# Office of Human Resources Administrative Policy

**7-ADMIN-13 Personnel files.**

Responsible Division/Office: Office of Human Resources Responsible Officer: Chief Human Resource Officer

Revision History: N/A

Effective Date: June 24, 2025

Next Review: 2030

1. **Purpose.** To address the establishment and maintenance of personnel files. With the exception of part-time faculty, the office of human resources is the sole repository of the official personnel files and, as such, maintains a file for each employee. The chief human resources officer serves as the custodian of the official files. The department chair/director serves as the custodian of part-time faculty files.
2. **Definition.** “Personnel file” – a file established and maintained by the office of human resources that serves as a chronology of the employee’s history with the university.

# Procedures.

* 1. Through a prior appointment, employees may examine their own personnel file during regular business hours.
  2. Employees will receive a copy of each document placed in their personnel file by others at the time it is placed in the file.
  3. 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.
  4. Personnel files are subject to Ohio’s public records law.
  5. Medical records, benefits records, workers’ compensation records, leave records, and employment eligibility verification documents are not part of the personnel files and are separately maintained by the office of human resources.
  6. All files maintained by the office of human resources are maintained in accordance with applicable records retention schedules.