

Policy Title: Personnel File
Policy Number: 3.18

Purpose: The Director of Human Resources maintains a file for all full-time and benefitted employees and part-time faculty members. EWC will adhere to all regulations in the Wyoming Open Records Act and maintain records in accordance with Wyoming Record and Retention Schedule.

References: [Wyoming Open Records Act](#), [Wyoming Record and Retention Schedule](#)

Original Adoption Date: 7/12/02

Revision Date(s): 11/8/05(RF), 8/13/13(RF), 6/17/21(RN)

Date reviewed, no change: 2/12/19