



**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 11/11/2009