

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 6-9

Effective: 12/15/03

Revision No.: 1

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Records Maintenance

OVERVIEW: This policy identifies the procedures for maintaining personnel records.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

1. **General Rule.** Pursuant to Chapter 119, Florida Statutes, personnel records and/or employment applications shall be open for personal inspection by any person.
2. **Inspection of Personnel Records/Employment Applications.** Employees and job applicants will be advised that personnel records and employment applications are open to public inspection.
3. **Personnel Records Request.** Requests for personal inspection of employee personnel records and/or employment applications shall be made in person or in writing to the Human Resource Office. The County Manager's Office will be notified of public records requests, as appropriate.
 - a. **Availability of Records.** Employee personnel records and/or employment applications shall be made available for inspection in a timely manner and in accordance with requirements of Chapter 119, Florida Statutes, provided:
 - i. The personnel record and/or employment application are on site.
 - ii. The inspection of records stored off site will be arranged as soon as the records can be secured.
4. **Inspection Location.** The inspection shall be conducted in the Human Resources Office under the supervision of the Human Resources Manager or designee.
5. **Notification of Records Request.** The Human Resources Office will attempt to notify the employee whose personnel record is requested and will allow the employee to be present, if possible, without delaying the inspection.
6. The employee will be given a reasonable amount of time off with pay to be present during the inspection, provided the request to inspect the personnel records was not initiated by the employee or initiated by a representative of the employee.

County Manager

County Attorney