

# **CAROLINA FAMILY HEALTH CENTERS, INC. POLICY**

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**TITLE:** HR-401 Organization and Accessibility of Personnel Records

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**EFFECTIVE DATE:** June 2000

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**SECTION:** Personnel

**REFERENCE PROCEDURE:** HR-401.01 Organization and Accessibility of Personnel Records

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**RESPONSIBLE CHIEF OF STAFF:** Chief Operating Officer

**RESPONSIBLE COMMITTEE:** Employee Investment

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**REVIEWED:** 10/03, 11/08, 08/11, 09/13, 05/16, 05/24/2022, 01/28/2025

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## **I. PURPOSE**

The purpose of this policy is to define how Carolina Family Health Centers, Inc. (CFHC, Inc.) maintains and organizes personnel files.

## **II. POLICY**

It is the policy of CFHC, Inc. to limit access to personnel files in order to safeguard and protect confidential information. All employee personnel records are maintained by the Human Resources Department. As required by law, documents related to an employee's medical conditions and information related to internal investigations is maintained in separate files.

For the purpose of this policy, a personnel file includes records related to an employee's employment history, performance, and training as well as other records used for hiring, promotion, and disciplinary actions.

Employees may be provided access to their records, depending on the circumstances. Requests must be submitted to the Director of Human Resources in writing. Upon receipt of the written request, the Director of Human Resources reviews the request and contacts the employee to schedule a viewing of the file or provides a written explanation to the employee as to why the records cannot be viewed.