



# PERSONNEL RECORDS MANAGEMENT POLICY AND PROCEDURES

PM-70-01

## Section: 70-00, PERSONNEL RECORDS MANAGEMENT

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### **I. PURPOSE & SCOPE**

In compliance with Article 34, Sec (249) City of Memphis Charter, the Director of Human Resources maintains a personnel record of all regular and contingent employees. Such files shall contain records documenting aspects of an employee's tenure with the City.

The Director of Human Resources designates Compensation/Records Administration, Division of Human Resources, as keeper of employee personnel records and such records are considered the official personnel files. Compensation/Records Administration also maintains personnel files that contain employment and rate of pay records on contingent employees.

In addition to employee personnel files held in Compensation/Records Administration, individual Divisions are permitted to maintain Division personnel files on their employees.

### **II. POLICY**

In compliance with the Public Records Act, State of Tennessee, T. C. A. Sec. 10-7-503, employee personnel records shall be open for personal inspection by any citizen of Tennessee from Monday through Friday during regular working hours in Room 1B-36, City Hall, 125 N. Mid-America Mall.

The City of Memphis complies with the Public Records Act, State of Tennessee, T. C. A. Sec 10-7-504, and the portion amended effective April 12, 1990, Subsection (a) (1) relevant to medical records. Medical records are excluded from inspection by the amended portion of the Public Records Act, reference PM-70-05, CONFIDENTIALITY OF MEDICAL RECORDS.

### **III. INSPECTION OF PERSONNEL RECORDS**

Employees may inspect their own personnel files held in Compensation/Records Administration for which they are employed and shall not be denied access to this right.



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Employee personnel records held in Compensation/Records Administration shall not be removed and shall be inspected in the presence of Records' staff. No record shall be altered by the individual inspecting the personnel file.

Individuals, regardless of their classification or status, who inspect employee personnel files held in Compensation/Records Administration, are required to comply with the rules and regulations set forth by the Director of Human Resources relevant to employee personnel records.

Requests for information contained in employee personnel files made by law enforcement agencies, federal, state, and local municipalities shall be first directed to the office of the Director Human Resources. Employee personnel files maintained in Compensation/Records Administration are subject to subpoena and/or review by the courts.

Questions or disputes relative to employee personnel files shall be directed to the Director of Human Resources or designee who shall render a final decision.