Coastal Carolina University
Athletic Training Department
Policy and Procedure Manual
Filing Procedures
Revised/Reviewed 7/2011

Upon the last semester of an athlete's participation in intercollegiate athletics at Coastal Carolina University, their file will be removed from the active files and archived into the inactive files. Inactive files will remain accessible for ten years following the athlete's last semester of participation in intercollegiate athletics. The inactive files from the five years preceding the current academic year will be held in the athletic training room, while the five preceding those will be filed into the university's foundation center vault. Each year the oldest inactive files in the athletic training room will be removed and stored in the vault at the foundation center. At the conclusion of the ten year period, those files from that year will be destroyed appropriately**.**