



COASTAL CAROLINA UNIVERSITY

Record Group #355

INTERNATIONAL PROGRAMS AND SERVICES

16069 STUDY ABROAD STUDENT FILES

Description

Documents the enrollment and participation of students in study abroad programs. Information includes student's name, verification of insurance, transcripts from foreign institutions with credit evaluations, contact information including physical and e-mail address, phone number, date of birth, Coastal Carolina University student identification, course number, and other related information.

Retention

3 years after completion of program, destroy.

16070 INTERNATIONAL STUDENT FILES

Description

Documents the admission and enrollment of international students in the University. Information includes student's name, background information, admission documents, transcripts, passport information, and other related information.

Retention

10 years after graduation or date of last attendance, destroy.

SCHEDULE APPROVED 9/12/12