



COASTAL CAROLINA UNIVERISTY

Record Group #355

STUDENT ACTIVITIES AND LEADERSHIP

16240 STUDENT EVENT FILES

Description

Records created as documentation related to on-campus and off-campus events. Information includes contracts, hotel information, correspondence, flyers, receipts, resumes, applications, registrations, travel authorizations, agendas, invoices, programs, food expense justifications, food orders, and any other related materials.

Retention

5 years, destroy

SCHEDULE APPROVED 04/05/13

1875

1875