

RISK MANAGEMENT & INSURANCE

Reference	Description of Record	Point of Closure	Total Retention Period
AUDIT			
Information relating to the auditing of financial management, systems, transactions and prevention of fraud			
CECR	Annual Audit Plan	When agreed by Chief Officers & Members	5 years
CECR	Audit Reports	When final audit report has been agreed	7 years from date of issue of agreed audit report
CECR	Internal Audit Guidance	When superseded	Indefinite
CECR	Investigation Files	When investigation is complete	7 years from date of issue of report
CECR	Local Auditing Standards	When superseded	Indefinite
CECR	Management Meetings & Reports	End of financial year	3 years
CECR	Manuals and guidance relating to departmental procedures	When superseded	Indefinite
CECR	Money Laundering Officer Reports	When report has been received and submitted to appropriate authority	5 years
CECR	RIPA/IPA Forms	When the authorisation is cancelled	3 years or until the next IPCO inspection takes place (whichever is the greater).
CECR	Evidence acquired via a RIPA/IPA authorisation	When the court action is complete	7 years
CECR	Risk Assessments	When superseded	5 years unless amended before
CECR	Working papers supporting audit reports	When recommendations have been implemented	7 years from date of issue of agreed audit report or until next completed review
BUSINESS CONTINUITY PLANNING			
Information relating to responding to, and recovery from incidents affecting business activities			
CAH & CECR & ECS	Business Continuity Plans & Procedures	When superseded	6 years
CAH	Strategic Business Continuity Plans	When superseded	6 years
INSURANCE CLAIMS ADMINISTRATION			
Information relating to the handling of claims against the council			
CECR	Insurance Claims	End of calendar year in which claim settled	6 years
CECR	School Journey Claims	End of calendar year in which claim settled	6 years
INSURANCE POLICIES ADMINISTRATION			
Information relating to insuring against loss			
CECR	Employers Liability Insurance Certificates	When superseded or cancelled	Permanent
CECR	Insurance Certificates (Excluding Employers Liability Insurance Certificates)	When superseded or cancelled	6 years
CECR	Insurance Certificates (Motor Vehicles)	When superseded or cancelled	Destroy when superseded
CECR	Insurance Correspondence (General administration correspondence)	End of calendar year	Permanent
CECR	Insurance Policies	When superseded or cancelled	6 years
CECR	Insurance Policy Renewals	When Long Term Agreement renewal complete	5 years
CECR	Insurance Register	When Long Term Agreement renewal complete	5 years