

**PERSONNEL FILE MAINTENANCE**

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The Human Resource Office shall maintain the personnel files of the College. The files shall be maintained in accordance with the requirements of the Arkansas Office of Personnel. Files are to be maintained in strict confidence, and any release of personnel data, other than directory information, shall require the authorization of the individual or consultation with the Attorney General's Office if a freedom of information request is filed. Files may not be taken from the Human Resource office.

HLC Criterion: 2A.2

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**Policy History:**

September 8, 2014  
July 21, 2014  
January 1, 2014  
May 23, 2005  
July 30, 2001

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**PROCEDURE: NONE**