

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Personnel Records****EFFECTIVE DATE: July 1, 2000; Revised May 1, 2023; October 5, 2026****Purpose**

The purpose of this policy is to assist with understanding how employees' records will be maintained, reviewed, and reproduced by Southwest Tennessee Community College ("Southwest" or "the College").

Definition

Public Records or State Records- Documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

Policy

- A. Under the provisions of T.C.A. § 10-7-503, personnel records are considered public records and may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours, in accordance with reasonable rules of the office having custody of such records.
- B. However, T.C.A. § 10-7-504(f)(1) treats as confidential the following information:
 - 1. Home telephone and personal cell phone numbers;
 - 2. Bank account information;
 - 3. Social security number;
 - 4. Driver license information, except where driving or operating a vehicle is part of employees' job description, job duties, or incidental to the performance of their jobs;
 - 5. Residential information, including the street address, city, state, and zip code; and
 - 6. The same information of immediate family members or household members.
 - a. This information must be redacted wherever possible, but access to otherwise public information shall not be limited or denied because a record contains confidential information.
 - b. Further, this information is available to law enforcement agencies, courts, or other governmental agencies performing official functions.
- C. T.C.A. § 10-7-504(a)(26) treats as confidential the following information:
 - 1. Job performance evaluations, including but not limited to, job performance evaluations completed by supervisors, communications concerning job performance evaluations, self-evaluations of job performance prepared by employees, job performance evaluation scores, drafts, notes, memoranda, and all other records relating to job performance evaluations.
 - 2. This does not include evaluations completed by students or other such informal surveys.
- D. The Vice President of People and Culture is the custodian of permanent personnel records.

1. The custodian is responsible for maintaining permanent personnel files.
 2. The custodian may delegate custodial duties to other Office of People and Culture employees to assist.
- E. Southwest maintains the records referenced herein in areas monitored by the Office of People and Culture. Employees may make an appointment with the Office of People and Culture to review their own records at a mutually agreeable time and location. Employees may request copies of material contained in their files. After paying reproduction costs, copies will be provided to them. Reproduction costs should be consistent with costs associated with reproductions pursuant Southwest policy [1:12:00:00/4](#), Inspection and Copying of Public Records.
- F. To ensure privacy, only designated Office of People and Culture representatives may access employees' personnel records. Likewise, only authorized Office of People and Culture representatives may reproduce material found in the records. This is to ensure the privacy rights of employees.
- G. Nothing in this policy shall require the maintenance of any record for any period of time in excess of any retention period established by the Tennessee Board of Regents (TBR), Tennessee law, or Federal regulations. Personnel records shall be retained and disposed of in accordance with TBR Policy [1.12.01.00](#), Records Retention and Disposal of Records, applicable Public Records Commission rules, and approved records disposition authorizations. No record shall be destroyed while it pertains to a pending legal case, claim, action, audit, investigation, or other legal hold. Confidential records shall be maintained, stored, and destroyed in a manner that prevents unauthorized access and ensures that the information cannot be read, interpreted, or reconstructed.

Source of Policy: <u>TBR</u>	Responsible Administrator: <u>VP of People & Culture</u>
Related Policy: <u>1:12:00:00/4; 5:01:00:00/0</u>	TBR Policy: <u>1.12.00.00; 5.01.00.10 1.12.01.00</u>
Approved: <u></u> President	Date: <u>October 5, 2026</u>