



Tennessee Department of Safety Request for Personnel File Inspection / Copies

Personnel files will be audited, copied and redacted before review. Per the Office of Open Records Counsel, a period of seven (7) business days, after the date the request is received, will be afforded to state agencies to prepare for examination of the file(s). This will allow Human Resources personnel to audit, copy and redact confidential information in accordance with applicable state and federal laws. Per TCA 10-7-503(a)(2)(A) – files will be available for inspection during normal business hours by any citizen of Tennessee. File copies may be purchased at the rate of .15¢ per single-sided page, for each page.

Date Request to be ready: _____

File Requested:

Last Name

First Name

MI

Record(s) requested to be inspected/copied:

- Entire Personnel file
- Internal Affairs File(s)
- Disciplinary documents only
- Personnel file documents dated after _____
- Other: _____

Employee receiving request:

_____	_____	_____	_____	a.m.
Name	Title	Date	Time	p.m.

Person Requesting Information:

Per T.C.A. 10-7-503(c)(1)- The following information must be provided by any person(s) requesting to view a law enforcement officer's file before authorization will be permitted. The Department of Safety is required and will provide notice to the officer whose personnel records have been inspected.

_____	_____	_____
Last Name	First Name	MI

_____	_____	_____	_____
Home Address	City	State	Zip

_____	_____	_____	_____
Business Address	City	State	Zip

() _____	() _____
Home Telephone Number	Business Telephone Number

_____	_____	_____
Driver License Number	State	Other I.D.* (if no D.L.)

*Photo ID must be issued by governmental entity including requestor's address.

For Whom This Inspection Is Made: _____

Date of Delivery: _____

Signature of Requestor

Date

Signature of Records Custodian

Date

Fees Assessed for Copies

Pages copied: _____ x .15¢ = \$ _____

Labor costs to produce the file – 1 hour = \$ _____

Method of delivery & cost: On-site pick-up \$ _____
 U.S. Postal Service _____
 Other: _____

Total Due: \$ _____

FOR DEPARTMENTAL USE ONLY:

Date Notice Given to Employee: _____ (Within 3 days of inspection)

Copying of file: Labor at \$ _____ /hour for _____ hour(s) = \$ _____
 Performed by: _____ Title: _____ Date: _____

Redaction of file: Labor at \$ _____ /hour for _____ hour(s) = \$ _____
 Performed by: _____ Title: _____ Date: _____

Copying of viewing file: Labor at \$ _____ /hour for _____ hour(s) = \$ _____
 Performed by: _____ Title: _____ Date: _____

Supervision of record Inspection: Labor at \$ _____ /hour for _____ hour(s) = \$ _____
 Performed by: _____ Title: _____ Date: _____

Restricted information is as follows:

Per T.C.A. 40-32-101- No information regarding expungment may be released and such has been redacted.

Per 28 U.S.C. 534- NCIC reports and information therefrom is confidential and will not be released.

Per T.C.A. 10-7-504(a)(1)- The medical records of patients in state, county and municipal hospitals and medical facilities, and the medical records of persons receiving medical treatment, in whole or in part, at the expense of the state, county or municipality, shall be treated as confidential and shall not be open for inspection by members of the public.

Per T.C.A. 10-7-504(a)(2)- All investigative records of the Tennessee Bureau of Investigation shall be treated as confidential and will not be released.

Per T.C.A. 10-7-504(a)(9)(C) and in essence **Title I of the Americans with Disabilities Act of 1990 42 U.S.C. §12201; 29 C.F. R. pt 1630 app § 1630.14(b)-** Prohibits an employer from disclosing confidential medical information to anyone.

Per T.C.A. 10-7-504(a)(12)- Personal information contained in motor vehicle records shall be treated as confidential and shall only be open for inspection in accordance with the provisions of title 55, chapter 25.

Per T.C.A. 10-7-504(a)(16)(B) – identifying information concerning a person who has obtained a valid order of protection shall be confidential if certain steps have been followed.

Per T.C.A. 10-7-504(d)- Records of any employee’s identity, diagnosis, treatment, or referral for treatment that are maintained by any state or local government Employee Assistance Program (EAP) shall be confidential and will not be released.

Per T.C.A. 10-7-504(f)(1)- All home telephone and personal cell phone numbers; bank account information; social security number; residential information, including the street address, city, state and zip code and driver’s license information for persons for whom driving or operating a vehicle is not a part of the job description or incidental to the performance of the employee’s job will be redacted on **all** state employee personnel files. The same information will be redacted for the employee’s family member(s).

Per T.C.A. 10-7-504(g)(1)(A)(iii) – allows the chief law enforcement officer to reserve the right to segregate any information that could be used to identify or locate an officer designated as working undercover.. The Human Resources Division has been advised that all commissioned Criminal Investigations Division personnel fall under this mandate.