
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: EMPLOYEE RECORDS

NUMBER: PRO 5-04

REFERENCE: Board Rule 5.04

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Records shall be kept either in locked, fire-proof containers or as images stored on the College's secured database server.

Records must contain information for efficient personnel administration, including dates of appointment, periods of employment, contract status, duties performed, performance reviews, absences from duty and evidence of factor used to calculate salary.

Records shall be open to inspection or released as copies in accordance with Florida State Sunshine Laws and Federal laws.

Records of performance shall be open to inspection only by the employee and those officials of the College who are responsible for supervision of the employee. Information from such records may be released only upon authorization, in writing, from the employee or the President, or upon court order.

Records shall be retained for a period of 50 years after separation.

New: 12/05/1997

Revised: 02/10/2009