


Idaho Department of Correction 	Policy	Title: Employee Personnel Records		Page: 1 of 2
		Control Number: 225	Version: 3.0	Adopted: 10-26-1987

Henry Atencio, deputy director, approved this document on 02/13/2015.

Open to the public: Yes No

Redacted version available: Yes No

Revision Summary
Revision date (02/13/2015) version 3.0: <ul style="list-style-type: none"> • Updated format • Corrected titles • Clarified scope to include Correctional Industries

BOARD OF CORRECTION IDAPA RULE NUMBER

None.

POLICY STATEMENT

It is the policy of the Board of Correction that the Department maintain a current, accurate and appropriately confidential personnel record on each employee.

PURPOSE

The purpose of this policy is to provide guidance in the development and administration of current, accurate and appropriately confidential employee personnel records.

SCOPE

This policy applies to all managers, supervisors, and employees of IDOC to include Correction Industries.

RESPONSIBILITY

The manager of Human Resources (HR) (or designee) will ensure the safety and confidentiality of employee personnel records and act as a custodian concerning the development, maintenance, access, and disposal of these records in accordance with Idaho Public Records Law.

Division chiefs, facility heads, and district managers will ensure the provisions detailed in standard operating procedure (SOP) [225.07.01.001](#), *Employee Personnel Records*, are adhered to and that working files are maintained in a safe and secure environment.

Managers and supervisors are responsible for maintaining a working file for each employee reporting to them. This would include updating information and performance documentation as dictated in SOP [225.07.01.001](#).

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REFERENCES

Idaho Code, Sections 74-101 thru 74-126 (Idaho Public Records Law)

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission*,
Section 220.01, Employee Service Records

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