



RELEASE OF INFORMATION – OUTSIDE AGENCY

Discretion should be exercised in releasing personnel information about any applicant, employee, or former employee, without a clear need, 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 authorized by law.

The following information/documents may **NOT** be released without a written consent from an employee

- SSN's
- DOB (Date of Birth)
- Home address
- Telephone number
- Salary information
- Performance evaluations
- Attendance
- Information about the work record or work quality
- Reason for termination
- Leave or layoff status, unless pertinent to an inquiry
- Whether the employee would be rehired
- Medical information
 - Records and documents relating to medical information maintained for the purpose of administering work-related programs, such as the Family and Medical Leave or Workers' Compensation; or for the determination of disabilities and assessment of an University of Illinois Policy and Rules POLICY 18 OFFICIAL PERSONNEL RECORDS Rule 18.01 - Adding or Removing Material Regulations (Continued) Issued: 02-20-97 Page: 2 of 2 employee's ability to perform the essential functions of the job; or for medical monitoring required by law, such as drug and alcohol testing of drivers, are to be kept in separate employing unit and human resources files and treated as confidential medical records.
- Records pertaining to disciplinary action, including letters of warning, may not be divulged to a third party, other than to a labor organization representing the employee, without written notice to the employee concerned. Written notice must be sent by first class mail to the employee on or before the date the information is divulged.

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](#) or to [University Social Security Number Policy](#).

For further consultation:

IHR (Illinois Human Resources) Data Operations: ihr-dataops@illinois.edu

Office of University Counsel: Seth Baker baker41@illinois.edu

Exceptions: Written consent is not required for legal requests or if requested in accordance with the provisions of the Freedom of Information Act (FOIA) (5 ILCS 140/1 et seq.).

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