



# Personnel Files

**For: NonAcademic Staff**

**Subject: Employment Practices**

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**Contact: HRIS/Records**

607.255.8828

[Hris\\_records@cornell.edu](mailto:Hris_records@cornell.edu)

[www.hr.cornell.edu](http://www.hr.cornell.edu)

Official staff human resource (i.e. personnel) files are maintained in the Division of Human Resources. The file contains records that are necessary, appropriate and relevant for university business.

## Requests for Review

To ensure that files are accurate, complete and up-to-date, staff may review their human resource files by appointment and may, at their expense, obtain copies of any materials contained in the file. Request for a human resource file review should be made to [HRIS/Records Administration](#), (607) 255-0056, in the Division of Human Resources. An appointment will be arranged by Records Administration for the staff member to review his/her file and, if needed, to discuss its contents.

In all cases, the file is to be viewed only within the Division of Human Resources.

## Records in Files

The official staff human resource file includes the following.

- Employment Application
- Resume (If attached to the Employment Application)
- I-9 Form
- Payroll/Salary Forms

## Access to Staff Human Resource Files

Staff human resource files are kept confidential and are used only:

- For university business;
- By the staff themselves, and

## HUMAN RESOURCES POLICY

- Where and when required by law, court order or subpoena

### **Request for Information**

The staff member's direct line supervisor will be given access to relevant job related human resource records of the staff member.

Other university officials may be given access to a staff member's personnel record if and only if:

- The need to know has been demonstrated and subsequently approved by Records Administration in the Division of Human Resources or
- The staff member grants written permission.

No copies may be made of records within the staff member's file, unless approved by Records Administration.

### **Request for Outside the university**

Staff human resource files will not be made available to those outside the university, unless written permission is obtained from the staff member. Exceptions to this rule are as follows:

Public information, routinely contained within the Cornell Staff Directory, specifically name, confirmation of employment, and positions title.

Request by Federal, State or local law enforcement agencies where expressly provided for by law.  
Requests for information to protect the legal interests of the University.

#### **NOTE:**

**For Cornell University policy information, visit the [University Policy Office](#).**