

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 2153

**TITLE:** PERSONNEL FILES

**BASED ON POLICY:** 2.15 SAFEKEEPING, REPRODUCTION, AND  
DESTRUCTION OF RECORDS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

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I. Purpose:

To ensure accountability and confidentiality of personnel files

II. Procedure:

- A. The director, human resources is responsible for the safekeeping of all applications, recommendations, verifications of experience, employment records, and all other personnel documents for all employees of the College, including work-study students and former employees.
- B. Personnel files should be kept in locked, fire-protected containers.
- C. An individual who wishes to review a personnel file, paper or electronic must make a public records request either verbally or in writing and all requests will be processed in accordance with Florida statutes. Access limitations prescribed by Florida statutes apply to College personnel records.
- D. An employee's personnel record will not be removed from the Office of Human Resources exceptions are as stated below or in the case of a subpoena of records by a court of law, in this instance a certified copy of the records will be provided.
- E. Director, human resources may remove an employee's personnel record as needed for review with the College's president and/or vice presidents concerning disciplinary actions or proposed personnel actions and then returned as soon as possible. Records selected for disposal upon meeting the records retention criteria will be inventoried and stored in either the Office of Human Resources or in the cashier storage vault prior to destruction.
- F. An employee's personnel file will be made available to the immediate supervisor or anyone in that employee's direct chain of command upon request. The individual reviewing the file will do so in the Office of Human

Resources in the presence of the director, human resources or designee, except as noted above.

- G. Rule 1B-26.003, F.A.C., *Electronic Recordkeeping*, of the Florida Department of State (DOS) provides that the official record copy of a personnel file (i.e., the master copy) may be comprised of scanned images or records that were created or maintained in electronic format.
- H. Electronic records will be stored and backed up in accordance with College IT policies and records will be disposed of in accordance with the applicable College policies and the Florida general records schedules.

**HISTORY: Last Revised: 4/27/20**

**Adopted:** 12/1/85

**Reviewed:** 1/13/05, 1/31/08

**Revised:** 1/30/02, 4/27/20