



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP3.15	Personnel Records

The College shall maintain employee personnel records for a period of at least three years in order to document employment related decisions, evaluate and assess policies and operations, and comply with government requirements for recordkeeping, reporting requirements, and employee information.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: March 16, 2022