

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### PERSONNEL FILE

The Human Resources Department maintains an electronic personnel file for each employee. These files contain basic personal and employment related information. The personnel file is the official record of employment. Personnel files are the property of the district and cannot be removed from the Human Resources Department unless in the custody of the Chief Human Resources Officer or his/her designee. However, pursuant to T.C.A 10-7-503(a)(1), personnel files are considered public records under the law and may be reviewed. If a request is received to view a personnel file, the employee will be notified and offered the opportunity to be present while the file is reviewed.

Schools and departments may maintain files on their employees at their locations. If schools/departments keep such site-based files they are required to be maintained and stored in a confidential and secure manner with access only by school administrators and/or department supervisors. Regardless of the existence of any site-based files, the originals of the following documents regarding District employees shall be promptly forwarded to the Human Resources Department for placement in District personnel files: evaluations, letters of reprimand, and corrective action plans. Retention of such site-based employee files shall be as outlined in [HUM-P040](#).

Implementing Procedures: Site-Based Employee Files at School/Department ([HUM-P040](#))

Associated Documents: T.C.A 10-7-503(a)(1) Tennessee Open Records Act

#### Revision History:

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
9/07/04		Initial Release
5/14/08		Reviewed, no revisions.
7/01/11	A	Changed Human Resources Director to Chief Human Resources Officer. Deleted last sentence of policy, "Employees will be contacted in the event that someone requests to access their file."
5/13/13	B	Added T.C.A 10-7-503(a)(1) information, Added "pursuant to T.C.A 10-7-503(a)(1), personnel files are considered public records under the law and may be reviewed. If a request is received to view a personnel file, the employee will be notified and offered the opportunity to be present while the file is reviewed."
2/11/15		Reviewed, no changes
9/26/16	C	Added last paragraph. Updated implementing procedures.

\*\*\* End of Policy \*\*\*