

University of Alaska Systems Risk Services- Claims

Retention/OnBase Document Type and Disposition Schedule

Effective Date January 28, 2013

Item Number	Record Series/Title	*OnBase Document Type	Media of Origin	Minimal Retention Time	Custodian Location	Disposition Information Lifecycle	Description/Details/Reference/Citations/Best Business Practices
1	General Claims	RSC Athletics RSC Auto Liability RSC Auto Physical Damage RSC Aviation Hull RSC Aviation Liability RSC Detainee Medical RSC Employment Practices RSC Equipment Breakdown RSC Faithful Perf - Crime RSC General Liability RSC Incident RSC Marine Hull RSC Marine P&I RSC Property - Personal RSC Property - Real	Paper	Retain 7 years from the date the claim is closed.  Retain paper 30 days after scanning paper into OnBase.	Statewide Risk Services Claims  OnBase System	Destroy/Delete 7 years from the date the claim is closed. Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	HIPAA, FERPA, ADA, FMLA, attorney/client privilege. Industry Standards  University of Alaska Best Practices (Risk Services - Claims)
2	Worker's Compensation Claims	RSC Workers Comp Ind RSC Workers Comp Med	Paper	Retain 50 years from the last date the claim is closed.  Retain paper 30 days after scanning paper into OnBase.	Statewide Risk Services Claims  OnBase System	Destroy/Delete 50 years from the date the claim is closed. Purge from ECM system by requesting the ECM Systems Administrator or through automated process. Ensure hard copy records are destroyed by incineration or by shredding in a controlled environment 30 days after scanned into ECM System.	HIPAA, FERPA, ADA, FMLA, attorney/client privilege.  University of Alaska Best Practices (Risk Services - Claims)

Amy O'Sullivan, Office Coordinator, approved this on January 28, 2013

Dr. Russ O'Hare, Chief Records Officer, approved this on January 28, 2013