

SCHEDULE NO. 105

RISK MANAGEMENT RECORDS

General Description: Records relating to risk management functions.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

105.010 INSURANCE RECORDS

A. Certificates of Insurance

Documentation provided by insurance providers as proof of insurance coverage for specific purposes.

Retention: 6 years after expiration or completion of insured work or action, whichever is later

B. Claim Records

Records of claims for damages by or against the municipality.

1. Claim Records

Statements of claims and completed claim forms.

Retention: 6 years after closure of claim

2. Claim Reports

Summary reports regarding losses and handling and disposition of claims.

Retention: 6 years

C. Insurance Policies

Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards.

Retention: 6 years after expiration of policy, or after all claims made under policy are settled, whichever is later

105.020 SECURITY RECORDS - MUNICIPAL FACILITIES**A. Automated or Manual Access Control Records**

Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit, or records generated manually to document entry and exit to and from secured areas (i.e., entry and exit log sheets, etc.).

Retention: 2 years

B. Recordings and Images Related to Security – Public Areas

Video or audio recordings, biometric data or images from security or surveillance cameras, scanning systems or audio recording systems in public areas of municipal buildings or grounds. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information.

Retention: 30 days

Cross References

- Agreements and contracts – 40.030, Agreements and Contracts
- Bonds – 90.040, Bonds – Public Officials
- Claims – 80.010, Claims
- Correspondence and general documentation – 40.100, Correspondence and General Documentation
- Election areas surveillance recordings – 15.180, Surveillance Recordings – Election Areas
- Emergency planning records – 100.040, Emergency Planning and Response
- Employee insurance claims – 90.030.C, Employee Insurance Claim Records
- Litigation – Schedule 80, Litigation and Legal Counsel Records
- Policies and procedures – 40.220, Policies and Procedures Documentation
- Recordings in secured police areas – 100.080.Z, Video and Audio Recordings – Secured Police Facilities
- Reports – 40.290, Reports
- Rules, regulations and standards – 40.310, Rules, Regulations and Standards
- Unemployment insurance – 90.190, Unemployment Insurance
- Workers' compensation – 90.220, Workers' Compensation