

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**STATEMENT OF POLICY**

**POLICY NUMBER:** 3-2-104

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**POLICY TITLE:** RETENTION OF STUDENT RECORDS

**LEGAL AUTHORITY:** Chapter 59-53-51 of the 1976 Code of Laws of South Carolina,  
As Amended

**DIVISION OF  
RESPONSIBILITY:** Academic Affairs and Technology

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**DATE APPROVED BY BOARD:** August 18, 1983

**DATE OF LAST REVISION:** May 22, 2001

Each technical college must keep on file for a period of two (2) calendar years of student's enrollment inactivity the following documents:

1. Application form
2. Document of acceptance
3. Internal and external transcripts
4. Pre-enrollment test results

At the end of four (4) years of enrollment inactivity, the internal transcript must be microfilmed or electronically imaged. Other supporting documents shall be microfilmed, electronically imaged, or destroyed.

Each technical college shall develop its own retention schedule for other student documents and submit the schedule to the South Carolina Department of Archives for approval.