



## **EMPLOYEE PERSONNEL FILE RECORDS REQUEST PROCEDURE (HUM-P049)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of requesting to view and copy an employee's personnel file.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Administrative Assistant

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer (CHRO)

### **4.0 PROCEDURE:**

- 4.1 Human Resources Administrative Assistant receives request to view and/or copy an employee's personnel file. (Reference [HUM-A003](#) and [HUM-M001](#).)

- An employee will make the request to view their personnel file with a Human Resources Administrative Assistant. If the employee requests any copies, there is no charge for the first copies but any copies after the first request will be made at \$0.25 per page (will be noted within the personnel file when an employee requests copies from that file).
- If someone other than the employee or the employee's legal representative is requesting copies, an email will be sent to the employee informing them of the request and the action Human Resources will be taking. Additionally, any sensitive information such as Social Security Numbers, addresses, phone numbers, certified evaluations, dates of birth and names of personal family members will be redacted from the copies. Copies will be made at \$0.25 per page.
- In the case of a subpoena requesting copies, if the lawyer providing the subpoena is the employee's lawyer, there is no charge. If it is not the employee's lawyer, the copies (with sensitive information redacted) will be made at \$0.25 per page and an invoice for the copies will be included with the provided copies.
- In the case of a public records request ([COM-F001](#)) from the media such as a news outlet, the employee and Chief Human Resources Officer will be informed. Once the CHRO has approved the public records request, the requester will be notified of a date and time that they can view the employee's file. Additionally, any sensitive information such as Social Security Numbers, addresses, phone numbers, certified evaluations, dates of birth and the names of personal family members will be redacted.

- 4.2 Human Resources will make the requested copies, attaching an invoice if applicable.



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- 4.3 Once the copies have been made, Human Resources will contact the person requesting the copies and inform them that the copies have been made. The person will either pick up the copies at the Central Office or they will be mailed to the person.
- 4.4 If there is a charge for the copies, the requesting person will pay for the copies upon pickup in the Accounting Department before the copies are provided.

### **5.0 ASSOCIATED DOCUMENTS:**

- 5.1 Subpoena (in the event a subpoena is made for records)

### **6.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letter of request (if provided)	Personnel file	Indefinitely		

### **7.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/17/2020	IR	Initial Release
9/8/23	A	Deleted the option for the requestor to receive an invoice and requires payment to be made to the accounting department before receipt of the records. Specifies that sensitive information will be redacted.

**\* \* \* E n d o f P r o c e d u r e \* \* \***