

COLLEGE of CHARLESTON

OFFICIAL POLICY

11.4.3.3

Risk Management- Insurance Claims

2/13/18

Policy

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, correspondence, and statements of loss, work orders, invoices, purchase orders, personal information, and miscellaneous account numbers. The College of Charleston follows the retention requirements of the South Carolina Public Records act of 1976, as amended, including the South Carolina Department of Archives and History Retention Regulations.

Policy Manager and Responsible Department or Office

Office of Legal Affairs, Insurance Services

Purpose/Reason for the Policy

Departments/Offices Affected by the Policy

Procedures Related to the Policy

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Related Policies, Documents or Forms

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Issue Date:11/11/2004 Date of Policy Revision:2/13/18
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Next Review Date:10/13/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 11.4.3.3

President or
Chairman, Board of Trustees

M. J. ... Date: 2/13/18