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 26.1-31.1-04 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker will keep a complete record for each transaction.</p> <p>§ 26.1-27-12 Every administrator shall maintain at its principal administrative office for the duration of the written agreement and 5 years thereafter adequate books and records of all transactions between it, insurers, and insureds.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	OHIO (6/24)
<b>COMPANY RECORDS</b>	<p>OAC 3901-6-03 Each insurer shall maintain a complete file containing one copy of each document authorized by the insurer for life insurance solicitation for a period of 3 years following the date of its last authorized use.</p> <p>§ 1751.19 Copies of complaints and responses, including medical records related to those complaints, shall be available to the superintendent for inspection for 3 years.</p>
<b>PRODUCER RECORDS</b>	<p>§ 3905.73 The managing general agent shall maintain separate records of business written by the managing general agent.</p>
<b>ADJUSTER RECORDS</b>	<p>OAC 3901-1-24 Every public insurance adjuster shall keep a full record of that person's transactions as an adjuster for the previous 3 years.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 3959.15 Administrators shall maintain detailed books and records that reflect all administered transactions specifically in regard to premiums or contributions received and deposited and claims and authorized expenses paid. All books and records maintained by an administrator on behalf of an insurer or plan sponsor for a calendar or fiscal year shall be maintained for the period in which the administrator is providing service for the insurer or plan sponsor.</p> <p>§ 3916.11 All viatical settlement licensees shall retain copies for 5 years of all proposed, offered, or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of the contract or purchase agreement, whichever is later.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	OKLAHOMA (6/24)
<b>COMPANY RECORDS</b>	<p>Okla. Admin. Code 365:25-17-9  Insurers, general agents, independent agencies and insurance producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer is permitted, but shall not be required, to maintain documentation on behalf of an insurance producer.</p> <p>36 Okl.St. § 4414  All approved individual accident and health insurers shall keep a full and true record of each insurance policy issued to an insured in this state by or on behalf of the insurer, containing such information as may be required by the insurance commissioner, which record may be examined at any time within 3 years after issuance by the insurance commissioner.</p>
<b>PRODUCER RECORDS</b>	<p>Okla. Admin. Code 365:25-17-9  Insurers, general agents, independent agencies and insurance producers shall maintain or be able to make available to the commissioner records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures and other information used in making the recommendations that were the basis for insurance transactions for 5 years after the insurance transaction is completed by the insurer. An insurer is permitted, but shall not be required, to maintain documentation on behalf of an insurance producer.</p>
<b>ADJUSTER RECORDS</b>	<p>36 Okl.St. § 6223  A public adjuster shall maintain a complete record of each transaction as a public adjuster for at least 5 years after the termination of the transaction and the record shall be open to examination by the department at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>36 Okl.St. § 1113  A surplus lines licensee or broker shall keep a record of each surplus lines contract procured by him for 3 years.</p> <p>36 Okl.St. § 5105  For at least 10 years after the expiration of each contract of reinsurance transacted by an RB, the RB shall keep a complete record for each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	OREGON (6/24)
<b>COMPANY RECORDS</b>	<p>§ 733.170 An insurer shall keep its books, records, accounts and transaction source data in such manner that the director of the department of consumer and business services may readily verify its statements of financial condition and ascertain whether the insurer is unimpaired, has given proper treatment to policyholders and has complied with the insurance code.</p>
<b>PRODUCER RECORDS</b>	<p>§ 744.068 Each insurance producer shall keep the usual and customary records pertaining to the business under the license for 3 years following expiration of the policy.</p> <p>§ 744.311 A managing general agent shall maintain all of its books, bank accounts and records in a form usable by the director of the department of consumer and business services.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 744.578 An adjuster shall keep all of the usual and customary records for the business for 3 years after the conclusion of the transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 735.460 The record of each surplus lines insurance contract shall be kept for not less than 5 years following termination of the contract.</p> <p>§ 731.288 Each complaint received by the department of consumer and business services shall be recorded by the department, including the subsequent disposition thereof, and maintained for a period of not less than 7 years.</p> <p>§ 744.724 Except as provided in subsection (4) of this section, a third-party administrator shall maintain and make available to the insurer complete books and records of each transaction performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance recordkeeping and must be maintained for a period of not less than 5 years from the date of their creation.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	PENNSYLVANIA (6/24)
<b>COMPANY RECORDS</b>	<p>31 Pa. Code § 59.12 Each insurer shall maintain records of the number of complaints received during the previous 4 years.</p> <p>31 Pa. Code § 242.16 Insurers and self-insurers shall be responsible for the retention of forms and records described in this chapter, in accordance with the applicable commonwealth statute of limitations.</p> <p>Dept. Notice 2011-10 The general requirement for retention of records is 7 years from execution of the record, unless otherwise specified in the guidelines. The 7-year period allows for conclusion of the financial examination process within timeliness standards adopted by the National Association of Insurance Commissioners Financial Regulation Standards and Accreditation Committee. The guidelines supplement the 7-year general requirement by providing guidance in the establishment of appropriate retention periods for specific types of records for purposes of both financial and market conduct examinations.</p>
