

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title RETENTION OF STUDENT RECORDS	Number D-37.1
Division of Responsibility Student Services	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-37.1 Date 5/24/10

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.

- I. Williamsburg Technical College maintains on file the following documents for a student:
 - A. Application for Admission
 - B. Acceptance letter
 - C. External transcripts
 - D. Assessment results
- II. Student records are files arranged alphabetically by the student's name. Information is maintained in active file until the student is graduated or inactive for a period of one calendar year, then transferred to inactive file storage.
- III. Electronic information maintained for students include identification data, transcript of courses taken, and grades earned.