

POLICIES

Issued: February 2, 2017

Responsible Official: Vice President for Finance and Administration

Responsible Office: Human Resources

Policy Statement

It is the policy of Austin Peay State University to maintain accurate personnel records in compliance with the laws of the State of Tennessee.

Purpose

The purpose of this policy is to establish the criteria and process regarding personnel records.

Definitions

Public record(s) or state record(s)

Means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.(T.C.A. § 10-7-301(b))

Procedures

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- A. 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, in accordance with reasonable rules of the office having custody of such records.
- B. However, T.C.A. § 10-7-504(f)(1) treats as confidential the following information:
1. Home telephone and personal cell phone numbers;
 2. Bank account information;
 3. Social security number;

4. Driver 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;
 5. Residential information, including the street address, city, state, and zip code for any state employee; and
 6. The same information of immediate family members or household members.
 - a. This information must be redacted wherever possible, but access to otherwise public information shall not be limited or denied because a record contains confidential information.
 - b. Further, this information is available to law enforcement agencies, courts, or other governmental agencies performing official functions.
- C. T.C.A. § 10-7-504(a)(25) treats as confidential the following information:
1. Job performance evaluations, including but not limited to, job performance evaluations completed by supervisors, communications concerning job performance evaluations, self-evaluations of job performance prepared by employees, job performance evaluation scores, drafts, notes, memoranda, and all other records relating to job performance evaluations.
 2. This does not include evaluations completed by students or other such informal surveys.
- D. The University has designated the Director of Human Resources as the official custodian of permanent personnel records.
1. The official custodian of permanent personnel records shall be responsible for maintaining the permanent personnel files.
 2. The authority of the official custodian may be delegated to such assistants as are provided by the University.
- E. The University shall develop a procedure to assure that employees are informed about records maintained about them and to permit them, upon request, to review the material.
1. Pursuant to T.C.A. § 8-50-108, a state employee may inspect his/her own personnel file at any reasonable time.
 2. The employee may request copies of any material contained in such file, which copies shall be furnished to the employee upon payment of the cost of such

reproduction.

- F. A procedure shall also be developed by the University to monitor the release of information contained in personnel files in a manner consistent with individual rights to privacy and University and external needs for information.
- G. Nothing in this policy shall require the maintenance of any record for any period of time in excess of any retention period established by the University, the Board of Trustees, or State or Federal law.

Revision Dates

APSU Policy 5:038 – Issued: February 2, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file