

70204 Files and Confidentiality of Records

The College will establish a personnel file for each employee that consists of all required pre-employment data and documents. The file will be maintained with ongoing employment documents deemed necessary.

Confidentiality of personnel files will be maintained at all times, with access limited to only those individuals determined to have a legitimate need for access. Requests for information from one's own personnel file, other than employment information permitted by law to be released, will not be released, except pursuant to court subpoena or other action authorizing its release.

The President is authorized to establish procedures consistent with this policy for the placement, use, and retrieval of documents in the personnel files. Such procedures are to be consistent with any applicable rights to privacy laws.

(Rev. 08/23/22)