



AP 7145 Personnel Files

References:

ORS 652.750

Personnel records are private, accurate, complete, and permanent.

- The personnel files shall be available for review or inspection by the employee;
- Employee shall be given notice of any disciplinary action placed in their file;
- A working file may be kept by the supervisor. This file should only house materials developed for an employee's annual evaluation (such as goals, objectives, memorandums or letters to the employee); documentation of conversations/counseling the supervisor had with the employee; copies of licenses required to be held by employee; and any other document deemed acceptable by the human resources office.
- Employees may inspect their file, including time and pay, upon reasonable notice.

Approved: April 21, 2026