<b>PRODUCER RECORDS</b>	<p>40 P.S. § 910-26.1 Agents for a title insurance company shall be required to keep separate records of business written for each title insurer. The title insurer shall have access and a right to copy all files, accounts and records related to its business in a form acceptable to the title insurer, and the insurance commissioner shall have access to all files, books, bank accounts and records of the title insurance agent in a form usable to the insurance commissioner.</p> <p>40 P.S. § 991.1302a The controlling broker shall maintain separately identifiable records of business written for the controlled insurer.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>40 P.S. § 324.7 Every administrator shall maintain, at its principal administrative office for the duration of the written agreement referred to in § 1005 and 5 years thereafter, adequate books of all transactions and records of all transactions between it, the benefit plan and persons covered under the benefit plan.</p> <p>40 P.S. § 991.1619 Each surplus lines licensee shall keep in its office a full and true record of each surplus lines insurance contract placed by or through it. The record of each contract shall be kept open at all reasonable times to examination by the department without notice for a period of not less than 5 years following termination of the contract.</p> <p>40 P.S. § 626.16 Every viatical settlement provider and viatical settlement broker shall maintain and make available all books, records, accounts and other files relating to its engaging in the business of viatical settlements, and such records shall be made available for examination and inspection by the department in a form usable by the department for 5 years.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	PUERTO RICO (6/24)
<b>COMPANY RECORDS</b>	<p>26 L.P.R.A. § 330 Every insurer shall keep full and accurate accounts and records in accordance with accounting methods and practices approved by the commissioner.</p> <p>Ins. Reg. XII Art. I Every insurer, general agent, manager, agent, broker or adjuster, shall keep for not less than 5 calendar years the books of accounts, registers, and every document proper of their insurance business.</p>
<b>PRODUCER RECORDS</b>	<p>26 L.P.R.A. § 952f Every insurance producer, general agent, proxy, adjuster or consultant shall keep at the place of business indicated in his/her license, the usual and customary books corresponding to the transactions effected pursuant to his/her license, together with the additional books the commissioner may require through rule, regulation or administrative order or determination, and shall also conserve the documents related thereto. All books and documents related to any particular transaction shall be available and accessible to the inspection of the commissioner at any business time during the 5 years immediately following the date of completion of such a transaction.</p>
<b>ADJUSTER RECORDS</b>	<p>26 L.P.R.A. § 952f Every insurance producer, general agent, proxy, adjuster or consultant shall keep at the place of business indicated in his/her license, the usual and customary books corresponding to the transactions effected pursuant to his/her license, together with the additional books the commissioner may require through rule, regulation or administrative order or determination, and shall also conserve the documents related thereto. All books and documents related to any particular transaction shall be available and accessible to the inspection of the commissioner at any business time during the 5 years immediately following the date of completion of such a transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>26 L.P.R.A. § 4226 All viatical settlement insurers shall retain copies for 5 years of all proposed, offered, or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of the contract or purchase agreement, whichever is later.</p> <p>26 L.P.R.A. § 9048 Each health insurance organization or issuer shall maintain sufficient written or electronic records to demonstrate compliance with this chapter, including records documenting the process for making decisions on formularies and other prescription drug management processes and records documenting the application of the medical exception request process. The records shall be maintained for a period of 3 years or until the completion of the health insurance organization or issuer's next market conduct examination, whichever is later.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	<b>RHODE ISLAND (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 27-44-14 Every casualty and liability insurer, pool, rating organization and advisory organization shall maintain reasonable records of the type and kind reasonably adapted to its method of operation.</p> <p>§ 27-1-1 Every domestic insurance company organized after May 3, 1956, shall have its principal office and maintain all of its records in this state.</p> <p>230-RICR-20-60-4.4 An insurer or related entity licensed to do business in this state shall maintain its books, records and documents in a manner so that the commissioner can readily ascertain during an examination the insurer's compliance with state insurance laws and rules and with the standards outlined in the NAIC Market Regulation Handbook, including, but not limited to, company operations and management, policyholder service, marketing, producer licensing, underwriting, rating, complaint/grievance handling, and claims practices. For a health insurer, the insurer or related entity shall maintain its books, records, and documents in a manner so that the practices of the insurer regarding network adequacy, utilization review, quality assessment and improvement and provider credentialing may be ascertained during a market conduct examination. These records shall be retained for the current year plus 4 years.</p>
<b>PRODUCER RECORDS</b>	<p>230-RICR-20-60-4.4 The producer of record shall maintain a file for each policy sold, and the file shall contain all work papers and written communications in his or her possession pertaining to the policy documented therein. These records shall be retained for the current year plus 4 years.</p>
