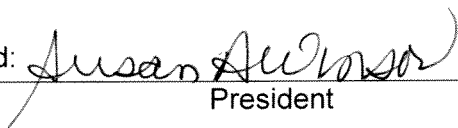


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: RECORDS; RETENTION AND DISPOSITION	Policy Number: 2-6-101
Institutional Authority: President	
Associated SBTCE Policy: 3-2-104; 8-0-106	
Associated ATC Procedure: 2-6-101.1	

Approved: 
President


Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 02/11/2008

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.

It is the policy of Aiken Technical College to follow the retention and disposition schedule of the South Carolina State Archives Records and Management Division¹. The Schedule lists the permanently valuable records, which should be properly protected, and it provides a timetable that will allow directors/managers to dispose of records of non-permanent value regularly and legally.

¹Chapter 59-53-51 of the 1976 Code of Laws of South Carolina, as amended.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		