

SUNY BROOME

(POLICY)

Policy:	Personnel Records	Policy No.:	PA3002
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	VP Admin & Finance
Approved:	February 27, 1992		
Revised:			

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.

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