

Policy and Procedure 8-6

Human Resources – Records Management (DHRM Policies 6.05 – 6.10)

Issued By: Robert W. Farrell, State Forester

Effective Date: January 1, 2019

Codes/Mandates: Code of Virginia: [Title 2.2, Chapter 12](#)

References: Department of Human Resource Management (DHRM) Policies:
<http://www.dhrm.virginia.gov/hrpolicies>
DHRM Employee Handbook (<http://www.dhrm.virginia.gov/docs/default-source/hr/manuals/employeehandbook.pdf?sfvrsn=4>)
Library of Virginia (www.lva.virginia.gov)

Forms: N/A

CONTENTS

| | |
|---|----------|
| PURPOSE | 1 |
| POLICY | 1 |
| DEFINITIONS | 1 |
| PROCEDURES | 2 |
| Personnel Records Disclosure | 2 |
| Personnel Records Management | 2 |
| AUTHORITY | 2 |
| INTERPRETATION | 2 |
| APPROVAL | 2 |

PURPOSE

To provide a vehicle that directs employees to the appropriate Department of Human Resource Management (DHRM) policies in regard to the topics covered. DHRM policies are applicable to all executive agency state employees. In addition, this policy and procedure will provide VDOF-specific application of the DHRM policies.

POLICY

The Virginia Department of Forestry is committed to observing and following all policies issued by the Virginia Department of Human Resource Management and Virginia Department of Forestry. All VDOF employees are responsible for following DHRM policies and further VDOF policy and procedure specified below.

DEFINITIONS

“**Agency**” and “**VDOF**” means the Virginia Department of Forestry.

“**Agency staff**” means all Virginia Department of Forestry classified, restricted and wage personnel, consultants, contract personnel and other non-employees, such as volunteers or interns.

“**Commonwealth**” means the Commonwealth of Virginia.

“**DHRM**” means Department of Human Resource Management.

“**Workplace**” means any state-owned or leased property including, but not limited to, buildings and other structures, parking lots, open spaces or any site regardless of ownership where agency staff performs official duties.

PROCEDURES

Personnel Records Disclosure

VDOF will follow [DHRM Policy 6.05 – Personnel Records Disclosure](#) to ensure compliance with the Government Data Collection and Dissemination Practices Act and the Freedom of Information Acts. This policy establishes guidelines for access to and release of personal information on employees, which is maintained by state agencies.

Personnel Records Management

VDOF will follow [DHRM Policy 6.10 – Personnel Records Management](#) to maintain complete and accurate records regarding each employee and position, to comply with legal requirements regarding retention and release of personnel records, and to preserve the confidentiality of personnel records. Accordingly, this policy sets forth agency requirements for the retention and transfer of employees' personnel records, the release of personnel information, and the reporting of employee and position changes within each agency.

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The director of human resources and deputy state forester are responsible for the interpretation of this policy and procedure.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Hector Rivera

Director of Human Resources Name (Print)

Director of Human Resources Signature

Andres Alvarez

Chief of Administration Name (Print)

Chief of Administration Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature