

**1465.01 PERSONAL INFORMATION PROCEDURE**

Any faculty or staff member having a change of personal information pertinent to college records is responsible for promptly informing Human Resources. Pertinent information to be kept updated includes a change of name, address, telephone number, person to contact in case of emergency, and educational degrees obtained.

Changes in beneficiaries, dependents, marital status, and legal names should also be promptly reported directly to the Human Resources office.

**AUTHORIZATION OF STAFF PROCEDURE**

Director of Human Resources' authorization: William L. Hendry Date Authorized: 1/21/05