

	<h1>Records Retention Schedule</h1> <h2>Claims</h2> <h3>Records Manual</h3>		<b>Document Number:</b>  RM-SS-01.01
	<b>Department:</b> Claims	<b>Effective Date:</b> August 12, 2019	<b>Revision No</b> 3

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
CLM 1.0	CLAIM DOCUMENTS	HARD COPY	Contains records of all documents pertaining to claims filed by customer and filed to insurance and third party	1 year	3 years	Shred
CLM 2.0	CARGO MARINE INSURANCE	HARD COPY	Contains records of all claims documents submitted to Insurance	1 year	3 years	Shred
CLM 3.0	MANAGEMENT REPORT	SOFT COPY	Contains claims yearly/monthly & weekly report to be used for claims comparison & useful for prevention of	1 year	5 years	Delete
	3.1 CLAIMS MANCOM					
	3.2 CLAIMS UPDATE (weekly/monthly)					
CLM 4.0	TRANSMITTAL / LOGBOOK	HARD COPY	Contains signatures & lists of documents transmitted externally & internally	3 years	1 year	Shred
CLM 5.0	MINUTES OF THE MEETING	SOFT COPY	Documented agreed solutions during meeting by both parties externally/internally needed for process improvement	1 year	2 years	Delete
CLM 6.0	INVESTIGATION REPORTS	SOFT COPY	Contains documents useful for prevention of any claims recurrence	1 year	3 years	Delete
CLM 7.0	SALVAGE PROCEEDS DOCUMENTS	HARD COPY	Contains PO/copy of OR for the amount of salvage process every week	1 year	2 years	Shred
CLM 8.0	KPI	SOFT COPY	Consists of Monthly Claims KPI	1 year	3 years	Archive

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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