



Medina County Policy Manual



Policy: Personnel Records	Section: Employment	Number: 2.080
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- A. The County recognizes the expectations of employees that information about them stored in their personnel files is accurate, relevant, and safe from improper disclosure. Federal and state laws require that certain information be gathered and maintained by an employer. Additionally, sound personnel decisions require that the County collect and retain information concerning employment history and performance. Because the County is a public entity, many personnel records are available to the public upon request.

- B. An employee's official personnel file will contain all necessary job-related and personal information and will be maintained by the Human Resources department.

- C. Only job-related information will be contained in the personnel record. Contents of each personnel file should include basic identifying information (e.g., name, address, and job title), employment applications or other hiring-related documents, position descriptions, compensation records, information on benefit enrollment, attendance records, performance evaluations and information about other employment-related actions (e.g., promotions, training, or corrective action), and other job-related information. Information placed in the personnel file is available to the employee to view in the presence of a Human Resources representative. Unsolicited and anonymous materials will not be included in the personnel file unless there has been a finding of fact through an existing County investigatory process.

- D. Records contained in the Human Resources Information System are considered part of the personnel file.

- E. An employee's official personnel file will be retained by the Human Resources Office for six years from the date of separation. Records of sick leave balances and workers' compensation records will be maintained for at least 10 years from the date of separation. Records will be maintained as required by the County's approved records retention schedule.

- F. In accordance with and to the extent permitted by the Ohio Public Records Act, current and former employees may request to inspect and obtain a copy of their personnel file. The County will promptly respond to such requests as required by law ([refer to Public Records Request Policy, 7.060](#)).

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- G. Internal access to personnel files is limited to supervisory personnel who are considering the employee for promotion, transfer, accommodations, or other personnel action, and to other officials who have a legitimate need to know. All other internal requests will be treated as requests for public records consistent with required law.
- H. Employees who question the accuracy or completeness of information in their files should discuss their concerns with the appropriate department head. The department head will consider the objections and instruct Human Resources, in writing, to consider and/or correct erroneous information. Should the disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies.
- I. Records maintained in the Human Resources department are generally considered public records under Ohio law. However, some information contained in personnel files or otherwise maintained by the County or Human Resources department are not public, including medical records, Social Security numbers, and certain personal information.
- J. Social security numbers are not public records. An individual's social security number will be redacted from any record inspected or released in response to a public record request.
- K. When a public records request is made to examine an employee's personnel file, that employee will, when practical, be notified, in advance of the release of the record if possible, that the record has been requested, and informed of the name of the person making the request, if available.