

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.