

SUBJECT: RELEASE OF INFORMATION FROM
PERSONNEL RECORDS

EFFECTIVE
DATE: 04-06-11 (replaces 04-30-10)

APPROVED BY:

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB that information in personnel files shall be maintained in such a manner so as to safeguard the confidentiality of the contents and to assure that any and all release of information from such records is transacted appropriately.

PROCEDURE

1. Personnel Files are stored in locked cabinets in the Human Resources Office. Separate files are kept for confidential information.
2. Employees are permitted to review their own records during normal working hours on any regular work day in the presence of the Personnel Tech 2 or the Personnel Manager.
3. An employee's supervisor, Associate Director, Executive Director or Executive Director's designee have access to the information when the information is essential for work related purposes.
4. Other persons or the employee's legal representative wishing to review the file must have either a written authorization signed by the employee or a special court order/subpoena before access will be granted. Human Resources shall assure proper identification of the individuals wishing to review a personnel file.
5. File access will be granted to properly identified individuals responsible for conducting EEOC investigations. The Department of Behavioral Health and Developmental Disabilities Office of Fraud and Abuse, and the Georgia Bureau of Investigation have access to the information for purposes of investigation of employment related misconduct.
6. Agencies requesting verification of an employee's salary may be given this information providing the employee has a signed a release for such information.
7. Requests from other agencies, firms, or individuals for information on former employees will be provided on written request only. A signed release for the former employee should specify exactly what information can be released, i.e. copies of personnel actions, evaluations, and/or official communication. Signature will be verified by comparison with signature in personnel file before information is released. Only information directly stipulated in writing such as "Evaluations", etc. shall be released.
8. Personnel files of terminated employees are stored for three years on site. After three years, files are maintained at a secured storage facility for seven years.
9. Personnel files of terminated employees are destroyed after seven years.