



Access to Official Employee Records Policy # 1710.005

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee Records
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POLICY STATEMENT

The only official employee records are maintained in the Division of Human Resources. When any personnel decisions are made, other than for faculty tenure and promotion, the only documents which may be used are those contained in the official employee file. There will be separate files solely for tenure and promotion which will be kept by the departments or colleges. Generally, University employee records are public records and under the Sunshine Law are open for public inspection. All requests for employee information, including both, current and former employees, must be submitted in writing to the Division of Human Resources for production. Copies of the records may be furnished upon request, at a cost of \$0.15 per page or \$.20 per double sided. Employees’ social security numbers are not public records. An individual’s social security number will be removed from any record inspected or released in response to a public records request. Personal information of law enforcement personnel and their immediate family members are not considered public records and are exempt from the General State Policy on Public Records under Section 119.07, Fla. Stat.

SCOPE

This policy applies to all employee and external individuals requesting access and/or copies of employee records.

REASON FOR POLICY

To establish what constitutes the University’s official employee records and provide means for individuals who wish to inspect such records and/or request copies. It also establishes a process and cost associated with requesting copies of employee records.

ROLES AND RESPONSIBILITIES



Employee Records will process requests in accordance with State Statute 119 and process payments accordingly.

Office of the General Counsel will process subpoena requests.

RELATED RESOURCES

Chapter 119 of the Florida Statutes

CONTACTS

Florida International University
Division of Human Resources
Employee Records, PC 224
Miami, FL 33199
Telephone: 305-348-2192
Email: hrrecord@fiu.edu

HISTORY

Initial Effective Date: July 2005
Review Dates (*review performed, no updates*): February 1, 2024
Revision Dates (*updates made to document*): February 12, 2021; May 7, 2025.



Access to Employee Records Procedures # 1710.005a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	February 12, 2021	Division of Human Resources Employee Records

PROCEDURE STATEMENT

The university is required to provide access to any public record request within a reasonable time. A reasonable period will be determined based on the facts and circumstances of the request. Simple requests of immediately available documents are typically handled within 2-3 business days of receipt. Extensive requests, requests with exempt information requiring redaction, and requests made during or immediately before university holiday periods will require additional time for response. Public Records Requests are processed in Employee Records and need to be reviewed by the Office of the General Counsel.

All records requests not being treated as a Public Records Requests need to have a signed consent from the employee. Employees and authorized vendors may view their personnel file in Employee Records in PC-224 at the Modesto A. Maidique Campus. Prior to viewing employee file, employees will need to submit an Employment Verification Request Form via PantherSoft Self Service. Authorized vendors will need to schedule an appointment by calling (305) 348-2181 or email hrrecord@fiu.edu.

A photo identification and written consent is required before files may be viewed. The university may charge for duplication costs, \$0.15 per page, \$0.20 per two-sided copies, or the actual cost of duplication if an unusual size or document. If the nature or volume of public records to be copied requires extensive use of information technology resources or clerical or supervisory assistance, the university may add a special service charge. The university may require prepayment if the cost is high.

All subpoenas must be served directly to the Office of the General Counsel at:

Florida International University
Attn: Office of the General Counsel
c/o Custodian of Public Records
Modesto A. Maidique Campus
11200 Southwest 8th Street, PC 511
Email: generalc@fiu.edu
Phone: (305) 348-2103