

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

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Personnel Records Maintenance & Retention

OVERVIEW: This procedure identifies the process for maintaining County personnel records.

SCOPE: This procedure applies to all persons employed by the Board.

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. Records are maintained according to the State of Florida, General Record Schedule GS1-SL and/or other applicable laws.
2. **Personnel Records/Employment Applications.** Employees and job applicants will be notified that personnel records and employment applications are open to public records requests.
3. **Personnel Records Request.** Employees who want to view their own personnel records will contact Human Resources to coordinate the inspection.
 - 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.
 - b. Employees requesting to view other employees' personnel records must submit a public records request to the county's Public Records Coordinator.
4. **Inspection Location.** The inspection shall be conducted in the HR Department under the supervision of the HR Manager or designee.
5. **Notification of Records Request.** The HR Department will attempt to notify the employee whose personnel record is requested.