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