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: [Signature]
President
[Signature]
Chief Human Resources Officer

Date
Adopted: 07/01/2004

Date
Revised: 04/01/2019

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 destruction of designated records, the Human Resources Office will be contacted to verify retention schedules and begin 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 on a period basis.

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.