<b>ADJUSTER RECORDS</b>	<p>230-RICR-20-60-4.7 Records to be maintained relating to the insurer's compliance with licensing requirements shall include licensing records of each producer, adjuster, or appraiser associated with the insurer.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 27-3-38 A surplus lines broker shall keep a complete record of all policies procured from unauthorized insurers under the license.</p> <p>§ 27-20.7-5 Every administrator shall maintain and make available to the insurer complete books and records of all transactions performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance record keeping and must be maintained for a period of not less than 5 years from the date of their creation.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	<b>SOUTH CAROLINA (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 38-13-120 All companies doing any kind of insurance business in this state shall make and keep a full and correct record of the business done by them, showing the number, date, term, amount insured, premiums, and the person to whom issued of every policy or certificate of renewal. This information must be furnished to the director or his designee on demand, and the original books or record must be open to the inspection of the director or his designee on demand. These records must be kept for a minimum of 5 years.</p>
<b>PRODUCER RECORDS</b>	<p>§ 38-43-250 All producers shall keep a full and correct record of the business done by them for a minimum of 5 years.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 38-48-120 Every public adjuster shall maintain all records of losses and claims adjusted for 3 years after the settlement or closing of each claim.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 38-41-80 Every multiple employer self-insured health plan shall make and keep a full and correct record of its business and affairs and the director, or his representative shall inspect these records at least every 3 years.</p> <p>§ 38-45-80 All brokers doing any kind of insurance business in this state shall make and keep a full and correct record of the business done by them, showing the number, date, term, amount insured, premiums, and the person to whom issued of every policy or certificate of renewal. The information from these records must be furnished to the director or his designee on demand and the original books or records are open to the inspection of the director or his designee on demand. These records must be kept for a minimum of 5 years.</p> <p>§ 38-46-50 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, he shall keep a complete record for each transaction.</p> <p>§ 38-51-60 Every administrator shall maintain at its principal administrative office for the duration of the written agreement referred to in § 38-51-40 and 5 years thereafter adequate books and records of all transactions among the administrator, insurers, and insured persons.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	<b>SOUTH DAKOTA (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 58-1-26 Any insurer, nonprofit, surgical, dental or hospital plan, a health maintenance organization, or any other person required to be licensed or registered under this title shall retain all books and records that are subject to examination pursuant to chapter 58-3 for a period of not less than 5 years.</p> <p>§ 58-5-93 Every domestic insurer shall maintain complete records of its assets, transactions, and affairs in accordance with such methods and systems as is customary or suitable as to the kinds of insurance transacted.</p> <p>ARSD 20:06:01:05 Each insurer must keep for 5 years all applications for insurance, riders, endorsements, or other documents that require the insured's signature to alter the terms or conditions of the policy or contract.</p>
<b>PRODUCER RECORDS</b>	<p>§ 58-30-91; ARSD 20:06:01:05.01 A producer shall keep records pertaining to transactions under his license and the licenses of his soliciting agents, for a period of at least 5 years after completion of the transactions. Regulation specifies types of records.</p> <p>§ 58-30-127 Managing general agent shall keep separate records of business for 5 years.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>§ 58-32-43 Surplus lines insurance records shall be preserved for not less than 5 years from the effective date of the insurance.</p> <p>§ 58-14-30 For at least 10 years after expiration of each contract of reinsurance transacted by the agent or broker, the agent or broker shall keep a complete record for each transaction.</p> <p>§ 58-29D-8 Every administrator shall maintain in accordance with prudent standards of insurance record keeping and make available to the insurer complete books and records of all transactions performed on behalf of the insurer for a period of not less than 5 years from the date of their creation.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	TENNESSEE (6/24)
<b>COMPANY RECORDS</b>	<p>§ 56-5-115 Every insurer, advisory organization, rate service organization, pool and residual market mechanism shall maintain records of the type and kind reasonably adapted to its method of operation. These records shall be available for examination or inspection by the commissioner at any time upon reasonable notice.</p> <p>§ 56-35-130 Every title insurance company, agency and agent shall keep books of account and records and vouchers pertaining to the business of title insurance in such a manner that the commissioner or the commissioner's authorized representative may readily ascertain whether the company, agency or agent has complied with any and all applicable laws and regulations.</p>
<b>PRODUCER RECORDS</b>	<p>§ 56-6-504 Separate records of business written by the MGA will be maintained.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 56-6-916 A public adjuster shall maintain complete records of each transaction as a public adjuster. Records of transactions as a public adjuster shall be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.</p> <p>§ 56-6-1006 All crop insurance adjusters shall maintain complete records of each claim made by a policyholder or on property in this state. These records shall be maintained for at least 5 years after the termination of the closing of the claim and shall be open to examination by the commissioner at all times.</p>

