

## **7147 PERSONNEL RECORDS**

- 7147.1 Personnel records will be centrally maintained by the Office of Human Resource Management and are the property of the Authority. Access to the official files is restricted. The individual personnel file is regarded as confidential. Only qualified, designated personnel will have access to the files. With reasonable advance notice, an employee may review material in his or her file, but only in the Office of Human Resource Management.
- 7147.2 Employees may not remove material from their official personnel folders. Employees may request, in writing, the addition of appropriate material to, or deletion of, inappropriate materials from their file. Approval must be secured from the Department Director and the Executive Director.
- 7147.3 Employees are responsible for notifying the Office of Human Resource Management of any changes in personal data; *i.e.*, personal mailing address, telephone numbers, marital status, number and names of dependents, and individuals to be contacted in the event of an emergency.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6941 (December 8, 1995).