COASTAL CAROLINA UNIVERSITY

HUMAN RESOURCES AND EQUAL OPPORTUNITY

16086 UNIVERSITY AFFILIATE FORMS

Description

Records obtained by Human Resources to maintain demographic and emergency information on affiliates. Information includes department; date; affiliate dates; account to charge back; description of affiliate services; affiliate name, address, city/state/zip code, telephone number, social security number, date of birth as well as emergency contact name and phone number.

Retention

5 years after affiliate assignment ends, destroy.

16087 VOLUNTEER FORMS

Description

Records obtained by Human Resources to maintain demographic and emergency information on volunteers. Information includes department; date; volunteer dates; account to charge back; description of volunteer services; volunteer name, address, city/state/zip code, telephone number, social security number, date of birth as well as emergency contact name and phone number.

Retention

5 years after volunteer assignment ends, destroy.