

MUNCLASS

Classification and Retention Plan



GROUP INSURANCE FINANCIAL RECORDS

Description: Consists of records relating to the financial administration of benefits programs. Records may include remittances to insurance companies and other employee-level data such as payments from employees on leave of absence and correspondence.

Filing Guidelines: Records must be securely stored until final disposition.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year (Fiscal Year) file closed + 7 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01

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