**TENNESSEE (cont.)**

## STATE LAWS ON RECORDS MAINTENANCE

	TENNESSEE (cont.)
<b>MISCELLANEOUS RECORDS</b>	<p>§ 56-6-404 Every administrator shall maintain at its principal administrative office, for the duration of the written agreement referred to in § 56-6-402 and 5 years thereafter, adequate books and records of all transactions between it, insurers and insured persons.</p> <p>§ 56-6-805 Reinsurance brokers' records: For at least 10 years after expiration of each contract of reinsurance transacted by the RB, the RB will keep a complete record for each transaction.</p> <p>§ 56-14-116 Surplus lines agent shall keep record of surplus lines contracts for 3 years following expiration or cancellation of the contract.</p> <p>§ 56-27-116 The medical service corporation shall maintain adequate financial and statistical records in reasonable uniformity with accounting plans and statistical requirements of the annual statement blank required by the commissioner.</p> <p>§ 56-50-107 A viatical settlements insurer shall retain for 5 years copies of all proposed, offered or executed contracts, purchase agreements, underwriting documents, policy forms and applications from the date of the proposal, offer or execution of the contract or purchase agreement, whichever is later.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	TEXAS (6/24)
<b>COMPANY RECORDS</b>	<p>Ins. § 542.005 An insurer shall maintain a complete record of all complaints received by the insurer during the preceding 3 years or since the date of the insurer's last examination by the department, whichever period is shorter.</p> <p>Ins. § 551.108 An insurer shall maintain information regarding cancellation or nonrenewal of insurance policies in accordance with the insurer's ordinary practices for maintaining records of expired policies.</p> <p>Ins. § 2153.101 An insurer that writes insurance under a group marketing plan shall maintain separate experience data on the group marketing plan business, including complete records of premium income, losses, and expenses, so that the experience may be fairly ascertained.</p> <p>28 TAC § 3.6005 Each insurance company offering credit life and health insurance shall establish and maintain an adequate claims register and claim files, which may be reviewed and examined by the commissioner of insurance.</p> <p>28 TAC § 5.7008 Each insurance company shall keep sufficient underwriting information concerning cancellation, restrictions of coverage, or nonrenewal readily available for review by the commissioner. These records must be retained in accordance with the company's normal retention practices for the "daily reports" of expired policies.</p>
<b>PRODUCER RECORDS</b>	<p>Ins. § 4001.255 An agent shall maintain all insurance records, including all records relating to customer complaints, separate from the records of any other business in which the agent may be engaged.</p> <p>Ins. § 1115.055 Annuity transactions: Each agent, general agent, independent agency, and insurer shall maintain, or otherwise be able to make available to the commissioner, records of the information collected from the consumer, disclosures made to the consumer, including summaries of oral disclosures, and other information used in making a recommendation that was the basis for an insurance transaction subject to this chapter until the fifth anniversary of the date on which the transaction is completed by the insurer.</p>

