

Personnel Records Policy History

Date	Change
April 15, 1960	New policy on privacy of personnel records to conform to legislation.
January 1, 1976	New policy on privacy of personnel records to conform to legislation.
July 1, 1977	Deletes requirement that recordkeeping on disclosures of routine credit references be required to be kept in personnel files.
October 1, 1977	Deletes requirement that recordkeeping on disclosures of routine credit references be required to be kept in personnel files.
December 1, 1978	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.
October 1, 1986	Statutory reference corrected from N.C.G.S. § 126-8 to 126-28 under "Penalty for examining, copying, etc., confidential file without authority."
April 1, 2005	Clarify language under "Confidential Information."
August 30, 2007	Revised to conform to legislative changes to N.C.G.S. § 126-22 and 126-23 N.C.G.S. § 126-22 amended to redefine "personnel file" to include contracts and the employee's personal information. (S1546) N.C.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)
October 1, 2010	House Bill 961 amended N.C.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.
November 1, 2013	N.C.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.

July 14, 2022	Confidential record section was updated to clarify that any agency asking for a voluntary self-identification of disability must keep the information in a “data analysis” file that is not part of the personnel file or medical record of the employee.
February 20, 2025	Added footnotes to the statutes that are the basis of this policy. In the section on access to the information made public record under N.C.G.S. § 126-23, provided that the agency’s procedures under the Public Records Law should be used, rather than specifying a separate set of procedures.
September 18, 2025 (effective October 8, 2025)	Added a new subsection, entitled “Use of Personnel File Information by Human Resources Staff,” that expressly states that Human Resources staff may have access to personnel file information where that access is part of the staff member’s job duties. As stated in the second paragraph of the new section, this includes access to personnel file information by OSHR, the Office of State Controller, and staff assigned to the recruiter role in the State’s Workday IT system. Also added a “Source of Authority” section.
September 24, 2026 (effective October 1, 2026)	Removes age from the list of information that is open for inspection, Clarifies that supervisors and the management chain above the employee have access to personnel records, Updates references to the new Chapter 126A citations.