

CF OPERATING PROCEDURE
NO. 60-8, Chapter 1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, March 1, 2018

Human Resources

EMPLOYEE PERSONNEL RECORDS

1-1. Purpose. This operating procedure provides for the establishment and maintenance of an official personnel file for each employee and designates responsibility for the maintenance and disposition of active and terminated employee personnel files. The procedure also defines the Department process for the review of files by the public, and provides statutory exemptions from public inspection.

1-2. References.

- a. Chapter 119, Florida Statutes (F.S.).
- b. Chapter 60L-30, Personnel Programs and Records, Florida Administrative Code (F.A.C.).
- c. CFOP 15-4, Records Management.
- d. CFOP 15-9, Requests for Public Records.
- e. CFOP 60-15, Equal Employment Opportunity/Affirmative Action.
- f. Americans with Disabilities Act (ADA) of 1990.
- g. Americans with Disabilities Act Amendment (ADAA) of 2008.

1-3. Definitions. For the purposes of this operating procedure, the following terms shall be understood to mean:

- a. Administrative File. A working case file used by the Employee Relations section of Human Resources to collect and hold draft documents, notes, written statements, evidence collected, etc.
- b. Career Service Grievance. A grievance filed by a Career Service employee.
- c. Complaint. A formal complaint of discrimination filed with the Human Resources' Office of Civil Rights.
- d. Employee Relations. The Employee Relations (ER) section of Human Resources.
- e. Collective Bargaining Grievance. A grievance filed pursuant to a collective bargaining agreement. A collective bargaining grievance is an alleged violation of the bargaining agreement.
- f. Official Personnel File. One file, whether in a paper format or an electronic format, which contains all the employment documents in paragraph 1-5 of this operating procedure and any other official documents related to an employee's employment.

This operating procedure supersedes CFOP 60-8, Chapter 1, dated April 6, 2016.

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1-4. General.

a. There is only one official personnel file for each State employee. That official personnel file is maintained in the Records Management Unit of Human Resources Service Center (HRSC) unless the Secretary of the Department of Management Services approves another location. When necessary, duplicate files may be established and may contain part or all of the items in the official personnel file, but must not contain any information that is not in the official personnel file.

b. Only information related to matters concerning an employee's job or related to State employment shall be placed in the employee's official personnel file.

(1) The employee shall have the right to respond in writing to negative material placed in the file and any response will be attached to the negative item.

(2) No document, once placed in the file, may be removed; therefore, a careful review of documents or other information must be conducted by appropriate human resources staff prior to making it a part of the file. Extraneous and unofficial material must not be placed in personnel files.

(3) Other files pertaining to the employee may exist such as Inspector General Investigations, completed Civil Rights investigations, working files kept by supervisors to assist in the performance process, etc. These other files must be retained in accordance with the state's records retention schedule. See CFOP 15-4 (Records Management) for information on the retention of records.

c. Information pertaining to grievances or issues which are resolved before they become grievances must be placed in a file separate from the individual's official personnel file, unless the employee specifically requests that such items be made a part of his or her file. The Human Resources Director retains authority to approve or disapprove any items to go in the official personnel file. Grievance files are not a part of the employee's official personnel file; however, these files are maintained by the local employee relations representative. See paragraph 1-4i of this operating procedure for additional information regarding statutory exemption.

d. Complaints and investigations related to employment discrimination are exempt from public record until a finding is made related to probable cause, the investigation of the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or court proceeding in accordance with Section [119.071\(2\)\(g\)1.a.](#), F.S. Completed investigations resulting from employment discrimination complaints are subject to review and are maintained in a separate file in the Human Resources' Office of Civil Rights. See paragraph 1-4j of this operating procedure for additional information regarding statutory exemption.

e. Except for the statutory exceptions provided for in paragraphs 1-4g, 1-4h, 1-4i, and 1-4j of this operating procedure, and any other statutory exemptions, personnel files (including those files containing grievance information referred to in paragraph 1-4c above) are public records and will be subject to public inspection.

(1) Copies will be provided, upon request, for a reasonable fee in accordance with CFOP 15-9, Requests for Public Records.

