

CLEMSON UNIVERSITY

VICE-PRESIDENT OF STUDENT AFFAIRS

DEAN OF STUDENTS

CARE NETWORK

CU 16403 CARE FILES

Description:

Used by CARE staff to make referrals for students seeking their help. Records are contained in a database which contains student name, identification number, contact information, nature of referral, case information concerning arrests, judicial incidents, wellness issues and behavioral issues. Case files are closed once a referral is made, if student dies, or after a student graduates.

Retention:

5 years after closed or date of student graduation; whichever is later, destroy

Schedule approved 10/08/13