



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Student Records**  
**Number: 4.4.3.1**

Responsibility: Student Affairs  
Last Updated: November 1, 2023  
Related Policy: 4.4.3 – FERPA

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President

**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.