

POLICY: 4.1.7. (III.N)

Personnel Files

Revised: September 28, 2001

Last Reviewed: November 1, 2016

Adopted: July 2, 1987



POLICY:

An official personnel file shall be maintained on all System employees. A custodian shall be designated for official personnel files. The Technical College System of Georgia shall comply with Georgia's Open Records Law and other state laws concerning the maintenance, viewing and inspection of official personnel files.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

TCSG Procedure: 4.1.7p. Official Personnel Files

Georgia's Open Records Law: O.C.G.A. § 50-18-70 et seq.