TEXAS (cont.)

## STATE LAWS ON RECORDS MAINTENANCE

	TEXAS (cont.)
<b>ADJUSTER RECORDS</b>	<p>Ins. § 4102.110 A license holder shall keep a complete record in this state of each of the license holder's transactions as a public insurance adjuster. Records required to be maintained in this state for at least 5 years after the termination of a transaction with the insured.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>Ins. § 981.215 Each surplus lines agent shall keep a record of each surplus lines contract for 3 years following expiration or cancellation of the contract.</p> <p>Ins. § 4151.112 An administrator shall maintain at the administrator's principal administrative office adequate books and records of each transaction in which the administrator engages with an insurer, plan, plan sponsor, insured, or plan participant. The administrator shall maintain the books and records until the fifth anniversary of the end of the term of the written agreement to which the books and records relate.</p> <p>28 TAC § 15.108 The surplus lines agent's records and accounts required to be kept by the Texas Insurance Code and these sections relating to surplus lines insurance are subject to examination by the department and the comptroller at all times without notice and shall be kept available and open to the department for 5 years following expiration or termination of the insurance contract.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	UTAH (6/24)
<b>COMPANY RECORDS</b>	<p>§ 31A-22-427 A life insurer shall maintain all records pertaining to life insurance or annuities for the term of the contract plus 5 years.</p> <p>Reg. R590-79-5 Each insurer shall maintain at its home office or principal office, a complete and accurate record of each document provided to the policyholder under this rule.</p>
<b>PRODUCER RECORDS</b>	<p>§ 31A-35-604 A bail bond producer shall maintain all records so the public may obtain all necessary information concerning those bail bonds for not less than the current calendar year plus the 3 prior years after the liability has been terminated.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 31A-26-306 Adjuster's records shall be kept available for the inspection of the commissioner for a period of time after the date of the transaction specified by the commissioner by rule, but in no case less than the current calendar year plus 3 years.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 31A-25-302 Every administrator shall maintain for at least 3 years the administrator's written agreements and complete books and records of all transactions among the administrator, insurers, and insured persons.</p> <p>§ 31A-23a-803 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, he will keep a complete record for each transaction.</p> <p>§ 31A-6a-106 All service contract providers shall keep accurate accounts, books, and records concerning transactions regulated under this chapter, for at least 3 years after the specified period of coverage has expired.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	VERMONT (6/24)
<b>COMPANY RECORDS</b>	<p>8 V.S.A. § 3568 Every domestic and foreign insurer shall preserve their business records in accordance with rules adopted by the commissioner.</p> <p>VT ADC 4-3-3:3 (Ins. Reg. 76-1) Every insurer shall maintain a complaint record on a calendar year basis.</p> <p>VT ADC 4-3-4:6 (Ins. Reg. 77-2) Each insurer shall maintain a complete file containing one copy of each document authorized by the insurer for use for life insurance solicitation for a period of 3 years following the date of its last authorized use.</p>
<b>PRODUCER RECORDS</b>	<p>8 V.S.A. § 4821 Managing general agents shall maintain separate records of business written. The insurer shall have access and right to copy all accounts and records related to its business in a form usable by the insurer and the commissioner shall have access to all books, bank accounts and records of the managing general agent in a form usable to the commissioner. Such records shall be retained according to § 3568 of this title.</p>
