

1 **Employee Records**

2 Effective: Moved to Policy Library from UPM 3.1(14)

3 Contact: [UHR Records Management](#)

4 **Introduction**

5 University Human Resources and the Office of the Senior Vice President and Provost (SVPP) are responsible
6 for the establishment and maintenance of the official personnel records regarding the employee's employment
7 relationship with the university.

8 **Policy Statement**

9 Certain information concerning employees will be treated as public information. This information includes work
10 address, work phone, work fax and ISU email address; personal mailing address and phone (unless there is a
11 request not to publish), dates of employment, positions held, and pay.

12 Employee social security numbers are protected. Information related to ethnicity, gender, disability, veterans
13 status and birth date are collected to meet federal requirements for collecting and reporting statistical data and
14 will not be released to employing departments or the public, except as allowed by law.

15 Medical information and information collected for purpose of administering benefits programs or addressing
16 employee health concerns is confidential and will not be released except for purposes of administering the
17 benefits program or addressing the employee concern. Medical information will be maintained separately from
18 other personnel information.

19 The official personnel files for P&S, K-base, and merit employees are maintained in the department of
20 University Human Resources. The official personnel files for faculty are maintained in the SVPP Office. An
21 employee may have access to his or her official personnel and medical files as long as it is done at an
22 appropriate time, place, and manner. All information is presumed to be confidential to anyone but the employee
23 except when information is needed for official university purposes, when the employee gives written
24 authorization, or when information is public information under law or covered by a valid court order.

25 **Resources**

26 **Links**

- 27 • [Files—Access by Employees, Iowa Code Chapter 91B](#)
- 28 • [Social Security Number Protection Policy](#)
- 29 • [Open Records, Iowa Code, Chapter 22](#)
- 30 • [Public Records Requests, ISU Controller's Department](#)

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