

POLICY NAME:	616.01: Personnel Record Information
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 36-12-40 and 16-60-111.4</i>
CROSS REFERENCE:	

Federal and state laws govern public access to records maintained by governmental entities. Those laws shall be followed. To the extent permissible by law, each College may maintain sensitive or otherwise confidential information in employee or applicant files. The President (or designee) may designate a custodian of records for the College.

The President (or designee) shall establish and maintain a personnel file on each employee. It shall be the responsibility of the President of each institution to supervise the maintenance of personnel files and to maintain updated, complete, and accurate records. Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection shall be attached to the appropriate material that is the subject of the answer or objection.

Each college may establish a reasonable charge for researching open records requests or as otherwise necessary.