

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 and Student Affairs

DATE APPROVED BY BOARD: August 18, 1983

DATE OF LAST REVISION: May 22, 2001

DATE OF LAST REVIEW: June 3, 2016

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

1. Application form
2. Documentation 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 and History for approval.