

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 3.30

ACCESS AND DISSEMINATION OF PERSONNEL RECORDS TO THE PUBLIC

Ohio Law requires that all public records be prepared and made available for inspection upon request to any member of the public at all reasonable times during regular business hours. Records shall be reviewed only in the confines of the Superintendent's Office. If copies of materials in a Personnel file are requested, a reasonable fee will be charged.

The public will have access to all records in the employee's personnel file with the following exceptions:

- a. Medical records.
- b. Records pertaining to adoption, probation or parole proceedings.
- c. Trial preparation records.
- d. Confidential law enforcement investigatory records.
- e. Records of which the release is prohibited by State or Federal Law including criminal records checks and an employee's social security number.
- f. Records which do not serve to document official functions or activities.

When an employee's personnel file has been requested to be reviewed by a member of the public, the Board will attempt to notify the employee.

Adopted: 5/26/98

Updated: 7/24/2012