

	HUMAN RESOURCES DESKTOP PROCEDURES		
	SECTION TITLE	NUMBER	PAGE
	Electronic Records	2017-02	1 of 1
	APPROVED BY:	DATE REVISED	
Chief Human Resource Officer	February 9, 2017		

PROCEDURE

1. Original paper documents received in the Human Resources office will be reviewed and, once verified as valid through evidence of official seals, original signatures, notarizations, etc., shall be scanned to the appropriate employee personnel file. Once scanned, original documents are destroyed and personnel records stored in an electronic format become the document of record.
 - a. Human Resources staff verify that only official transcripts are used for credentialing purposes. Transcripts scanned into the College credentialing repository, XITRACS, have social security numbers and dates of birth redacted before being scanned into the system.
 - b. Scanned images will accurately and completely reproduce all the information in the records. For documents that are not readily converted to a legible and readable image, or when law dictates, the paper copy shall be retained.
 - c. The imaging system will not permit additions, deletions, or changes to the images without leaving a record of such additions, deletions, or changes.
 - d. Records will be reviewed for quality assurance before paper documents are destroyed.
2. Personnel records can only be accessed by authorized Human Resources staff.
 - a. Anyone requesting to review and/or receive a copy of a document(s) from a personnel file must contact Human Resources to make an appointment to review a personnel file, or indicate what document(s) from the personnel file are being requested.
 - b. Public records requests may be subject to fees and/or service charges as prescribed under Florida Statute 119.
3. Duplicate records (including duplicate electronic records) or inactive records that have met their authorized retention period in accordance with Records Retention and Disposition Schedule APM 02-1403 will be destroyed by shredding.