

# Personnel Folders

## Policy

The Human Resources Department maintains the centralized personnel records of all employees, which are available for inspection by the employee and by staff who need the filed information in the performance of their duties.

## Procedures

1. An employee who wishes to see his/her personnel record contacts his/her department's Employment Consultant, in the Employment Division, Human Resources Department.
2. The Employment Consultant obtains the personnel record and reviews it with the employee and then returns it to the Human Resources Records Section.
3. Managers or supervisors who request an employee's personnel record for job related matters must complete form PA 2918, Request for Information and Records Retrieval.
4. PA 2918 is brought to the Records Section where the name of the requester is checked to insure that he/she is authorized to obtain personnel records for the department. A copy of PA 2918 is attached to the record being removed and a copy is retained in the Records Section. The records must be returned to the Records Section upon completion of review.
5. Records that will be reviewed by departments in order to fill a vacancy are sent to them by the appropriate Employment Consultant. The department is responsible for returning records to the Records Section when vacancy is filled.
6. Letters, certificates, diplomas, updated form PA 744, Experience and Education Summary, etc., that an employee wants filed in his/her personnel record, can be sent or brought to the Human Resources Records Section, Human Resources Department.