
 Town of Swansboro	Personnel Policy		Records and Reports Public Information	
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ARTICLE XI. RECORDS AND REPORTS

Section 1. Public Information

In compliance with GS 160A-168, personnel records are protected from release except for the following, which is public record:

- name of the employee
- age of employee
- date of original employment
- terms of any contract
- current position and title
- current salary
- the office to which the employee is currently assigned
- date and amount of each increase or decrease in salary with the Town
- date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification with the Town
- the date and general description of the reasons for each promotion with the Town
- the date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Town
- for dismissals due to disciplinary reasons, a copy of the written notice of the final decision of the Town setting forth the specific acts or omissions that are the basis of the dismissal

Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town may adopt.

For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the Town.