



Frequently Asked Questions

Policy 1.20, Personnel Records

1. Why is this policy important?

- Personnel records are public records and subject to the Ohio Public Records Act. Therefore, it is imperative that an employee's personnel file only contain accurate and relevant information. This policy provides guidance to ensure that personnel files are preserved and maintained consistently throughout the university.

2. Who is covered by this policy?

- This policy applies to all university employees, including faculty, staff, graduate associates, and student employees.

3. What records should be included in an employee's personnel file?

- Only necessary job related information (e.g., hiring records, position description, and performance records). Requirements for the documents maintained in the personnel file can be found in the [Personnel File Setup](#).

4. Where other records could be maintained, but not included with those kept in the personnel file?

- Other records that a department may have regarding an employee including, but not limited to, education records, medical records, and investigatory records are not part of the personnel file and must be kept in a separate file.

5. As an employee, how do I obtain a copy or access my own personnel file?

- Current and former employees may request to inspect or obtain a copy of their personnel files by contacting the appropriate Senior Human Resources Professional (SHRP) or designee.

6. Who has access to personnel files?

- Internal access to personnel files is limited to those who have a legitimate job-related need to access the file.
- All other requests for access will be treated as a public records request.

7. As an employee, if someone requests a copy of my personnel file, will I be notified of this?

- The university office will, to the extent practicable, attempt to notify the employee of the request. Such notification may include that the file has been requested and the name of the person or entity making the request. Efforts to notify the employee will not delay the processing of or responding to the request.



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- 8. If an employee does not agree with information in their personnel file, what steps can be taken?**
- The employee should discuss their concerns with their appropriate SHRP or designee, who will consider the objections and determine the appropriate resolution.
 - If the disputed information is retained in the personnel file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. This statement will remain in the file as long as the disputed information is retained.
 - If the disputed information is removed from the file, its removal must be documented.

Policy Resources and Additional Information

- [Personnel Records 1.20](#)