
 Town of Swansboro	Personnel Policy		Records and Reports Personnel Actions	
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ARTICLE XI. RECORDS AND REPORTS

Section 3. Personnel Actions

The Town Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. There shall be one set of official personnel files, centrally located as designated by the Town Manager. Any document not located there is not an official part of that employee's personnel record.