# State Record Retention Summary

SERFF has developed a Record Retention feature which allows a state to remove filings from the SERFF user interface in order to comply with its record retention laws.

With the release of this functionality, authorized state users have the ability to set the Destruction Date on their state's rate and form filings in accordance to their record retention policy. All state users are able to easily search for and view filings with, and without, a Destruction Date.

Setting a Single Destruction Date

Authorized users may update a filing's Destruction Date from the action bar in the Filing View or the Disposition.

Any user with access to the filing has the ability to view a Destruction Date from the Filing-at-a-Glance section and Disposition.
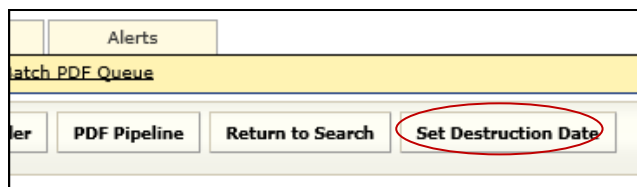
Setting a Destruction Date on Multiple Filings

Authorized users may also update the Destruction Date on multiple filings from the filing Search Results by following the steps below:

1. Execute a search for your desired filings.

2. Use the checkbox to select the filings to be included in the update. (The top checkbox may be used to select all filings on the page.)

3. Click 'Set Destruction Date.'

4. Enter a date and save.
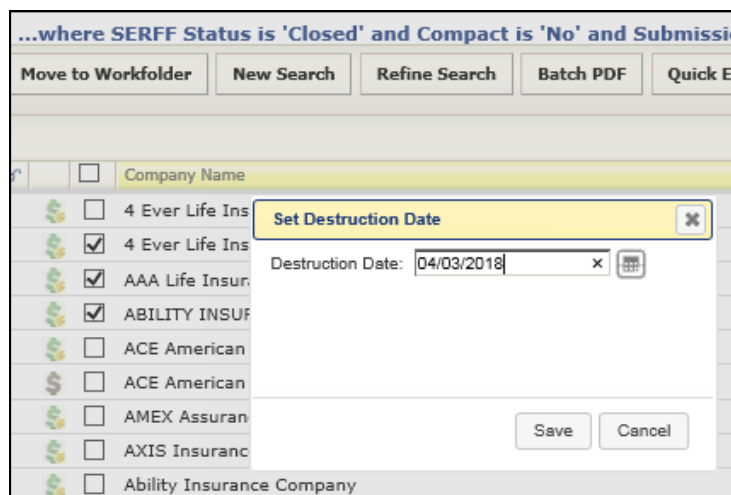
Note: When updating the Destruction Date on multiple filings, the same date will be set for the entire selection of filings.

## Your Record Retention Policy

You may view your state instance's Record Retention Policy from Settings — Instance Preferences, or Filing Rules — General Instructions.

Note: Only authorized state users may edit your state's Record Retention Policy Explanation.

Please contact the SERFF team to discuss using the functionality.

Search by Destruction Date

You have the ability to search for filings using the Destruction Date by entering a start and/or an end date, **or** by excluding filings with a Destruction Date already set.
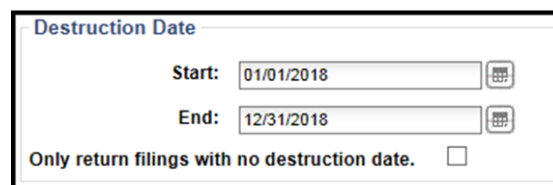
Destruction Date Guidelines

Please keep the following guidelines in mind when setting the Destruction Date:

♦ A closed filing's Destruction Date must be at least two years from the last Disposition Date and greater than 30 days from the current date.

♦ When setting a filing's Destruction Date prior to submitting a Disposition, the date must be at least two years from the filing's submission date.

♦ A Destruction Date may be updated at any time, but the above guidelines must be followed.

♦ Filings containing schedule items associated to a plan within a binder will not be deleted from the SERFF user interface.

♦ A state user may not set the Destruction Date on a Compact filing.

♦ A state user may not set the Destruction Date on a paper filing.