(2) Any person is permitted to review a file at a reasonable time and under supervision by the records custodian or other designated human resources staff member, which will be coordinated by the records staff of the HRSC.

(3) All requests for records pertaining to the official personnel record of a current or former employee shall be made using form CF 747 (available in DCF Forms). Except as otherwise provided in this operating procedure, all requests for records pertaining to the official personnel record

of a current or former employee shall be coordinated by the records staff of the HRSC upon receipt of a properly completed form CF 747.

(4) The HRSC Records staff shall contact the Center of Excellence (COE) staff within Human Resources, such as ER or Civil Rights, to determine if there are any human resources records in those COEs that would be included in the public records request. If so, the records staff of the HRSC will coordinate production of the requested records. If there are any records determined to be exempt from a public records request, other than records that would routinely be considered exempt by the statute (such as social security numbers), the records staff shall inform the department staff who are coordinating a response to the request so that the staff are aware of the exempt records; examples include civil rights cases that are still open and employee relations complaints of misconduct cases that are still open (see paragraphs 1-4i and j of this operating procedure for these specific exceptions).

f. The Secretary or designee, Program Directors, Chief Financial Officer, Regional Directors, and facility administrators may determine that a document has been placed in an employee's personnel file in error or is otherwise invalid. In such instances, the document is placed in an envelope (if the personnel file is in an electronic format, then a tab or folder marked "Not Valid" or other similar method is utilized), together with a letter of explanation stamped "Not Valid" and returned to the employee's official personnel file. It should be noted that these records are not considered as exempt or confidential records and may be opened for public inspection.

g. Confidential or Exempt Records.

(1) The social security numbers of current and former employees are confidential and exempt from the public record law. Before a personnel file is copied or otherwise opened to public inspection, all documents containing a social security number must be electronically redacted. Access to social security numbers by agency personnel is on a need-to-know basis only based on business needs.

(2) Pursuant to Section [119.071\(4\)\(d\)](#), Florida Statutes (F.S.) (2017), specified personal information of the individuals listed below, and (if requested) personal information about the spouses and children of such individuals, are exempt and thus withheld from public record inspection.

(a) The home addresses, telephone numbers, dates of birth, and photographs of:

1. Active or former law enforcement personnel, including correctional and correctional probation officers;
2. Personnel of the Department of Children and Families whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities;
3. Personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect; and,
4. Personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; and,
5. The names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#).

(b) The home addresses, telephone numbers, dates of birth, and photographs of current or former firefighters certified in compliance with s. [633.408](#); the names, home addresses, telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such firefighters; and the names and locations of schools and day care facilities attended by the children of such firefighters are exempt from s. [119.07\(1\)](#).

(c) The home addresses, dates of birth, and telephone numbers of current or former justices of the Supreme Court, district court of appeal judges, circuit court judges, and county court judges; the home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of current or former justices and judges; and the names and locations of schools and day care facilities attended by the children of current or former justices and judges are exempt from s. [119.07\(1\)](#).

(d) The home addresses, telephone numbers, dates of birth, and photographs of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; the home addresses, telephone numbers, photographs, dates of birth, and the names, places of employment of the spouses and children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; and the names and locations of schools and day care facilities attended by the children of current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(e) The home addresses, dates of birth, and telephone numbers of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers; the home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers; and the names and locations of schools and day care facilities attended by the children of general magistrates, special magistrates, judges of compensation claims, administrative law judges of the Division of Administrative Hearings, and child support enforcement hearing officers are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution if the general magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support hearing officer provides a written statement that the general magistrate, special magistrate, judge of compensation claims, administrative law judge of the Division of Administrative Hearings, or child support hearing officer has made reasonable efforts to protect such information from being accessible through other means available to the public.

(f) The home addresses, telephone numbers, dates of birth, and photographs of current or former human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(g) The home addresses, telephone numbers, dates of birth, and photographs of current or former code enforcement officers; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(h) The home addresses, telephone numbers, places of employment, dates of birth, and photographs of current or former guardians' ad litem, as defined in s. [39.820](#), and the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such persons, and the names and locations of schools and day care facilities attended by the children of such persons are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(i) The home addresses, telephone numbers, dates of birth, and photographs of current or former juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I and II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Department of Juvenile Justice; the names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(j) The home addresses, telephone numbers, dates of birth, and photographs of current or former public defenders, assistant public defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such defenders or counsel; and the names and locations of schools and day care facilities attended by the children of such defenders or counsel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution.

