



Personnel Files

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Policy No. 4.4000

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152-2022/910-2022**

**Developer/Reviewer:
Human Resources**

1. Purpose

The purpose of this policy is to establish that all personnel records are to be maintained by the Division of Human Resources and to outline the procedures for employment verifications and reference checks.

2. Scope

This policy applies to all Sedgwick County personnel files maintained by the Division of Human Resources. The Office of the District Attorney and the Sheriff's Office are responsible for maintenance of employee personnel files specific to their departments.

3. Policy Statement

It shall be the policy of Sedgwick County to comply with all legal requirements related to the retention of employee personnel records, employment verifications, and reference checks in accordance with this policy as adopted by the Sedgwick County Board of County Commissioners.

4. Definitions

A. **Personnel File** - Official Sedgwick County personnel file maintained by Human Resources.

5. Procedures

A. Human Resources is responsible for managing employee records. The personnel file will, at a minimum, contain all records as required in the Government Records Preservation Act (K.S.A. 45-401 et seq.).

B. Availability of Records

1. Employees may inspect their official County personnel files by contacting Human Resources at HR_Records@sedgwick.gov.
2. Employees who believe that any file material is incomplete or inaccurate may submit a written request for file revisions to the Director of Classification and Compensation. If the request is not granted, the employee may place a written statement of disagreement in the file.
3. Requests to review a personnel file by an individual other than the employee will be approved only if there is a bona fide employment related reason. The inspection must be approved by a representative of Human Resources.

C. Retention of Records

The Division of Human Resources will adhere to Policy 3.500, Records Management, for the retention and disposition of records.