

**TRI-COUNTY TECHNICAL COLLEGE  
PROCEDURE**

**PROCEDURE NUMBER:** 3-2-1040.1

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**TITLE:** Retention and Security of Student Records

**RELATED POLICIES  
AND PROCEDURES:** None

**ADMINISTRATIVE  
RESPONSIBILITY:** Chief Student Services Officer

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July 1, 2004	April 29, 2024	April 29, 2024
<b>DATE APPROVED BY PRESIDENT</b>	<b>DATE LAST REVIEW</b>	<b>DATE LAST REVISION</b>

Tri-County Technical College will follow the student records retention schedule that has been developed from the General Records Retention Schedule for State Colleges and Universities. The general schedule is located at the SC Department of Archives and History,

<https://scdah.sc.gov/records-management/schedules>

Hard copies, digital images, and/or microfilm of student records are maintained by Admissions, Registrar's Office, Financial Aid, Non-Credit/Contract program office and/or other authorized offices. Access, in any medium, is restricted to appropriate personnel.

Electronic student records are stored securely adhering to the College's security standards, procedures and guidelines, ensuring the safety and integrity of student information. Further security is achieved through limited view and/or update capability appropriate to the security access role.

To destroy records according to the general schedule, the College will complete and forward to State Records Analysis a "Report on Records Destroyed" form. This form must be submitted prior to the destruction of the records. The "Report on Records Destroyed" form is available in MyTCTC under the Employee Resources tile, Records Retention and Destruction link.

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Records that may have been made for convenience, information, or duplication are not subject to the general records retention schedule and should be destroyed or deleted when no longer needed.