COLLEGE OF CHARLESTON  Record Group #245
BUSINESS AFFAIRS
AUXILIARY SERVICES

14042  RISK MANAGEMENT-INSURANCE CLAIMS

Description
Used for reference, assessment of risks, their financial impact on the college, determination of future policy changes, policy premiums and other fiscal decisions. Files may also be used in potential litigation. Information includes: policy reports, incident reports, correspondence, statements of loss, work orders, invoices, purchase orders, personal information, and miscellaneous account numbers.

Retention
Agency: Non-litigation: 3 years, destroy.
Litigation: 10 years after case closure, destroy.

Schedule Approved 4/1/2004

The approval and implementation of this record retention schedule should comply with the Department of Archives and History's Guide to Understanding and Implementing Records Retention Schedules.

RS-5-2 (91)