

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.10	Pages: 1 of 2
Chapter: General Procedures		Effective Date: August 11, 1994
Subject: Personnel Records		

I. POLICY:

Cumberland County Government shall maintain pertinent records and information regarding employees. Official records are those maintained by the County Department of Personnel and Human Resources. The County shall comply with the "County and Municipal General Records Retention Schedule" issued by the Division of Archives and Records Management.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The Cumberland County Department of Personnel and Human Resources shall maintain employee records that contain all appropriate information relative to an individual's employment. Files should contain, but not limited to:

1. Personal information/employment application
2. Tax/pension information
3. Medical and similar records
4. Disciplinary actions
5. Letters of recommendation/recognition
6. Educational and training history
7. Insurance

B. Department heads shall require employees to notify them in the event changes occur in the employee's name, address, telephone number and/or marital status. Department heads shall notify the County Personnel and Human Resources Office of said changes.

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.10	Pages: 2 of 2
Chapter: General Procedures	Effective Date: August 11, 1994	
Subject: Personnel Records		

- C. Employees shall be responsible for keeping information regarding tax exemptions, beneficiaries, dependents, marital status and other pertinent information current with the County Personnel and Human Resources Office.
- D. Employees shall have the right to inspect their personnel file. Requests for inspection shall be made to the Director of Personnel and Human Resources. Requests shall be honored within 5 working days.