

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Personnel Records**

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**A. COMPILATION AND MAINTENANCE OF EMPLOYEE INFORMATION AND RECORDS**

**1. General Procedures**

The following general procedures will be followed as they pertain to the proper compilation and maintenance of employee information and records;

- a. Information and records compiled and maintained on employees will be limited to that which is for legitimate business purposes, and to comply with legal requirements and government regulations.
- b. The Personnel Office shall be responsible for properly compiling and maintaining personnel records.
- c. The President shall be provided copies of any disciplinary documents **prior** to inclusion in an employee's personnel file.

**2. Procedures for Records Maintenance**

The following list portrays the requirements for compilation and maintenance of various College personnel forms and records. Other information may be included at the direction of the Personnel/Payroll Officer and/or the President;

**Full-Time Faculty and Benefits Eligible Classified and Professional Staff**

Employment Application  
Resume' for Employment Inquiry  
Faculty Employment Contracts  
Group Insurance Forms  
Personnel Action Forms (PAF)  
Leave of Absence Application  
Activity within Employee Emergency Leave Bank  
Retirement Forms  
Emergency Care Form  
Personal Career History  
Performance Evaluations  
Letters of Counseling/Discipline  
Unemployment Claims  
Withholding Information  
Time Report Forms

Exit Interview Form  
Voluntary Payroll Deductions  
Salary Information  
Official Transcripts (If applicable)  
Timesheets (for Classified Employees)  
Two (2) forms of Identification

**Associate Faculty**

Employment Application  
Resume  
Faculty Employment Contracts  
Withholding Information  
Salary Information  
Retirement Information  
Emergency Care Form  
Personal Career History (If not in Resume)  
Evaluations  
Letters of Counseling/Discipline  
Unemployment Claims  
Two (2) forms of Identification  
Official Transcripts

**Extra-Help and Other Non-Benefits Eligible Employees**

Employment Application  
Resume (If available)  
Emergency Care Forms  
Letters of Counseling/Discipline  
Unemployment Claims  
Withholding Information  
Hourly Wage Information  
Timesheets  
Two (2) form of Identification

**B. RECORDS RETENTION PROCEDURE**

The following retention schedules and filing procedures are required where employment records, applications, and personnel folders are maintained:

**1. Employee Personnel File**

Only information having a permanent or long-term effect on the status of an employee should be retained in the employee's file. It is important to note that all PAF's processed during a person's employment be retained in their personnel file to document employment history. Personnel files of terminated employees will be retained seven (7) years.

**2. Employment Applications**

a. **Definition**

An employment application is any written request for employment such as a letter of inquiry, resume, or a formal job application.

b. **Retention Period**

The employment application of an applicant who is hired should be filed in the employee's file and retained for seven (7) years after termination of employment.

The application forms of all applicants considered for employment must be maintained for at least one (1) year. At the discretion of the President, applications for employment may be retained for longer than one year.

C. **RELEASE OF EMPLOYEE INFORMATION**

All requests for employee information require judicious and consistent handling. Accordingly, the Personnel Officer or the President will be responsible for the release of employee information. The following guidelines for both internal and external release of information have been established

1. **Procedure for the Internal Release of Information**

- a. Only appropriate management personnel with legitimate need-to-know will be allowed to review employee records.
- b. The Personnel Officer or the President will determine the legitimacy of the "need-to-know" request and will assure that only relevant information be shown to management.
- c. Such a review of the employee's records will normally take place in the Personnel Office, and care will be taken to assure that the file is not altered in any way.
- d. Upon request, an employee has the right to review his/her own information in the presence of the Personnel Officer or the President. Copies may be requested from the Personnel Officer.

2. **Procedure for the External Release of Information**

The following procedures will be followed in handling external requests for information concerning current and former College employees;

- a. Information will not be given to any person until after his/her identity has been definitely established.
- b. Information will not be given to any person without a legitimate reason for requesting the information.

