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: 05/13/2019

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.

It is the policy of Aiken Technical College to follow the retention and disposition schedule of the
South Carolina Department of Archives and History. 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.