

## PPP-03 Access to Personnel File Records

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Under the provisions of T.C.A. §10-7-503, personnel records are considered public records and may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours. However, T.C.A. §10-7-504(f)(1) treats the following information as confidential: home telephone and personal cell phone numbers; bank account information; social security number; driver's license information, except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of his/her job; residential information, including the street address, city, state, and zip code for any state employee; and the same information of immediate family members or household members. This information must be redacted, wherever possible. Further, this information is available to law enforcement agencies, courts, or other governmental agencies performing official functions.

For access to personnel records, *FP-12 Public Records Inspecting & Copying* should be followed for non-employees of ETSU.

If an ETSU employee has a legitimate business need and wishes to inspect a personnel file, access may be granted by the records custodian during normal business hours.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

Personnel files are to be reviewed in the Office of Human Resources. **Personnel files may not be taken outside of the office without explicit authorization from the official records custodian. All files must be requested through, retrieved and checked-out by a Human Resource Assistant.**

Official transcripts, Employment Verification Forms (I-9), educational reimbursements; and enrollment forms for benefits, medical leave requests, workers' comp claims and other medical information are maintained in separate confidential files. These files are only accessible to human resource employees with a legitimate business need to know.

It is a violation of this policy, and some federal law, to release information from employee personnel files, including, but not limited to, information pertaining to medical/health, T.C.A. §10-7-504(f)(1) confidential information, etc., or to disseminate such information to individuals who have no legitimate business need to know.

*Source: Tennessee Board of Regents Personnel Policy No. 5:01:00:10.*