

City of St. Louis Department of Personnel Administrative Regulation NO. 145

RECORDS POLICY

Issued: February 23, 2007

I. POLICY

In my capacity as Director of Personnel for the City of St. Louis, I hereby direct that effective immediately, both in accordance with and in addition to Ordinance No. 61952, it shall hereby be the policy of the City of St. Louis that:

Pursuant to R.S. Mo. 610.021.(3), (7), (9), and (13) and except to the extent disclosure is otherwise required by law, records shall be closed which relate to the following:

A. Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded. However, any vote on a final decision, to hire, fire, promote, or discipline an employee shall be made available with a record of how each decision maker voted to the public within seventy-two (72) hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two hour period before such decision is made available to the public. As used herein, the term "personal information" means information relating to the performance or merit of individual employees;

B. Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again;

C. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.

D. Preparation, including any discussions or work product, on behalf of the city or its representatives for negotiations with employee groups.

Questions regarding Administrative Regulation No. 145 should be directed to the Personnel Services Section of the Department of Personnel at 622-3567.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director