

## **Edmonds Community College Personnel Record Retention and Confidentiality**

The Edmonds Community College Human Resource office maintains all employee records. The Executive Director of Human Resources is responsible for records policy and confidentiality. Employment applications and other documents related to employment are kept in a confidential personnel file. In general, the personnel file may include such documents as those kept for business or legal purposes, worker qualifications, verification of training completed, job descriptions, the supervisor's files, performance evaluations, or records that are subject to reference for information given to persons outside the business.

In accordance with 357-22-015 WAC, personnel and payroll records are open to the inspection of the board, state auditor, the director or director's designee, and prospective employers (within state government).

All employee personnel records will be kept in accordance with the [Washington State General Retention Schedule for Community and Technical Colleges](#).

In accordance with RCW 49.12.240 and 49.12.250, the college allows employees to inspect their employee files upon request. Employees who wish to review their files may do so in the Human Resources office area and are not allowed to remove any information in their files. For further information see the Labor and Industry [administrative policy](#) and applicable Collective Bargaining Agreements. Employees may contact the Human Resources Office at 425-640-1400 to make an appointment to review their file with a Human Resources representative.