



Office of Human Resource Services

Access to Personnel File Records Policy

Personnel Files

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors other than the designated Human Resources representatives may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

Personnel files are to be reviewed in the Human Resource Department. **Personnel files may not be taken outside of the department.**

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Human Resource Department in response to the request, a legal subpoena, or court order.

Based on Public Records Act, CRS 24-72-201, access to the official personnel folder of an employee shall be as follows:

1. Unless the employee has given his/her consent or the court has issued a specific order, access to the complete official personnel file of an employee shall be given only to the employee, his duly authorized representative, and supervisors in the chain of command from the employee to the appointing authority.
2. That portion of an employee's official personnel file which contains his application, performance ratings, and corrective and disciplinary actions, are **open records and may be disclosed** to anyone who makes a request.
3. The Human Resources office staff, as well as staff auditors from the Department of Personnel, shall also have access to the file in the regular conduct of their official duties.

For State Classified Employees:

Per Personnel Board Rules 1-23, "each employee's official personnel file shall include the following and be retained 10 years after separation: a separate record of all employment actions; most current application information; corrective/disciplinary action information; final annual performance evaluations for at least the past three years; grievance and performance pay dispute information; letters of recommendation,

reference, or commendations as requested; and any other information desired by the appointing authority.

An employee shall be given a copy of any information placed in the personnel file, except for reference checks”, upon completing the required request form.

Personnel file access by current employees and former employees upon request will be permitted within 3 days of the request.

Note: Please be advised that company policy may be subject to state requirements. Check with a Human Resources representative for additional resources



Request to Access Personnel File

Date: _____

Requestor Name: (Print) _____

Relationship to Employee: (circle) Employee Supervisor/Manager Other _____
(Government or Law Enforcement Agencies)

I formally request access to review the personnel file of _____
(print employee name)

for the following reason: (Check appropriate reason)

- I am the employee and wish to view my file.
- I am a former employee (or representative) and would like a copy of my file.
- I am in the direct supervisory line or hiring authority for this employee.
- I am a government or law enforcement official and have proper documents to secure access to this file.

I attest that I have read the above disclosure regarding the Access to Personnel Records policy and agree to adhere to them, and that I have a legitimate business reason or right to review these records.

Signature

Date

To Be Completed by the Human Resources Department

Check the appropriate action:

- The identity of the above individual requesting access to this file for review was verified. This file was reviewed in my presence, and I verify that no documents were altered, added, or removed from the file.
- The identity of the employee or his designated representative requesting access and copies of the file was verified. I made the allowable copies and submitted them to the requestor. I verify that no documents were altered, added, or removed from the file.

Signature of Human Resources Representative

Printed Name

Date