

Risk Management

SCHEDULE No.	DESCRIPTION	RETENTION
RSK.CLM.01	<p>INSURANCE POLICIES</p> <p>Insurance policies for the Borough, District, and service areas excluding those listed in the Office of Human Resources' retention schedule.</p> <p>C = Until policy expires.</p>	<p>C+5 years/Office</p> <p>45 years/ Records Cntr.</p>
RSK.CLM.02	<p>LIABILITY CLAIMS</p> <p>Liability claims submitted to the Borough, District, and service areas, which may include; investigation reports, settlement releases, related correspondence, etc..</p> <p><i>(Retention period begins upon settlement date)</i></p> <p>C = Until claim is settled and all legal aspects are resolved.</p>	<p>C+2 years/Office</p> <p>5 years/ Records Cntr.</p>
RSK.ADM.03	<p>REFERENCE MATERIALS</p> <p>C = Until Administrative need is met</p>	<p>C/Office</p>
RSK.CLM.04	<p>CERTIFICATES OF INSURANCE</p> <p>Certificates of insurance submitted to the Borough, District, and service areas by organizations conducting business with the Borough.</p> <p>C = Life of certificate</p>	<p>C+1year/Office</p> <p>(s)</p>
RSK.CLM.05	<p>WORKERS' COMPENSATION CLAIMS</p> <p>Workers' Compensation claims submitted to the Borough, District, and service areas, which may include no treatment, first aid, and recordable incidents. Claim files may include reports of injury, investigation reports, medical reports, correspondence, release agreements, vocational rehabilitation reports, indemnity and medical payments, medical examinations, etc. C = Until claim is closed and all legal aspects are resolved.</p>	<p>C+5 years/Office</p> <p>35 years/ Records Cntr.</p>

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RSK.CLM.06	WORKERS' COMPENSATION YEARLY AUDIT Fiscal year end Workers' Compensation totals for year-end audit.	Permanent
RSK.SAF.10	TRAINING COURSE FILES Course schedules, evaluations, correspondence, and rosters.	3 years/Office
RSK.SAF.11	TRAINING COURSE DEVELOPMENT FILES Course materials including audio/visual products, training aides, research materials, correspondence, and other media related to the development and/or presentation of training presentations. C = Until course is obsolete, superseded or administrative need is met.	C/Office
RSK.SAF.12	HAZARD COMMUNICATION & MATERIAL SAFETY DATA SHEETS Program, inventories, and 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.	30 years Records Cntr.+ Authority: 29CFR

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	<p><i>(see MSDS Online)</i></p> <p>Note: Record copy retained by receiving department.</p>	1910.1200; 1410.450
RSK.SAF.13	<p>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION LOGS</p> <p>OSHA 300A Summary reports of lost time injuries</p> <p>OSHA 200 Log of Injuries and Illnesses</p> <p>OSHA 301 Incident Reports</p>	6 years/Office
RSK.SAF.14	<p>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REPORTS</p> <p>OSHA Consultation Inspections</p> <p>OSHA Compliance/Enforcement Inspections</p>	5 years/Office 25 years/ Records Cntr.
RSK.SAF.15	<p>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION EMPLOYEE RECORDS</p> <p>Respiratory Medical Evaluation</p> <p>C = Duration of employment.</p>	C/Office 30 years/ Records Cntr.
RSK.CLM.16	<p>PROPERTY CLAIMS</p> <p>Property claims submitted to the Risk Management Department which may include investigation reports, quotes, invoices, photos and related correspondence between departments and contractors.</p> <p>C = Until claim is settled and all legal aspects are resolved.</p>	C+2 years/Office 5 years/ Records Cntr.
RSK.ENV.17	<p>DRINKING WATER (WATER MANAGEMENT PLANS)</p> <p>AMOSS, Monitoring Summaries, Classification Reports, Lead & Copper Rule, Revised Total Coliform Rule (RTCR)</p> <p>C = Until summaries and reports are updated.</p>	C+2 years/Office
RSK.ENV.18	<p>DRINKING WATER (WATER MANAGEMENT PLANS)</p> <p>Monitoring Data, Control of Lead & Copper</p>	12 years/Office 40 CFR 141.91

