



# 05 FINANCIAL RECORDS

## University Retention Schedule

**Please note: For the purposes of the University of Portsmouth, end of financial year = July 31st, end of tax year = April 6th**

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## 5.1. Procurement

NB: All documentation is kept electronically by default. Only a minimum amount is retained in paper where required.

### 5.1.1. Identification and Vetting of Potential Suppliers

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Supplier evaluation reports	E	Date of creation	5 years	Destroy			Intend system or K:drive	N/A	Not published	
Register of approved suppliers	E	Date no longer approved	N/A	Disable on system	There is no longer a separate list of approved suppliers; it is now dynamic within the Finance system.		Finance system	Finance system archive	Not published	

### 5.1.2. Selection of Suppliers

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Invitations to tender / tenders / tender evaluation documentation	E	Termination of supply contract	5 years	Destroy	Audit Requirement		Intend system	N/A	Not published	
Successful tenders	E	Termination of supply contract	5 years	Destroy	Audit Requirement		Intend system	N/A	Not published	
Unsuccessful tenders	E	Date of creation	5 years	Destroy	Audit Requirement		Intend system	N/A	Not published	
Requests for proposals / proposals / proposal evaluation documentation	E	Termination of supply contract	6 years	Destroy	Limitation Act 1980		Intend system	N/A	Not published	
Successful proposals	E	Termination of supply contract	6 years	Destroy	Limitation Act 1980		Intend system	N/A	Not published	
Unsuccessful proposals	E	Date of creation	2 years	Destroy			Intend system	N/A	Not published	

### 5.1.3. Management of Supplier Relationships

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Supplier files	E	Termination of relationship	10 years	Destroy		Supplier is disabled after 2 years without a financial transaction and delisted after 10 years.	Intend system or K:drive	N/A	Not published	

### 5.1.4. Monitoring of Supplier Performance

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	IS RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Contractor review reports	E	Termination of contract	6 years	6 years	Destroy	Limitation Act 1980		<b>Finance:</b> Intend system or K:drive <b>IS:</b> eRecords system	N/A	Not published	

## 5.2. Purchasing

### 5.2.1. Authorisation of Purchasing (historical)

Purchase requisitions are no longer made (see below 5.2.2 – Placing of Orders).

### 5.2.2. Placing of Orders

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Purchase orders	E	Date of creation	10 years	Destroy	Value Added Tax Act 1994; EU audit requirement	Includes any documents triggering purchase orders	Finance system	N/A	Not published	

### 5.2.3. Taking Delivery of Goods and Services

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	BUDGET HOLDER RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Goods received notes	E	Date of creation	10 years	Destroy	Value Added Tax Act 1994; EU audit requirement		Finance system	N/A	Not published	

### 5.3. Accounting for Expenditure

NB: This extended 10 yr retention is for audit purposes due to REF and EU funding requirements. Each project has its own cost code.

NB: A new online travel and expenses management system was introduced in December 2019, with a transition period lasting until the end of February 2020.

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Purchase invoices	P/E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs	From 2019, Invoices containing personal data will not be scanned in, but held in paper format.	Finance system (some paper)	Scanned copies on Invu or version 1 hard copies (FileStore)	Not published	
Order authorisations	E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs		Finance system	Finance system	Not published	
Credit notes	P/E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs		Finance system	Scanned copies on Invu or version 1 hard copies (FileStore)	Not published	
Purchase ledger data	E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs	Finance seeking technical solution to removal of old ledgers from system	Finance system	Finance system	Not published	
Cheque authorisations (historical)	E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs	UoP stopped issuing cheques in Nov 2018.	Finance system	Finance system	Not published	
BACS reports	P/E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs		K:drive and Payments/Payroll Office	FileStore (printed copies)	Not published	
Expense claims	E†	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs	Includes relocation expenses † Receipts relating to REF and EU funding must still be retained in paper	From Dec 2019: Online travel and expenses system	Until Feb 2020: Payments/Payroll office. Scanned copies on Invu or version 1 hard copies (FileStore)	Not published	
Petty cash authorisations / receipts (historical W.E.F. Jan 2020)	P	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs		Finance system	FileStore	Not published	

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Journal vouchers	P/E	End of financial year (or final payment for EU funding*)	10 years	Destroy	Value Added Tax Act 1994 REF & *EU funding reqs	Scanned copies on Version One	Finance system	FileStore	Not published	
Credit card terminal receipts	P/E	End of financial year	18 months	Destroy	Card Payment Scheme advice		Secure cash office	FileStore	Not published	

## 5.4. Accounting for Income

NB: For records relating to donors and donations, see [Retention Schedule – 04 Communications and Marketing > Public Relations](#).

