



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 602  
Title: Personnel Records**

The college's Human Resources office shall be the custodian of official records for each employee. All information contained in the personnel file shall be made available to the employee or the employee's designated representative upon written request to the Human Resources office.

Personnel files are also viewable to the employee's immediate supervisor and the managers above the immediate supervisor, up to and including the president of the college.

The Vice President for Human Resources shall determine information which is exempt from disclosure under the provisions of the Open Records Act or other laws that are intended to protect the employee's privacy interests.