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### PERSONNEL FILES

The official personnel file relating to all employees shall be maintained in Human Resources.

Except for material used to screen and test for employment, all materials placed in the employee's file originating within the City after employment shall be available to the employee upon request for inspection, in the presence of the person(s) responsible for keeping the file. A copy of such material shall be made available to the employee upon request and at the employee's expense.

The employee shall have the right to file a written response to any material included in the file, except for material used to screen and test for employment.

Documents within the official personnel file are confidential, except those documents subject to disclosure under applicable laws. Access to personnel files shall be limited to authorized City officials and employees or as required by law.