



Human Resources Department

Access to Personnel File Records Policy

Personnel Files

Employee files are maintained by the Human Resources Department and are considered confidential. Other than the designated Human Resources representatives, Managers and supervisors may only have access to personnel information on a need to know basis.

Personnel files are to be reviewed only in the Human Resources Department and may not be taken out of the office.

Please note there will be a fee when you request a copy of your personnel file. The fees are as follows based on the OPRA law (Open Public Records Act). They are as follows:

The first through 10 pages cost \$0.75 per page.

The 11th through 20th pages cost \$0.50 per page.

All pages after the first 20 cost \$0.25 per page.

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