



COASTAL CAROLINA UNIVERSITY

Record Group 355

HUMAN RESOURCES AND EQUAL OPPORTUNITY

15443 CRIMINAL BACKGROUND CHECKS/BACKGROUND RELEASE FORMS

Description

Created by Human Resources as part of the employment process. Information includes social security number, name, date of birth, home address, and criminal history, if applicable.

Retention

Hired: 15 years after termination of employment, destroy.

Not Hired: 2 years after creation, destroy.

Release Form Only: 60 days following search closure, destroy.