



Personnel Records	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

### Policy Purpose

This policy specifies that the Office of Human Resources is responsible for maintaining personnel records and what information may be made available upon request.

### Policy Statement

The Office of Human Resources maintains the official Personnel Records for all ETSU employees. The Office of Human Resources will only release Personnel Records in accordance with state law and after consulting with the Office of University Counsel and will redact all information from a Personnel Records that is not permitted by law to be released. Official transcripts, Employment Verification Forms (I-9), educational reimbursements, benefit enrollment forms, medical leave requests, Workers Compensation claims, and other medical information are maintained in separate confidential files. These files are only accessible when there is a legitimate business reason.

#### I. Personnel Record Requests by ETSU Employees.

An employee or anyone authorized by the employee may have access to and make copies of their individual Personnel Records at any time during business hours. If an employee believes there is an error in the employee's file, the employee may submit a written request to the Office of Human Resources to amend any record in their file that they believe to be inaccurate or misleading.

An employee's supervisor may inspect an employee's Personnel Record in the Office of Human Resources during 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 by the Human Resources Records Custodian or other appropriate Human Resources personnel.

If an ETSU employee has a legitimate business need and wishes to inspect a personnel file, access may be granted in the discretion of the Office of Human Resources during normal business hours.

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 Human Resources Records Custodian.

II. Personnel Record Requests from Outside ETSU.

Pursuant to state law, some files in Personnel Records are considered public records and may be inspected by any citizen of the State of Tennessee during normal business hours, but only as permitted and defined by the Tennessee Public Records Act (TPRA) and pursuant to the formal request process in the [ETSU Public Records Rule](#). Pursuant to the rule, a reasonable charge may be imposed for the purpose of defraying copying costs.

Previous Policy: PPP-03 Personnel Records

Authority: Focus Act § 49-8-203, et seq; T.C.A. §10-7-503, §10-7-504; T.C.A. § 49-8-203(a)(1)(E); T.C.A. § 10-7-501;T.C.A. § 8-50-108

### Defined Terms

### Policy History

Effective Date: 06/17/24

Revision Date:

### Procedure

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Effective Date:

Revision Date:

## Related Form(s)

INSERT IF APPLICABLE

## Scope and Applicability

Primary: Human Resources

Secondary: