

# Hylant Record Retention Schedule

Last Updated January 1, 2017

Documents associated with the marketing, insurance placements, coverages, and other services for clients are to be maintained and disposed of in accordance with this policy. Retention Period begins upon completion or finalization of documents.

Record Title	Retention Period
Agreements / Contracts, including but not limited to: Fee Agreements Service Agreements (i.e. Claims) Premium Finance Agreements TPA's	7 Years after termination of client relationship
Application (other than those containing warranty statements signed by the insured)	7 Years
Applications Signed by Insured Containing a Warranty Statement	Permanent
Appraisals	Term of account
Audit	7 Years after policy termination
Bonds, including but not limited to Bid, Consent, Contract Per\Pay, Court, ERISA, Estate, License\Permit, Notary, Other, Performance, and Public Official bonds	7 Years after bond termination
Cancellation\Reinstatement\Non Renewal Notice	7 Years after policy termination
Carrier Non-Compliance Rating	7 Years after termination of client relationship
Certificate / Evidence of Property	3 Years
Change Request from client and/or to carrier	7 Years after policy termination

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Claims-Specific records including but not limited to: Communications Complaint Estimates Incident Report Interrogatory Photographs Police Record Statement Suit Papers	7 Years after claim closed
Endorsement (mid-term, not those included in the policy document itself)	7 Years after policy termination
Endorsement Resume	7 Years after policy termination

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General Client Information, including but not limited to: 5500 data Binder (first binder issued for policy order) Bond Schedule Charts\Benchmarking Communication Employee Benefits Claims and Eligibility files Explanation of Coverages Loss Exhibits, Loss Runs, Credentialing Financial Information Forms Materials used to shop the markets (including bond marketing) Policy Review Notes Premium Documentation Presentations and Proposals Reports (Loss Control, Experience, etc) Schedules/Statement of Values Summary of Coverages Underwriting Information Written Service Timeline	7 Years
Letter of Credit	7 Years after release of LoC
Plan Benefit Documents	7 Years
Policy (under Hylant's control)	7 Years after policy termination
Policy - Foreign Local Placement, where Hylant does not control the policy	7 Years after policy termination
Policy Renewal Certificate	7 Years after policy termination
Retros\Dividends Adjustments	7 Years after closed and final
Unplanned Cash Flow (UPCF)	7 Years
Worksheets - Signed Business Income only	7 Years