COLLEGE OF CHARLESTON          Record Group #245
STUDENT AFFAIRS
CENTER FOR STUDENT LEARNING

14032     PLACEMENT TESTS AND ATTENDANCE DATA

Description
Used by advisors to place students into appropriate class levels in the romance languages, Latin and mathematics. Attendance is used by the staff for planning, budgeting, administrative reporting and academic evaluation. Information includes: Social Security number, test scores for math and foreign languages, administrative data, attendance records and forms, and Student Identification numbers (SID).

Retention
5 years, destroy

Schedule Approved 10/26/2004

The approved implementation of the records retention schedule should comply with the Department of Archives and History’s Guidelines for Understanding and Implementing Records Retention Schedules.