

 **GRAYS HARBOR COLLEGE**  
**Operational Policy**

Policy Name	<b>PERSONNEL RECORDS</b>
Policy Number	<b>625</b>
Date Adopted	8/1/75
Date(s) Revised	1/95, 3/01, 2/22

The Human Resources Office will maintain proper personnel records on all employees in accordance with applicable laws, collective bargaining agreements, and record retention schedules. The confidentiality of these records shall be maintained.