

<b>Policy number:</b>	<b>II-9</b>	<b>Subject:</b>	<b>PERSONNEL RECORDS</b>
		<b>Revision:</b>	none
<b>Approved:</b>	Agency Board:	August 8, 1995	
	Policy Council:	August 23, 1995	

**Objective:**

Compliance with audit and other statutory requirements.

**Policy:**

It is the policy of the agency to maintain certain records on each employee which are directly related to the employee's job with the agency. At all times, the agency will balance the employee's right to privacy with the agency's need to collect and use information.

**Procedure:**

- A. Each employee's personnel file will contain only such information as is needed by the agency in conducting its business or is required by program funding sources. This will include items identified on the Application/ Employment Flow Sheet Form/Checklist.

- Committee Approval, Date
- Physical Exam
- Drug Screening Results (as applicable)
- Proof on negative t.b. screening test if required by state or Head Start regulations
- Copy of CDL or other license
- Criminal Background Check
- Appointment Status Form or Contract
- W4 or W9 tax form
- Employment Eligibility Verification
- Computer Data Collection Forms
- Emergency Contact/Schedule Form
- Insurance Benefit Explanation sign-off or forms
- Job Description or summary/signature
- ACF 4.02 Discipline of Children Policy / Signature Policy form
- Three (3) reference questionnaires or checks
- Verification of Education and Employment history
- Copy of Education Credential (Diploma, GED, college transcript, CDA credential, etc.)

- B. Each personnel file will be reviewed annually to insure that the file contains only information that is relevant to the individual's employment. Material that is obsolete will be deleted from the file.
- C. In order to guarantee the security of the agency's personnel records, all files are kept in one area of the central office in locked file cabinets. Only authorized personnel will be allowed access to these files; employees may review their own records with a witness present.
- D. Information concerning employees, both current and former, will only be released in response to written requests from outside sources, and only after obtaining the written consent of the individual who is the subject of the inquiry or a review to determine if a release of information form is on file.