



COASTAL CAROLINA UNIVERSITY

Record Group #355

HUMAN RESOURCES AND EQUAL OPPORTUNITY

16255 RESEARCH GRANT ACTIONS

Description

Records created as support documentation related to research grant positions. Information includes justifications for positions, budgets, contracts, funding documentation, request for research grant action forms, position notes and other items germane to making research grant position decisions.

Retention

2 years after conclusion of project or funding, destroy

16256 TEMPORARY GRANT ACTIONS

Description

Records created as support documentation related to temporary grant positions. Information includes justifications for positions, budgets, contracts, funding documentation, request for temporary grant action position forms, position notes and other items germane to making temporary grant position decisions.

Retention

2 years after conclusion of project or funding, destroy

16257 TIME-LIMITED ACTIONS

Description

Records created as support documentation related to time-limited positions. Information includes justifications for positions, budgets, contracts, funding documentation, request for time-limited position action forms, position notes and other items germane to making time-limited position decisions.

SCHEDULE APPROVED 04/09/13



Retention

2 years after conclusion of project or funding, destroy

16258 TEMPORARY WORK AUTHORIZATION RECORDS

Description

Records created as support documentation related to temporary work authorization. Information includes letters of support, Department of Labor & United States Citizenship & Immigration Service forms, verification of employment letters, recruitment results, and other documents necessary to complete the filing process on behalf of beneficiaries.

Retention

5 years after filing a petition for temporary work authorization, destroy

16259 PERMANENT WORK AUTHORIZATION RECORDS

Description

Records created as support documentation related to permanent work authorization. Information includes letters of support, Department of Labor & United States Citizenship & Immigration Service forms, verification of employment letters, recruitment results, and other documents necessary to complete the filing process on behalf of beneficiaries.

Retention

5 years after filing Labor Certification Application with the US Department of Labor, destroy

SCHEDULE APPROVED 04/19/13