



COASTAL CAROLINA UNIVERSITY

Record Group 355

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.

SCHEDULE APPROVED 11/16/12