



# Northwest Florida State College

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**TITLE:** PERSONNEL RECORDS

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**REVISIONS:** January, 2013

**SIGNATURE OF BOARD SECRETARY:**

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## PURPOSE OF POLICY

To establish the official custodian of personnel records.

## Local Language

In accordance with [FS 1012.81](#) and [SBR 6A-14.047](#) the President has designated the Human Resources Office as the custodian for all personnel records and adheres to Florida Statute and State Board Rule as the guide for handling personnel records.