

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	RECORDS; RETENTION AND DISPOSITION	Procedure Number:	2-6-101.1
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:	3-2-104; 8-0-106		
Governing ATC Policy:	2-6-101		

Approved:  President  Chief Human Resources Officer

Date  
Adopted: 07/01/2004  
Date  
Revised: 07/11/2022

**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.**

The following procedures will be followed:

1. When materials/records have reached the end of the retention schedule, they must be destroyed or sent to the archives.
2. Before the destruction of designated records, the Human Resources Office will be contacted to verify retention schedules and begin the required State form completion. The Human Resources Office will combine the reports from all offices and submit them to the South Carolina Department of Archives and History periodically.
3. Once approval has been obtained from the South Carolina Department of Archives and History, the department is responsible for destroying the records within record management guidelines.
4. No materials/records are to be destroyed or archived prior to obtaining approval from the South Carolina Department of Archives and History.