

**Diocesan Records Series:
Administrative – Insurance**

Record Series	Series No.	Description	Retention	Disposition
Appraisal Reports	2014.150	A report describing an item (piece of art, land parcel, building, etc.), its condition and its approximate value. Primarily created for insurance purposes.	Permanent.	Transfer to Archives.
Auto Insurance Enrollment Cards	2014.129	Proof of insurance for vehicles insured by the Diocese of Springfield in Illinois.	Until replacement card is issued.	Destroy.
Claims, Personal Injury	2014.130	Insurance claims for incidents involving personal injury. May include, correspondence, invoices, copies of checks, witness statements, court documents, etc.	2 years after date of cause of action. (735 ILCS 5/13-202)	Destroy.
Claims, Personal Injury of Minor or Legally Disabled Person	2014.131	Insurance claims for incidents involving personal injury of a minor or a legally disabled person. May include, correspondence, invoices, copies of checks, witness statements, court documents, etc.	<p>Cases of Childhood Sexual Abuse: 20 years after the person abused reaches age 18 or discovers both that abuse has occurred and that the injury was caused by said abuse. (735 ILCS 5/13-202.2)</p> <p>All Other Cases: 2 years after legal disability is removed or minor reaches age 18. (735 ILCS 5/13-211)</p>	Destroy.
Claims, Property & Non-injury	2014.132	Insurance claims for property damage and/or non-injury accidents. Forms are sent to insurance company for processing and resolution as appropriate. May include: correspondence, copies of bills, statements, etc.	5 years after notification of insurance provider to bring action or 1 year after resolution of claim. (735 ILCS 5/13-205)	Destroy.
Claims: Transmittal Files	2014.133	Records relating to insurance claims made upon the Diocese that were sent to the insurance carrier. Includes: correspondence, copies of subpoenas, attorney's lien, etc.	2 years after date of cause of action. (735 ILCS 5/13-214.4)	Destroy.

Record Series	Series No.	Description	Retention	Disposition
Death Benefits	2014.134	Record of Diocesan employee death benefits or notices. May include: employee data information, contract number and beneficiary, insurance enrollment cards, proof of death, copies of payment checks, etc.	1 year after termination of plan. (29 CFR 1627.3)	Destroy.
Health Insurance Claim Files	2014.135	Files created by the diocesan insurance provider as employee medical claims are filed. May contain: personal health information (PHI), applications, billing statements and other medical records.	6 years. (45 CFR A§164.530j)	Destroy.
Health Insurance Correspondence & Transmittals	2014.136	Correspondence from parishes and schools regarding additions, deletions and changes in health insurance coverage of employees.	2 years.	Destroy.
Health Insurance Employee Files	2014.137	May include: enrollment forms, correspondence related to an individual's insurance charges, etc.	2 years after termination of employee enrollment with carrier. (26 CFR 31.6001-1)	Destroy.
Health Insurance Enrollee Listing	2014.138	CPO listing all enrollees from carrier. Used to reconcile with in-house listings of enrollees. May include check vouchers/stubs.	3 years. (805 ILCS 410/2)	Destroy.
Insurance Policies	2014.139	Insurance policies and documentation related to auto, property, liability insurance, etc. May include records of payment, policies, statements, correspondence, etc.	Permanent, pending archivist review. Keep current policies in office.	Transfer to Archives.
Life Insurance Benefits Files	2014.140	May include all life insurance benefit information, the most recent/accurate life insurance application form, correspondence, etc.	1 year after termination of plan. (29 CFR 1627.3)	Destroy.
Pension Files	2014.141	Files of employees and beneficiaries enrolled in the pension program. Includes W-2 forms, personnel record, pension card, correspondence, benefit information and worksheets, etc.	1 year after termination of plan. (29 CFR 1627.3)	Destroy.
Pension Log Books	2014.142	Record of filing activity with pension administrator. Includes name of employee, date notification received from recipient, date of paperwork filed, date forms sent to recipient, date of completed forms.	1 year after termination of plan. (29 CFR 1627.3)	Destroy.
Pensions: Benefit Listings	2014.144	Year-end summary from pension management organization listing the employees enrolled in the pension system and their benefits.	1 year after termination of plan. (29 CFR 1627.3)	Destroy.
Pensions: Monthly Reports	2014.143	Reports from pension administrator used as proof of monthly payment of pension.	2 years.	Destroy.

Record Series	Series No.	Description	Retention	Disposition
Probe Data	2014.145	Administrative information on insurance plans. Used for controlling costs, evaluating coverage, and usage.	Until administrative use ceases; maximum of 1 year.	Destroy.
Unemployment Contribution Report	2014.151	UC-3-40 form showing how much an employee earns per quarter. Includes date, employee's name, SSN, total wages, employee's account number and state's account number.	5 years. (820 ILCS 405/1801)	Destroy.
Unemployment Compensation Files	2014.146	Files of unemployment compensation forms from parishes and schools.	5 years. (820 ILCS 405/1801)	Destroy.
Unemployment Insurance Claims Activity Group Summary	2014.147	CPO from insurance carrier listing status of all unemployment claims.	5 years. (820 ILCS 405/1801)	Destroy.
Workers' Compensation Claims	2014.148	Claims arising from on-the-job injuries or job-related injuries.	3 years after date of injury or 2 years after the last payment of compensation, whichever is later. (820 ILCS 305/6)	Destroy.
Workers' Compensation Claims: Radiation/Asbestos	2014.149	Claims arising from on-the-job injuries or job-related injuries from exposure to radiological material or asbestos.	25 years after termination of employment. (820 ILCS 305/6)	Destroy.