

**TOWN OF  
KIRKLAND LAKE**

**POLICY**

<b>SECTION: PERSONNEL</b>	<b>SUBJECT: EMPLOYEES ACCESS TO THEIR OWN INFORMATION</b>	<b>Pg. 1 of 1</b> <b>DATE: April 13, 1994</b>
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It is the policy of the Town that employees can informally access information that their department has about them. Employee's requests for correction of personal information and statements of disagreement are processed the same way. It is the department head's responsibility to keep a record of when an employee accesses his or her file, for a period of two years.

Approved By:

Date: