

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION B – ADMINISTRATION AND FINANCE**

Title <b>RETENTION AND DISPOSITION OF INSTITUTIONAL RECORDS</b>	Number <b>B-8</b>
Division of Responsibility <b>Administration and Finance</b>	Date Page <b>9/14/20 1 of 1</b>
Approval President _____  Commission Chair _____	Supersedes Policy No. <b>B-8</b> Date <b>5/5/08</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 follow the retention and disposition schedule established by the S.C. Department of Archives and History and approved by S.C. State Budget and Control Board which may be accessed at [scdah.sc.gov](http://scdah.sc.gov).