

Employee Personnel Records

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON EMPLOYEE PERSONNEL RECORDS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	DECEMBER 2009
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Policy Statement

This HRA establishes guidelines and policy governing the maintenance and confidentiality of employee Human Resources and Health records.

Each Institution shall maintain the proper documents in employee personnel files. The Institution shall collect, use and retain only those items of personal information, which are required for business, regulatory, compliance with federal and state law, and legal purposes.

When requested, the Institution shall provide employees the opportunity to inspect and verify the accuracy of their personnel record. The Institution shall provide interested members of the public access to public records upon proper legal request.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources personnel and employees within the University System of Georgia should be aware of this policy.

Definitions

- x Open Records Act Inspection of public records.

- x Personnel records shall be made available for inspection by an employee only in the presence of a management representative or a designated Human Resources representative.
- x Employees who disagree with any information found in their records have the right to

Training Records

Training records are subject to the Act's disclosure requirements after redaction of the information cited in subsection E above.

- o Time Limitations

Background Investigations

Background investigations for purposes of hiring are subject to the Act's disclosure requirements ten days after the investigation is closed.

Reprimands/Adverse Personnel Actions

Reprimands and adverse personnel actions and records of investigations leading to those actions are subject to the Act's disclosure requirements after redaction of the information cited in subsection E above. Release of this information should be delayed until ten (10) days after the investigation is closed.

- o Exempt from Release

Benefits Selections/Payroll Deductions

Individual employee benefits selections aal eyrrrTw -15.43(n)-4 TAif1>9u-a /P <</N9(p)-4 (lo)-2 (y)4 (e

Driver's License Information

Driver's license information and Georgia driving history reports that have been incorporated into a personnel file are subject to the Act's disclosure requirements.

Financial Records

The salary and other compensation paid to an employee, however, are subject to the Act's disclosure requirements.

Law Enforcement Records

When it comes to University police and security personnel, addresses, telephone numbers, social security numbers, identities of immediate family members, and insurance and medical information are protected from disclosure.

Information either subpoenaed or otherwise required to be disclosed through proper court

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