

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** PERSONNEL RECORDS**POLICY NO.** 760

PURPOSE:: To establish a standard Personnel record system to assure uniformity of personnel records in content, organization and retention.

POLICY:: The Personnel Office at each facility shall be responsible, for the maintenance and security of the official folders of each employee during his or her term of service with the facility.

The Official Employee Personnel Folder shall be maintained as the official repository of papers covering and employee's selection, hiring, performance, discipline, evaluation, transfer, promotion, demotion, reassignment, acquired training, experience, and separation from County service.

The Official Employee Personnel Folder must be safeguarded from unwarranted disclosures of file contents. Access of the folders is restricted to those persons whose County duties require them to use the personnel folder for Count, business only. Upon written consent of the employee, other appropriate persons may have access to the employee file.

When an employee, or a person authorized by the employee inspects the file, a member of the personnel office staff of the Department must be present to insure that the employee does not alter or remove any documents from his or her file and that confidential information, such as written references, shall be removed beforehand.

Official Employee Personnel Folders shall be retained permanently while the employee is on the County payroll. After five years of inactivity, such records may be destroyed.

DEFINITION:: Confidential information is that which was acquired privately an in trust, with the intent of not divulging its source or content to the employee to which the information pertains.

GUIDE:: Each Personnel Office in the Department shall adhere to the organization of the file contents, pursuant to guidelines set forth in the Department of Personnel Policy Manual.

AUTHORITY:: Department of Personnel Policy Manual
California Administrative Code, Title 22, Division 3 (Medi- Cal Regulations)

EFFECTIVE DATE: Aug 16, 1978

SUPERCEDES: November 24, 1975

APPROVED: Signature on File
