



COASTAL CAROLINA UNIVERSITY

Record Group 355

HUMAN RESOURCES AND EQUAL  
OPPORTUNITY

18535 AMERICANS WITH DISABILITIES ACT AND WORKPLACE POSSIBILITIES  
PROGRAM ACCOMMODATION FILES

Description

Used by Human Resources and Equal Opportunity staff to document employee requests for accommodations related to the Americans with Disabilities Act or the Workplace Possibilities Program. Records contain information pertaining to workplace accommodation requests submitted by employees and/or includes, but is not limited to, employee vital information, social security numbers, consent forms, contact notes, correspondence, and statements from physicians or other licensed professionals to document employees' need for medical accommodations. The files also document services provided by the university to meet the special needs of employees.

Retention

3 years, destroy.

SCHEDULE APPROVED 09/12/22