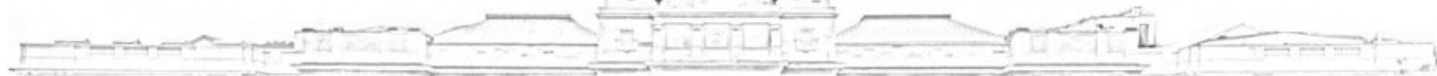




ADMINISTRATIVE RULES OF MONTANA



2.21.6614 EMPLOYEE PERSONNEL RECORDS STORAGE

- (1) Agencies shall store employee personnel records as follows:
 - (a) I-9 forms for all employees may be stored together, but must be kept separate from other records in a secured area such as a locked cabinet or drawer;
 - (b) employee background check information must also be maintained separate from other records in a secure location such as a locked cabinet or drawer;
 - (c) an employee's medical and genetic information may be kept in the same folder, but these folders must be stored and secured in separate locked cabinets or drawers from other personnel records as required by the Americans with Disabilities Act (ADA) and GINA;
 - (d) all other employee personnel records, such as performance appraisals and preemployment information, must be stored in the employee's personnel file. These files must be stored in a secure location, such as a locked cabinet or drawer separate from other records; and
 - (e) electronic employee personnel records must be stored in secure electronic folders and must be separated in electronic folders as outlined in this rule.

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

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

History: NEW, 2010 MAR p. 1070, Eff. 4/30/10.