



**POLICY 06:26:00
PERSONNEL RECORDS**

Please refer to Tennessee Board of Regents [Policy No. 5:01:00:10](#)

The College has designated the executive director of Human Resources as the official custodian of permanent personnel records.

Per Pellissippi State [Policy No. 06:27:00](#), Inspection and Copying of Public Records, employees will be notified if their personnel files have been inspected and if copies of documents in the file have been requested.

Source: Tennessee Board of Regents, Policy No. 5:01:00:10
Approved: Executive Council, March 4, 1991
Editorial Changes, April 23, 1993
Approved: President Allen G. Edwards, October 20, 1999
Approved: President Allen G. Edwards, February 14, 2005
Reviewed/Recommended: President's Staff, March 29, 2010
Approved: President Allen G. Edwards, March 29, 2010
Reviewed/Recommended by President's Council, September 28, 2015
Approved by President L. Anthony Wise, Jr., September 28, 2015
Reviewed/Recommended: President's Council, January 25, 2021
Approved: President L. Anthony Wise Jr., January 25, 2021