

# **POLICY: 4.1.7. (III.N)**

## **Personnel Files**

**Revised:** September 28, 2001.

**Last Reviewed:** September 16, 2022; and November 1, 2016.

**Adopted:** June 2, 1987.



### **POLICY:**

An official personnel file shall be maintained on all System employees. A custodian shall be designated for official personnel files. The Technical College System of Georgia shall comply with Georgia's Open Records Act and other state laws concerning the maintenance, viewing, and inspection of official personnel files.

### **RELATED AUTHORITY:**

TCSG Procedure 4.1.7p. – Official Personnel Files.

O.C.G.A. § 20-4-11 – Powers of Board.

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.

O.C.G.A. § 50-18-70 et seq. – Legislative Intent; Definitions.