



Department: Human Resources
Policy Number: HUM-A003
Effective Date: 07/01/11

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

PERSONNEL FILE

Human Resources Department maintains a personnel file for each employee. These files contain basic personal and employment related information. The personnel file is the official record of employment. Personnel files are the property of the district and cannot be removed from the Human Resources Department unless in the custody of the Chief Human Resources Officer. However, these files are public records under the law and may be reviewed.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/07/04		Initial Release
5/14/08		Reviewed, no revisions.
7/01/11	A	Changed Human Resources Director to Chief Human Resources Officer. Deleted last sentence of policy, "Employees will be contacted in the event that someone requests to access their file."

***** End of Policy *****