

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Corporate - insurance	All records relating to Contractors & insurances	Limitation Act 1980 (Section 2)	FALSE	Date policy expires	6	0	
Corporate - insurance	All records relating to insurance claims made against the Council by officers/third parties	Limitation Act 1980 (Section 2)	FALSE	Date claim settled	6	0	
Corporate - insurance	All records relating to insurance claims made by the Council against third parties	Limitation Act 1980 (Section 2)	FALSE	Date claim settled	6	0	
Corporate - insurance	All records relating to the payment of insurance premiums	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Corporate - insurance	All records relating to the registration of insurance claims	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Corporate - insurance	All records relating to valuations for insurance claims	Limitation Act 1980 (Section 2)	FALSE	Date insurance claim resolved	6	0	
Corporate - insurance	Employer's Liability Insurance Policy		FALSE	Date policy expires	40	0	
Corporate - insurance	Insurance Policies taken out by the Council	Limitation Act 1980 (Section 2)	FALSE	Date policy expires	6	0	