

# POLICY

**Number:** 30-08  
**Title:** Information Retention/Disposition  
**Original Approval Date:**  
**Area Commission Review:**  
**Last Revision:** 11/19/24

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Area Commission, Human Resource Services

**Other:**

## Policy Description

### DISCLAIMER

**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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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 Florence-Darlington Technical College to follow the information retention guidelines in the "Summary of Record Series Retention/Disposition Schedules for State Technical Education Colleges" which was prepared by the South Carolina Department of Archives and History and approved by the South Carolina Department of Administration.