

**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 30-1-40 SC Code of Laws 1976, as amended  
8-0-1061.1 Retention and Disposition of Files and Records**

**DIVISION OF RESPONSIBILITY: Business and Finance**

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**June 18, 201    November 2, 2021    \_\_\_\_\_**  
**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.