

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 5791

AGENCY: Insurance Department
DIVISION: Licensing
OFFICE/SECTION:

RECORDS SERIES TITLE: Bail Bond Forfeitures and Qualification Bonds
DATES: 1979 - 2013
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of bail bond forfeitures and qualification bonds files. The Insurance Department, Licensing Division issues licenses to individuals to engage in the bail bond business. The Department routinely receives court orders from various courts throughout the state ordering the Commissioner to forfeit the qualifications bond of a licensee as the result of a bail bond forfeiture. Included are court orders and correspondence.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 4989 .

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SCHEDULE #: 5792

AGENCY: Insurance Department

DIVISION: Licensing

OFFICE/SECTION:

RECORDS SERIES TITLE: Company Appointment, Requisition and Termination Files

DATES: 2001 - 2013

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Alphabetically.

DESCRIPTION:

This series consists of files related to applications filed by insurance companies on behalf of agents seeking certification to represent their companies. Included are initial appointment forms, requisition forms, and termination requests. Limited information from this series is duplicated electronically in a database.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

MCA 73-52-1

REMARKS: The born digital records are retained in the SIRCON and NIPR databases. This schedule amends schedule # 5462 .

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SCHEDULE #: 5793

AGENCY: Insurance Department

DIVISION: Licensing

OFFICE/SECTION:

RECORDS SERIES TITLE: Surplus Lines Producer Files

DATES: 2001 - 2013

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Numerically

DESCRIPTION:

This series consists of files relating to the licensing of companies in Mississippi. Surplus lines agents are able to place insurance with non-admitted companies. Included are privilege license applications and/or renewals for surplus lines insurance producers, change of address requests, correspondence, letters of clearance, letters of certification, and cancellation requests.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

Licensure Applications (MCA §73-52-1)

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5446 .

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SCHEDULE #: 5794

AGENCY: Insurance Department

DIVISION: Licensing

OFFICE/SECTION:

RECORDS SERIES TITLE: Continuing and Pre-licensing Education Files

DATES: 2001 - 2013

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of documentation of education related to the renewal of licensure. The Insurance Department, Licensing Division reviews applications and renewals for licensure to engage in the business of insurance in the state. One of the requirements of most license types is the completion of classes approved by the Licensing Division. Included are educational files submitted by providers, instructors' resumes, course outlines, and requests for approval of education credit forms.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5447 .

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601. 576-6810

MS Primer
Caroline

> Bob Dent



State Government Records Office

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SCHEDULE #: 5795

AGENCY: Insurance Department
DIVISION: Licensing
OFFICE/SECTION:

RECORDS SERIES TITLE: Producer Agent and Agency Files
DATES: 2001 - 2013
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Chronologically

DESCRIPTION:

These records contain all information required by statute and the Commissioner of Insurance prior to obtaining a license as a producer agent and agency along with accompanying documents or other requests. Included are license applications/renewals, change of address requests, correspondence, letters of clearance, letters of certification, and cancellation requests.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

Licensure Applications (MCA §73-52-1)

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5448 .

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SCHEDULE #: 5796

AGENCY: Insurance Department
DIVISION: Licensing
OFFICE/SECTION:

RECORDS SERIES TITLE: Non-Producer Agents and Agencies' Files
DATES: 2001 - 2013
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Chronologically

DESCRIPTION:

These records contain all information required by statute and the Commissioner of Insurance prior to obtaining a license or registration as a non-producer agent or agency, along with accompanying documents or other requests. Included are license applications/renewals, change of address requests, correspondence, letters of clearance, letters of certification, and cancellation requests.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

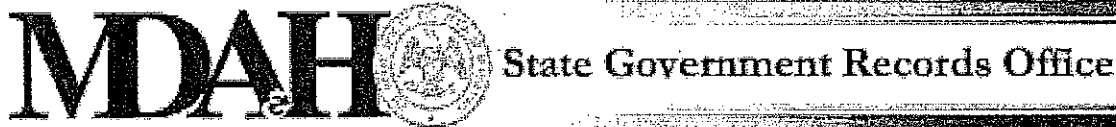
RIGHTS MANAGEMENT:

Licensure Applications (MCA §73-52-1)

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5449 .

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SCHEDULE #: 5797

AGENCY: Insurance Department
DIVISION: Licensing
OFFICE/SECTION:

RECORDS SERIES TITLE: Automobile Clubs and Agent Files
DATES: 2001 - 2013
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Alphabetically

DESCRIPTION:

These records contain all information required by statute and the Commissioner of Insurance prior to obtaining a license or registration as an automobile club or agent, along with accompanying documents or other requests. Included are applications/renewals, certificates, and financial statements.

DISPOSITION INSTRUCTIONS:

Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:

Licensure Applications (MCA §73-52-1)

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5450 .

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SCHEDULE #: 5798

AGENCY: Insurance Department
DIVISION: Licensing
OFFICE/SECTION:

RECORDS SERIES TITLE: Bail Agent Files
DATES: 2001 - 2013
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: Chronologically

DESCRIPTION:
These records contain all information required by statute and the Commissioner of Insurance prior to obtaining a license or registration as a bail agent, along with accompanying documents or other requests. Included are applications/renewals, annual reports, and correspondence.

DISPOSITION INSTRUCTIONS:
Hold electronically reproduced and born digital files permanently.

RIGHTS MANAGEMENT:
Licensure Applications (MCA §73-52-1)

REMARKS: Born digital files are retained in SIRCON and NIPR databases. Imaged files are held at the Department of Insurance. This schedule amends schedule # 5451 .

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