

Personnel Series—3000

## ACCESS TO PERSONNEL RECORDS

**Interested Party  
(other than those  
authorized by policy):**

1. Makes the request through the **Human Resources office** under the provisions of Oregon Open Records Law. Any release of records will be subject to the provisions of Oregon Public Records Law.<sup>1</sup>

**Human Resources  
Director:**

1. Upon receipt of the File Review form, **Human Resources** releases files for review. Files must remain in **Human Resources office**.

June 25, 1985  
*Adopted College Council*  
March 8, 2006  
*Revised*

February 9, 2011; February 26, 2015  
*Revised by College Executive Administration*

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<sup>1</sup>ORS 192.410 - 192.505 (See also ORS 192.502(2).)