

Insurance and Vehicles
WM Housing retention schedule

Document	Statutory Retention Period	Recommendation Retention Period
Insurance current and former policies		Permanently
Annual Insurance schedule		6 Years
Claims and related correspondence		2 Years after settlement
Indemnities and guarantees		6 Years after expiry
Group health policies		12 years after cessation of benefit
Employers liability Insurance certificate		40 Years
Mileage records		2 Years after disposal
Maintenance records, MOT Tests		2 Years after disposal
Copy of registrations		2 Years after disposal