

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6031

Human Resources Record Access & Confidentiality

Date Adopted:	13 March 2013
Date Revised:	30 May 2015
Date Reviewed:	11 August 2017
References:	Chapter 13, Human Resources Manual, August 30, 2017

Access to Personnel Files at HRO

An employee or his/her supervisor may access the employee's personnel file by completing the Personnel Records Request Form (Appendix K) retrievable from this manual online, in hard copy or from HRO or its representatives at each state campus.

An employee or supervisor who wishes to copy a document or to access the employee's file must provide to HRO the completed Appendix K. The completed form shall be and presented to HRO for each request for access to, or to copy documents from the file.

Upon receipt of the completed form and approval by the director of human resources, the HR staff will gain approval from the director to schedule a time when the requested document can be viewed or copied. HRO staff or an HR representative will maintain log in each employee's file to record the type of document, the date when viewed or copied and the name of the person accessing the file. When HRO determines a request to not meet the policy requirement, requesting personnel will be informed and form will be returned with written reasons for the denial.

HRO staff will email requested documents to requesting personnel from the remote campuses; while hard copies will be issued to the on-island personnel by HR staff.

See Board Policy 6031.