

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>RETENTION OF STUDENT RECORDS</b>	Number <b>D-37</b>
Division of Responsibility <b>Student Affairs</b>	Date <b>8/17/20</b> Page <b>1 of 1</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>D-37</b> Date <b>6/2/08</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Williamsburg Technical College to comply with State Board for Technical and Comprehensive Education Policy 3-2-104 pertaining to retention of student records.

State Board policies and procedures may be viewed on the System Office website at [www.sctechsystem.edu](http://www.sctechsystem.edu).