

Number: 402
Sections: 1-7
Effective Dates: 08/01/82
Revised: 07/15/97

SUBJECT: Access to Personnel Files

1. **Purpose.** This Administrative Regulation provides for proper access to personnel files while being sure no essential documents are removed from such files.

2. **Authority.** City Charter, Section 401.

3. **Application.** The regulation applies to all officers and employees of the City of Huntington Beach.

4. **Definitions:**

4.1 **Personnel Files.** The Personnel Division shall maintain a personnel file on each employee, containing the following:

- (a) Application for employment
- (b) Loyalty Oath
- (c) Identification Information
- (d) A copy of all Payroll Change Reports and Job Performance Reports.
- (e) State Retirement (PERS) membership form (full-time employees only)
- (f) Written communications involving employee
- (g) City training and educational courses attended.

4.2 **Access.** Access to an employee's personnel file shall be restricted to the employee, their immediate supervisor, division or department head, Personnel staff, or as prescribed by the Personnel Director or the City Administrator. Personnel files may not be taken outside of the Personnel Division for inspection.

4.3 **Terminated Files.** The files of terminated employees shall be retained for a minimum of five (5) years.

4.4 **Inquiries.** Responses to credit and employee inquiries will be limited to the following:

- (a) Telephone. Verify information provided by the inquirer.

- (b) Mail. If written consent of employee is submitted, provide salary information, date of employment and position title,.
- (c) Personal. Credentialed employment investigators may review current employment records if they present written authorization from the employee.

5. **Responsibility.** Access to personnel files shall be the responsibility of the Director of Personnel.

Michael T. Uberuaga, City Administrator