



**RESOLUTION TO RESCIND
PERSONNEL FILES POLICY, 3356-7-39**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis;
and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-84**

TO BE RESCINDED

3356-7-39 Personnel files.

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Human Resources
Revision History:	May 2000; March 2011; December 2016; March 2022; June 2025
Board Committee:	University Affairs
Effective Date:	June 24, 2025
Next Review:	N/A

- (A) Policy statement. The university shall establish and maintain such employee files as necessary in accordance with state and federal laws and applicable collective bargaining agreements. The office of human resources is the sole repository of the official employee personnel files and, as such, maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The chief human resources officer serves as the custodian of these official files.
- (B) Definition. “Personnel file” – any employee’s official human resources file that serves as a chronology of the employee’s history with the university.
- (C) Procedures.
 - (1) Employees may examine their own personnel file by appointment during regular business hours.
 - (2) Employees may place into their personnel file a written statement commenting on or disagreeing with any document contained in the file.
 - (3) Employees will receive a copy of each document placed in their personnel file by others at the time it is placed in the file.
 - (4) The office of human resources maintains a log of all non-university employees accessing these files. This office will notify employees

and the appropriate bargaining unit when a non-university employee has accessed their personnel file.

- (5) Periodically, the president, or designee, shall identify a person or persons to conduct an unannounced spot check of the official employee personnel files and provide a written report of the findings.
- (6) Information contained in personnel files will be used in a manner appropriate to the normal operation of the university and may be reported to the appropriate state or federal agency as required by law.
- (7) Employee personnel files are subject to Ohio's public records law.
- (8) Medical records, benefits records, workers' compensation records, and employment eligibility verification documents are not part of personnel files and are separately maintained by the office of human resources.
- (9) All files maintained by the office of human resources are maintained in accordance with applicable records retention schedules and are periodically examined for the purpose of purging the files of material no longer appropriate for retention.