



ADMINISTRATIVE RULES OF MONTANA



2.21.6606 POLICY AND OBJECTIVES

- (1) This policy:
 - (a) defines which records constitute employee records and establishes procedures for collecting and maintaining employee personnel records while protecting an employee's right of privacy under Article II, section 10 of Montana's constitution;
 - (b) ensures employee awareness of records held, provides employees access to their personnel records, and describes how employee personnel records may be corrected;
 - (c) provides minimum standards for employee records management and allows agencies to adopt supplemental employee records management procedures; and
 - (d) covers all positions in Montana's executive branch except elected officials, the personal staff of elected officials, those employed by the Montana University System and the Montana State Fund, and any other position specifically excluded under 2-18-103 and 2-18-104, MCA.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, MCA

History: NEW, 1981 MAR p. 1776, Eff. 12/18/81; AMD, 1992 MAR p. 1232, Eff. 6/12/92; AMD, 2007 MAR p. 612, Eff. 5/11/07; AMD, 2010 MAR p. 1070, Eff. 4/30/10.