

South Carolina Department of Archives and History Records Management Division

RECORDS RETENTION SCHEDULE

COASTAL CAROLINA UNIVERSITY

Record Group 355

OFFICE OF THE REGISTRAR

18633 EXTERNAL COLLEGE TRANSCRIPTS

Description

Used by Office of the Registrar staff to transfer equivalent credits to Coastal Carolina University from other schools. Information includes student name, Social Security Number, school identification number, address, phone number, courses, grades, Grade Point Average, and any other related information.

Retention

10 years, destroy.

