
OFFICIAL PERSONNEL FILES AND RECORDS RELEASE

1. PURPOSE

This document sets forth The Citadel policy on official personnel files and records release pursuant to regulations of the South Carolina Division of State Human Resources and State and Federal laws.

2. REFERENCE

SC Code of Laws 30-1, 30-4-10 and 41-1-65
State Human Resources Regulations 19-720.02 and 19-720.03
Freedom of Information Act (FOIA)

3. POLICY

- A. The official personnel files of the College are located in the Human Resources Department. Information contained in the files is confidential and subject to disclosure only according to the procedures described below.
- B. Information maintained in the official personnel files is relevant and necessary in order to serve the mutual best interests of the employee and the employer by providing a historical account of the employee's work record at The Citadel.
- C. Employees have the right to view information maintained in their official personnel file.
- D. Information in the official personnel files pertains to job status, job performance, or is otherwise job-related or relevant to the employee's ability to perform the duties of the job. Information maintained in the official personnel files may include: employment applications, resumes, curriculum vitae, hire or appointment documents, appraisal forms and letters, HR/Payroll transaction forms, disciplinary documentation or such other information deemed by The Citadel as being reasonably related to an individual's employment or performance thereof.
- E. The Citadel will adhere to the regulations of the **Freedom of Information Act (FOIA)**. FOIA offers public access to documents or other data in the possession

have access to the portions of the official personnel files which are appropriate for their business.

- e. Official personnel files which are subpoenaed by law will be released.
- F. Disclosure of information maintained in the official personnel files to any other person, beyond simple verification of employment, will not be made without the written consent of the employee.

4. COMPLIANCE

Violations of this policy may result in disciplinary action, up to and including termination and may have legal consequences

5. NOTES

A. Dates of official enactment and amendments

Approved by the Vice President for Finance on 1 May 2024

B. Responsible Department

Human Resources

C. Responsible Official

Chief Human Resources