



Policy 04:020 – Personnel Records

The official personnel records for all University employees are maintained in the Office of Human Resources. Documents made a part of an employee's record include application forms, resumes, and/or vitae; Personnel Action Forms; and other related materials appropriate to the employee's classification.

Access to Personnel Files

Personnel files are the property of the University and access to information they contain is restricted. Generally, only administrative officials and representatives of the University who have a legitimate, verifiable reason may review information in a file.

With advance notice, employees may review material in their files but only in the Office of Human Resources and in the presence of a representative of Human Resources. Such examination must be done within normal operating hours. Employees will be charged a reasonable fee for copying any requested materials.

The contents of personnel files will not be disclosed to anyone outside the University without the employee's written consent specifically authorizing the release of the contents, except as listed below:

1. Basic information such as employment, work telephone number, job title, and published directory information may be verified without notification to the employee.
2. Material to comply with lawfully issued subpoenas, official requests from federal and state regulatory agencies, and judicial orders.
3. Material which is subject to disclosure as a public writing or public record within the meaning of applicable law.

Personnel Data Changes

Employees are responsible for promptly notifying the Office of Human Resources of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, educational accomplishments, and other such status reports should be accurate and current at all times.

Employees who question the accuracy or completeness of personnel file information should contact the Director of Human Resources and Risk Management, who has the authority to make the final determination of contents of personnel files. An employee may place a brief, signed statement in the file identifying alleged errors or inaccuracies.

Retention of Personnel Records

Personnel files are retained for all active employees. Records of employees who have terminated University employment are retained in archival form for 25 years after termination.

Approved 2/99

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