



THE STATE OF FLORIDA  
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**MEMORANDUM HR09-18**

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Contents of Personnel Files

DATE: March 21, 2018

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The Department of Management Services has updated its guidance on the contents of personnel files. The revised guidance has been highlighted to indicate changes from the last iteration. Please note that the changes primarily reflect the incorporation of Executive Order Number 17-319 issued by the Office of the Governor. The Executive Order applies to those agencies headed by an official serving at the pleasure of the Governor. However, JAC wanted to disseminate this information to all judicial-related offices it serves in case your office wanted to use any of it as a best practice. Both the guidance and the Executive Order are attached as separate documents.

Please let me know if you have any questions.

Thank you.