

**CAO- INSURANCE OFFICE RECORDS RETENTION**

Process Owner\_\_Regina Dugan

Business Liaison\_\_\_\_Dan Jacobs

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
CRICO Correspondence	Paper	CAO - Insurance Office	Current Fiscal Year + 5 Fiscal years	Records Management Program	7 Fiscal Years		None	NA
CRICO Renewal Applic.	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Fiscal Years	NA	NA		RMF/Broker	5 Years
W/C Self Insurance	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	Permanent		None	NA
W/C Policies	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	Permanent		Ins. Co.	Permanent
All Liab. Polic. Except Auto & Marine	Paper	CAO - Insurance Office	Current Fiscal Year + 9 Fiscal Years	Records Management Program	Permanent		Ins. Co & Broker	Permanent
Auto & Marine Polic.	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Fiscal Years	NA	NA		Archives	3 Years
Insurance Certificates (issued to MIT)	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Fiscal Years	Records Management Program	10 Fiscal Years		Broker or Ins. Co.	1 Year
Insurance Certificates (issued BY MIT)	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Years	NA	NA		Broker or Ins. Co.	1 Year
Incident/Potential Claims Reports	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Years	NA	NA		None	NA
Barton Correspond.,Fin. Stmnts & Polic.	Paper	CAO - Insurance Office	Current Fiscal Year + 9 Fiscal Years	Records Management Program	Permanent		Broker - Aon	?

**CAO- INSURANCE OFFICE RECORDS RETENTION**

Process Owner\_\_Regina Dugan

Business Liaison\_\_\_\_Dan Jacobs

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
Litigated/Settled Claims	Paper	CAO - Insurance Office	Current Fiscal Year + 4 Fiscal Years	Records Management Program	15 Fiscal Years		Law firms, Ins. Co.	?
MIT Auto & Property Damage Claims	Paper	CAO - Insurance Office	Current Fiscal Year + 4 Fiscal Years	Warehouse	7 Fiscal Years		Ins. Co.	?
Non-litigated Liability Claims	Paper	CAO - Insurance Office	Current Fiscal Year + 2 Years	NA	NA		None	NA
OCIP Files	Paper	CAO - Insurance Office	Current Fiscal Year + 9 Fiscal Years	NA	NA		None	NA
Insurance Renewal Applic.	Paper	CAO - Insurance Office	Current Fiscal Year + 4 Fiscal Years	NA	NA		Ins. Co & Broker	NA
Insur./Broker Correspond.	Paper	CAO - Insurance Office	Current Fiscal Year + 4 Fiscal Years	Records Management Program	7 Fiscal Years		Ins. Co & Broker	NA
Paid Premiums	Paper	CAO - Insurance Office	NA	NA	NA		Ins. Co & Broker	?