


SUBJECT MEMBER PERSONNEL FILES AND RECORDS	POLICY NUMBER 9.01	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish guidelines for the creation, maintenance, and security of member files.		

I. AUTHORITY

Section 110.201, Florida Statutes, Personnel Rules, Records and Reports
Section 112.218, Florida Statutes, DHSMV Personnel Files
Chapter 119, Florida Statutes, Public Records
Chapter 60L-31, Florida Administrative Code, Classification Plan

II. POLICY

Member personnel files and records, except those specifically precluded from disclosure by statutory exemption, shall be available, in any form and format used by the agency, to all persons for inspection or copying under the supervision of the records custodian or designee during normal business hours.

As future technology resources are used to manage, store, or maintain public records, the department must provide reasonable public access to records electronically maintained and must ensure that exempt or confidential records are not disclosed except as otherwise permitted by law.

III. ROLES AND RESPONSIBILITIES

Official and accurate records of each member's employment with the Department shall be established and maintained by the Bureau of Personnel Services for Career Service, Selected Exempt Service, Senior Management Service, and Other Personal Services members.

IV. PROCEDURES

A manual entitled "Member Personnel Files and Records" is available at the Bureau of Personnel Services', Benefits and Member Services website.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 01/01/1983
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