



## RELEASE OF INFORMATION - EMPLOYEE FILES

Discretion must be exercised in releasing personnel information about any applicant, employee, or former employee. Information may not be released without a clear need, without the explicit authorization of such individual, or unless requested in accordance with the provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) or required by law.

Employees **DO NOT** have a right to the following possible information/documents in their file:

- Letters of reference
  - Both internal and external
- External peer-review documents
- Test documents
  - The employee, however, may see test scores
- Materials relating to staff planning at the University, campus, college, or unit level, such as matters relating to a unit's development, expansion, closing, or operational goals, where the materials relate to or affect more than one employee.
  - This exception does not apply, however, if such materials are, have been, or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation; or in determining an individual employee's discharge or discipline.
- Information in their file constituting an invasion of another person's privacy.
- Records pertaining to a criminal investigation of an employee or employees (unless and until adverse personnel action is taken based on those records);
- Records related to a pending claim between the employer and employee that may be obtained through that judicial proceeding; and
- Materials used for management planning.
  - "Management planning" materials include those used in matters relating to the comments or ratings necessary for University, campus, or department planning, where the materials relate to or affect more than one employee. Of course, this exception does not apply if such materials are, have been, or are intended to be used in determining an individual employee's qualifications for employment, promotion, transfer, additional compensation, or in determining an individual employee's discharge or discipline, as provided above.
- Investigatory or security records maintained by the University to investigate criminal conduct or other activity by the employee which could reasonably be expected to harm the University's property, operations, or business or could cause the University financial liability, unless and until the University takes adverse personnel action based on information in such records.

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Employees **DO** have a right to the following possible information/documents in their file:

- Application
- Job Description(s)
- Offer Letter(s)
- Background Check email(s)
- Sexual Misconduct Check email(s)
- Provost Approval(s)
- Appointment Change Form(s)email(s)
- W-4(s)
- Direct Deposit(s)
- Office of Access and Equity Approval(s) (OAE)
- Redacted Dossier – Faculty Only
- Referral List(s) – Civil Service Only
- Register Form(s) – Civil Service Only
- Dismissal Letter(s) – Civil Service Only
- Probationary Evaluation(s) – Civil Service Only
- Separation Checklist(s)

**For more in-depth information please refer to:**

[Policy and Rules for Civil Service Staff - Policy 18: Official Personnel Records](#)  
[Campus Administrative Manual \(CAM\) - HR-59: Personnel Record Review Act](#)  
[Provost Communication #9](#)

**For further consultation:**

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