

RECORDS RETENTION SCHEDULE

COASTAL CAROLINA UNIVERSITY

Record Group 355

STUDENT CONDUCT & OFF CAMPUS STUDENT SERVICES

15696 STUDENT DISCIPLINE FILES

Description

Records created for students referred to the Student Conduct process. Information includes personal data, such as student's name, Coastal Carolina University identification number as well as, paperwork regarding student hearings and sanctions, police reports and communications and other related disciplinary records.

Retention

7 years, destroy.

SCHEDULE APPROVED 62/28/11