

## FIN/RISK MGT - RECORDS RETENTION SERIES

<b>RSK-01</b>	<p><b>INSURANCE POLICIES</b></p> <p>Original insurance policies for borough liability, Workers' Compensation, health and life insurance for employees of borough, school district and service areas. Real property insurance. Notary bonds for employees.</p>	<b>Permanent</b>
<b>RSK-02</b>	<p><b>LIABILITY CLAIM FILES</b></p> <p>Liability claims submitted to the borough, investigation reports, settlement releases and related correspondence to/from claims adjusters, private attorneys.</p> <p><i>(Retention period begins upon settlement date)</i></p>	<p>2 years/office</p>    <p>5 years/in Records Ctr</p>
<b>RSK-03</b>	<p><b>REFERENCE MATERIALS</b></p> <p>Insurance manuals, work copies of insurance policies, etc.</p>	1 year/office
<b>RSK-04</b>	<p><b>CERTIFICATES OF INSURANCE</b></p> <p>Certificates of insurance submitted to borough by firms conducting business with the borough.</p> <p><i>(Retention period begins when certificates expire)</i></p>	1 year/office
<b>RSK-05</b>	<p><b>WORKERS' COMPENSATION CLAIMS</b></p> <p>May include time loss, no time loss, permanent total disability, and fatality cases. Reports of injury, medical reports, correspondence, release agreements, vocational rehabilitation reports/decisions. Second Injury Fund reimbursements.</p>	<b>Permanent</b>
<b>RSK-06</b>	<p><b>WORKERS' COMPENSATION YEARLY AUDIT</b></p> <p>Fiscal year end Workers' Compensation totals for year end audit.</p>	<b>Permanent</b>

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<b><u>RSK-07</u></b>	<p><b><u>WATER SYSTEM MONITORING CHARTS &amp; LOGS</u></b></p> <p><u>Graphs monitoring water distribution systems including flow rates, pressure and elevation. Logs documenting water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.</u></p>	<p><u>1 year/office</u></p> <p><u>4 years/ in Records Ctr</u></p>
<b><u>RSK-08</u></b>	<p><b><u>WATER TESTING RECORDS</u></b></p> <p><u>Records of water testing and analysis conducted on water system. Records may include, but are not limited to. Laboratory certificates of analysis; microbiological, sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and lead/copper/nitrate results.</u></p>	<p><u>3 years/office</u></p> <p><u>9 years/in Records Ctr</u></p>
<b><u>RSK-09</u></b>	<p><b><u>CONTINGENCY &amp; EMERGENCY SERVICE PLANS</u></b></p> <p><u>Spill prevention control, counter measures, contingency, and emergency service plan.</u></p>	<p><b><u>Permanent</u></b></p>
<b><u>RSK-10</u></b>	<p><b><u>TRAINING COURSE FILES</u></b></p> <p><u>Course Schedules, evaluations, correspondence, and rosters.</u></p>	<p><u>1 year/office</u></p> <p><u>2 years/in Records Ctr</u></p>
<b><u>RSK-11</u></b>	<p><b><u>TRAINING COURSE DEVELOPMENT FILES</u></b></p> <p><u>Course materials including audio/visual products, training aides, research materials, correspondence, and other media etc. related to the development and/or presentation of training presentations.</u></p>	<p><u>Retain in office until course is obsolete, superceded or administrative need is met.</u></p>
<b><u>RSK-12</u></b>	<p><b><u>HAZARD COMMUNICATION &amp; MATERIAL SAFETY DATA SHEETS</u></b></p> <p><u>Lists of hazardous chemicals present in the workplace and copies of the material safety data sheets received with incoming shipments of chemicals and posted in the workplace.</u></p>	<p><u>30 years/office</u></p> <p><u>Record Copy retained by receiving Department</u></p> <p><u>Authority: 20CFR 1910.1200; 1410.450</u></p>