



## Confidentiality of Municipal Employees' Personal Information

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](http://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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## Table of Contents

|  |   |
|--|---|
| Confidentiality of Municipal Employees' Personal Information ..... | 3 |
|--|---|

## Confidentiality of Municipal Employees' Personal Information

**Reference Number:** MTAS-1222

While the personnel file of a municipal employee is a public record, some of its contents is confidential and must be redacted prior to public release. T.C.A. 10-7-504(f) makes the following information of a municipal employee, or former employee, or applicant to such position, or of any law enforcement officer and his or her immediate family confidential:

- Home telephone and personal cell phone numbers;
- Bank account and individual health savings account, retirement account and pension account information; provided, that nothing shall limit access to financial records of a governmental employer that show the amounts and sources of contributions to the accounts or the amount of pension or retirement benefits provided to the employee or former employee by the governmental employer;
- Social security number;
- Residential street address;
- Driver license information except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of the employee's job;
- Emergency contact information;
- Personal, nongovernment issued, email address.

Information that is confidential must be redacted wherever possible.

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*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

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