

# PROCEDURE

**Number:** 53-09  
**Title:** Records Retention Schedule of Student Records  
**Responsibility:** Student Services  
**Original Approval Date:** 00/00/0000  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:**

## Procedure Description

### I. PURPOSE

To establish a procedure governing retention of student records.

### PROCEDURE

Procedure

Information retained in the student's permanent academic record housed in the vault and in etrieve, which is a web-based document management system for records in Registrar Services, may include the following: \*Completed application form \*academic transcripts from high school or GED certificate. \*proficiency test scores \* change of grade form \* change of curriculum \* academic probation letters. Florence-Darlington Technical College master academic record (transcript). This document must be maintained for 75 years as noted in the General Retention Schedule for State Colleges and Universities.

Complete Registrar Services Office Schedule Office + Storage = Total

Class Rosters	C + 1Y - C + 1Y
Grade Rosters	C + 1Y - C + 1Y
Enrollment Reports	C + 3Y - C + 3Y
IPEDS/Hegis	C + 3Y - C + 3Y (M)
Graduation Information (application, orders, ceremony)	C + 1Y - C + 1Y (D)
Student Information files	C + 2Y - C + 2Y (D)
Fall Audit	C + 3Y - C + 3Y
Registration Information	C + 2Y - C + 2Y
Program Evaluation	C + 3Y - C + 3Y
Registration Forms (Schedule change)	C + 2Y - C + 2Y
Transcript Release Forms	C + 1Y - C + 1Y
Memos/Correspondence	C + 2Y - C + 2Y
Reports for Outside Agencies	C + 1Y - C + 1Y
75 Year Retention: Microfilm of Transcripts	75Y - 75Y
Dual Enrollment Acceptance Files	C + 2Y - C + 2Y

C= Current Year Y = Year

M= Microfilm

D= Digitally

\* These are in compliance with SCBTCE Records/Retention Policy.