

Summary of Revisions to Personnel Records, 1.20 Policy Effective June 10, 2024

Personnel Records (See full [Personnel Records Policy](#))

Summary of Changes

Minor revisions to policy:

- Reorganizes language within the Policy Statement and Purpose of the Policy. (p.1)
- Reorganizes policy language for readability throughout.
- Adds reference to and definition of “Centers of Expertise” to reflect current processes. (Definitions, p.1, and Policy Details, I.D., p.2)
- Adds standard “unit” definition consistent with other policies. (Definitions, p.1)
- Reorganizes and updates language relative to the personnel records that should be maintained separately from the personnel file. (Policy Details, I.B., p.2)
- Reorganizes and updates language relative to what should happen to a personnel file and controlled access record when an employee transfers to another university unit or is rehired by the university. (Policy Details, I.C., p.2, Procedure II, p.2)
- Updates responsibility for maintaining supervisory files to reflect current practice. (Policy Details II, p. 2)
- Updates responsibility for the creation and maintenance of personnel files to reflect current practice. (Procedure I, p.2)
- Updates responsibility for maintenance of a personnel file when an employee transfers to a different unit. (Procedure II, p.2)
- Updates how a current employee may request their own personnel file. (Procedure III.A, p.3)
- Updates how an employee may request another employee’s personnel file. (Procedure III.B, p.3)
- Clarifies how a former employee may request their personnel file to reflect current practice. (Procedure III.C, p.3)
- Updates examples of information that may be redacted from personnel files when public records requests are made. (Procedure V.A, p.3)
- Modifies information regarding public records to align with Public Records policy and current practice. (Procedure V, p.3)
- Updates Responsibilities table, Resources, and Contacts table. (pp.4-5)