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	BUDGET HOLDER RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Sales invoices		Date of creation or date debt settled*	6 years		Destroy	Value Added Tax Act 1994	* whichever is the later	Finance system (SITS for tuition & hall fees)			
Sales ledgers		Date of creation or date debt settled*	6 years		Destroy	Value Added Tax Act 1994	* whichever is the later Finance seeking technical solution to removal of old ledgers from system	Finance system (SITS for tuition & hall fees)			
Credit notes		Date of creation or date debt settled*	6 years		Destroy	Value Added Tax Act 1994	* whichever is the later	Finance system (SITS for tuition & hall fees)			
Till rolls	P/E	Date of creation	6 years	6 years	Destroy	Value Added Tax Act 1994	NB: Catering do not give receipts to customers as standard	Stored in depts. <b>Catering</b> – MCR virtual server	N/A	Not published	
Remittance advices		Date of creation or date debt settled*	6 years		Destroy	Value Added Tax Act 1994	* whichever is the later	Finance Offices (SITS for tuition & hall fees)	FileStore	Not published	

## 5.5. Internal Recharges

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	BUSGET HOLDER RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Journals for internal recharges		End of financial year	1 year	1 year	Destroy	Audit purposes	Scanned copies on Version One				

## 5.6. Payroll Administration

NB: For records relating to pay grading and awards, see [Retention Schedule – 06 Human Resources > Remuneration and Reward](#).

### 5.6.1. Processing of Statutory Deductions from Salaries and Wages

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Statutory deduction authorisations – HMRC	E	End of tax year	6 years	Destroy		Tax codes and student loans	Employee's payroll file (K:drive)	Employee's payroll file (paper)	Not published	
Statutory deduction authorisations – Court Orders	P	Termination of employment	6 years	Destroy			Employee's payroll file (K:drive)	Employee's payroll file (paper)	Not published	
Voluntary deduction authorisations	P	Termination of employment	6 years	Destroy			Employee's payroll file (K:drive)	Employee's payroll file (paper)	Not published	

### 5.6.2. Payroll Reports

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Salary payslips, P60 and P45 forms		End of tax year	6 years	Destroy	Limitation Act 1980 JISC recommendation	Incorporates 3 yr statutory retention under Income Tax (Employment) Regulations 1993	HR system	K:drive	Not published	
Bank transfer reports		End of tax year	6 years	Destroy	Limitation Act 1980		K:drive	N/A	Not published	

**5.6.3. Employment Related Tax Liabilities**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Notifying staff thereof		Termination of employment	6 years	Destroy			Employee's payroll file	FileStore	Not published	

**5.6.4. Statutory Leave Entitlements – Pay Records**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Statutory maternity and shared paternity pay records of individual employees	P/E	Termination of employment	6 years	Destroy	Maternity and Parental Leave Regulations 1999	Examples: calculations; certificates; medical evidence	Employee's payroll file (K:drive)	N/A	Not published	

**5.6.5. Employee Payroll File**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Employee payroll file	P	Termination of employment	6 years	Destroy		Includes: bank forms, pension notifications, HR payment notifications & correspondence	From March 2020 - K:drive	Prior to March 2020 - FileStore	Not published	

**5.6.6. Casuals – Pay Records**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Casual timesheets and external claims	E	End of tax year	6 years	Destroy		From March 2020, timesheets and claims submitted to Payroll via email. Accompanying timesheet / claim archived within generic labels in payroll google email account.	Payroll mailbox	Prior to March 2020 – FileStore	Not published	



## 5.7. Financial Planning

### 5.7.1. Preparation of Financial Forecasts

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	BUDGET HOLDER RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Financial forecasts		End of financial year	3 years	3 years	Destroy		Spreadsheets	K:drive & N:drive	N/A	Not published	

### 5.7.2. Preparation of Capital and Revenue Budgets

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	BUDGET HOLDER RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Revenue budgets		End of financial year	3 years	3 years	Destroy			Collaborative Planning system	Spreadsheets	A summary is published on the intranet	
Capital projects - Estates		End of project or settlement of retentions		3 years	Destroy		Estates is the budget holder for capital projects	Project file and K:drive	N/A	Not published	
Capital projects - IT		End of project or settlement of retentions		10 years	Destroy	Depreciation of asset					

## 5.8. Management Accounting

### 5.8.1. Financial Analysis

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Regular management reports		Date of creation	3 years	Destroy		Included in Finance Committee papers	Collaborative Planning system	Spreadsheets	Not published	

## 5.9. Cash Management

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Management of bank accounts		Date of creation	6 years	Destroy	Value Added Tax Act 1994		K:drive	FileStore	Not published	
Bank paying-in slips		Date of creation	6 years	Destroy	Value Added Tax Act 1994		Cash Office	FileStore	Not published	
Bank statements	E	Date of creation	6 years	Destroy	Value Added Tax Act 1994	Bank provides annual paper statements, but these are no longer actively used by UoP.	CSV file on Finance system	FileStore	Not published	
Cancelled cheques		Date of creation	6 years	Destroy	Value Added Tax Act 1994		Cash Office	N/A	Not published	

## 5.10. Tax Management

A new schedule has been created to cover the specific retention requirements for subsidiary companies. This section now only covers UoP records. Subsidiary records are covered by the new schedule. See [Retention Schedule – 13 Subsidiary Records](#).

