



WESTERN

NEW MEXICO UNIVERSITY

POLICY NAME	Review of Employment File – Inspection and Reproduction Policy	POLICY NO.	BA452
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	28-AUG-2020	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

~~To uniformly respond to current and past WNMU employees request for information.~~

To establish a consistent process for responding to requests from current and former WNMU employees for access to information contained in their employment files and for obtaining copies of such records.

POLICY:

- ~~1. Any current or past employee can review all documents in their employee file by requesting an appointment. No employee is authorized to take documents from their file or take the employment file outside of the Human Resources Department.~~
- ~~2. Copies of an individual document in the employee file, multiple documents in the employment file, or the complete employment file will be provided upon request within a reasonable time. Photo ID verification prior to disclosure will be required.~~
- ~~3. Internal documentation/communications outside of the employee file will need to be requested through a Public Records Request. To submit a Public Records Request, go to <https://admin.wnmu.edu/request/>.~~
- ~~4. Information requests from a non-employee will not be processed by the Human Resources Department. External requests need to be requested through the Public Records Request by going to <https://admin.wnmu.edu/request/>.~~

- 1. Inspection of Employment File**
Any current or former WNMU employee may request an appointment with the Human Resources Department to inspect the documents maintained in their employment file. Employees may review all documents in their employment file that are available for disclosure under applicable federal and state law and University policy. Employees are not permitted to remove, alter, or destroy original documents or to remove the employment file from the Human Resources Department.
- 2. Copies of Employment Records**
Upon request, Human Resources will provide copies of an individual document, multiple documents, or the complete employment file within a reasonable period of time,

subject to applicable law and University policy. The employee must provide appropriate photo identification to verify their identity before records are released.

3. **Records Outside the Employment File**

Requests for University records that are not maintained in an employee's employment file, including internal documentation or communications, will be processed in accordance with applicable University policies and federal and state public-records requirements. When a Public Records Request is required, the request may be submitted through the University's Public Records Request portal: <https://admin.wnmu.edu/request/>.

4. **Requests from Non-Employees**

Requests for personnel or employment records from individuals other than the employee to whom the records pertain will not be processed as employee-file requests by the Human Resources Department. Such requests must be submitted and processed in accordance with applicable federal and state law and the University's public-records procedures. When applicable, requests may be submitted through the University's Public Records Request portal: <https://admin.wnmu.edu/request/>.

5. **Confidential and Protected Information**

Nothing in this policy shall be construed to require the University to disclose information that is confidential, privileged, protected, or otherwise exempt from disclosure under applicable federal or state law. When appropriate, Human Resources may redact or withhold such information in accordance with applicable law and University policy.

DOCUMENT CONTROL REGISTER*				
For Internal Use Only – Master Document				
DOCUMENT TITLE:		DOCUMENT NO.	EFFECTIVE DATE:	
Review of Employment File – Inspection and Reproduction Policy		BA452	28-AUG-2020	
DOCUMENT LOCATION: (Where is this document referenced or located; include links to SharePoint or any other locations that are accessible)				
REVIEW HISTORY				
(Complete log for review only)				
REVIEWED	REVIEW DATE:	REVIEWED BY:		
ANNUAL REVIEW	12-SEP-2024	HR		
Annual Review	08-OCT-2026	Yvette Rackley		
REVISION HISTORY				
(For audit purposes and control tracking)				
REASON FOR REVISION: **	REVISED SECTION, PAGE#, and PARAGRAPH:	VERSION #:	REVISION DATE:	APPROVED BY:
Clarified document types and clarified references to past employees; removed language since it is covered under the reference to past employees.	1	01	12-SEP-2024	VPBA
<u>Change language to clarify scope of policy, and privacy protections</u>	1	01	10.08.2026	VPBA