

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

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

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- 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.