

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
F34.01	Insurance Policy Management			
F34.01.01	The arrangement and renewal of insurance policies	Expiry of policy + 6 years	SI 1998/2573 Regulation 4(4)	
F34.01.02	The arrangement and renewal of insurance policies: all other insurance	Expiry of policy + 6 years	Institutional Business Requirement	
F34.01.03	Claims, and the outcomes of claims, against insurance policies	Settlement of claim + 6 years	Institutional Business Requirement	
F34.01.04	Employer liability insurance certificates	Commencement/renewal of policy + 40 years	Institutional Business Requirement	