



**TITLE:** Provision of Secure Storage

**POLICY NUMBER:** 7-10-1010

**RELATED POLICY AND PROCEDURES:** 7-10-1010.0 Provision of Secure Storage

**DIVISION OF RESPONSIBILITY:** Business and Finance

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February 19, 2013  
Approved by Area Commission

November 18, 2025  
Date of Last Review

November 15, 2022  
Date of Last Revision

It is the policy of Piedmont Technical College to provide secure physical and electronic storage space for assets, documents, and information that the college is legally required to protect.