

## PERSONNEL FILES

### PURPOSE

To establish uniform procedures for disclosure of public information, notice to employees when information is released to persons not having regular access authority, and to assure that employees are provided a copy of documents concerning work performance that are maintained in personnel files.

### SCOPE

This policy applies to employees in the state civil service.

### STATEMENT OF POLICY

1. A copy of any document relevant to work performance that is placed in an employee's personnel file shall be provided to the employee. One copy of any documents maintained in an employee's personnel file shall be provided at no cost to the employee or the employee's designated representative, on request.
2. The employing agency will release to the public only the following personal information concerning an employee: name, gross compensation, job title, business address, business telephone number, job description and dates of employment. If a person not having regular access authority requests to inspect a personnel file, make copies of the information contained in a personnel file or receive information other than that specified above, instruction on how to respond to the request shall be sought from the State Personnel Department.
3. The State Personnel Department will authorize disclosure of only that personal information which is allowed to be provided by law. When information concerning an employee, other than specified in paragraphs 1 or 2 above, is disclosed to someone not having regular access authority, the employee will be notified (unless prohibited by law) of what information was disclosed and to whom.

### REFERENCES

IC 4-1-6  
IC 4-15-2.2-15  
IC 4-15-2.2-38  
IC 5-14-3  
IC 4-1-10

EFFECTIVE DATE July 1, 2011  
Supersedes Personnel File Policy issued November 4, 2005

APPROVAL   
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Daniel L. Hackler, State Personnel Director

DATE June 15, 2011