

# Personnel Records

Version 1



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| Policy                | REG06.65.01  |
| Title                 | Personnel Records  |
| Category              | Personnel  |
| Sub-category          | Work Records and Reports   |
| Authority             | Chancellor   |
| History               | Placed in University Policy Manual after EXPEDITED REVIEW, transitioned without substantive change from prior version, March 25, 2013.   |
| Contact               | HR, Employee Relations, 252-328-9848   |
| Related Policies      | N/A  |
| Additional References | Office of State Personnel - Personnel Records ( <a href="https://files.nc.gov/ncoshr/documents/files/Personnel_Records_Policy.pdf">https://files.nc.gov/ncoshr/documents/files/Personnel_Records_Policy.pdf</a> )<br><br>N.C. General Statute \A7 126-22, Article 7 ( <a href="http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter_126/article_7.html">http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter_126/article_7.html</a> )<br><br>Administrative Rule: 25 NCAC 01C.0300 ( <a href="http://ncrules.state.nc.us/ncac/title%2025%20-%20state%20human%20resources/chapter%2001%20-%20office%20of%20state%20human%20resources/chapter%2001%20rules.pdf">http://ncrules.state.nc.us/ncac/title%2025%20-%20state%20human%20resources/chapter%2001%20-%20office%20of%20state%20human%20resources/chapter%2001%20rules.pdf</a> ) |

Procedures for Personnel Records are administered by the East Carolina University Department of Human Resources and the divisional Personnel Administration, as appropriate, in accordance with policies established by the NC General Statute, and the Office of State Personnel.