

## Human Resources Policies and Procedures Manual

<b>Area:</b>	<b>Records</b>	<b>Number:</b>	<b>19-01</b>
<b>Subject:</b>	<b>Employee Records Information</b>	<b>Issued:</b>	<b>August 1980</b>
<b>Applies To:</b>	<b>All University Staff</b>	<b>Revised:</b>	<b>August 2005</b>
<b>Sources:</b>	<b>University Rules 3361:30-27-01 and 3361:30-27-02</b>	<b>Page:</b>	<b>1 of 1</b>

### Purpose

To provide the standards for maintaining employees' personnel files

### Policy

1. The Associate Vice President of Human Resources is responsible for maintaining the personnel records system.
2. Uniform employee personnel records are kept in a central records site in the Human Resources department.
3. Various University administrative offices may also keep employee records.

### Procedure

1. An employee may request to review his/her records by contacting the Records Officer at 513-556-1218.
2. An employee may obtain a copy of his/her personnel record at cost.
3. The employee may challenge, in writing, the accuracy, relevance, timeliness, or completeness of information in his/her file. Human Resources will investigate the challenge within a reasonable time, but not later than ninety (90) days after receiving it. Human Resources 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 (90) day period. If the document is maintained in the file, the employee may include in the file a brief position statement or contest the decision as outlined in the grievance procedure.

You may request employee record information by emailing [recordrequest@uc.edu](mailto:recordrequest@uc.edu)

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