# 500.300 PERSONNEL RECORDS POLICY

The college shall be responsible for maintaining personnel files for its employees and for establishing appropriate regulations related to employee access and rights of employers and employees. The director of human resources shall be responsible for all personnel files and ensuring limitations of access to the personnel file by unauthorized persons.

Adopted by the board of trustees: 9/12/01

Last reviewed: 8/30/19

Policy contact: Human Resources

Related policies and procedures

1500.300 [Personnel Records Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.300-personnel-records.html)