



COASTAL CAROLINA UNIVERSITY

Record Group Number: 355

HUMAN RESOURCES & EQUAL OPPORTUNITY

18687 UNIVERSITY HOUSING RESIDENT ASSISTANT FORMS

Description

Records obtained by the Human Resources and Equal Opportunity Division to maintain information on Resident Assistants. Information includes department, date, resident assistant dates, account to charge back, description of services, name, address, telephone number and student ID number.

Retention

5 years after completion or termination of employment, then destroy.

SCHEDULE APPROVED

4/20/2023