

**ALABAMA STATE PERSONNEL BOARD  
ALABAMA STATE PERSONNEL DEPARTMENT  
ADMINISTRATIVE CODE**

**CHAPTER 670-X-17  
RECORDS AND REPORTS**

**TABLE OF CONTENTS**

670-X-17-.01	<b>Service File</b>
670-X-17-.02	<b>Change In Status Report</b>
670-X-17-.03	<b>Inspection Of Records</b>

**670-X-17-.01      Service File.**

The Director shall maintain a service file for each employee in the state service showing his name, title of the class of position held, salary rate, date of employment, personal history data, unit within the department to which assigned, changes in employment status, and such other information as he may consider pertinent. Notwithstanding any other laws to the contrary, when a document pertaining to disciplinary action is placed in the employee's personnel file, the agency which is the employer shall supply a copy of the document to the employee no later than ten days after its inclusion in his personnel file. In the event that the document is not provided to the employee within the ten days as required, the document shall be removed from the employee's personnel file and shall not be used against the employee in any future proceeding or disciplinary action.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-9.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2014; effective June 24, 2015.

**670-X-17-.02      Change In Status Report.**

Every appointment, transfer, promotion, demotion, dismissal, vacancy, change of salary rate, leave of absence, absence from duty, and other temporary or permanent change in status of employees in the state service shall be reported to the Director at such time, in such form, and together with such supporting or pertinent information as the Director may prescribe in conformity with these rules.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-9.

**History:** Filed September 29, 1981.

**670-X-17-.03      Inspection Of Records.**

The records of the Department are public records and are open to public inspection during normal working hours, provided that the following shall be held confidential as a matter of public policy:

- (a) Applications for examination of persons who have not been employed.
- (b) Lists of eligibles who have competed successfully on examinations.
- (c) History Files and test materials such as written tests or forms or instructions which if known to an applicant might give him an advantage in competing for appointment or promotion.
- (d) Any information listed in Code of Ala. 1975, §41-13-7, and any other applicable law, which is considered confidential information.
- (e) Any recorded information received by a public officer in confidence, sensitive personnel records, pending criminal investigations, and records, the disclosure of which would be detrimental to the best interest of the public.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-44.

**History:** Filed September 29, 1981. **Amended:** Filed May 20, 2014; effective June 24, 2015.