

**Revised:** August 26, 2026

### **I. Purpose, Scope, and Responsibility**

1. Human Resources is the official custodian of employee personnel records and shall maintain those records in accordance with applicable law, College policy, and the North Carolina Community College System Records Retention and Disposition Schedule.
2. For purposes of this procedure, a personnel record includes employment-related information gathered or maintained by the College in any form or location concerning an applicant, current employee, or former employee, including information relating to application, selection or nonselection, appointment, promotion, demotion, transfer, leave, salary, benefits, performance evaluation, disciplinary action, suspension, separation, or dismissal.
3. Personnel records may exist in paper or electronic form and may be maintained in Human Resources systems, email, departmental records, supervisory working files, or other College locations. The location or format of a record does not determine whether it is a personnel record.
4. The College shall collect and maintain only information that is reasonably necessary and relevant to legitimate personnel administration, legal compliance, safety, benefits administration, or College operations.

### **II. Maintenance, Security, and Retention**

1. Human Resources shall establish procedures for the creation, receipt, organization, storage, access, transmission, correction, retention, and authorized destruction of personnel records.
2. Supervisors and other College employees who create or receive an official personnel document shall promptly provide it to Human Resources when required. A departmental or supervisory copy does not replace the official Human Resources record.
3. Personnel records shall be protected by reasonable administrative, physical, and technical safeguards appropriate to the sensitivity of the information.
4. Access shall be limited to individuals authorized by law or whose College responsibilities require access to the information. Authorized users shall access, use, and disclose only the information reasonably necessary for the authorized purpose.
5. Personnel records shall be retained and destroyed according to the applicable records-retention schedule. Records subject to a litigation hold, audit, investigation, public-records request, subpoena, or other preservation requirement shall not be altered or destroyed until the hold or requirement is released.
6. Unauthorized access, use, removal, alteration, disclosure, or destruction of personnel information may result in disciplinary action and any other remedy available under law.

### **III. Information Open to Public Inspection**

The College shall maintain and make available the following information to the extent required by N.C.G.S. § 115D-28:

1. The employee's name;
2. Age;
3. Date of original employment or appointment;
4. The terms of any past or current written or oral employment contract to the extent the College possesses the contract or a record of the oral contract;
5. Current position;
6. Title;
7. Current salary, including compensation treated as salary under applicable law;
8. The date and amount of each increase or decrease in salary with the College;
9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the College;
10. The date and general description of the reasons for each promotion with the College;
11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons and, when the disciplinary action was dismissal, the final written notice setting forth the specific acts or omissions that are the basis of the dismissal, as required by law; and
12. The office or work location to which the employee is currently assigned.
13. Requests to inspect or obtain public personnel information shall be directed to Human Resources or the College office responsible for public-records requests. The College shall not require a requester to state a purpose for seeking public information.
14. Inspection and copying shall be provided during regular business hours in a manner that protects confidential information and the integrity of College records. Copying charges may be assessed only as permitted by law.

#### **IV. Confidential Personnel Information**

1. Personnel information that is not public under Section III is confidential and shall not be inspected, used, or disclosed except as authorized by N.C.G.S. § 115D-29 or other applicable law.
2. Confidential personnel information may be accessed by the employee, applicant, former employee, or properly authorized representative as provided below; by College officials and supervisory personnel authorized by law and with an appropriate need for the information; and by other persons or entities when access is authorized by subpoena, court order, statute, or other lawful authority.
3. A request from a government agency for confidential personnel information shall be referred to Human Resources and, when appropriate, College legal counsel. Information shall be released only when the statutory requirements for the agency's access are satisfied.
4. Any exceptional disclosure under N.C.G.S. § 115D-29(b) shall occur only after the required statutory findings and public memorandum have been completed and the proposed disclosure has been reviewed by College legal counsel.
5. A person receiving confidential information shall protect it from further unauthorized access or disclosure.

#### **V. Individual Access to Personnel Records**

1. An applicant, current employee, former employee, or properly authorized representative may inspect the individual's own personnel records at reasonable times, except for letters of reference solicited before employment and any other information excluded from access by law.

2. A request shall be submitted to Human Resources. Human Resources may require reasonable advance notice, satisfactory proof of identity, and written authorization for a representative.
3. Human Resources may supervise the inspection and take reasonable measures to protect the records and confidential information concerning another person.
4. The individual may request copies. The College may charge only a copying fee permitted by law and shall not charge for inspection.

## **VI. Objections, Statements, and Correction Requests**

1. An applicant, current employee, or former employee who believes material in the individual's personnel records is inaccurate or misleading may submit a written statement explaining the objection. Human Resources shall place the statement with the disputed material.
2. The individual may request correction or removal of inaccurate or misleading material by submitting a written request to Human Resources identifying the material, the basis for the objection, and the requested action.
3. If the matter is not resolved, removal may be sought through Procedure 5.18.1, Employee Grievance, to the extent permitted by N.C.G.S. § 115D-30 and that procedure. Material placed in the file in connection with a grievance is subject to the limitations stated in N.C.G.S. § 115D-30.
4. A disagreement with an evaluation, warning, disciplinary decision, or other personnel judgment does not by itself establish that the underlying record is inaccurate or misleading. The individual may nevertheless submit a written response for inclusion with the record.

## **VII. Separately Maintained Records**

1. Medical and genetic information shall be maintained separately from general personnel records and shall be accessed or disclosed only as permitted by applicable law. This includes medical certifications, accommodation documentation, workers' compensation medical information, and medical information associated with leave or benefits.
2. Supervisors may be informed of necessary work restrictions, accommodations, or safety requirements but ordinarily shall not receive an employee's diagnosis or medical records.
3. Form I-9 and related employment-eligibility or immigration documents shall be maintained separately from general personnel records, with access limited to authorized personnel and lawful government inspection.
4. Background-check reports, equal-employment self-identification information, and other specially protected records shall be maintained and disclosed in accordance with applicable law and Human Resources procedures.

## **VIII. Separation and Continuing Protection**

1. Upon separation, Human Resources shall maintain and dispose of the former employee's personnel records in accordance with the applicable retention schedule and any preservation requirement.
2. The confidentiality, access, disclosure, and security requirements of this procedure continue after an employee separates from the College.

Legal References: N.C.G.S. §§ 115D-27 through 115D-30, 121-5, and Chapter 132; 42 U.S.C. § 12112(d); 29 C.F.R. § 825.500(g); 8 C.F.R. § 274a.2; North Carolina Community College System Records Retention and Disposition Schedule.