<b>ADJUSTER RECORDS</b>	<p>8 V.S.A. § 4803 An adjuster, public adjuster or appraiser shall retain records for at least 3 years.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>8 V.S.A. § 5033 The record of each surplus lines insurance contract shall be kept until 3 years following termination of the contract.</p> <p>8 V.S.A. § 4821 Reinsurance intermediary-brokers and managers. For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker or manager, the reinsurance intermediary will keep a complete record for each transaction.</p> <p>8 V.S.A. § 5102a The health maintenance organization shall maintain records on all grievances received under this section until the department has filed a report of examination on the grievances but no longer than 7 years from the date of the grievance.</p> <p>8 V.S.A. § 4252 Service contract providers shall keep accurate accounts, books, and records concerning transactions regulated under this subchapter for at least 3 years after the specified period of coverage has expired.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	VIRGIN ISLANDS (6/24)
<b>COMPANY RECORDS</b>	<p>22 V.I.C. § 223 Every insurer shall keep full and adequate accounts and records of its assets, obligations, transactions and affairs.</p>
<b>PRODUCER RECORDS</b>	<p>22 V.I.C. § 781 Every agent, broker, or adjuster shall keep at his address as shown on his license, a record of all transactions consummated under his license. All such records as to any particular transaction shall be kept available and open to the inspection of the commissioner during all business hours during the 5 years immediately after the date of the completion of such transaction.</p> <p>22 V.I.C. § 772 The managing general agent shall maintain separate records of business written by the managing general agent.</p>
<b>ADJUSTER RECORDS</b>	<p>22 V.I.C. § 781 Every agent, broker, or adjuster shall keep at his address as shown on his license, a record of all transactions consummated under his license. All such records as to any particular transaction shall be kept available and open to the inspection of the commissioner during all business hours during the 5 years immediately after the date of the completion of such transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>22 V.I.C. § 660 Each licensed surplus lines broker shall keep a full and true record of each surplus lines contract procured by him including a copy of the daily report. All records of surplus lines transactions shall be kept for 5 years following the date of completion of the transaction.</p> <p>22 V.I.C. § 1524 A third-party administrator shall maintain in its principal office records of all transactions performed on behalf of the payor for a period of not fewer than 5 years after the expiration of the agreement.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	VIRGINIA (6/24)
<b>COMPANY RECORDS</b>	<p>§ 38.2-511 An insurer shall maintain a complete record of all the complaints that it has received since the date of its last examination or no less than 5 years.</p>
<b>PRODUCER RECORDS</b>	<p>§ 38.2-1809 An agent or insurance consultant shall retain all records relative to insurance transactions during the last 3 years.</p> <p>§ 38.2-1360 Separate records of business written by the managing general agent will be maintained. Such records shall be retained in order to accomplish the purpose of subdivision 9 of this section but in no case for a period of less than 5 years.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 38.2-1845.15 The public adjuster shall retain records pertaining to each claim handled for a minimum of 5 years after the claim is settled.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 38.2-4807 A record of each surplus lines insurance policy shall be kept for not less than 5 years following termination of the policy.</p> <p>§ 38.2-1350 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary broker, the reinsurance intermediary broker will keep a complete record for each transaction.</p> <p>§ 38.2-6006 Viatical settlements: A person required to be licensed by this chapter shall for 5 years retain copies of (i) all proposed, offered or executed contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer or execution of the contract or purchase agreement, whichever is later; (ii) all checks, drafts or other evidence and documentation related to the payment, transfer, deposit, or release of funds from the date of the transaction; and (iii) all other records and documents related to the requirements of this chapter or Article 6.1 (§ 38.2-1865.1 et seq.) of Chapter 18 of this title.</p>



