



COASTAL CAROLINA UNIVERSITY  
HUMAN RESOURCES AND EQUAL  
OPPORTUNITY

Record Group Number: 355

18674 EMPLOYEE RELATIONS FILES

Description

Used by Human Resources and Equal Opportunity to document employee and supervisor concerns regarding violations of university policies, procedures or performance matters. Consists of records pertaining to employee and/or supervisor concerns related to behavior and/or performance, and policy or procedure violations. Files include complaints, investigation materials, responses, relevant findings, personnel information as needed or requested, notices of substandard performance, disciplinary notices, and other related correspondence.

Retention

Records of Individuals No Longer Employed: 7 years from date of resolution, destroy.

Records of Individuals Still Employed: Upon separation of employee, destroy.

SCHEDULE APPROVED 03/20/23