



Senior Vice President for
Administration and Finance

University of Cincinnati
PO Box 210620
Cincinnati, OH 45221-0620

630 University Pavilion
Tel: (513) 556-2413
Fax: (513) 556-5269

June 11, 2012

Administration and Finance
Personnel Records
Memorandum 103

In an effort to ensure that Administration and Finance's personnel records are in compliance with University Rules and are consistently and cost-effectively managed, the division will centralize all future personnel records effective July 1, 2012, in accordance with the Personnel Records policy drafted by Human Resources. The policy defines appropriate contents of a personnel file and sets forth procedures relating to the maintenance, retention, and examination of such files.

As noted in the policy, one centralized electronic personnel file for each employee will be maintained by the central human resources department. A&F units shall not maintain separate electronic or paper personnel record files, but shall follow the policy and the procedures outlined in the Guide to Centralizing Personnel Records, located at http://www.uc.edu/af/personnel_records_guide.html.

A handwritten signature in blue ink, reading 'Robert Ambach', written over a horizontal line.

Robert Ambach
Senior Vice President for Administration and Finance

