

## Records Exempted From Disclosure

The following public records will be exempted from the disclosure requirements:

1. Personnel files of employees and files of applicants for employment, except for:
  - a. The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the public agency;
  - b. Information relating to the status of any formal charges against the employee; and
  - c. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it and portions of electronic maps entrusted to a public agency by a utility.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1. [Note: Includes records such as but not limited to collective bargaining; litigation pending or threatened; implementation of security systems; purchase or lease of real property; receive information about and interview prospective employees, job performance evaluation, etc.]
5. The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making the gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.
6. Library records which can be used to identify any library patron under IC 5-14-3-4.

Adopted by the Adams Public Library System Board of Trustees,  
June 30, 2008