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## Northumbria University – Insurance Records Retention Schedule

### 12. Insurance

#### 12.1 Policies

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: <b>public/employers' liability insurance</b>	Commencement of policy OR Renewal of policy	40 years	Destroy	Limitation Act 1980
Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: <b>all other insurance</b>	Expiry of policy	10 years	Destroy	Limitation Act 1980

#### 12.2 Claims

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting claims made under insurance policies: <b>Liability/Personal injury/nurture claims</b>	Settlement of claim	6 years	Destroy	Limitation Act 1980

## Northumbria University – Insurance Records Retention Schedule

Records documenting claims made under insurance policies: <b><i>Non-liability insurance claims</i></b>	Settlement of claim	10 years	Destroy	
Claims summary	Notification of claim	40 Years*	Review	Anonymise after 6