



Operating Protocol & Procedure

Details:

Number: 228

Title: Official Personnel Records

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 1/11/16

Effective Date: 1/11/16

Revised: 5/8/19, 1/24/24

Reviewed: Jan. 2024

Purpose:

To maintain accurate and secure official personnel files for all employees.

Applicability:

All Employees.

Definitions:

None

References:

Board Policy (BP) 10-20, Open Records Request

<https://cccs.edu/policies-and-procedures/board-policies/bp-10-20-open-records-requests/>

System Procedure (SP) 10-20a, Open Records Request

<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-10-20a-open-records-requests/>

Attachments:

None

Operating Protocol:

Pueblo Community College Human Resources Office shall maintain official personnel files in accordance with state and federal retention and privacy guidelines and provide access to such files in accordance with the Colorado Open Records Act (CORA).

Procedure:

The Human Resources (HR) Office is responsible for maintaining the official personnel records. All employees are responsible for ensuring that the information contained in these files is current and accurate. Whenever an employee has a change to any personnel information, including but not limited to, address, phone number, office location, educational level, or beneficiaries/dependents, they must immediately notify the HR Office. Accurate and up-to-date personnel records are crucial for the college to administer pay and benefits and maintain accurate reporting.

The college has designated the Vice President of Human Resources (VPHR) as the College's Custodian of Records including personnel records. The VPHR is accountable for the security and accessibility of the Official Personnel documents. The VPHR or designee shall review all personnel files prior to review by another person to determine if documents contained in the file are accessible or not during file review. This includes determining what information is subject to disclosure under the CORA.

The provisions of the System Procedure 10-20a set forth rules for the inspection of public records. These rules are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Custodian of Records.