1.0 Purpose	BH 04/2014

To document and to provide standard guidelines for Sagitta Data Purge process.

2.0 Scope

The policy covers Vertafore Sagitta Browser, the agency management system currently in use.

3.0 Policy

All related insurance and accounting Sagitta records/data over 10 years from current purge year will be purged.

Sagitta data purge process is to be done annually.

Sagitta purge authorization can only be approved by the President or Executive Vice President of Atlas.

4.0 Effective Date

May 2014

5.0 Policy Revisions

Atlas retains the right to make revisions and changes to this policy at any time.