

CLEMSON UNIVERSITY

OFFICE OF THE GENERAL COUNSEL  
OFFICE OF RISK MANAGEMENT

**CU 10022 WORKERS' COMPENSATION INJURY REPORT  
FORMS**

Description: Document the recording and reporting of occupational injuries and illnesses. Information includes date and time of report; date of illness, time of injury, name of injured or sick person; indication of whether the injury or illness occurred during work time; status of injured or sick person (student, visitor, employee off duty/on duty, trades person); names of employer, supervisor or instructor; location at time of illness or injury; estimated disability and other related information.

Retention: 5 years; destroy.

*Supersedes: CU-VPSA-SHS-12*

Schedule approved 8/15/97

**CU 11533 PROPERTY INSURANCE**

Description: Document coverage on university property, including owned or leased buildings and their contents. Policies authorize payments for approved building and/or property insurance claims. Information includes policy number, description of property, building insurance inspection reports, type of coverage, terms of policy, expiration or termination date, and other related information.

Retention: 7 years after expiration/termination of policy; destroy.

Schedule approved 5/3/00; Revised 5/14/2008

**CU 11534 MOTOR VEHICLE COMPREHENSIVE AND COLLISION INSURANCE POLICIES**

Description: Document comprehensive and collision property insurance coverage for university motor vehicles. Information includes policy numbers, descriptions of insured motor vehicles, type of coverage, terms of policy, expiration or termination date, and other related information.

Retention: 3 years after expiration or termination of policy; destroy.

Schedule approved 5/3/00

**CU 11535 TORT LIABILITY INSURANCE POLICIES**

Description: Document any damage, personal injury, or wrongful act done willfully, negligently, or in circumstances involving strict liability, but not involving breach of contract, against the university. Information includes name of carrier, policy number, coverage dates, authorized signature, name(s) of insured, expiration or termination date, and related information.

Retention: 20 years after expiration or termination; destroy.

Schedule approved 5/3/00

**CU 11536 AIRCRAFT LIABILITY INSURANCE POLICIES**

Description: Document liability insurance coverage for aircraft. Information includes policy number, terms of insurance policy, type of coverage, expiration or termination date, and other related information.

Retention: 20 years after expiration or termination; destroy.

Schedule approved 5/3/00

**CU 11537 FLOATERS**

Description: Document floaters insurance coverage on movable equipment. Information includes name of policy holder, policy number, pertinent dates, and name and description of equipment covered.

Retention: 10 years after expiration or termination of policy; destroy.

Schedule approved 5/3/00

**CU 11538 CURF AND RELATED FOUNDATIONS INSURANCE POLICIES**

Description: Records are maintained by the Office of Risk Management to document property and casualty insurance coverage for the Clemson University Research Foundation, Clemson University Research Facility, Clemson University Foundation, and IPTAY. Information includes name of carrier, name of entity insured, type and amount of coverage, and pertinent dates.

Retention: 20 years after expiration or termination of policy; destroy.

Schedule approved 5/3/00; Revised 2/17/16

**CU 11539 CERTIFICATES OF INSURANCE**

Description: Document insurance coverage of university facilities and foundations as proof of indemnification. Information includes name of facility or entity insured, amount of coverage, and pertinent dates.

Retention: 10 years after expiration or termination; destroy.

Schedule approved 5/3/00

**CU 11540 SUMMER CAMP INSURANCE POLICIES**

Description: Document persons participating in training camps held at the university and employees of those camps. Information includes name and background information on each participating student, employee, and volunteer. Additional information may include name of camp, location, waiver rights, and names of parents or guardians.

Retention: 3 years after expiration or cancellation; destroy.

Schedule approved 5/3/00

**CU 14960 DRIVER IMPROVEMENT PROGRAM AND LICENSE SCREENING**

Description: Used to document employees and student workers who successfully complete the American Automobile Association's (AAA) Driver Improvement course and to document qualification for point reduction and adjustment by the South Carolina Department of Public Safety. Information includes each participant's name, address, driver's license number, date of birth, AAA certification, name of instructor, documentation of point reduction (if applicable), receipts, invoices, and related information.

Retention: 7 years; destroy.

Schedule approved 5/14/2008