

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

SECTION: Employee Relations	Section: VII
	Subject: C.2
SUBJECT: Official Information	Effective: 01/01/06
	Revised: 12/01/05

**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.**

**OFFICIAL INFORMATION**

Except as specifically authorized to do so, employees shall not disclose any official information of which they have knowledge, which is of a confidential nature, which represents a matter of trust, and/or which comes into their possession as a result of their employment with South Carolina State University.

Requests from any media source (newspaper, television, radio, etc.) are to be directed to the University Relations and Marketing Department for release of official statements concerning University activities. (See the Institutional Advancement Division's Public Relations/Media Policy for additional guidelines.)