



COLLEGE OF CHARLESTON

RECORD GROUP NUMBER: 245

CENTER FOR DISABILITY SERVICES

13397

STUDENT MEDICAL INFORMATION FILE

Description

Used to determine if a student qualifies for services based on a disability. It is also referenced to determine the type of services to be provided. Information includes application forms for disability services; medical documentation forms; medical reports from doctors; psychological and educational assessments; physicians notes; correspondence between center staff, students, and faculty; notes, and other related information. Also included are letters denying or approving requests for services, and information indicating whether a student has graduated including dates of last attendance.

Retention

4 years after date of graduation or date of last attendance, destroy.

Schedule Approved 6-10-02