



Personnel File Review Procedure

Viewing Your File

- An employee may review his or her own file any time during normal business hours.
- If possible, please [email](#) the Human Resources front desk or call **464-3367** in advance to expedite the process and ensure your file is waiting for you when you arrive.
- If necessary, walk-in requests for single file review may be accommodated.

Viewing Other Employees' Files

- Employees requesting to review the personnel files of other employees should contact Human Resources at **464-3367**. Under public records law, information that is protected, such as social security numbers, will be redacted prior to viewing.

Supervisor Review

- Management/supervisory requests to review multiple files for hiring/promotion purposes may be accommodated within two (2) to twenty-four (24) hours, depending on the number of files to be reviewed.
- [Email](#) Records Administration with the purpose for your request and a listing of the names of the employees whose files you are requesting.

Copying Files

- Employees may request to have copies made of their files, or the files of co-workers or other County employees, or portions thereof.
- The policy for having copies made of the files of co-workers or other County employees is similar to that for requesting to review the files of other employees - i.e. the requesting party's management as well as the employee whose file is being copied will be notified.
- Such requests should be made by phone (**464-3367**) or [email](#).
- A charge of \$0.15 per page will apply.
- Payment must be received prior to the copying of files, in the form of cash or check made payable to *Board of County Commissioners*.
- Please allow one (1) week following requests for delivery.
- Copied files may be picked up at the Human Resources Department - 400 South Fort Harrison Avenue - Fourth Floor, or forwarded via interoffice mail, or mailed via U.S. mail, per the request of the purchaser.

Personnel File Update

- Please keep in mind that the application in your personnel file is usually the one you completed when you were hired by the County.
- Subsequent applications completed for promotional positions are not placed in your personnel file.
- Employees are encouraged to periodically update their personnel files by providing updated resumes and requesting that they be placed in their personnel file.