



COASTAL CAROLINA UNIVERSITY

Record Group #355

STUDENT ACTIVITIES AND LEADERSHIP

16440 CIVIC ENGAGEMENT FILES

Description

Records used to track students' civic engagement experiences and to help plan future volunteer events. Information includes student names, CCU identification number, contact information, service hours log, intake forms, liability waivers, event registrations, flyers, posters, travel authorization forms as well as any other related data.

Retention

3 years, destroy

16441 STUDENT LEADERSHIP FILES

Description

Records used to track students' leadership experiences throughout their college career. Information includes student names, CCU identification number, contact information, leadership applications, recognition applications, event registrations, event rosters as well as any other related data.

Retention

2 years after graduation or date of last attendance, destroy

16442 STUDENT ORGANIZATION FILES

Description

Records created to provide documentation for accountability of student organizations. Information includes organization summary and description, rosters, travel authorizations, fundraising tracking, liability waivers, club recruitment forms, new organization registration, event summary, event list as well as any other related data.

SCHEDULE APPROVED 11/04/13



Retention

7 years after organization becomes inactive, destroy

16443 FRATERNITY AND SORORITY ORGANIZATION FILES

Description

Records created by the staff members of the Office of Fraternity and Sorority Life to assist in the recording of chapter management. Information includes grade release forms, risk management policy agreements, hazing agreements, event registration forms, change of status forms, roster directory updates, chapter rosters, standards of excellence, chapter recognitions forms, certificate of liability insurance, position applications, chapter bylaws and constitutions as well as any other related data.

Retention

5 years, destroy

SCHEDULE APPROVED 11/04/13