

SECTION: Human Resources

POLICY TOPIC: Employee Records

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I. Introduction

The Human Resources Director is designated as the custodian of personnel records of the faculty and staff and the records of applicants seeking employment at the College.

II. Inspection Policy

Any authorized person who wishes to inspect the contents of a personnel file or applicant file may do so upon approval of the Human Resources Director.

III. Release of Information

Except as required for use by the President in the discharge of official responsibilities, the custodian of records shall release personnel file contents only upon authorization, in writing, from the employee affected, or the President, or upon order of a court of competent jurisdiction.