



COASTAL CAROLINA UNIVERSITY

Record Group 355

DEPARTMENT OF CAMPUS RECREATION

15700 ACCIDENT/INCIDENT REPORT

Description

Created to record any accident or incident that occurs during campus events. Information includes student's name, social security number, date of birth, phone number, address, date of accident/incident, detailed description of accident/incident, nature of injury, if first aid was rendered, if student was sent to Health Services or hospital, if police or an ambulance was called, as well as signatures of Campus Recreation staff and student involved.

Retention

3 years, destroy.

SCHEDULE APPROVED 3/14/11