## STATE LAWS ON RECORDS MAINTENANCE

	WASHINGTON (6/24)
<b>COMPANY RECORDS</b>	<p>§ 48.05.280 Every insurer shall keep full and adequate accounts and records of its assets, obligations, transactions, and affairs.</p> <p>WAC 284-23-240 Each insurer shall maintain a complete file containing one copy of each document authorized by the insurer for life insurance solicitation for 3 years following the date of its last authorized use.</p> <p>WAC 284-20-200 Each insurer shall adopt a record retention procedure and maintain records sufficient to reconstruct a copy of every general liability policy. Records may be kept in photographic or electronic format for at least 20 years following the expiration date of the policy.</p>
<b>PRODUCER RECORDS</b>	<p>§ 48.17.470 Every insurance producer, title insurance agent, or adjuster shall retain a record of all transactions consummated under the license. All such records as to any particular transaction shall be kept available and open to the inspection of the commissioner at any business time during the 5 years immediately after the date of the completion of such transaction.</p> <p>§ 48.98.015 The managing general agent shall maintain separate records of business written for each insurer.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 48.17.470 Every insurance producer, title insurance agent, or adjuster shall retain a record of all transactions consummated under the license. All such records as to any particular transaction shall be kept available and open to the inspection of the commissioner at any business time during the 5 years immediately after the date of the completion of such transaction.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 48.15.100 Each surplus lines broker shall keep a full and true record of each surplus lines contract for 5 years following the completion of the transaction.</p> <p>§ 48.94.020 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker shall keep a complete record for each transaction.</p>

## STATE LAWS ON RECORDS MAINTENANCE

	WEST VIRGINIA (6/24)
<b>COMPANY RECORDS</b>	<p>W. Va. Code St. R. 114-15-4</p> <p>An insurer shall maintain its books, records and documents in a manner so that the commissioner can readily ascertain during an examination the insurer's compliance with the insurance laws and rules of this state. All insurer records within the scope of this rule must be retained for the lesser of: the current calendar year plus 5 calendar years; from the closing date of the period of review for the most recent examination by the commissioner; or a period otherwise specified by statute as the examination cycle for the insurer.</p>
<b>PRODUCER RECORDS</b>	<p>§ 33-11A-15</p> <p>Books and records relating to the insurance transactions of any person licensed to sell insurance, including all files relating to and reflecting customer complaints, shall be kept separate and apart from all records relating to other business transactions of such person, and shall be made available to the commissioner for inspection upon reasonable notice.</p>
<b>ADJUSTER RECORDS</b>	<p>W. Va. Code St. R. 114-25-8</p> <p>Records of public adjusters must be maintained for at least 5 years after the termination of the transaction with an insured and shall be open to examination by the commissioner at all times.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 33-12C-16</p> <p>Each surplus lines licensee shall keep in this state a full and true record of each surplus lines insurance contract placed by or through the licensee, including a copy of the policy, certificate, cover note or other evidence of insurance. The record of each contract shall be kept open at all reasonable times to examination by the commissioner without notice for a period not less than 10 years following termination of the contract.</p> <p>§ 33-38-5</p> <p>For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary-broker, the reinsurance intermediary-broker will keep a complete record for each transaction.</p> <p>§ 33-46-5</p> <p>An administrator shall maintain and make available to the insurer complete books and records of all transactions performed on behalf of the insurer. The books and records shall be maintained in accordance with prudent standards of insurance recordkeeping and shall be maintained for a period of not less than 10 years from the date of their creation.</p> <p>§ 33-25A-12</p> <p>Each HMO shall maintain an accurate record of each formal grievance. Copies of the grievances and the responses to the grievances shall be available to the commissioner and, subject to state and federal privacy laws, to the public for inspection for 5 years.</p>

