

## **PERSONNEL FILES**

Personnel files contain records that are necessary and relevant for College business and are the sole property of Independence Community College.

Personnel files are kept confidential and are used only for College business, by the staff themselves, and when required by a lawful subpoena or by court order that has been properly served by one having the authority to do so. The College will notify the employee of such a request when it is received.

Employees may review the contents of their personnel file by making an appointment with Human Resources. Copies of materials contained in the personnel file may be made only with the approval of the Vice President of Human Resources.

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