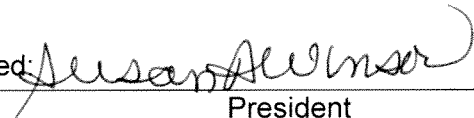
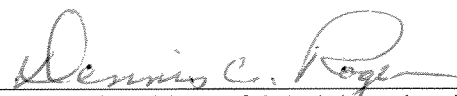


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	RECORDS; RETENTION AND DISPOSITION - PERSONNEL FILES	Procedure Number: 2-6-101.3
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-0-106	
Governing ATC Policy:	2-6-101	

Approved:  President  Vice President of Administrative Services

Date Adopted: 02/11/2008
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Employees may inspect their personnel file on request. Supervisors may inspect all matters relating to the performance of the employees' duties, promotion, and retention. Employees shall be permitted to add to their file any item which the employee feels is pertinent. Personnel files will be retained in compliance with the provisions outlined in the Records Retention Schedule provided by the South Carolina Department of Archives and History¹ or designated by the College and in accordance with other State and Federal laws.

All information, forms, reports, background checks, official transcripts, certificates, licenses, verifications of previous work experience, and other documentation in support of applications that result in employment and any subsequent change in employment status must be preserved on file. Copies of the individual's application, resume, and salary worksheets will be furnished to the System Office Human Resources Services as requested for delegation audit purposes. Individual personnel files are subject to selective or general audit from time to time by the System President or designee.

¹ Sections 59-53-20, 30-4-10 ET. Seq. and 30-2-10, ET. Seq. of the 1976 Code of Laws of South Carolina, As Amended.

Requests for personnel information from other than the employee or supervisor(s) are subject to the Freedom of Information Act, the Family Privacy Act of 2002, and any corresponding amendments. Such requests for information must be made in writing.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2013		