

River Valley Child Development Services

PERSONNEL FILES POLICY

Effective: March 1, 2015

Although the federal *Privacy Act* and *Freedom of Information Act* covers access to government records only and does not apply to private business records, River Valley Child Development Services, hereinafter referred to as RVCDS, allows employees to see and copy their own personnel files at their own expense. Access to HR files is based on need to know as determined by HR.