



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**POLICY: Personnel Files**  
**Number: 5.1.4**

Responsibility: Human Resources  
Last Updated: November 14, 2023  
State Policy/Law: SBTCE Policy 8-0-106: Personnel Files

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Commission Chair

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President

**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 OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE 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.

The Technical College of the Lowcountry abides by South Carolina guidelines concerning an employee's and his/her supervisor's access to inspect his/her personnel file upon request. The Technical College of the Lowcountry will follow the spirit, letter, and intent of the State Board for Technical and Comprehensive Education Policy 8-0-106 Personnel Files.

An employee shall be permitted to add to his/her file any items which he/she believes are pertinent. However, no one may remove items from a personnel file.

An employee shall be joined by a Human Resources staff member when reviewing any personnel file. 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, including any subsequent change in employment status, must be preserved on file at the College.

Individual personnel files are subject to selective or general audit from time to time by the College president or his/her designee or the State Board.