

POLICY 207

PERSONNEL RECORDS AND INQUIRIES

Effective 05-01-2021, Resolution No. 014-21

It is the policy of Johnson County Government to maintain a centralized record-keeping system for personnel records. All official personnel records related to current and former employees of Johnson County Government will be kept as part of the centralized system under the custody of the Director of Human Resources and/or the Director of the Department of Financial Management & Administration except that personnel records of employees of the Johnson County Park and Recreation District may be maintained under the custody of the Executive Director of the District and personnel records of employees of the District Attorney's Office and the Sheriff's Office may be maintained under the custody of those elected officials. It is the policy of Johnson County Government that the custodian of personnel records is responsible for ensuring that records are maintained and retained in compliance with all applicable laws including laws regarding confidentiality and segregation of employee health records. It is further the policy of the County to maintain privacy of personnel records to the greatest extent permitted by law.