

**3361:30-27-02**

**Records: policy on maintenance of and access to personnel records.**

(A) Uniform personnel records on all employees must be kept in a central records responsibility site under the direction of the custodian of records. The central records responsibility site will be in the human resources department.

(B) Central records responsibility site

Information included in the central site is that necessary for the business of the university including that which protects its legal and financial interests.

Documents or data may be added to the central site records only by the custodian or his/her delegates and only when they pertain to human resource matters.

(C) Other records

Records other than those in the central records responsibility site are in the employee database maintained by the employee records management system and may also be held in other administrative offices of the university.

Any documents based on significant human resources changes such as reappointment, tenure and promotion should be added to the primary department office records.

Any other appropriate documents may be added to these records at the request of the employee of the administrator involved.

(D) Upon request by the employee, the employee must be informed of the existence and location of the file in the central records responsibility site as well as of other personnel records of which that individual is subject. Access to and inspection of the files by the individual employee shall be granted by appointment upon request. An employee may obtain a copy of the data in the central records responsibility site at cost.

The employee may challenge, in writing, the accuracy, relevance, timeliness, or completeness of information in the file. The custodian must

investigate the challenge within a reasonable time, but not later than ninety days after receiving it. The custodian may attach the written challenge to the document in question, amend the document, or remove it from the file, and shall notify the employee, in writing, of the decision within the ninety-day period.

If the document is retained in the file, the employee shall be permitted to include in the file a brief statement of his or her position on the disputed information or a statement that information is in dispute. The employee may contest the decision as outline in the grievance procedure.

Effective: January 29, 2018

Certification:   
Virginia L. Steiner  
Executive Director of Board Relations

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