

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.05

TITLE	PERSONNEL RECORDS
REFERENCE	SBR 6A-14.047
HISTORY	State Board Rule Amended December, 1984

6A-14.047 Personnel Records

(1) Personnel records shall contain information for efficient personnel administration which shall include, but be not limited: to dates of appointment, periods of employment, contract status, duties performed, records of leave and evidence of factors used to calculate salary, retirement system records, and related documentation as determined by the college.

(2) Records about employee performance shall be released only according to Section 1012.81, Florida Statutes.

(3) Personnel records and limited access files shall be maintained by custodians designated by the college president.

Specific Authority 1001.02(1); 1001.02(9); 1012.81 FS. Law Implemented 1012.81 FS. History - Formerly 6A-8.751, Repromulgated 12-19-74, Amended 6-27-78, 12-19-84, Formerly 6A-14.47; Amended 7-20-04