

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: OFFICIAL EMPLOYEE RECORDS FOR FORMER EMPLOYEES

PURPOSE: To establish a policy regarding official records of former employees for LSU at Alexandria.

GENERAL POLICY

Once an LSUA employee ceases to be an employee of LSUA (for any reason) he/she and/or any representative, family member, or other party may not by themselves or through a Human Resources staff member add to or remove anything contained in the former employee's personnel file (except with the explicit permission of the Chancellor of LSUA). However, a former employee may request that he/she be provided with a copy of any/all documents contained in his/her personnel file and receive such a copy/copies (in a reasonable time not to exceed one working week) subject to the following conditions:

The former employee and anyone else who is not a member of LSUA Human Resources staff or otherwise authorized by the Chancellor, shall not be allowed to have physical contact with his/her official LSUA employment file and/or its contents. Copying will be done by LSUA Human Resources personnel. The former employee must pay to LSUA \$.10 per copy (which charge may be adjusted as appropriate in the future by the Chancellor at his/her discretion) prior to any copies being released to the former employee. When said documents are copied and provided, a memorandum shall be made immediately and placed in the file from which copies were made, by the person in Human Resources who made the copies, and it shall contain the date, time, documents copied, name of the person to whom the copies were provided and the double witnessed signature of the person who made and provided the copies.

In the event that the official personnel records of a former employee are subpoenaed, the Chancellor shall be notified immediately before any actions are taken. All subpoena's or public records requests will be forwarded immediately to the Chancellor's office in which she/he or his/her designee may choose to engage legal counsel.

APPROVED: _____
G. Daniel Howard
G. Daniel Howard
Chancellor

_____ 07/28/14
Date