

WAC 357-22-040 How long must information be kept in the employee's personnel file? (1) Information must be kept in the employee's personnel file as long as it has a reasonable bearing on:

(a) The employee's job performance; or

(b) The employer's efficient and effective management of the agency, institution, or related higher education board.

(2) Adverse material proven to be inaccurate or false, or information related to employee misconduct or alleged misconduct which is determined to be false, and all such information in situations where the employee has been fully exonerated of wrong doing must be promptly destroyed unless:

(a) The employee requests that the information be kept; or

(b) The information is related to pending legal action or legal action(s) may reasonably be expected to result.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-198, § 357-22-040, filed 12/21/04, effective 7/1/05.]