

# RULE

<b>Subject</b>	<b>Requirements of Personnel Records for All Employees</b>	<b>Number:</b> 6HX14-2.36
<b>Authority</b>	F.S. 1001.64, 1001.65, 1012.81	<b>Date:</b> 4/22/2014
<b>History</b>	1/18/84, 11/16/94, 5/17/00, 3/16/05	
<b>Source</b>	Human Resources	

The President will establish and maintain adequate personnel records for all employees of State College of Florida, Manatee – Sarasota in accordance with State Board of Education Administrative Rules. The President delegates custody of personnel records to the Executive Director, Human Resources, who will vouch for their authenticity and will take appropriate actions to ensure their safety and availability in accordance with applicable law.