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	Note: Monitoring data is kept electronically in the department	(e)
RSK.ENV.19	DRINKING WATER (WATER MANAGEMENT PLANS) Sanitary Surveys and Supporting Documents	10 years/Office
RSK.ENV.20	DRINKING WATER (WATER MANAGEMENT PLANS) Positive Fecal Coliform Data & Actions per the Revised Total Coliform Rule (RTCR)	3 years/Office (e)
RSK.ENV.21	DRINKING WATER (WATER MANAGEMENT PLANS) Projects and Maintenance C = Upon completion send to Records	C+Permanent
RSK.ENV.22	WASTE WATER (SEWER AND WATER ASSESSMENT RECORDS) Alaska Pollutant Discharge Elimination System (APDES) Permit Applications	3 years/Office from application sign date
RSK.ENV.23	WASTE WATER (SEWER AND WATER ASSESSMENT RECORDS) Alaska Pollutant Discharge Elimination System (APDES) Permit C = Until new permit is issued	C+5 years/Office
RSK.ENV.24	WASTE WATER (SEWER AND WATER ASSESSMENT RECORDS) Discharge Monitoring Reports (DMR) & Data in relation to the National Pollutant Discharge Elimination System (NPDES). Effluent quality, facility status, compliance schedule information, notifications of noncompliance, and bypassing.	1 year/Office from sample date 2 years/ Records Cntr.
RSK.ENV.25	WASTE WATER (SEWER AND WATER ASSESSMENT RECORDS) Sludge (bio-solids) Management, Bio-cycle Data and Maintenance	1 year/Office 4 years/ Records Cntr. 40 CFR 122.41 (i)

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SCHEDULE No.	DESCRIPTION	RETENTION
RSK.ENV.26	WASTE WATER (SEWER AND WATER ASSESSMENT RECORDS) Projects and Maintenance C = Upon completion send to Records	C+Permanent
RSK.ENV.27	ABOVE AND UNDERGROUND STORAGE TANKS (OIL SPILL PREPAREDNESS FILES) Spill Prevention Control and Countermeasure Plans (SPCC) C = Active SPCC Plan remains at the facility	C+5 years/ Records Cntr. after facility is no longer in operation or if record is no longer applicable
RSK.ENV.28	ABOVE AND UNDERGROUND STORAGE TANKS (OIL SPILL PREPAREDNESS FILES) Inspections	3 years/Office (binder at the facility) 40 CFR 280.36 (b); 40 CFR 280.35 (c) (e)
RSK.ENV.29	ABOVE AND UNDERGROUND STORAGE TANKS (OIL SPILL PREPAREDNESS FILES) Spill Reports, Historical Records AST/UST Replacement or Removal	5 years/Office 25years/ Records Cntr. Until after the site reaches cleanup complete status, informational status, non- qualifying status, or unconfirmed status, and

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SCHEDULE No.	DESCRIPTION	RETENTION
		barring any legal hold on records, or historical significance
RSK.ENV.30	RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) (RECYCLING, (SOLID) AND HAZARDOUS WASTE RECORDS) Solid Waste Management, Universal Waste Documents, Household Hazardous Waste Program (HHW), Hazardous Waste Management and Manifest	1 year/Office from date waste was accepted by initial transporter 2 years/ Records Cntr. 40 CFR 273.8; 40 CFR 262.40
RSK.ENV.31	AIR QUALITY (INSPECTION FILES (MISCELLANEOUS) Indoor and Outdoor Evaluation Files, Mold, Various other Airborne Issues	1 year/Office 4 years/ Records Cntr.
RSK.ENV.32	TIER II (HAZARDOUS MATERIALS/COMMUNITY RIGHT TO KNOW FILES) Tier II Report and supporting documents C = Until report is superseded	C/Office 7 years/ Records Cntr. 40 CFR 370
RSK.ENV.33	HAZARDOUS MATERIAL-HAZMAT (SHIPPER) Shipping Papers, Bill of Lading, Non-Hazardous Manifest	1 year/Office from date waste was accepted by initial transporter 1 year/ Records Cntr.

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SCHEDULE No.	DESCRIPTION	RETENTION
		49 CFR 172.201 (e)
RSK.ENV.34	HAZARDOUS MATERIAL INCIDENT FILES Investigation report, photographs, manifests/shipping papers	2 years/Office Permanent
RSK.SAF.35	SAFETY COMMITTEE RECORDS Records that document the actions of workplace safety committees, which oversee or advise on school district safety issues. May include minutes, agendas, exhibits, reports, resolutions, audio recordings, indexes, and related correspondence.	3 years/ Records Cntr. then destroy
RSK.SAF.36	SAFETY INSPECTION & COMPLIANCE RECORDS Records that document safety inspections of Borough and District facilities certifying compliance with state and local safety regulations. May include the following inspections: building, boiler, or any other relevant inspection, including the Loss Control Incentive Program (LCIP). Records may consist of safety inspection reports, schedules of inspections, follow-up actions, related correspondence, and documentation.	1 year/Office 4 years/ Records Cntr.
RSK.SAF.37	DRIVER QUALIFICATION FILES (DQF) The DQF consists of the following: employment application, road test certificate, previous employment check, original driver license check, medical examiner's certificate, annual review, annual state abstract, and list of motor vehicle violations.	Permanent
RSK.ADM.38	NOTARIES Applications and Bond Requests_ C = Until commission expires	C+1 year/Office (s)