**STATE LAWS ON RECORDS MAINTENANCE**

	<b>WISCONSIN (6/24)</b>
<b>COMPANY RECORDS</b>	<p>Ins. 6.80 Records of insurance company operations and other financial records reasonably related to insurance operations for the preceding 3 years shall be maintained and be available to the commissioner. Records maintained may be in written form or in any other form capable of being converted to written form within a reasonable period of time. Original documents may be maintained on microfilm or microfiche so long as the records thus maintained are readily available to the commissioner and can be reproduced in hard copy. Accounting records may be maintained on electromagnetic tape provided such tapes are preserved and that the company can and will reproduce the appropriate hard copy within a reasonable period of time at the request of the commissioner. Statute of limitations, escheat laws, and statutes regarding minors of the various jurisdictions in which the insurer does business shall control the retention of pertinent records. Subject to this rule and applicable statutes, the insurer may set its retention or records to conform to its storage facilities. Foreign insurers' records with regard to insurance company operations in the state of Wisconsin for the preceding 3 years shall be maintained in the form specified and be available to the commissioner.</p> <p>Ins 6.05 Each insurer shall maintain a file of all forms approved or filed under § 631.20, Stats., for use in Wisconsin until all exposure on the risks insured against has terminated.</p>
<b>PRODUCER RECORDS</b>	<p>Ins. 45.03 The controlling producer shall maintain records of business written for the controlled insurer which are separate from the records of other business.</p> <p>Ins 42.03 The managing general agent will maintain separate records of business written by the managing general agent for the insurer.</p>
<b>ADJUSTER RECORDS</b>	No provision
<b>MISCELLANEOUS RECORDS</b>	<p>Ins. 6.17 A surplus lines insurer shall keep in his or her office in this state a full and true record of each surplus lines insurance contract procured by him or her for 3 years following the expiration or cancellation of the contract.</p> <p>Ins. 47.04 Reinsurance intermediaries shall keep records for 10 years after expiration of each contract.</p> <p>Wis. Stat. § 632.69 Life settlements: A person required to be licensed by this section shall for 5 years retain, and make available to the commissioner for inspection at all reasonable times copies of all of the following: proposed, offered, or executed life settlement contracts, purchase agreements, underwriting documents, policy forms, and applications from the date of the proposal, offer, or execution of a life settlement contract or purchase agreement, whichever is later; all checks, drafts, or other evidence and documentation related to the payment, transfer, deposit, or release of funds from the date of the financing transaction, life settlement, or purchase agreement; all other records and documents related to the requirements of this section.</p>

**STATE LAWS ON RECORDS MAINTENANCE**

	<b>WYOMING (6/24)</b>
<b>COMPANY RECORDS</b>	<p>§ 26-24-129 Any domestic insurer shall keep in the principal place of business accurate and complete accounts and records of its assets, transactions, and affairs in accordance with the usual and accepted principles and practices of insurance accounting and record keeping as applicable to the kinds of insurance the insurer transacts.</p>
<b>PRODUCER RECORDS</b>	<p>§ 26-9-228 Each producer shall keep a complete record of transactions under his license and those of his solicitors for a period of at least 3 years after completion of the transactions.</p> <p>§ 26-23-319 Each title agent shall keep books and records pertaining to any business transacted.</p>
<b>ADJUSTER RECORDS</b>	<p>§ 26-9-219 To be licensed as an adjuster the applicant shall have and maintain an office accessible to the public and keep therein the usual and customary records in paper, electronic or other appropriate format, pertaining to transactions under the license.</p>
<b>MISCELLANEOUS RECORDS</b>	<p>§ 26-11-116 Each surplus lines broker shall keep a full and true record of each surplus lines contract, including a copy of the policy, certificate, cover note, or other evidence of insurance for a period of not less than 5 years following termination of the contract.</p> <p>§ 26-49-107 Service contract providers shall keep accurate accounts, books, and records concerning transactions regulated under this article. The provider shall retain all records required to be maintained by this section for at least one year after the specified period of coverage has expired.</p> <p>§ 26-47-105 For at least 10 years after expiration of each contract of reinsurance transacted by the reinsurance intermediary broker, the reinsurance intermediary broker shall keep a complete record for each transaction.</p>

This chart does not constitute a formal legal opinion by the NAIC staff on the provisions of state law and should not be relied upon as such. Every effort has been made to provide correct and accurate summaries to assist the reader in targeting useful information. For further details, the statutes and regulations cited should be consulted. The NAIC attempts to provide current information; however, readers should consult state law for additional adoptions.