

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.5	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-1C-23; 4-4040, 4-4067, 4-4068; 4-ACRS-7E-11	
CHAPTER: 9 HUMAN RESOURCES AND EMPLOYEE MANAGEMENT RELATIONS	SUBJECT: PERSONNEL RECORDS	
APPROVED BY THE COMMISSIONER AND EFFECTIVE DATE:		
 4/2/15		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517; 29 *Del. C.* §8903; State of Delaware Merit Rules, Chapter 16

II. PURPOSE: To authorize a current, accurate, and confidential personnel record for each employee.

III. APPLICABILITY: All Department employees

IV:DEFINITIONS:

Personnel Record: A central file maintained for each employee containing factual information.

Working Record: A file containing only job related information.

Medical Record: A file containing confidential medical information.

V: POLICY: It is the policy of the Department of Correction to maintain a current, accurate and confidential personnel and medical record on each employee. A working record will be retained by the facility/office administrator where the employee is assigned. No other personnel record shall be maintained on any employee.

Procedures shall be jointly developed by the Department Director of Human Resources and the bureau chiefs/section managers to regulate all personnel and medical records. These procedures shall require at a minimum:

- A. A central records repository be established and maintained by the Department's Director of Human Resources.
- B. All personnel and medical records shall be maintained in accordance with Merit Rules and union contracts.
- C. Information collected in personnel and medical records is reliable and complete.

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- D. All personnel and medical records shall be confidential and maintained in a secure manner with access strictly controlled.
- E. Employees have the right to inspect both their personnel and working records, challenge information, and have inaccurate information corrected or removed.