



COASTAL CAROLINA UNIVERSITY

Record Group 355

ACCOUNTS PAYABLE

16962 CERTIFICATE OF INSURANCE RECORDS

Description

Used to confirm insurance coverage for vendors. The certificate provides verification of the insurance and may contain information on types and limits of coverage, insurance company name, policy number, name of vendor insured, and the policies' effective periods.

Retention

5 years, destroy.

SCHEDULE APPROVED 08/18/15