

PERSONNEL FILES

SUMMARY

Florida Statutes 119, Public Records Law, mandates that personnel files are open records and are available for public inspection. This procedure explains the contents and availability of County personnel files.

PROCEDURE

The official County personnel files are maintained in the, Human Resources Department (HR). They may be viewed during regular County business hours.

Contents

1. The following documents are filed in the central personnel files for all employees:
 - Accidental Death - Death Benefit Designation
 - Appeals
 - Certificates
 - Classification Reviews
 - Commendation/Appreciation Letters
 - Copy of Driver's License
 - Copy of Social Security Card
 - Death Benefit
 - Disciplinary Action Report
 - Division of Retirement (DP-11, DP-ELE, DP-TN, ,FR4, FR9, FR11, FR28, FR30, FRS400, FST-12, M10 & MF1)
 - Employment Application
 - Layoff Notice
 - Loyalty Oath
 - Military Documents (DD214, Orders and Payments)
 - Nepotism Form
 - Orientation Class Attendance
 - Outside Employment
 - Overpayment Documents
 - Performance Evaluations
 - Personnel Change Documents
 - Police Reports - Criminal Records Report
 - Rebuttals
 - Record of Counseling
 - Reemployment Disclosure
 - Resignation Letters
 - Resume
 - Salary Certification (FC-1)
 - Salary Reviews

Special Recognition Increase
Suspension Notice
Transcripts
Tuition Documents
Unemployment Claim Information
W4 Form
Workers' Compensation/Disability

If a department would like other documents not mentioned above to be filed in the central personnel file of an employee, the department must submit the documents with a transmittal form. Please remember to have the employee's name and employee ID number on all documents for filing.

2. Medical information is kept in a separate file and is not considered public record. Medical records can be released with a court order, Subpoena containing a HIPPA non-objection clause or with the employee's permission.

Extensive use of information technology resources and clerical assistance for duplication, assembly of materials (20 minutes or more), will be charged at actual cost. Actual cost is defined as the hourly rate plus fringe benefits of the employee(s) involved, plus the copy and the certification charges, if applicable. (Based on A.O. No. 4-48)

Exception

Some personnel file information may not be made available for public inspection based upon the state statute. All social security numbers are confidential, additional personal information in certain classifications are also confidential. Each file request will require 24 hour processing period.

Additionally, pursuant to Section 119.07(1), Florida Statutes, the Custodian is authorized to charge a reasonable service charge for extensive research expended while compiling the records for inspection, for any clerical assistance necessitated by the inspection of the documents, and for copies produced.

- One sided photocopies \$0.15 per page;
- Two sided photocopies \$0.20 per page;
- Certified copies \$1.00 per page;
- Extensive use of information technology resources and clerical assistance for duplication assembly of materials (20 minutes or more) will be charged at actual cost. Actual cost is defined as the hourly rate of the employee(s) involved, plus fringe benefits plus the copy and the certification charges if applicable. (Based on A.O. No. 4-48)

CONTACT(S):

Department/Division

Human Resources Department