



<p><b>Policy Title</b> Personnel Records</p>	<p><b>Original Adoption Date</b> 7/20/1972</p>	<p><b>Policy Number</b> HR-174</p>
<p><b>Responsible College Division/Department</b> Human Resources</p>	<p><b>Responsible College Manager Title</b> Executive Director of Human Resources</p>	
<p style="text-align: center;"><b>Policy Statement</b></p> <p>It is the policy of Lakeshore Technical College to maintain a personnel file with certain records on each employee as it relates to employment. The employee's right to privacy will be maintained.</p> <p>Each employee is allowed to inspect and make copies of his or her personnel records with certain statute exceptions. Exceptions include records relating to the investigation of possible criminal offenses committed by the employee, letters of reference, test documents (other than test scores), staff planning materials, information of a personal nature about a person other than the employee if disclosure of the information would constitute a clear invasion of the other person's privacy, and records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.</p> <p>All external requests for personnel information concerning applicants for employment, current employees, and former employees shall be directed to the Human Resources Department. The Human Resources Department will release information in response to written requests only. The College may responded to the request by providing documents as required under the Wisconsin Public Records Law and Section 19.36(10) of Wisconsin state statutes. A courtesy advisory letter stating public records request was received, may be provided to the employee.</p> <p>Access to personnel files is on a need-to-know basis. Individuals who would have a legitimate need to inspect personnel records include the district president or designee; the Chief Human Resources/Affirmative Action Officer; authorized WTCS Faculty Quality Assurance System (FQAS) staff; and auditors.</p> <p>Employees are responsible for keeping up-to-date personnel records and will notify the Human Resources Department immediately when any of the following information has changed: name, address, telephone number, marital status, number of dependents, and beneficiary designations.</p> <p>The Human Resources Department will follow the official employment records retention schedule. When an employee terminates employment, the retention is as follows: Personnel electronic records will be retained for eight years after separation of employment at which time the personnel file will be deleted.</p>		
<p style="text-align: center;"><b>Reason for Policy</b></p> <p>Each personnel file will contain only such information as is needed by the college in conducting its business or as required by federal, state, or local law. This information normally includes application data, certification materials, testing materials, letters of commendation, wage and benefit information, and disciplinary records.</p>		
<p style="text-align: center;"><b>Cross References and Legal Review</b></p> <p>Reviewed/Revised: 3/19/81; 11/16/89; 8/21/91; 5/19/93; 9/21/94; 7/1/02; 12/18/08; 4/10/15;</p>		



12/04/15; 8/21/19

Wisconsin Statutes: Section 103.13, Section 19.36(10)

**Legal Counsel Review and Approval: N/A**

**Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.F. Asset Protection**

**Definitions**

[Personnel Records Procedure \(v.2\)](#)