



PIEDMONT TECHNICAL COLLEGE

POLICY

POLICY NUMBER: 8-0-1061

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TITLE: Retention and Disposition of Files and Records

**RELATED POLICY AND PROCEDURES: Section 30-1-10 through 30-1-140 of the Code of Laws of South Carolina, 1976, as amended
8-0-1061.1 Retention and Disposition of Files and Records**

DIVISION OF RESPONSIBILITY: Business and Finance

June 18, 2013

January 15, 2019

Date Approved by Area Commission

Date of Last Review

Date of Last Revision

It is the policy of Piedmont Technical College to maintain all files and records in a manner which meets the guidelines on retention and disposition of records promulgated by the designated state level authorities.