

SUBJECT: Access to Personnel Records of University Employees

1 Personnel records include any record accumulated in any administrative office of the University
2 in connection with the recruitment and employment of any person. For the employee, this will
3 include, but will not necessarily be limited to, letter of application, personal resume, letters of
4 recommendation, academic records, any and all contents of dossiers furnished by a placement
5 service, appointment form, performance evaluations, all records of promotion, salary raises,
6 leaves, changes of status subsequent to employment, and any and all correspondence in the
7 employee's personnel folder between the individual employee and any administrative officer of
8 the University. Records held by an investigating officer or agency, including the campus
9 security department, are not a part of personnel records, nor are papers, tapes, and minutes of
10 grievance or disciplinary proceedings until such time as those proceedings are completed.

11
12 Administrative officers are those persons duly appointed by the Board of Supervisors to carry
13 out any administrative functions of the University.

14
15 Directory information is any public information which may be published or otherwise divulged to
16 any interested persons. Directory information related to University employees includes only the
17 following items: name, job title and/or rank, academic degrees held, institutions awarding those
18 degrees, department or office in which employed, work location (building and room number),
19 University telephone number, home address and telephone number (unless held confidential at
20 the employee's request), date of employment by the University, tenure status, salary, and any
21 other information specifically authorized by the employee in writing. The same information will
22 be provided with respect to former employees, together with their dates of termination from the
23 University and their announced reasons for leaving, if any. The custodian, for purposes of this
24 policy statement, is a person who has the responsibility for receiving, safeguarding, maintaining
25 and dispatching personnel records. The Chancellor is the custodian of all records maintained
26 by the central administration of the University. A vice chancellor, director, supervisor, or
27 manager, or the administrative head of any office, is the custodian of all records in that office.
28 The department head or chair is the custodian of all records in an academic department.

29
30 Conditions of Access

31 Directory information as identified above, except salary information, will be provided to any
32 inquirer by any University employee who properly has access to the information sought. The
33 name and the contact information of the inquirer will be recorded if the requested information
34 deals with salary. Information as to the salary of a University employee may be obtained upon
35 written request to the Chancellor. In such case, the University reserves the right to notify
36 affected persons of the names of persons to whom information was furnished. It is the policy of
37 the University to make available to individual employees their own official records, excepting
38 only letters of recommendation which the maker regarded as confidential. All such letters will
39 be regarded in this light except those which contain explicit statements by the maker that the

SUBJECT: Access to Personnel Records of University Employees

40 letter is not to be regarded as confidential.

41
42 The University's operating budget is available in the Human Resource Office and the Library for
43 perusal by individuals who may be interested in obtaining this information.

44
45 The University will provide information on employees only. It does not provide information about
46 applicants for employment until such time as they become employees. The resumes of
47 applicants for employment, therefore, will be considered as confidential, unless the applicant
48 agrees to the release of such information. (This policy is in accord with a legal opinion issued
49 by legal counsel.)

50
51 The personnel record of any individual will be made available to him or her upon request. The
52 LSU Eunice Human Resource Manager is responsible for responding to requests for public
53 records.

54
55 Administrative officers of the University will have access to the personnel files of all employees
56 within their areas of responsibility. Custodians of files may give access to the files to any
57 administrative officer or other employee of the University who, in the judgment of the custodian
58 of the files, must have access in order to carry out his or her duties. Custodians will also
59 provide access to files in response to court orders and subpoenas. All persons having access
60 to personnel files will regard the contents (other than directory information) as confidential and
61 will not divulge such contents to other persons except as specified above, or with the express
62 written consent of the employee to prospective employers, credit officers, government agents,
63 etc.

64
65 Breach of confidentiality by any employee of the University will be regarded as a most serious
66 offense and one which could be the basis of disciplinary action or termination proceedings.

67
68 Reference
69 Public Records Act (RS 44:1 et seq.)

70