



THE DISTRICT

DIVISION OF HUMAN RESOURCES

MEMORANDUM

To: Individuals Requesting Records
From: Gaby Figueroa and Lorena Gomez
Through: Jiovana A. Gutierrez
Director Elementary Personnel
Subject: Guidelines for viewing personnel files and requesting employment records
Date: August 1, 2023

GUIDELINES FOR VIEWING PERSONNEL FILES (In compliance with Policy/Regulation DBA/DBA-R):

1. An employee will have access to his/her personnel records by calling 434-0423 or 434-0406 for an appointment. Appointments are scheduled to enable the Records Manager to give the employee undivided attention to ensure the file is available for viewing.
2. All information contained in the employee's personnel file will be available for viewing by the employee or his/her designated representative under the Open Records Act (Govt. Code 552.102 (a)).
3. An employee will be required to verify his/her identity with photo identification prior to viewing his/her personnel file.
4. Viewing of personnel files must be done in the presence of the Records Manager.
5. Requests for copies of documents in an employee's personnel file must be made in person or submitted in writing and must contain the employee's signature and employee ID number. A 10¢ fee (payable to the Accounting Department Cashier) will be charged per copy, over 30 pages, in compliance with the General Service Commission.