

---

**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.28

**EFFECTIVE DATE:** 09/21/00

**REVISED:** 12/19/02, 06/05/03

**AUTHORITY:** BOC

**COUNTY MANAGER:** Don Hall

**PAGE 1 OF 3**

---

**SUBJECT: PERSONNEL RECORDS**

---

**I. PURPOSE:**

To establish standards by which information contained in County personnel records will be managed to achieve accuracy, privacy, consistency and legal compliance.

**II. POLICY:**

**A. PERSONNEL FILES:**

1. It is the policy of Douglas County to maintain personnel records for applicants, employees and past employees in order to document employment-related decisions and history, evaluate and assess policies, and comply with government record keeping and reporting requirements. All original memoranda and documents that are personnel records, including but not limited to disciplinary actions, letters of commendations and performance evaluations, and required training documents are to be forwarded to Human Resources for inclusion in the personnel file.
2. All official County personnel files will be retained in the Human Resources Office and supervised by the HR Manager. Access to personnel files is limited to the following: the employee accessing his/her own file, the employee's immediate supervisor and/or appointing authority, human resources staff, the County Manager, the District Attorney or designee, a person who has been granted power of attorney by an employee, subject to the presentation of proper identification, by order of any state or federal law or court of record having jurisdiction over such records, and requests authorized by the County Manager or Human Resources Manager. Medical records, worker's compensation, drug and alcohol testing results and physical examination records shall be maintained separately from the official personnel file, with access strictly restricted in order to protect the privacy of each individual.
3. Employees will receive a copy of any document, which is initiated by the County and placed in the official personnel file.

**B. DEPARTMENT FILES:**

1. Supervisors may retain copies of recent personnel documents in their office to facilitate personnel needs. Departments maintaining such working files shall comply with the provisions contained in this policy regarding access, security and controls. Medical records shall not be retained in department files.

Upon termination of employment, any departmental working files should be delivered to the Human Resources Division for destruction or incorporation into the official file.

**C. INFORMATION REQUESTS AND EMPLOYEE REFERENCES:**

1. All requests received for information regarding applicants, employees and former employees, including inquiries from outside the County, employment verification, and requests for references regarding past employment, should be directed to the Human Resources Division to ensure consistency, accuracy and objectivity.

**III. PROCEDURES:**

**A. EXAMINATION OF AN EMPLOYEE'S PERSONNEL FILE:**

1. An employee may review his/her own personnel file within the Human Resources Division. An employee should schedule a mutually convenient time to review the file with Human Resources.
2. An employee may receive copies, but not remove documents in the personnel file.

**B. PERSONNEL FILE UPDATES:**

1. Employees have a responsibility to keep their personnel documents up to date and should notify the Human Resources Division in writing (form attached) of any changes in the following:
  - Name.
  - Address.
  - Telephone Number.
  - Marital Status (for benefits and tax withholding purposes).
  - Number of dependents.
  - Beneficiary designations.
  - Persons to be notified in case of emergency.

- C.** Supervisors are requested to forward up-to-date employee information to the Human Resources Division in a timely and confidential manner.

**IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03

**EMPLOYEE PERSONNEL FILE  
ADDRESS CHANGE AND  
EMERGENCY NOTIFICATION FORM**

Please update my Personnel File as follows:

**Employee's Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**New Mailing Address:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**New Phone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**#1 Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**#2 Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HUMAN RESOURCES ONLY:**

Posted to Infinium Software by: \_\_\_\_\_  
Initials here

Original Copy – Human Resources – For Personnel File  
Photocopy – Department Supervisor