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Personnel Policies for Staff Members

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80. Staff Personnel Records

January 1, 2001

GENERAL

An employee's personnel records shall contain only material which is necessary and relevant to the administration of the staff personnel program. The records shall be maintained with accuracy, relevance, timeliness, and completeness, and appropriate and reasonable safeguards shall be established by the location to ensure security and confidentiality.

B. ACCESS TO AN EMPLOYEE'S OWN PERSONNEL RECORDS

Within 60 calendar days from the receipt of a request for records that are geographically dispersed, inactive, or in storage and within thirty calendar days from the receipt of a request for other records, an employee shall be provided a copy of the employee's own personnel records. There will be no charge for the first copy. However, records protected by recognized legal privilege and records exempted from disclosure by the Information Practices Act may be withheld.

C. ACCESS TO RECORDS BY THE PUBLIC

Persons inside or outside the University shall have access to information in employees' personnel records in conformance with statutes and University policies on records. The Chancellor shall establish procedures for the release of information. Information which is public information and which should be released upon request includes name, date of hire, current position title, current salary, organizational unit assignment, date of separation, office address and office telephone number, current job description, full-time or part-time, and appointment type. Unless release is legally required, information which the University has determined to be an invasion of personal privacy shall not be released to the public. Such information includes but is not limited to: the individual's home telephone number and home address; spouse's or

other relatives' names; birth date; social security number; citizenship; income tax withholdings; health care records; and information relating to evaluation of performance. (See [Legal Requirements on Privacy of and Access to Information, Business and Finance Bulletin RMP-8](#).)

Release of information to public authorities shall be in conformance with [Guidelines for Access to University Personnel Records by Governmental Agencies, Business and Finance Bulletin RMP-9](#).

A record of release of information pursuant to subpoena, court order, health emergency, or search warrant shall be maintained.

D. LOCATION OF RECORDS

Personnel records are maintained in the Office of Record (see Records Disposition Schedules Manual) and other offices designated by the Chancellor.

E. PERIOD OF RETENTION

Personnel records of an employee shall be maintained according to the Records Disposition Schedules Manual.

F. LEGAL REQUIREMENTS

Specific legal requirements regarding an employee's access to the employee's personnel records, right to correct or amend the records, and third party access to the personnel records are covered in [Legal Requirements on Privacy of and Access to Information, Business and Finance Bulletin RMP-8](#). Questions regarding an employee's records should be directed to the official designated by the Chancellor for this purpose.

Applicability: All Staff Members

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