

APPENDIX C
LOCATION OF PERSONALLY-IDENTIFIABLE INFORMATION

TO: Faculty Members
FROM: Director of Academic Collective Bargaining and Contract Administration

You have requested a review of your personnel record. This is to notify you that several offices on campus hold files that may contain personnel records or other personnel-related or personally-identifiable information which is generally available to you. In addition, there may be offices on campus that have files that contain personally-identifiable information about you that is not a personnel file or a personnel-related record.

Listed below are some offices which may hold files that contain information that identifies you, and the types of information that they may hold. The list is not exhaustive, although an attempt has been made to identify all offices and information pertaining to you. The first seven are the most important and comprehensive.

- A. PAYROLL
Payroll history reports; time and attendance records; salary records; retirement plan selection cards; retirement reports; insurance applications; W-2, W-4, and MI-W-5.
- B. HUMAN RESOURCES
Employment application/resume; personnel transaction forms; salary letters; sick leave/disability certificates or letters; medical records and evaluations, ability to work correspondence; unemployment and Workers' Compensation claim records; tuition benefit plan records.
- C. PROVOST'S OFFICE
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure, promotion, and reappointment; disciplinary records; sabbatical leave records; grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.
- D. DEAN'S OFFICE
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure, promotion, and reappointment; disciplinary records; sabbatical leave records; grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.
- E. DEPARTMENT OFFICE
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure, promotion, and reappointment; disciplinary records; sabbatical leave

records, grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.

F. GENERAL COUNSEL

I-9 and citizenship status records.

G. THE OFFICE OF UNIVERSITY RELATIONS

Curriculum vitae; background information; news releases; pictures; and summary of area of expertise.

H. The following offices may have records, if you have participated in their purpose, or used their services:

1. Faculty Senate
2. Admissions and Orientation Department
3. Office of Institutional Equity
4. Office of Vice President for Research
5. Counseling Services at Sindecuse (formerly University Counseling and Testing Center)
6. Housing Office
7. Ombudsman's Office
8. Accounting Services and Accounts Payable
9. Department of Public Safety
10. Registrar's Office
11. Sindecuse Health Center
12. WMU Unified Clinics