

FERRIS STATE UNIVERSITY

Schedule 2003.016- Risk Management Office

N.b. If departments are unable to retain records for the length of time set out in this general record schedule due to space constraints, consult the University's Archivist for assistance and storage at the Record Center.

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
1	Claims Files. Includes claims forms, correspondence, legal documents, settlements. Original file maintained by Office of General Consul.	ACT+7	Destroy-ID	
2	Insurance Administrators Records. Includes information, correspondence, contracts and policies, procedural manuals, meetings and seminars.	CR+5		Yes
3	Insurance Certificates.	ACT +7		Yes
4	Insurance Policies. Includes correspondence and supporting documentation	ACT +7		Yes
5	Injury Reports.	CR+25 Destroy		
6	Loss Runs.	ACT + 7 Destroy		
7	Subject Files. These records are used to document the Office of Risk Management's activities. A subject file typically includes correspondence, consultations, evaluations, notes, organizational information, reports, and publications. Confidential material should be shredded prior to archival transfer	CR+5		Yes

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Key:

ACT = Active
 CR = Creation
 SUP = Retain Until Superseded
 CY = Calendar Year (current)
 ID = Immediate Disposal
 FY = Fiscal Year (current)
 PM = Permanent
 y = year(s)