



COASTAL CAROLINA UNIVERISTY

Record Group #355

HUMAN RESOURCES AND EQUAL OPPORTUNITY

15077 Request for Student Services

Description

Prepared by the hiring department when hiring, rehiring, terminating or making a change to the student employees file. Information includes student name, social security number, address, phone number, hourly rate, begin and end dates, effective date, weekly hours worked, charge account number and signatures from appropriate departments.

Retention

5 years, destroy

Schedule Approved 11/10/08