

# SUNY BROOME

(POLICY)

<b>Policy:</b>	Personnel Records	<b>Policy No.:</b>	PA3002
<b>Authority:</b>	SUNY Broome Community College Board of Trustees		
<b>Policy Owner</b>	President	<b>Responsible Party:</b>	Personnel Affairs
<b>Approved:</b>	February 27, 1992		
<b>Revised:</b>			

It shall be the policy of SUNY Broome Community College to maintain personnel records for employees, past employees and applications for employment in order to document employment related decisions, evaluate and assess policies and operations, and comply with government requirements for recordkeeping, reporting requirements, and employee information.

The President shall establish procedures necessary to affect this policy.

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Updated Classification (1.11)</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>