

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 509

Subject: Personnel Records

Date Adopted: 10/85 Revised: 12/12

Personnel records at the University of Central Arkansas will be handled in accordance with existing Arkansas law concerning public access and personal privacy, including but not limited to, any requests made under the Arkansas Freedom of Information Act. Any request to review a personnel record must be made in writing and delivered to the Office of Human Resources. Such records will be made available, within the context of the law, as soon as reasonably possible but no later than three working days of receipt of the request. Personnel records can be reviewed only during normal working hours when university offices are open. The individual whose record is to be reviewed will be notified prior to the release of that record. Any material that is protected by federal or state law or regulation will be removed from the record before being produced and held confidential.