(k) The home addresses, telephone numbers, dates of birth, and photographs of current or former investigators or inspectors of the Department of Business and Professional Regulation; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such current or former investigators and inspectors; and the names and locations of schools and day care facilities attended by the children of such current or former investigators and inspectors are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.

(l) The home addresses, telephone numbers, and dates of birth of county tax collectors; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such tax collectors; and the names and locations of schools and day care facilities attended by the children of such tax collectors are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution if the county tax collector has made reasonable efforts to protect such information from being accessible through other means available to the public. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.

(m) The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel of the Department of Health whose duties include, or result in, the determination or adjudication of eligibility for social security disability benefits, the investigation or prosecution of complaints filed against health care practitioners, or the inspection of health care practitioners or health care facilities licensed by the Department of Health; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution if the personnel have made reasonable efforts to protect such information from being accessible through

other means available to the public. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2019, unless reviewed and saved from repeal through reenactment by the Legislature.

(n) The home addresses, telephone numbers, dates of birth, and photographs of current or former impaired practitioner consultants who are retained by an agency or current or former employees of an impaired practitioner consultant whose duties result in a determination of a person's skill and safety to practice a licensed profession; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such consultants or their employees; and the names and locations of schools and day care facilities attended by the children of such consultants or employees are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2020, unless reviewed and saved from repeal through reenactment by the Legislature.

(o) The home address, telephone number, and date of birth of a current or former member of the Armed Forces of the United States, a reserve component of the Armed Forces of the United States, or the National Guard, who served after September 11, 2001, and the telephone number associated with such service member's personal communication device, and the home address, telephone number, date of birth, and place of employment of the spouse and dependent of such service member, and the telephone number associated with such spouse's or dependent's personal communication device, and the name and location of a school attended by the spouse of such service member or a school or day care facility attended by a dependent of such service member are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution if the service member submits a written statement that he or she made reasonable efforts to protect the identification and location information from being accessible through other available means available to the public. This paragraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2020, unless reviewed and saved from repeal through reenactment by the Legislature.

(p) The home addresses, telephone numbers, dates of birth, and photographs of current or former nonsworn investigative personnel of the Department of Financial Services whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.

(q) The home addresses, telephone numbers, dates of birth, and photographs of current or former emergency medical technicians or paramedics certified under Chapter 401, F.S.; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such emergency medical technicians or paramedics; and the names and locations of schools and day care facilities attended by the children of such emergency medical technicians or paramedics are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.

(r) The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel employed in an agency's office of inspector general or internal audit department whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or

other activities that could lead to criminal prosecution or administrative discipline; the names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2021, unless reviewed and saved from repeal through reenactment by the Legislature.

(s) The home addresses, telephone numbers, dates of birth, and photographs of current or former nonsworn investigative personnel of the Office of Financial Regulation's Bureau of Financial Investigations whose duties include the investigation of fraud, theft, other related criminal activities, or state regulatory requirement violations; the names, home addresses, telephone numbers, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This sub-subparagraph is subject to the Open Government Sunset Review Act in accordance with s. [119.15](#) and shall stand repealed on October 2, 2022, unless reviewed and saved from repeal through reenactment by the Legislature.

(3) Certain agency personnel information and records are officially exempted from review in accordance with Section [119.071](#), F.S., and CFOP 15-9, paragraph 1-3c. See these sources for a comprehensive listing of these exemptions from public records.

(a) The following Department classes or positions have been identified as classes or positions that would normally be included as meeting the criteria for exemption in Section [119.071\(4\)\(d\)2.a.\(l\)](#), F.S.

