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M.R.C. Greenwood, Ph.D.
President

September 24, 2009

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 09-10

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood *M.R.C. Greenwood*
President

SUBJECT: ADMINISTRATIVE PROCEDURE A9.075 PERSONNEL RECORDS –
BOR APPOINTEES

Transmitted herewith is the revised administrative procedure for the maintenance of official personnel records for Board of Regents (BOR) appointees. The procedure identifies documents to be retained in the official personnel file, documents to be filed separately and apart from the official personnel file, and documents that may be filed separately and apart from the official personnel file. The revisions include the new and revised personnel documents that are currently in use.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment

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