

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

SECTION: Personnel Records	Section: VIII
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OFFICIAL PERSONNEL RECORDS

Official personnel records of all staff employees of South Carolina State University are maintained in the University's Office of Human Resource Management. Individual personnel files include the employment application, notice of personnel actions, correspondence directly related to the employee's work record, performance appraisals, notices of disciplinary actions, and other related documents. An employee's personnel file shall be made available for the employee's review upon request. These records are the property of the University and are placed on file as a permanent record.

Confidentiality

Personnel records are maintained as confidential information. To ensure the confidentiality of the personnel files, only authorized persons under proper circumstances are allowed to review information contained in them.