

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Personnel Records****EFFECTIVE DATE: July 1, 2000; Revised May 1, 2023****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.

