

SUBJECT: PROCEDURES AND FEES FOR REPRODUCTION
OF PERSONNEL RELATED RECORDS

EFFECTIVE
DATE: 04-07-10 (replaces 05-20-99)

APPROVED BY:

Executive Director

Reviewed (no changes): 03-31-11 _____

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. A request for personnel related information, document or record must be in writing and should be directed to the Personnel Manager. This request should include a brief description or otherwise identify the requested information, document or record.
2. A written response as to whether the requested personnel related record is subject to access will be made in three work days from the date of receipt of the request. If the request is denied, the response will contain the reasons for denial.
3. Georgia Law does not require that records be compiled in response to requests for information. Information of a personal nature covering employees is also not accessible.
4. Fees for reproduction of a personnel related record will be paid by the requesting party prior to reproduction, as follows:
 - a. Unless otherwise provided by law, a uniform copying fee per page will be charged as follows:

Per page for pages 1- 20:	\$0.97
Per page for pages 21-100:	\$0.83
Per page for pages over 100:	\$0.66
 - b. In addition, a charge for direct administrative costs in searching or retrieving records may be made. The hourly charge is not to exceed the salary of the lowest paid full-time employee who, in the discretion of the Personnel Manager, has the necessary skill and training to perform the request. However, no charge may be made for the first quarter hour. In providing access to public records, the agency is required to utilize the most economical means available for providing copies of public records.