

# Stark County Board of Developmental Disabilities

Policy 4.33 Access, Duplication & Dissemination of Personnel Records	Effective: 6/16/15
Chapter 4: Human Resources	Page 1 of 1

## ACCESS, DUPLICATION AND DISSEMINATION OF PERSONNEL RECORDS

The Board recognizes that employees expect the information stored in their personnel files to be accurate, relevant and safe from improper disclosure. Federal and state laws require that certain information be gathered and maintained in personnel files. Sound personnel decisions require that the Board collect and retain information concerning employment history and performance. Because the Board is a public agency, many personnel records are available to the public upon request.

As a public record, personnel records are to be prepared and made available for inspection upon request to any member of the public at all reasonable times during regular business hours. Personnel records shall be reviewed only in the confines of the Personnel Office. If copies of materials in a personnel file are requested, a reasonable fee will be charged.

The public will have access to all records in the employee's personnel file with the exception of documents which are not public records by law. Documents that are not public records are as follows:

1. Results from a criminal background check
2. Records pertaining to probation and parole proceedings or to proceedings related to the imposition of community control sanctions and post-release control sanctions
3. Employee home addresses
4. Social Security numbers
5. Residential and familial information regarding a peace officer, fire fighter or EMT
6. Records that pertain to an employee's medical history, diagnosis, prognosis or medical condition and that were generated and maintained in the process of medical treatment
7. Information compiled from referral to or participation in an employee assistance program

The Superintendent/designee shall review all requests for access or disclosure of personnel records and respond accordingly.

Reference: ORC 149.43

<b>Historical Resolution Information</b>		Reviewer(s):  Director of Human Resources Superintendent
<b>Date</b>	<b>Resolution Number</b>	
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