



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Employee Records</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # 6.09</b>
<b>Date Approved: 02/16/05</b>	<b>Division: Administration &amp; Finance</b>

The President has designated that the Records Management Liaison Officer shall be the custodian of the official personnel records for all College employees. Records shall be kept in locked containers.

**CONTENT**

Records must contain information for efficient personnel administration, including, but not limited to:

1. Original application for employment
2. Work experience verification
3. References
4. W-4 Form
5. Loyalty Oath
6. Official transcripts if required for the position
7. Choice of insurance programs
8. Contract(s) for employment
9. Dates of appointment
10. Employment Period
11. Contract Status
12. Duties performed
13. Evidence of factors used to calculate salary
14. Performance Evaluations

**INSPECTION**

Records of performance will be released only according to Section 1012.81, Florida Statutes.

Employee records, excluding performance records, may be inspected by individuals other than the employee with supervision by College officials according to Section 1012.81, Florida Statutes. The requesting party must: (1) make an appointment with the records custodian or a designee in the Human Resources Office; (2) complete a Personnel File Request Form. Viewing of the personnel file must be done in the presence of the records custodian or a designee in the Human Resources Office.

\_\_\_\_\_  
Vice President, Administration and Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date