### 5.10.1. Assessment of Tax Liabilities

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
VAT account		End of tax year	6 years	Destroy	Value Added Tax Act 1994	Uploaded to HMRC via GITC bridging software	Finance system supported by spreadsheets on K:drive	n/a	Not published	

### 5.10.2. Statutory Tax Returns and Accounts

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
VAT return	P/E	End of tax year	6 years	Destroy	HMRC Guidance JISC recommendation	E-return and file of supporting documentation Uploaded to HMRC via GITC bridging software	Finance system supported by calculations on K:drive	n/a	Not published	
Corporate tax returns	P/E	End of tax year	6 years	Destroy	HMRC Guidance JISC recommendation	E-return and file of supporting documentation	Local filing	n/a	Not published	
Signed financial reports and accounts	P/E	N/A	N/A	Destroy	Companies Act	Filed with Companies House NB: The version that goes to the Board of Governors may not always be the signed version, if minor amendments are required.	Local filing	n/a	On Website and filed with Companies House	

## 5.11. Capital Asset Management

NB: For capital asset projects, see [Retention Schedule – 07 Projects > Capital Projects](#). For the on-going maintenance of capital assets, see [Retention Schedule – 01 Asset Management](#).

### 5.11.1. Maintaining Asset Registers

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Capital asset registers		N/A	Permanent			There are a number of registers. Land & Buildings, Fixed Assets >£15k, plus networking and servers and Vehicles	K:drive	N/A	Not published	
Other items		Disposal of asset	12 years	Destroy	Limitation Act 1980	Inventory items	K:drive	N/A	Not published	

### 5.11.2. Controlling the Official Movement of Assets

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Asset disposal authorisation forms		End of financial year	6 years	Destroy		Forms available online via finance internet	Finance office	FileStore	Not published	

## 5.12. Investment Management

### 5.12.1. Acquisition / Disposal of Investments

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Investment instructions		Life of investment	6 years	Destroy	Limitation Act 1980		Cash office	FileStore	Not published	
Share certificates		Disposal of shares	6 years	Destroy	Limitation Act 1980		Cash office	N/A	Not published	
Investment portfolio reports		End of life of investment	6 years	Destroy	Limitation Act 1980 JISC recommendation		Investment Manager's Filing Cabinet	FileStore	Not published	

## 5.13. Insurance Management

### 5.13.1. Maintenance of Insurance Policies

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Public / employers liability insurance policies & documentation	P/E	Termination of policy	100 years	Review	Unknown future Possible disease claims		eRecords from Aug 2014	Finance - locked cupboard	Current certificates on finance website	
Professional risks / director & officers' liability insurance policies & documentation	P/E	Termination of policy	10 years*	Destroy	Limitation Act 1980	*or 6 years after all claims are concluded, whichever is the longer	eRecords from Aug 2014	Finance - locked cupboard	Not published	
Non-liability insurance policies & documentation	P/E	Termination of policy	10 years*	Destroy	Limitation Act 1980; 10 years detailed claims information required for renewal purposes	*or 1 year after all claims are concluded, whichever is the longer	eRecords from Aug 2014	Finance - locked cupboard	Not published	

**5.13.2. Filing Claims against Insurance Policies**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Liability insurance claims		Settlement of claim	6 years	Destroy	Limitation Act 1980 JISC recommendation		eRecords from Aug 2014	N/A	Not published	
Non-liability insurance claims		Settlement of claim	10 years	Destroy	10 years detailed claims information required for renewal purposes		eRecords from Aug 2014	N/A	Not published	
Claims summary	Excel	Notification of claim	10 years	Review	Basic historical data may be required for renewal purposes		Finance/insurance K:drive	FileStore	Not published	

NB: for travel risk assessments see, [Schedule 8 – Risk Management Records](#).

NB: for student placement provider cover see, [Schedule 10 – Strategy & Governance Records](#).

**5.13.3. Driver Declarations**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	ESTATES RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Annual driver declaration forms – no incident during period of validity	P/E	End of year for which the declaration is valid	N/A	Destroy			Paper and recorded on Planon	N/A	Not published	
Annual driver declaration forms – incident occurs during period of validity	P/E	Date of incident	N/A	Send to Insurance Officer for inclusion on claim file	For purposes of insurance claim		Paper and recorded on Planon	N/A	Not published	

**5.13.4. Evidence of Travel Insurance for Visas**

RECORD CATEGORY	FORMAT	RETENTION PERIOD BEGINS	FINANCE RETENTION PERIOD	DISPOSAL ACTION	RATIONALE	NOTES	MASTER SHOULD BE STORED IN	HISTORICAL INFO	PUBLICATION INFO	RAG STATUS
Requests and responses	Email	Response sent	2 months	Delete	In case of enquiry during visa application process, which should take no more than 2 months		Email	N/A	Not published	