

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Personnel Records	Section: VIII
	Subject: A
SUBJECT: Freedom of Information	Effective: 01/01/06
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY 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.

FREEDOM OF INFORMATION

Release of Information/Freedom of Information Act

Release of any information in personnel files is done so only in accordance with the Freedom of Information Act (FOIA). Information shall only be made available upon written request submitted to the University's Office of Human Resource Management. The Office of Human Resource Management will charge the person requesting the information the actual cost incurred in providing the information. This charge shall consist of the hourly rate of the individual who is assigned the task of gathering the requested information plus any copying costs. Should a request necessitate use of the department's computer facilities, the person requesting the information will be charged the actual computer time, personnel and supplies. These fees, or a minimum of a 50% deposit, shall be paid prior to any action being taken on the request. The entire cost must be paid prior to the information being provided to the person requesting it.

Inquiries

All inquiries or requests for references regarding either current or former employees must be directed to the Office of Human Resource Management. Basic information for credit inquiries, reports, employment references, etc. from financial institutions or prospective employers, will be provided from official personnel records and may be done so at no cost.