
Policy:	Personnel Records	Reference No.: 1.11
Authority:	BCC Board of Trustees and Local Law No. 8, 1990, Sect. 2305-A	
Approved:	February 27, 1992	
Revised:		

It shall be the policy of SUNY Broome Community College to maintain personnel records for employees, past employees and applicants for employment in order to document employment related decisions, evaluate and assess policies and operations, and comply with government requirements for recordkeeping, reporting requirements, and employee information.

The President shall establish procedures necessary to effect this policy.