



COLLEGE OF CHARLESTON

Record Group #145

STUDENT AFFAIRS

CAREER SERVICES

14026 STUDENT EMPLOYMENT PERSONNEL FILES

Description

Used, as reference, by the Coordinator of Student employment. Information includes application forms, student employee contact information, Internal Revenue Service and Immigration and Naturalization Services documentation, work schedules, any disciplinary actions.

Retention

5 years after termination of employment.

Schedule Approved 10/18/2004