

POLICY: 4.1.7

Personnel Files

Revised: September 28, 2001

Last Reviewed: May 15, 2025

Adopted: June 2, 1987



POLICY:

An official personnel file shall be maintained on all System employees. A custodian shall be designated for official personnel files. The Technical College System of Georgia shall comply with Georgia's Open Records Law and other state laws concerning the maintenance, viewing, and inspection of official personnel files.

RELATED AUTHORITY:

TCSG Procedure 4.1.7p – Official Personnel Files

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

O.C.G.A. § 50-18-70 et seq. – Legislative Intent; Definitions