

**Wright Memorial Public Library**  
**Policy for Securing Personnel Information**  
**Approved at 05/16/11 Board Meeting**

The Wright Memorial Public Library recognizes the expectations of employees that information about them stored in personnel records is accurate, relevant, and safe from improper disclosure. Federal and state laws and sound personnel decisions require that certain information be gathered and maintained in personnel records, some of which may be stored electronically. Because the Library is a public institution many personnel records are available to the public upon request, in accordance with the Public Records Policy and Ohio law. Disclosure of personal employee information will not be made to any third party except by the library records custodians: the director or the fiscal officer.

The following documents are retained separately from public personnel files: education records, medical records, confidential investigatory records, and Form I-9s.

Additionally, the following information is not a public record and will be removed from any record inspected or released in response to a public record request: Social Security number, employee address and phone number, and bank account number for direct deposit.

The Library has the right to verify information (e.g., employment status and job title) without notifying the individual involved, and to cooperate with law enforcement investigators, public safety, or medical officials.

Internal access to personnel files, which are stored in a locked filing cabinet, is limited to Director and Finance office personnel and to other officials who have a legitimate need to know. All other internal requests will be treated as public records requests.

Upon reasonable notice, a Library employee will be afforded access to his/her personal information maintained by the Library (e.g. his/her personnel file) for the purpose of confirming the accuracy, relevance, timeliness and completeness of his/her personal information. Upon request, a copy of the information will be provided at the employee's expense.

All personnel files are retained permanently.

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, and if possible, be informed of the name of the person making the request.

All employees must comply with this policy. Any violation of this policy is grounds for discipline and could result in the dismissal for cause of an employee.