

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 3-2-104

PAGE: 1 of 1

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: ACADEMICS, STUDENT AFFAIRS & RESEARCH

DATE APPROVED BY BOARD: January 25, 2022

DATE OF LAST REVISION: October 7, 2021

Each 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 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.