

**State Human Resources Commission
Report/Policy Summary
September 24, 2026**

Title of Policy/Report/Rule: Personnel Records Policy

Link to Current Policy: [Personnel Records Policy](#)

Purpose: The changes to the Personnel Records Policy, which governs access to and use of employee personnel records, update the policy to align with S.L 2026-40.

Effective Date: The changes become effective when recommended by the State Human Resources Commission and approved by the Governor but not sooner than October 1, 2026.

Summary of Proposed Policy/Report/Rule and Revision(s): Updates the policy to:

- Remove age from the list of information that is open for inspection,
- Clarify that supervisors and the management chain above the employee have access to personnel records, and
- Update references to the new Chapter 126A citations.

Commission Action Requested: Motion to amend the Personnel Records policy as presented.

Associated Rule(s) and Statute(s) (if applicable): 126A-16-1 to 126A-16-8 (S.L. 2026-40 126A-161-166)

Submitted/Presented by: Anna Perkinson, Deputy General Counsel for Policy and Programs