



## POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services  
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Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Personnel Files and Access to Personnel Files</b>
Number:	<b>15</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	

The Marshall University Research Corporation (MURC) maintains a personnel file on each of its employees. The personnel file includes such information as job application, resume, records of training, performance assessments, personnel papers reflecting salary increases, and other types of employment records. The personnel file is the property of MURC.

An employee may review his/her own personnel file. Employees desiring to do so should contact Human Resource Services at the address shown at the top of this policy which will facilitate the personnel file review. Requests must be made at least five working days in advance of the desired review date. Following proper request, an employee may review his/her personnel file in the MURC offices in the company of a MURC employee serving as the custodian of the personnel file. Copies of material in personnel files may be made for a per-page charge paid by the employee. An employee's supervisor or supervisor(s) above him/her may review the employee's personnel file when necessary.

Personnel files may consist of both paper materials and scanned or otherwise digitized materials. The term "personnel file" shall mean any paper file specifically created to contain employment-related records of an employee and also any scanned or digitized materials at whatever location that would otherwise exist as paper materials in a personnel file.

The official personnel file is the physical file maintained in the designated MURC office. Supervisors and managers are discouraged from maintaining files of their own containing information typical of that stored in a personnel file. In certain circumstances, however, information about employees may be maintained at supervisors' and/or managers' workplaces. In the event of a legal proceeding that results in a valid subpoena, MURC supervisors and managers must make available for review any employee information they maintain in their own possession that is typical of personnel file materials that is not otherwise exempted from discovery.

Personnel files are retained by MURC for ten years after termination of employment.

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