



**Rowan College
of South Jersey**

Policy: 7415
Title: **PERSONNEL FILES**
Area: Human Resources
Approved: 07/01/19
Revised: 08/09/22

The Human Resources (HR) department is the official personnel files depository for all College employees.

Personnel files will be maintained in accordance with administrative procedure, *7415 Personnel Files* and *2011 Records Retention and Disposition*.

In the event this policy or the corresponding administrative procedure conflicts with a collective bargaining agreement, the agreement governs.

References:

Rowan College of South Jersey Administrative Procedure, *7415 Personnel Files*