



COASTAL CAROLINA UNIVERSITY

Record Group #355

DEPARTMENT OF ATHLETICS

16272 COMPLIANCE FILES

Description

Used to maintain documentation on recruiting and eligibility of NCAA sports. Information includes practice logs, call logs, recruiting logs, squad lists, eligibility checklist, official/unofficial visits paperwork, and any related materials.

Retention

7 years, destroy

16273 STUDENT ATHLETE COMPLIANCE FILES

Description

Used to maintain eligibility records for student athletes. Information includes student name, CCU identification number, social security number, address, phone number, sport played, NCAA paperwork, athletic aid, employment information, vehicle registration, add/drop team form, letter of intent, and any related materials.

Retention

7 years after graduation or date of last attendance, destroy

SCHEDULE APPROVED 04/09/13