

Office of The Chancellor  
Risk Management

110.06 Auto and Comprehensive General Liability Claim Files

Dates: 1980 -  
Volume: 13 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Numerical by log number

The file includes: Motorist's Report of Illinois Motor Vehicle Accident (SR-1), incident reports, diagrams, estimates for repair of damages (when university drivers are at fault), claim forms, correspondence with insurance adjusters, adjusters' statements, physicians' statements, duplicate court documents generated from claims submitted for liability insurance reimbursements from auto accidents, medical malpractice (etc.), and police reports. The Risk Management Office also coordinates all efforts to collect monies due the university when "other" drivers are at fault in accidents.

The original files are maintained by the Department of Central Management Services for six (6) years after closure per approved Application 84-102.

Recommendation: Retain in office for six (6) years following the final disposition of the respective claim case file(s), then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.07 Bid Specifications and Policies

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

e insurance contract bid specification documents generated for the obtainment of insurance coverage on facilities or items ranging from student insurance to athletic insurance and special risks for day care. Agency copies of insurance policies are also included within the file series. The insurance contracts included within the file are normally rebid annually.

Recommendation: Retain three (3) years in office, then review the file and dispose of extraneous materials and retain documents possessing administrative/legal value until the expiration of such value, then dispose of providing no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.08 Camper Insurance Audit Claim and Vendor Billing Files

Dates: 1985 -  
Volume: 3/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by camper

This file series includes desired term of coverage for campers (persons) generated from auditing insurance needs for camps (i.e., baseball camp, wilderness camp, etc.) conducted on university property.

This series also includes contracts (claim forms, investigators' reports, statements, medical reports, diagrams, etc.) and premium and vendor billing files.

Recommendation: Retain in office for two (2) years after expiration of the respective contract and/or settlement of all claims thereunder, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.09 Copies of Certificates of Insurance Coverage

Dates: 1980 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

Originals are maintained by the Chancellor's Office under the provisions of Application 87-61, item 110.01 (allowing for a three year retention period and disposal of documents lacking administrative and legal value).

Recommendation: Retain in office three (3) years following the expiration of coverage, then dispose of providing all audits have been completed under the supervision of the Auditor General, no litigation is pending or anticipated, and providing any or all claims filed under the insurance have been finally closed.

Disposition Approved 05/16/07

110.10 Fiscal Administration File

Dates: 1986 -  
Volume: 4 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

This file series contains the Risk Management Office's copies of forms and documents used to account for the disbursement of official funds for the Risk Management Program.

Types of forms/documents included consist of End-of-Month Expenditure Reports, invoice vouchers for settlements, premium payments, endorsement billings, premium audits, purchase orders, requisitions and deposit premiums.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.11 Fine Arts Insurance Files

Dates: 1992 -  
Volume: 1/2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This file series includes annual listings/descriptions of items, value of items, and desired term of coverage for items.

Recommendation: Retain in office for one (1) year or until expiration of administrative value, whichever is longer, then dispose of provided no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.12 General Correspondence

Dates: 1989 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible Arrangement:  
Chronological

This is the routine day-to-day correspondence of the Risk Management Office exchanged with insurance providers, other Southern Illinois University-Edwardsville offices and departments.

Recommendation: Retain in office for three (3) years, then dispose of provided no litigation is pending or anticipated.

Disposition Approved 05/16/07

110.13 Log of Collision and Comprehensive Coverage on University Fleet Vehicles

Dates: 1990 - Volume:  
Negligible  
Annual Accumulation: Negligible Arrangement:  
N/A

This log serves as an insurance coverage listing of all fleet vehicles by description and the department the vehicle is assigned.

Recommendation: Retain in office for two (2) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, no litigation is pending or anticipated, and providing all administrative value has expired.

Disposition Approved 05/16/07

110.14 Marine Articles Floater

Dates: 1984 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological and Numerical by account number

These documents list equipment and facilities by location, brief description, insurance rates, Southern Illinois University-Edwardsville property control numbers, serial numbers, and values for documenting insurance "floaters" issued. Claims must be filed within one (1) year and thirty (30) days from the date of loss.

Recommendation: Retain in office for three (3) years after termination of coverage, then dispose of providing no litigation is pending or anticipated.

Disposition Approved 05/16/07