

County of Elgin

Human Resources Policy Manual

Code - **A**

Page 1 of 1

Section: **2**

Subject: **Human Resources
Records**

Policy Number: **2.60**

Date Approved: **Oct. 1/87**

Date Last Revision: **Nov. 15/89**

The Director of Human Resources will maintain central Human Resources records. Changes in employee data affecting these records must be reported to that office as soon as they occur.