

**PERSONNEL RECORDS  
SUMMARY OF REVISIONS**

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- 4-15-60 Releasing individual salary and personal information on employees. Release should be by an appropriate office in the employing agency.
- 1-1-76 New policy on privacy of personnel records to conform to legislation.
- 7-1-77 Defines personnel records and provides access to personnel files for parties involved in quasi-judicial hearings. And provides the same provisions for access to applicant's files as apply to present employees. Also provides that files of former State employees who have been separated from State government for ten years or more may be open to inspection, except for documents relating to demotions and disciplinary actions resulting in the dismissal of the employee.
- 10-1-77 Deletes requirement that recordkeeping on disclosures of routine credit references be required to be kept in personnel files.
- 12-1-78 Privacy of Employee Records. Provides that a department head can release information about an employee or give access to a personnel record when it is determined that inspection or access is essential to maintaining the integrity of a department or maintaining the level or quality of services provided by such department. AND provides that where one State agency is considering for employment a person who is or has been employed in another State agency that the intent of the law is that the head of the latter State agency may release to an official information relative to an employee's job performance.
- 10-1-86 Statutory reference corrected from G.S. 126-8 to 126-28 under "Penalty for examining, copying, etc., confidential file without authority".
- 4-1-05 Clarify language under "Confidential Information."

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**SUMMARY OF REVISIONS**, Continued

- 8-30-07 Revised to conform to legislative changes to G.S. 126-22 and G.S.  
1) 126-23. G.S. 126-22 amended to redefine “personnel file” to include contracts and the employee’s personal information. (S1546)  
2) G.S. 126-23 amended to include contracts as public information and to define the term “salary” to include pay, benefits, incentives, bonuses, and deferred and all other forms of compensation. (S1546)
- 10-1-10 House Bill 961 amended G. S. 126-23 to make public the following items that were previously considered confidential: (1) Date and amount of each increase or decrease in salary, (2) date and type of each promotion, demotion, transfer, suspension, separation or other change, (3) date and general description of the reasons for each promotion, and (4) date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the head of the department setting forth the specific acts or omissions that are the basis of the dismissal.
- 11-1-2013 G.S. 126 was changed regarding remedies employees have for objecting to material in their file
- An employee no longer has appeal rights beyond the agency when seeking to remove inaccurate or misleading material for their file.
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