1. Abuse Registry Counselor;
2. Abuse Registry Supervisory, SES;
3. Child Protective Investigator;
4. Senior Child Protective Investigator;
5. Child Protective Field Support Consultant;
6. Child Protective Investigator Supervisor, SES;
7. Crime Intelligence Analyst I;
8. Crime Intelligence Technician;
9. Family Services Counselor;
10. Family Services Counselor Supervisor, SES;
11. Firefighter;
12. Firefighter Supervisor;
13. Firefighter Chief;
14. Institutional Security Specialist I;
15. Institutional Security Specialist II;

16. Institutional Security Specialist Shift Supervisor;
17. Institutional Security Chief;
18. (Adult) Protective Investigator;
19. (Adult) Protective Investigator Supervisor, SES;
20. Office of Inspector General Investigatory Staff;
21. All employees in the Office of Public Benefits Integrity; and,
22. All employees in the Office of Child and Legal Services (CLS)

(b) This listing of classes or positions is not intended to be all-inclusive and others may be applicable.

(c) Once an employee in the above classes is designated a Restricted Employee, if the employee moves to another class or position within the Department that is not a class or position in which the incumbent would be a Restricted Employee, the employee's initial designation as a Restricted Employee should carry forward with the employee throughout the employee's employment with the Department.

(4) If an employee (not in a job class listed in paragraph 1-4g(2) above in which there is automatic exemption) makes a claim for exemption of any information in an official personnel file based on Section [119.071\(4\)\(d\)](#), F.S., it must be coordinated with the HRSC Records staff or legal staff member. Form CF 770, Request to Withhold Personal Information from Public Record OR Waiver of Entitlement OR Continue Upon Separation (form CF 770, available in DCF Forms), shall be utilized for such requests. The completed form will be maintained in the employee's official personnel file.

(5) In accordance with Section [119.071\(4\)\(d\)3](#), F.S., an agency that is custodian of the personal information specified in paragraph 1-4g above but is not the employer of the officer, employee, justice, judge or other person, is not required to maintain the confidentiality of the personal information unless the exempted officer, justice, judge, or other person, or employing agency of the designated employee, submits a written request for confidentiality to the custodial agency (form CF 770). An employee who desires that his or her personal information continue to be exempt after the employee's separation from the agency must complete form CF 770 to request the personal information be maintained as exempt.

(6) When there is a request for examination of one of these files, the HRSC Records staff must review the file and provide only that information which is not exempted from release by law.

(7) These personnel files must be secured separately, or be clearly identified to prevent violations of the statute.

(8) Exceptions to these exemptions shall only occur when the information requested is court ordered; the exempted employee approves release of information in writing; or an attorney of the Department requires information. There are other times when the information may be released, such as when requested by the State Attorney's Office or by law enforcement authorities. In such situations, the Office of General Counsel should be consulted to ensure compliance with the law.

(9) In accordance with s. [119.0712\(2\)\(b\)](#), F.S., personal information, including highly restricted personal information as defined in 18 U.S.C. s. 2725, contained in a motor vehicle record is

confidential pursuant to the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. ss. 2721 et seq. Such information includes driver's license numbers and driver's license photographs.

h. Confidentiality and Limitations on Use of Medical Information. In accordance with the Americans with Disabilities Act of 1990, all information relating to the medical condition or medical status of an employee is exempt from public review. There are strict limitations on the use of medical information obtained from examinations or inquiries of employees as noted in paragraphs (2)(a)-(d) below.

(1) All medical information shall be collected and maintained on separate forms, maintained in separate medical files and treated as a confidential medical record. Human Resources staff shall not place any medical-related materials in an employee's non-medical personnel file. Medical files shall be kept in a secured location, separate from the personnel files.

(2) All medical-related information must be kept confidential, with the following exceptions:

(a) Supervisors and managers may be informed about necessary restrictions on the work or duties of an employee and necessary accommodations.

(b) First aid or safety personnel may be informed, when appropriate, if the disability could require emergency treatment, or if an additional course of action would be required in case of fire or evacuation.

(c) Staff from the Human Resources' Office of Civil Rights, the Equal Employment Opportunity Commission, or other state and federal officials investigating compliance with the ADA, and other state and federal laws prohibiting discrimination on the basis of handicap or disability, must be provided with information on request.

