



PERSONNEL FILES POLICY

PERSONNEL | 300.331

Last Evaluation

03/13/2026

Executive Staff Approval

05/11/2026

Board Approval

05/20/2026

1. Policy Purpose

The purpose of this policy is to establish Mountainland Technical College's (MTECH) principles for maintaining, accessing, and protecting employee personnel records. This policy ensures that personnel files are accurate, confidential, and managed in compliance with applicable federal and state law, including the Government Records Access and Management Act (GRAMA).

2. Definitions

Personnel Files – Records of an MTECH employee retrievable under the employee's name or identifying number, containing information gathered in the course of official MTECH business. The information relates specifically to the employee's qualifications, work assignments, promotions, compensation, performance, disciplinary action, and participation in MTECH benefit programs.

Confidential Medical Records - Records containing employee medical information, including leave documentation, disability accommodations, or health-related data. Maintained separately from the official personnel file and subject to applicable privacy laws, including GRAMA classifications.

3. Policy

- 3.1 Mountainland Technical College maintains official personnel files for employees to document employment history and related matters. Human Resources serves as the official custodian of personnel records.
- 3.2 Personnel records are confidential and will be maintained, accessed, and disclosed in accordance with applicable federal and state law, including the Government Records Access and Management Act (GRAMA).
- 3.3 Employees may review their official personnel file and may submit a written statement regarding the contents of the file. Procedures governing access, review, amendment, and disclosure are established separately.
- 3.4 Disclosure Policy
 - 3.4.1 This policy applies only to personnel files as defined in the definition section of this policy and does not affect any right conferred by law on an individual to inspect, copy, or challenge the contents of other records and files of MTECH that relate to that individual.
 - 3.4.2 No person has a right under this policy to inspect, copy, or challenge the contents of the personnel files relating to any other individual, except to the extent that such person may be authorized to do so because of an official "need to know" as defined in state law or other MTECH policy.
 - 3.4.3 Secondary personnel files may be maintained by departments or other operating units; however, the Human Resources file is the official record.
 - 3.4.4 MTECH shall maintain confidential medical files. Confidentiality shall be maintained in accordance with applicable regulations and GRAMA classifications.
 - 3.4.5 Records will be retained in accordance with applicable state retention schedules and institutional procedures.

4. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
1/31/2023	2/6/2023	3/15/2023
03/13/2026	05/11/2026	05/20/2026