

Insurance Records

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	1	Accident or Injury Reports - Industrial Injury	Permanent	Permanent		4 Years	Permanent
	1	Accident or Injury Reports - Involving a Minor for Which a Claim For Damages has been Filed (all records including the insurance policy)	Permanent	Permanent	(A)	4 Years	Permanent
	3	Accident or Injury Reports - No Claim Filed	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Accident or Injury Reports - Other - After Litigation	3 Years	4 Years	Timing/Fiscal Year	--	--
CAL/OSHA No.200	2	Log and Summary of Occupational Injuries and Illness	5 Years	5 Years	Timing/Fiscal Year	--	--
	1	Policies - Involving a Minor for Which a Claim for Damages has been Filed	Permanent	Permanent	(A)	4 Years	Permanent
	3	Policies - Other - After Policy Period	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Reports - Insurance - Annual	Permanent	Permanent		4 Years	Permanent
DE-56 (DE-8112)	3	Unemployment Insurance, Local Experience Charges	3 Years	4 Years	Timing/Fiscal Year	--	--
J-3	1	Unemployment Insurance Report - K-12	Permanent	Permanent		4 Years	Permanent
	1	Unemployment Insurance Returns	Permanent	Permanent		4 Years	Permanent
	3	Workers' Compensation Insurance Letters from Vendors	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

(A) These records cease to be Class 1 -- Permanent records one year after the claim has been settled or the statute of limitations has run. Title 5,16023 (c) (2) (B)