

**Florida A & M University
Office of Human Resources**

OPERATING PROCEDURE

Procedure No. HR-10000

Subject: Procedures for Accessing Employee Personnel Files	
Authority: 1001.74 Florida Statutes:	Effective Adopted Date: 03/15/2007
Revision(s):	06/29/1996; 03/15/2007; 2/2017
Purpose	To provide procedures for accessing Personnel Files of all University Employees.

1.0 General Information – Purpose for accessing a Personnel File(s) include, but not limited to, viewing of specific documents, i.e., transcript, application, annual evaluation, contract, etc. A written request requiring specific information is required before a file can be accessed. NO EXCEPTIONS.

2.0 Definitions –

- A. Internal Access – Regular Full Time Human Resources Employees.
- B. External Access – Outside individuals who are not employed by the University. Examples include representatives from local or state government organizations, attorneys and auditors.
- C. Viewing Area – Specific area in Human Resources designated for reviewing information in Personnel File.

3.0 Procedures - Accessing of Personnel Files and Information Required for Access

- A. The on-line [Personnel File Request \(PFR\)](#) form (#HR-AR-1) should be completed in full and submitted to the Office of Human Resources/Records Management. All submitted requests that are incomplete will not be accepted. Upon receipt of the request, an acknowledgement will be sent to confirm receipt of request and another email will be sent to designate an appropriate time for accessing file.
- B. Valid Photo ID is required for Internal and External Access Requests – University ID is acceptable for Internal Access.
- C. ONLY AUTHORIZED PERSONNEL IS PERMITTED IN THE PERSONNEL RECORDS ROOM. NO EXCEPTIONS!

4.0 Reproduction or Copying of Files

- A. Only authorized HR employees are permitted to copy items from Personnel File.
 - 1. Cost for reproduction of Human Resources documents
 - a. Enterprise Information Technology (EIT) Reports - \$40.00
 - b. All other copies – 0.15 per page and staff time (staff salary will vary)

- B. Documents will be redacted based on the Florida Exemptions Statute.
- C. A cover sheet and fee sheet will be created with payment instructions and forwarded to Requester.
- D. Documents will be submitted to the requester in exchange for payment.
- E. Records Manager will complete a Deposit Transmittal form and submit complete Deposit Transmittal form along with payment
- F. A copy of the cover sheet, fee sheet and payment will be maintained in Public Records Request Binder for recordkeeping purposes.

5.0 Viewing Files

- A. At no time are Personnel Files to be removed from the Human Resources Department.
- B. No writing should be done on the Personnel File.
- C. No information can be added or removed from the Personnel File.

6.0 Concluding the Access of an Personnel File

- A. Advise the authorized HR representative that you have completed your review and return file.
- B. Transactions are recorded in Monthly Public Records Request Log.

PERSONNEL FILE REQUEST (PFR)

Date Requested _____

Requestor's Name _____

Department Name _____

Personnel File(s) Requested* _____

Reason Requested* _____

Comments _____

Telephone Number _____

*Please Circle One: **ACTIVE** **INACTIVE**

**Use Appropriate Letter for Reason Requested

A. Supervisor Review

B. Labor Relations

C. Leave & Attendance

D. General Counsel

E. Employee Review

F. Other- Provide Explanation

G. Subpoena

H. Payroll

HR-AR-1 (2/2017)



Florida Agricultural and Mechanical University
Tallahassee, Florida 32307-3200

Excellence with Caring

OFFICE OF HUMAN RESOURCES

Telephone: (850) 599-3611
Fax: (850) 561-2080

Date

Employee Name
Address
City/State/Zip code

RE:

Dear :

Regarding your request to provide a copy of the employment records for **FAMU Employee**, we would like to inform you that we have prepared the documents and they are ready for your review. In accordance with the "Public Records Law", Chapter 119 of the Florida Statutes, which provides authority to collect payment for goods and/or services for reproduction of records prior to those goods and/or services being shipped. The cost associated with the production of this information is \$43.25. There are two acceptable forms of payment: **(1) Money Order or (2) Cashiers Check**. Upon receipt of acceptable payment we will release the requested documents. Please remit payment for these documents to:

**Florida Agricultural & Mechanical University
Office of Human Resources
211 Foote-Hilyer Administration Center
Tallahassee, FL 32307-3200**

Should you require additional information or need further assistance, please contact the Office of Human Resources, Records Management at (850) 599-3611.

Sincerely,

cc: Office of the General Counsel
Official Personnel File – Office of Human Resources

CHARGE PROCEDURE FORMAT

The Public Records Law, Chapter 119, Florida Statutes, provides that all persons, groups and organizations are entitled to personally inspect public records and to secure copies of all or part of such public records. To cover the costs incurred by the University in providing copies of public records, the following charges have been established:

	ESTIMATE	ACTUAL CHARGE
	TIME	TIME
	COST	COST
Photocopying.....		\$33.75
Data Processing.....		
Consulting Time.....		
Programming Time.....		
Computer Time		
Paper		
Transcription or Manual Compilation.....		
Other (Specify) _____		
Total		\$43.25

Remarks: _____

 HR Records Management
 Position/Title