

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources            400.0000.14  
SUBSECTION: All Employees            415.0000.15

*Confidentiality of Records*  
**Policy Number: 415.1300.79**

**POLICY**

The College shall establish an official personnel file for each employee. Confidentiality of the official personnel file shall be maintained at all times with access limited to the individual employee, his/her supervisor, administrators having employee evaluation responsibilities, the staff in the Human Resources Office, the President, or his/her designee, and the Board, or its designees. Requests for information other than employment information permitted by law to be released, shall not be honored without written permission from the employee, except pursuant to court subpoena or other action authorizing its release.

The President is authorized to establish procedures consistent with this policy for placement, use, and retrieval of documents in the personnel files. Such procedures are to be consistent with any applicable rights to privacy laws.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1979  
**Revision Date (and Board of Governors' Minutes Item Number):**  
**Prior Policy/Procedure Number:**  
**Schedule for Review:**  
**Divisions/Department Responsible for Review and Update:**  
**Sponsoring Division/Department:**  
**Rescinded Date:**  
**Cross Reference:**  
**Procedure(s) for Policy:**  
**Related Policies/References:**