



COASTAL CAROLINA UNIVERSITY

Record Group 355

COUNSELING SERVICES

15747 COUNSELING SERVICES CLIENT RECORDS

Description

Created by Counseling Services to document services and/or treatment provided to students. Information includes personal history, personal data, diagnoses, coordinator remarks, dates of services, information and documentation received from external affiliates, testing data and any other related data.

Retention

10 years from date of last service, destroy.

REVISED

SCHEDULE APPROVED 10/10/17