PINAL COUNTY POLICY AND PROCEDURE **2.90**

Subject: **PERSONNEL RECORD KEEPING**

Date: October 1, 1997

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Replaces Policy Dated: July 10, 1993

PURPOSE: To establish procedures for the creation and maintenance of personnel records for the County.

SCOPE: This policy applies to all employees and all personnel records.

STATEMENT OF POLICY: An official personnel file is established and maintained for each employee upon hire. These files are housed in the Human Resources Department and are the property of the County.

Official personnel records include, but are not limited to: application forms, performance appraisals, written corrective action forms or memoranda, tax forms, benefit forms, employee status forms, training records, documents relating to certification/licensure, and formal commendations.

Reference checks and interview notes should be maintained in a separate file. I -9 forms and EEO self-identification forms should also be maintained in a separate file.

Employees may inspect their official personnel file at reasonable times upon reasonable notice.