Guidelines for Release of Employee Records

Resources

- OSU Archives & Records Management Handbook
  - Chapters 2 & 3
- ORS 192.501-2
  - Citizens have rights to public records, except for some records.
- OAR 576-003-0050
  - Release of and access to faculty records.
- OUS/SEIU Collective Bargaining Agreement
  - Article 16 discusses classified employee personnel records.
- OSU Use of Social Security Number Policy
  - All access and use at Oregon State University of the social security number is prohibited except for meeting federal or state requirements, compliance and reporting.
  - Any further questions about use of social security numbers for students should be addressed to the OSU Registrar; for employees, to the Director of Human Resources; for vendors, to the Director of Business Affairs.
- OSU Guidelines for Release of Student Records

Questions may be referred to the Office of Human Resources at human.resources@oregonstate.edu or (541) 737-8300.