

**POLICY  
BOARD OF TRUSTEES  
MAYLAND COMMUNITY COLLEGE**

**Title: PRIVACY OF PERSONNEL RECORDS**

**Type: PERSONNEL**

**POLICY NO: 4.003**

**Policy Adopted: March 11, 1991**

**EFFECTIVE DATE: 9-16-13**

**AMENDED DATE: 8-8-94; 6-9-97; 11-8-10; 9-16-13**

*Charles Ronald Kates*  
Chairman

**AUTHORITY: NCGS 115D 28**

The Board of Trustees of Mayland Community College directs the President to establish procedures to ensure that access to the personnel records and files of Mayland Community College employees, former employees and applicants for employment shall be governed by the provisions of North Carolina General Statute 115D, Article 28, and other applicable state or federal statutes.