



PERSONNEL RECORDS INFORMATION

PM-70-02

Section: 70-00, PERSONNEL RECORDS MANAGEMENT

I. PURPOSE & SCOPE

Individuals requesting to inspect employee personnel files held by the Compensation/Records Administration, Division of Human Resources, shall, in compliance with the Public Records Act, State of Tennessee, T. C. A. Sec. 10-7-503, personally appear at Compensation/Records Administration, Room 1B-38, City Hall, during the City's regular business hours Monday through Friday.

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.

II. POLICY

At time of request, the individual shall be required to present proper identification such as driver's license, etc, and shall comply with the rules and regulations set forth by the Director of Human Resources relevant to the inspection of employee personnel records.

The City maintains the right to notify the City employee that a request has been made to inspect their personnel file, with the exception of City personnel in their scope of authority and law enforcement agencies whose rules and regulations supersede City Policy.

An employee, who wishes to inspect their own personnel file, may make such a request directly to Compensation/Records Administration, Division of Human Resources, Room 1B-38, City Hall.

III. EMPLOYMENT VERIFICATION

Requests for verification of City employment shall be submitted in writing to the Division of Human Resources, Compensation/Records Administration, in room 1B-38, 125N, Mid-America Mall, Memphis, TN 38103-2017. The written request for verification shall include the employee's name, social security number, and a stamped, self addressed



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envelope for return verification information. The City shall not honor a request for verification that does not contain all items listed herein. Moreover, employee verifications shall not be released via the telephone.

IV. WORK REFERENCE

It is the policy of the City of Memphis not to provide work references except to acknowledge whether a former employee would be considered for rehire with the City. This would be requested through the same process as Employment Verification above.