

THE UNIVERSITY OF TENNESSEE  
AT MARTIN  
Personnel File Access and Disclosure

Tennessee law permits the inspection of all information contained in a personnel file by any citizen of the State of Tennessee. Release of information over the telephone or by written request will be restricted by the specification of this form. Please complete one of the three sections below.

1. I, the undersigned, authorize the Personnel Department of The University of Tennessee to provide the following personnel information to the persons or entities hereinafter mentioned: period of employment, supervisory ratings, positions held, salary, address, telephone number, and reasons for termination (if applicable).

I fully understand and agree that the above personnel information may be made available by the Personnel Department to prospective employers, lending institutions, and other persons and entities seeking said personnel information for employment, credit, or other business purposes.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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2. I authorize limited disclosure by telephone or by written request only, consisting of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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3. I do NOT authorize release by telephone or by written request.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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Personnel Files and Release of Information

The Office of Personnel Service will maintain the official personnel file for regular nonacademic exempt employees and for all non-exempt employees. Academic employee files are maintained in the Office of the Vice Chancellor for Academic Affairs. The personnel record file usually contains such documents as the personnel action form, the Leave Record Form for each year of employment, fee waiver forms, Authorization of Disclosure form, longevity certification form, letter of commendation, information on disciplinary action, and other such data.

With appropriate notice, employees may review the contents of their official personnel record file within the Office of Personnel Services or the Office of Academic Affairs. With appropriate notice, an employee may make copies of records in his/her personnel file at a nominal charge.

An Authorization of Disclosure form is to be completed by all regular employees. It should accompany the personnel action form for initial employment. The Authorization of Disclosure form will be maintained in the employee's official personnel record file.

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1. necessary responses to national salary surveys,
2. requirements of federal, state, or local law,
3. response to a physician seeking to inform an individual of a possible medical problem.