

VRIS UPDATE

Local Office Employee Personnel File Effective 1/14/11 Number 300

SUMMARY OF UPDATES

This chapter provides guidance around unofficial local office employee personnel files. The guidance clarifies what documents are appropriate to retain in the optional local office employee personnel file and the precautions to be taken in blocking personally identifiable information on documents in the file. Such files should be kept in a locked file cabinet.

VRIS POSTING

The chapter is posted to VRIS: Program Manual: Administration: Personnel: [Local Office Employee Personnel File](#).

LEADERSHIP CONTACT

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