

SECTION 800.15

Personnel Files

The Department of Human Resources maintains the official personnel file on each employee of the University. All pertinent data regarding the employee's service to the University will become an integral part of the personnel file, and such files will be considered confidential.

An employee has the right to see his or her file at any time. However, such review will be made under supervision and no part of the file may be removed or destroyed. Employees may not physically place information in their files. File reviews are handled by appointment only and require 24 hour advance notice. Employees may obtain free copies of documents from his/her file but such inquiries will be limited to 10 pages. Subsequent pages are charged at \$.25 per page.

Inactive records are maintained as per the state of Georgia Record Requirements.

1. Credit Inquiries and Employment Verification.

The Department of Human Resources will not disclose any information of a confidential nature to any credit bureaus, merchandising concerns, or other financial institutions without prior approval by the employee. Response to such inquiries will be limited to acknowledging facts previously disclosed by the employee in making the credit application, or to those facts which are not considered confidential in nature.

2. Open Records Act.

The Georgia Open Records Act, as amended in 1988 and 1992, allows public access to records or documents that are prepared or maintained by a University office or department. Certain records are protected by law against disclosure, e.g., medical history, requests for family medical leave, etc. Requests for records or documents should be referred to the Custodian of Public Records in the Office of the Vice President for Academic Affairs.