

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Personnel Records	NUMBER: 04-07
AUTHORITY: Florida Statute: 119-07(1), 1001.64, 1001.65, 1012.81 Florida Administrative Code: 6A-14.0261	SEE ALSO:
DATE ADOPTED: 12/01/97; Revised 01/22/01, 11/22/10	

All personnel records shall be maintained as required by the Department of State, Bureau of Archives and Record Management. The Director of Human Resources is designated as the custodian of all College personnel records and the records of applicants seeking employment in established positions at the College. The Vice President for Administrative Services shall serve as custodian in the director's absence.

A. Request for Information

The College shall protect employees by responding only to proper requests for information as dictated by Florida Statute.