

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0024  
Effective Date: 04-07-88  
Person Responsible: Superintendent

Subject: Personnel Records  
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Approvals/Date: Brent Brown 12/11/17 Date Superintendent, WCBDD  
[Signature] 12/11/17 Date Board President, WCBDD

The following definitions will apply:  
**Personnel Records (cumulative employment records)** - All forms and written communications relevant to staff employment, inclusive of but not limited to; name, address, position description, sick leave, vacation, certification or license, medicals, in-service documentation, Personnel Action forms, evaluation, corrective action, etc. and such other information as may be required by state or federal government or considered pertinent by the Superintendent or Appointing Authority.  
**Confidentiality** - All Personnel Records are entrusted to the privacy and confidence and protection of the Superintendent or designee and at no time will information be disclosed or used in a manner not in keeping with the designated laws pertaining to confidentiality of records.  
**Access** - The right to enter a personnel file, for any purpose shall be limited to those charged with their maintenance and protection i.e.: Superintendent and designees. With approval and/or assistance of the **Human Resources Coordinator** or designee the following individuals may review and/or place documents on file in a Personnel file: Superintendent/Human Resources Coordinator; Department Directors, Fiscal/**Human Resources** Staff, Immediate Supervisors (of his/her staff only), Employee (of his/her own file - under specific guidelines), Agents of government with proper identification (Medicaid, FBI, Ohio Department of DD, etc.) Access to Personnel files as herein defined shall be superceded **only** by the state statutes.  
**Active Files** - Those personnel files/folders maintained on staff who are actively/currently employees of the Board, providing regular services and who are considered to have active pay status or an active work status.  
**Dissemination** - Records and documents as maintained in an employee's file will not be copied, shipped, mailed, or otherwise scattered in the public domain without one of the following: employee approval/request, legal mandate/need or perfunctory need for Personnel Action on behalf of the employee.  
**Destruction** - No personnel record shall be destroyed until such time as approved by legal mandate following the approved schedule and Records Retention and Disposition.  
**In-Active Files** - Those personnel files/folders or micro-film records maintained on individuals who are no longer actively/currently employed by the Board, providing no services and who are considered to be resigned, terminated, removed with no pay/work status.  
**Maintains/Maintenance** - "Maintains" means agency ownership of, control over, responsibility for, or accountability for systems' paper or data base, and includes, but is not limited to, depositing information with a data processing center or paper file for storage, processing or dissemination.  
**System** - "System" means any collection or group of related records that are kept in an organized manner and are under the control of a state or local agency from which information is retrieved by name of the person or by some identifying number, symbol, or other identifying particular assigned to the person. "System" includes both records that are manually maintained and records that are stored using electronic data processing equipment.

It shall be the policy of the Wood County Board of Developmental Disabilities that the Superintendent or designee shall establish, maintain, and administer a program/system for Personnel Records which meets the requirements of county, state, and federal regulations, laws and statutes. Such a system will incorporate, but not be limited to confidentiality, access, dissemination, storage and destruction.

References: Ohio Revised Code 1347.01

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