



PERSONNEL FILE PROCEDURE

1.04

Effective Date: 07/18

Purpose: The purpose of the procedure is to provide guidance for the maintenance and disclosure of all personnel files maintained by Barren River District Health Department (BRDHD).

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of state regulations, federal and state laws.

Procedure: BRDHD is the primary custodian of all employee personnel files. These files are subject to state and federal audit. They are maintained in accordance with the Records Retention Schedule found in the Medical Records Management Section of the Administrative Reference. The current schedule, approved June 13, 2013, stipulates that these files may be destroyed 60 years from the date the individual was first employed. See Administrative Reference, Personnel.

All personnel files are maintained and secured at all times by the human resources department. Employees are allowed to review their own file within human resources with an appointment. An employee may view information in the file of another employee only on a "justifiable, need-to-know" basis. HIPAA privacy requirements apply to employee files.

Personnel files are accessible to the employee, the appointing authority and the immediate supervisor. Medical files for each employee are kept separate from personnel files in a locked filing cabinet and may only be accessed by the employee and the appointing authority.

After employment has terminated, all personnel files are moved to the terminated files. Terminated files can only be accessed for copies by subpoena, court order or other proper authorization.

Forms: None

References: [Administrative Reference](#); [HIPAA privacy requirements](#)

Contact Person: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Number	Origination Date	Description of Revision or Reviewer Name
1.04	12.14.2017	HR Manager – Procedure Creation
1.04	9.24.2020	HR Manager-review