

CITY OF BOWLING GREEN

Personnel Policy Letter #6

PERSONNEL SERVICE RECORDS

These administrative instructions set forth policy regarding what information will be filed in the official personnel service records (personnel files) of non-bargaining employees, and provides a procedure and schedule for the purging of information filed within the records.

**Personnel Service Record Contents**

The Personnel Department will maintain an official personnel service record on each employee. Contents of the file will include general information, such as home address and phone number, insurance enrollment forms, evaluation reports, and other information relating to the employee's duty performance, as determined by the Personnel Director. Letters or certificates specifically addressing the employee and attesting to the employee's duty performance may be filed in the official records with the Personnel Director's approval. Correspondence of a general nature not relating directly to the employee will not normally be filed in the official record.

**Purging of Information**

An employee shall be permitted to review his/her personnel service record and may receive a copy of any item(s) in the file at current reproduction cost. The City shall not suffer any loss of the employee's services as a result of this activity.

Subject to the approval by the City Records Commission and the State Auditor, and pursuant to Section 149.39 of the Ohio Revised Code (O.R.C.), the personal service record of an employee is to be cleared or purged of any offenses upon written request of the employee in accordance with the following schedule:

1. Any reprimand shall be removed from the record after one (1) year from the date of the reprimand, providing there is no intervening disciplinary action during the one-year period.
2. Any suspension of less than thirty (30) days shall be removed from the record after a period of two (2) years, providing there is no intervening disciplinary action involving a suspension during the two-year period.
3. Any suspension of thirty (30) days or more shall be removed from the record after seven (7) years, providing there is no intervening disciplinary action involving a suspension of thirty (30) days or more during the seven-year period.

Barbara A. Ford  
Barbara A. Ford, Personnel Director

11-16-95  
Date