



South Carolina Department of Archives and History
Division of Archives and Records Management

**RECORDS
RETENTION
SCHEDULE**

COASTAL CAROLINA UNIVERSITY

RECORD GROUP NUMBER: 355

RESIDENCE SERVICES

13421 STUDENT RESIDENCE FILES

Description

Used by the University to document the occupancy of student residences. Information includes residence hall or apartment applications, housing contracts, contract expiration or termination date, bills/charges for occupancy, room assignment sheets, room or residence condition reports, bills/charges for damages, room or residence security deposit, deposit transfer forms, deposit refund requests, refund request vouchers, computer generated reports, and related information.

Retention

3 years after expiration or termination of contract, destroy.

Schedule Approved *8-21-02*