

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Administrative Manual Human Resource Section Appendix A.2 Employee Personnel Files Procedures
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
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BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to describe the general information contained in an employee’s personnel file, acknowledge that employee personnel files are public records, explain that employee medical records are not public records and are maintained separately from personnel records, and describe the process to fulfill a request to review of a personnel file and distribute appropriately requested copies of documents within personnel records.

POLICY

All personnel files are maintained according to the procedures in this document.

BACKGROUND

Personnel files, in general, are public records, with specified exceptions according to Ohio law, and are available for review and copy for any person who makes an appropriate request. Any request for Public Records made by the public will be fulfilled utilizing the Columbus Public Health “[Public Records Policy](#).” Although Personnel files are generally public records, they do contain information that is protected as an exception under Ohio’s public records laws and federal laws that is not to be viewed or distributed except as law allows (see [Ohio Attorney General, Sunshine Laws Manual](#), for further guidance).

GLOSSARY OF TERMS

N/A

PROCEDURES & STANDARD OPERATING GUIDELINES

Columbus Public Health maintains a personnel file regarding each employee. The personnel file may include information such as the employee’s job application, resume, records of training, documentation of performance appraisals and salary, and other employment records. Medical records of employees are not public records and are generally not available for review except by appropriate CPH employees or its agents, or by court order. Medical records are kept in a separate file from the employee’s personnel file and not considered part of the personnel file.

No person may add or remove any document from or to a personnel file except as authorized or performed by a CPH Human Resources employee.

Requests for copies of documents within a personnel file will be provided as permitted by law. Any information that is considered protected as an exception by Ohio Public Records Laws and/or federal laws will be redacted or covered from a public record before that record is reviewed by the public or copies distributed to the public, unless an appropriate legal requirement or order requires the information not be redacted, a release is signed by the employee whose record is requested allowing the release of the protected information, or the requesting party is the legal representative of the employee authorized to receive the protected information in the place or in representation of the employee.

Requests for copies of records within a personnel file made by the employee the file regards, or for official City business by current CPH employees or employees from other City of Columbus departments shall be at no cost. Copies made by public records request by a member of the public or by another employee when no official City business is specified shall be provided in accordance with the terms of the [CPH "Public Records Policy."](#)

CITATIONS

[CPH Public Records Policy](#)

[Ohio Public Records Law – Ohio Revised Code Section 149.43.](#)

[Ohio Attorney General, *Sunshine Laws Manual*](#)

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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APPENDICES

N/A

REFERENCE FORMS

N/A

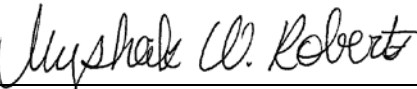
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



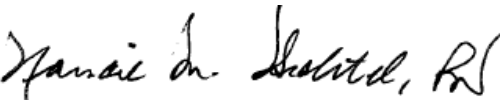
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11 / 30 / 2018
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Date



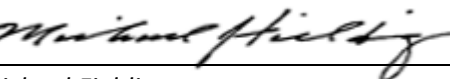
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