



AUHR 1.04 PERSONNEL RECORDS

Official Personnel Record

The Auditor's Office complies with all applicable federal, state, and local laws to maintain records of employees and/or prospective employees. The Auditor's Office is responsible for maintaining and securing the employee records of its staff. They are maintained and secured by Management Services.

Rule Applicability

The provisions of this administrative rule apply to:

- Employees
- Former employees
- Prospective employees
- Members of the public

Definition of Personnel File

For purposes of this Administrative Rule, the official personnel file consists of information gathered by Management Services that relates to the:

- Individual's application
- Personal information (non-medical)
- Selection materials
- Promotions, demotions, transfers
- Salary
- Performance evaluations
- Disciplinary actions and termination of employment
- Work history, status and tenure

Employees shall have the right to include in their personnel file letters of commendation, training certifications, educational records and other documents relevant to their employment.

Information about employees should include only that which is necessary and relevant to employment and should be used only for employment related purposes.

Notice

No information reflecting critically on an employee shall be placed in the employee's personnel file unless the employee is notified.

Remedies of Employees Objecting to Material in File

Documents may be removed from the employee's official personnel file only with the mutual agreement of the City Auditor or a designee, the division manager or supervisor and the employee or the employee's representative. Oregon public records law prohibits destruction of public records except when certain conditions are met. Documents that are removed from the official personnel file, and their retention or storage, must comply with public records law or other public policy requirements.

Records Open to Inspection

Confidential records shall only be disclosed within the Auditor's Office to aid in personnel administration. Responses to external inquiries regarding the record of an employee or a former employee must comply with disclosure laws or be released with the employee's written authorization in accordance with the **Administrative Rule on Reference Checks and Employment Verification**.

The City Auditor shall determine procedural requirements regarding the release of personnel data.

Bureau Medical Records

Medical records shall not be retained in the official personnel file but in a separate confidential file. See the **Administrative Rule on Employee Medical Files**.

Bureau Personnel Record

Management Services will designate a record location for employees and prospective employees. It will maintain and secure all types of records, forms, and data relating to the selection, status, performance, salary, discipline, and

training of employees. This includes responsibility for ensuring the confidentiality of those records designated as such.

Division managers and supervisors are responsible for ensuring documents that need to be placed in the official employee file are sent to Management Services when they are created or received.

To ensure the security and confidentiality of records, Management Services and division managers and supervisors shall establish administrative, technical and physical controls to protect confidential information from unauthorized access or disclosure.

Union Access to Personnel Files

The employee's authorized representative may inspect and obtain copies of the employee's official personnel file with the employee's written permission.

Employee Access to Employee Files

Employees have the right to inspect and obtain copies of their own personnel records within the prescribed guidelines of this rule to the extent provided by applicable law.

Employees requesting to see their official personnel file should contact Management Services. At no time during the examination of the employee's file shall the file be out of the direct supervision of the record keeper.

File of Employee Transferred to a Bureau

Files of employees who transfer or are promoted to a City bureau will be forwarded to the employee's new bureau. If there is pending legal action, files will be retained in consultation with the City Attorney's Office.

Personnel Record Retention

All employee files will be retained in accordance with the **Record Retention Requirements** as determined by the Auditor's Office as well as federal, state and local laws.

Responsibility of Employees

Employees are expected to promptly notify their supervisor and Management Services of changes of name, home address and telephone number to assure proper records management.

Fees

The Auditor's Office may charge fees for providing information to requestors. These charges may not exceed the actual cost of providing the information but may include copying costs and costs for labor involved in locating and copying the information.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 1.04 Personnel Records.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.