



Policy:

## Employee Access to Personnel Files

### Scope

The policy and procedures set forth are for the purpose of storage and retrieval of personnel files as well as providing employees supervised access to their personnel file and/or re-contracting file.

Rowan University is committed to providing a personnel file storage and retrieval system that secures the privacy of employee files and maintains the integrity of the data contained in those same files. Personnel file system and maintenance are the responsibility of the Department of Human Resources and access to the personnel file room is limited to personnel designated by the Chief Human Resources Officer/Vice President.

### Purpose

The purpose of this policy is to secure HR files and provide service to those employees and other management/supervisory personnel who need access to the files. Removal of files by authorized personnel will be facilitated by the Records Management function of Human Resources as identified by the Chief Human Resources Officer/Vice President.

### Procedure

Any employee wishing to conduct a *supervised* review of the information in his/her personnel file or re-contracting file is required to complete a Request for File(s) (RFR) form and submit it to Records Management/Human Resources in person, via interoffice mail or **via e-mail to [hr@rowan.edu](mailto:hr@rowan.edu)**.

Human Resources will notify the employee when and where the file can be reviewed. Only HR is authorized to copy materials contained in the file for an employee. Inquiries can be directed to x3367 or x4134.

Files removed from the file area require the completion of an OUT Card by Records Management/Human Resources. The OUT Card will fill the space vacated by the removed file and will indicate the name of the person and department removing the file, file name and the date of the removal. The replacement of the removed file will be indicated on the Card, which will then be retained by Records Management/Human Resources.