

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER:** 4-1-404.17

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**PROCEDURE TITLE:** RETENTION OF STUDENT RECORDS

**BASED ON POLICY:**

**REVISION NUMBER:** 3

**OFFICE OF  
RESPONSIBILITY:** STUDENT RECORDS

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**PRESIDENT**

September 28, 2012

**DATE**

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**PURPOSE**

The purpose of this procedure is to outline the procedures for the retention of student records.

**PROCEDURE**

1. A record of a student's enrollment activity shall be kept on file for a period of two (2) calendar years. The record will include at a minimum the following documents:
  - a. A completed application
  - b. A document of acceptance
  - c. Internal and external transcripts
  - d. Pre-enrollment assessment scores
2. At the end of four (4) consecutive years of enrollment inactivity, the internal transcript will be microfilmed or electronically imaged.
3. Other supporting documents will be microfilmed or electronically imaged or destroyed in accordance with South Carolina Department of Archives guidelines.