



# Personnel File Procedures

Effective Date: June 1992

<b>Owner</b>	Board of Commissioners (BOC)
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	Board of Commissioners (BOC)
<b>Related Policies</b>	N/A
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
<b>Last Review Date</b>	November 2020
<b>Next Review Date</b>	November 2023
<b>Review Cycle</b>	Every Three Years

## 1. PURPOSE

To provide guidelines regarding maintenance and confidentiality of employee personnel files.

## 2. SCOPE

This policy applies to all county employees. If you have questions regarding this *policies/standard*, contact Human Resources.

## 3. GOVERNING LAWS, REGULATIONS & STANDARDS

<b>Guidance</b>	<b>Section</b>
Georgia Open Records Act	O.C.G.A. 50-18-70, et Seq.
Georgia Archives as adopted by County Code	<a href="https://www.georgiaarchives.org/records/retention_schedules">https://www.georgiaarchives.org/records/retention_schedules</a>

## 4. POLICY

It is the policy of Cobb County to maintain personnel records and information for each applicant, employee, and past employee.

## 5. PROCEDURES

A. The Human Resources department will maintain a file on each employee containing information necessary to conduct business or information that is required by federal, state, or local laws.

B. The information obtained in personnel files will consist, but not necessarily limited to, the following:

1. Applications, resumes
2. Payroll information
3. Performance appraisals
4. Disciplinary records
5. Attendance and tardiness records
6. Fringe benefit information

C. Employees have the responsibility to keep their personnel records up to date and notify the Human Resources department in writing of any changes in personal status.

D. Employees may inspect the contents of their personnel file at any time. However, they may not add to, remove or alter any portion of the file.



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E. Employees who feel that any of the information in the file is inaccurate or irrelevant may request in writing to the Human Resources Director that the information be removed from the file.

F. Employees are prohibited from inspecting any personnel files other than their own unless they have a legitimate managerial need to know the information contained in the other files.

G. Any access to a personnel file for review shall be recorded on a permanent record maintained by the Human Resources Director or designated security officer.

H. All requests from outside the county for personnel information are to be referred to the Human Resources Department. All verification requests must be authorized by the employee in writing to release the information.

## 6. EXCEPTIONS

Any exceptions to this policy will require the approval of the County Manager and/or the Board of Commissioners.

## 7. NON-COMPLIANCE

Violations of these *policies/standards* may include disciplinary action according to applicable County policies.

## REVISION HISTORY

Version ID	Date of Change	Author	Rationale
	06-1992		Adoption
v.1.0-2020	09-2020		Reformat