

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION  
STATEMENT OF POLICY**

**POLICY NUMBER: 8-0-106**

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**POLICY TITLE: PERSONNEL FILES**

**LEGAL AUTHORITY: Sections 59-53-20, 30-4-10 et. seq., 30-2-10, et.seq. and 41-1-65 of the 1976 Code of Laws of South Carolina, As Amended; S.C. Code of Regulations 19-720.02**

**DIVISION OF RESPONSIBILITY: Human Resource Services**

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**DATE APPROVED BY BOARD: August 13, 1975**

**DATE OF LAST REVISION: June 14, 2013**

**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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**I. PURPOSE**

It is the policy of the State Board for Technical and Comprehensive Education that the System Office/College shall establish and maintain all records required by State law of the Budget and Control Board's Human Resource Division concerning human resource programs.

**II. EMPLOYEE RECORDS**

A. The System Office/College shall establish and maintain an official human resources file for each employee which will include, but not necessarily be limited to, the following:

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1. A copy of the employment application;
  2. Copies of all human resources actions reflecting the employee's work history with the agency;
  3. Documentation directly related to the employee's work record; and
  4. Copies of all performance evaluations.
- B. An employee's official human resources file shall be available for the employee's review upon request in the presence of a Human Resource representative.
- C. Supervisors may inspect all matters relating to the employee's work record in the presence of a Human Resources representative.
- D. 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 History or designated by the agency and in accordance with other state and federal laws.
- E. 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.
- F. Copies of the individual's application, résumé, and salary worksheets will be furnished to the System Office Human Resource Services as requested for delegation audit purposes. Individual personnel files are subject to selective or general audit from time to time by the Executive Director/System President or his designee.
- G. The Human Resource Office is required to maintain certain employee information in separate files including, but not limited to I-9s, insurance/benefit/health-related information, FMLA documentation, Worker's Compensation records and certain employee relations files.

Requests for personal 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. (See Policy 8-0-107 Freedom of Information)