
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: INSPECTION, EXAMINATION AND DUPLICATION OF
PERSONNEL FILES

NUMBER: PRO 5-19

REFERENCE: Board Rule 5.04

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I. GENERAL INFORMATION

- a. A request for inspection, examination and duplication of personal files must be presented in the Human Resources Office. Some, but not all information contained within personnel files is subject to the Public Records Act, Chapter 119 of the Florida Statutes or is releasable by Federal law. The custodian of the LSSC personnel files is the Human Resources director, or designee of the Human Resources Director.
- b. The custodian or custodian's designee of a personnel file shall permit the public records contained within such file to be examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under the supervision of the custodian or the custodian's designee. The Human Resources director, or designee, will notify the requestor of the most reasonable date and time when copies will be sent or the inspection is to take place.

II. PROCEDURES

The following procedures shall be followed depending on who is making the request.

- a. Public Individual or Employee Requesting Examination/information pursuant to F.S. 119:
 - 1. In order to maintain good business practices, a public individual is requested, though not required, to make a request for an examination or for copies of personnel files in writing and state a preferred date for accommodating the request;
 - 2. The HR Director, or designee, upon receiving the request, shall respond to the requestor to clarify the request and inform the requestor of when the request shall be accommodated;
 - 3. Respective of the Florida Statutes and Federal law, the HR Director, or designee, shall fulfill the request and inform the requestor of any fee to be rendered to LSSC for the service.

New: 10/10/2000

Revised: 06/30/2009