




# Northern Marianas College Procedure

Procedure No.: 5010.2 Procedure Title: Personnel Files  
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
Office of Origin: Human Resources Office  
Procedure Approval Authority: President   
Board Policy No. Associated with this Procedure: 5010  
This Procedure Supersedes/Replaces: 2011 BOR Policy Part II.A

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description** This procedure guides the Human Resources Office with respect to its responsibilities regarding maintenance of personnel records and establishes restrictions on access thereto.

**Areas of Responsibility** The Human Resources Office shall maintain a personnel file for each employee of the College.

**Procedure details** Personnel records for each employee shall be kept for a period of seven (7) years after termination or expiration of employment. Personnel files shall be stored in the Human Resource Office in secure cabinets.

All personnel files are considered confidential and will not be made available to persons other than the employee, the relevant Department Chair, Director, or Dean, and those authorized in writing on a "need-to-know" basis by the President or the Director of Human Resources. An employee shall have the right, during reasonable business hours and without loss of pay, to inspect any employment record maintained in his/her personnel file, provided an authorized Human Resource personnel specialist or clerk watches as the employee's review takes place. Investigation materials and reports are not available to the employees. A record will be maintained of all access to personnel files by persons other than HRO personnel, which records will include name of person allowed access, date of access, reason for access, any documents copied, and the name of the Human Resource Office staff who oversaw access. Copies of documents may only be released with the approval of the Director of Human Resources. All personnel files will be returned to the file room or otherwise safely secured at the end of each workday.

