

 <p><b>POLICY</b></p>	Applicability <b>Department Wide</b>		
	Effective Date <b>January 1, 2020</b>	Page Number <b>1 of 3</b>	Policy Number <b>1.1.2020</b>
	<b>Personnel</b>		

**Approved by**



Allyson Brooks, Director  
 State Historic Preservation Officer

1.1.20  
 Date

**Purpose**

The DAHP is required to maintain appropriate documentation for each employee and safeguard personnel information that is confidential. Personnel files must be maintained with care and confidentiality. If this information receives improper handling or disclosure, serious legal and ethical consequences may result. This policy addresses some specific procedures for appropriately maintaining personnel and payroll files. The purpose of this policy is to ensure accountability and consistency throughout the agency in the creation, contents, protection and access of these files.

**Policy**

1. A current and accurate personnel file will be retained for each employee, showing a record of employment and other information which may be required for business and legal purposes. Agency personnel files and records shall be treated in accordance with the State's Public Disclosure laws, RCW 42.17. Files will be established, maintained, accessed, and disposed of per WAC 357-22 and will be in a lockable cabinet.
2. Personnel files will follow employees, interns, and volunteers throughout their employment with the State of Washington.
3. In compliance with federal laws, information as part of an injury and/or required medical examination regarding an employee/applicant's medical condition or history will be collected and maintained on separate forms and in separate medical files, and treated as a confidential medical record.

**DIRECTIVE**

**Responsibility**

The Director is designated as the Records Custodian of personnel files for employees. The Executive Assistant will manage the maintenance, retention, and protection of personnel files. Personnel files shall be kept in a secured and locked location within the agency.

## Personnel

### Availability

Employees will have reasonable opportunity to review their personnel files upon request.

- With proof of identification, employees may examine their personnel file in the presence of the Executive Assistant.
- Employees will be furnished a copy of all performance related information placed in their personnel files.

### Confidentiality

The confidentiality of the personnel file will be preserved to the extent possible under the state's public disclosure law. Information subject to public disclosure will be managed. Some information contained in the employee personnel file may be disclosable.

The following types of information commonly found in personnel files are specifically exempted from disclosure:

- Residential addresses and telephone numbers,
- Personal wireless telephone numbers,
- Personal electronic mail addresses,
- Social security numbers,
- Driver's license numbers,
- Personnel ID number
- Emergency contacts, and
- Other personnel information regarding employees as listed in RCW 42.56.250(3).
- Job applications, resumes, and other related materials.

Only authorized individuals will have access to and inspect personnel files. In addition to the employee himself/herself, the following are authorized access to personnel files:

- The employee's representative, with written authorization from the employee. The authorization will be kept in the employee's personnel file.
- Official representatives of government agencies with legal authorization to review personnel files for specific purposes.
- Supervisors in the employee's direct chain of command.
- Supervisors and managers employed by the State of Washington considering the employee for a position.
- Prospective employers.

## Personnel

### Information in the Personnel File

Information must be kept in the employee's personnel file as long as it has a reasonable bearing on the employee's job performance.

Personnel Files will contain 5 sections:

Section 1: Personnel action information

Section 2: General employment information

Section 3: Policy acknowledgements and other personal information related to employment

Section 4: Job performance and development information

Section 5: Recognition

### Records Maintenance

Per WAC 357-22-040

1. Personnel files accompany the employee throughout the employee's career. When a DAHP employee leaves state government, his/her personnel file will remain with the agency for a period of seven years and then be archived.
2. **Employee Misconduct**  
Information in the personnel file relating to employee misconduct in the performance of official duties will be maintained per WAC 357-22.
  - DAHP reserves the right to retain information if there is the expectation that there will be pending legal action or legal actions.
  - Employees may request information be removed and destroyed at the conclusion of the retention period.
  - Adverse material proven to be inaccurate or false, or information related to employee misconduct or alleged misconduct which is determined to be false, and all such information in situations where the employee has been fully exonerated of wrong doing must be promptly destroyed unless:
    - The employee requests that the information be kept; or
    - The information is related to pending legal action or legal action(s) may reasonably be expected to result.

