

**SOUTHWESTERN ILLINOIS  
COLLEGE  
DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY  
STATEMENT**

**POLICY ISSUE:** Access to Personnel Files

**POLICY CODE:** 3016

**DATE ADOPTED:** July 1991

**DATE(S) REVIEWED:** September 2010

**DATE(S) AMENDED:** October 2010

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- A. It is the policy of the Board of Trustees of Southwestern Illinois College to comply with the provisions of the Illinois Personnel Record Review Act. (Chapter 48, paragraph 2000).
- B. The official college personnel file for each employee is maintained in the Human Resources Office. No information regarding a faculty or staff member will be considered a part of the individual's file unless it physically appears as a part of the official file. Each individual faculty and staff member has the right of access to her/his personnel file. Any faculty or staff member wishing to review her/his personnel file is invited to do so. See 3016 AP.
- C. No public or private agency external to the college, or person, will be permitted voluntary access to any individual's file without the express written consent of the individual concerned except that information in such files will be provided voluntarily to federal or state agencies when (a) the agency has jurisdiction to make the particular inquiry; (b) the information being sought is subpoenaed; and (c) the Vice President of Human Resources is satisfied that information being sought is actually pertinent to the agency's inquiry. Information will be provided to private persons or agencies without written consent of the person whose file is involved only when a valid subpoena requiring the college to produce such documents or information is served on the college.
- D. Internal access to any employee's personnel file is limited to the HR Office and to those college employees who have supervisory responsibility for that individual. No information from the personnel files will be released to any other internal entity without the written consent of the individual for whom such information is requested.
- E. As an exception to the above, access to salary information and any other specific data which, by law, is public information (including information appearing in published official reports) will be voluntarily provided upon written request from public or private agencies, and from persons both internal to and external to the college.