

AP 7300 - Access to Personnel Records

**Interested Party
(other than those
authorized by policy):**

1. Makes the request through the **Human Resources office** under the provisions of Oregon Open Records Law. Any release of records will be subject to the provisions of Oregon Public Records Law.¹

**Human Resources
Director:**

1. Upon receipt of the File Review form, **Human Resources** releases files for review. Files must remain in **Human Resources office**.

June 25, 1985
Adopted College Council

March 8, 2006
Revised

February 9, 2011; February 26, 2015
*Revised by College Executive
Administration*

¹ORS 192.410 - 192.505 (See also ORS 192.502(2).)