
DISTRICT INSURANCE COVERAGE PROCEDURE (RSK-P100)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Updating all aspects of Insurance coverage on letter format in Microsoft Word.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Office Tech III

Approved signature on file

3.0 APPROVAL AUTHORITY:

- 3.1 Marianne Clemmens, Director of Risk Management

4.0 DEFINITIONS:

- 4.1 SIA – Schools Insurance Authority

5.0 PROCEDURE:

- 5.1 SIA – Schools Insurance Authority notifies Office of Risk Management by fax or mail of any insurance changes.
- 5.2 Director of Risk Management reviews and edits letter template from Microsoft Word
- 5.3 Office Tech III makes necessary changes on template and saves new updates

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
District Insurances coverage letter.	Microsoft Word	Continuous Periodic updates	N/A	Privileged District Management information Outside selected sources Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

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