(d) Relevant information may be provided to Workers' Compensation carriers, the Division of Risk Management, or "second injury" funds in accordance with Chapter 440, F.S., Workers' Compensation.

i. Confidentiality and Limitations on Use of Complaints of Misconduct. In accordance with Section [119.071\(2\)\(k\)1](#), F.S., a complaint of misconduct filed with an agency against an agency employee and all information obtained pursuant to an investigation by the agency of the complaint of misconduct is confidential and exempt from Section [119.07\(1\)](#), F.S., and Section 24(a), Article 1 of the State Constitution until the investigation ceases to be active, or until the agency provides written notice to the employee who is the subject of the complaint, either personally or by mail, that the agency has either (1) concluded the investigation with a finding not to proceed with disciplinary action or file charges; or (2) concluded the investigation with a finding to proceed with disciplinary action or file charges. Consult with the Office of the General Counsel or local agency attorney before acting on any public records requests regarding this information.

j. Confidentiality and Limitations on Use of Complaints of Discrimination. In accordance with Section [119.071\(2\)\(g\)1](#), F.S., all complaints and other records in the custody of any agency which relate to a complaint of discrimination relating to race, color, religion, sex, national origin, age, handicap, or marital status in connection with hiring practices, position classifications, salary, benefits, discipline, discharge, employee performance, evaluation, or other related activities are exempt from Section [119.07\(1\)](#), F.S., and Section 24(a), Article 1 of the State Constitution until a finding is made relating to probable cause, the investigation of the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or court proceeding. See Section [119.071\(2\)\(g\)1](#), F.S., for additional limitations related to this exemption. Consult with the Office of the

General Counsel or local agency attorney before acting on any public records requests regarding this information.

1-5. Employee Personnel File. Each employee's official personnel file shall include the following:

- a. A copy of the complete and signed State of Florida employment application/candidate profile and/or resume for each position held.
- b. A completed Employer Reference Check (form CF 787) on each prior employment used to meet the eligibility requirements of the job class for each position held.
- c. Verification of educational credentials and/or licensure or certification required for the job.
- d. All reports of personnel action reflecting each original, promotion, demotion, and reassignment appointment; each transfer, separation, and layoff; each suspension, reduction in pay, change in status, and rate of pay; and/or any other personnel transaction pertinent to the employment record (this would include letters of resignation and acknowledgment by management of employee resignations).
- e. A copy of the signed and notarized Oath of Loyalty.
- f. Copy of the employee's Social Security card.
- g. Employment Eligibility Verification, Form I-9, in accordance with the Immigration Reform and Control Act.
- h. Proof of Selective Service Registration, when applicable.
- i. DD-214 Form and any other documentation used to grant veterans' preference in employment.
- j. Exemption from Public Inspection (form CF 770), if applicable.
- k. Copies of each official performance review form (prior to implementation of performance management component in People First System).
- l. A copy of all disciplinary actions. Suspensions and dismissals also require a copy of the predetermination conference notice and the final action.
- m. Copies of correspondence directly related to the employee's performance record, which have been determined appropriate for inclusion by the appropriate Human Resources staff. This would generally include any correspondence to or from the employee related to the employee's performance.
- n. Any Leave Audit Records.
- o. A photocopy of an unprocessed fingerprint card may be maintained in the file. Under no circumstances will a processed fingerprint card or FBI/FDLE criminal history information be placed in the personnel file; these are maintained by the background screening coordinator.

1-6. Responsibilities for Active and Terminated Employee Records.

- a. The HRSC manager has primary responsibility for the maintenance of the official personnel files of active and terminated employees, and for producing records for public records requests. The HRSC will coordinate providing access to the requested personnel records, unless the request is being coordinated by the Office of the General Counsel or some other department.

b. When a terminated employee personnel file or other personnel records are requested, the Human Resources Personnel Records Request (form CF 747, available in DCF Forms) shall be utilized by the requestor. The HRSC will coordinate providing access to the requested personnel records, unless the request is being coordinated by the Office of the General Counsel or some other department.

c. When a former Department employee is re-employed, the employee's official personnel file is reactivated by the Records Management Unit.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

SHELBY JEFFERSON
Interim Human Resources Director

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Updates the exemptions to public records law and other minor changes.