

**Request for (check one):**

**INSPECTION OF PERSONNEL FILE**

**COPY OF PERSONNEL FILE**

**PROCEDURE**

- An employee wishing to inspect his or her official personnel file, or to authorize another person to inspect the employee's file, may file a request in the Human Resources Office.
- Upon receipt of the request, HR will schedule a time for the employee and/or the employee's designee to come in to inspect the file. This will insure that an HR staff member will be available to answer any questions the employee or his/her designee may have, and that the employee's file includes all materials received in the HR Office to date. Every attempt will be made to honor the request within two workdays of its receipt.
- An employee may schedule an appointment by phone and complete the written request at the time of the appointment.
- Upon an employee's request, the HR Office will provide an initial copy of any document(s) contained within the employee's official personnel file at no cost to the employee, or the employee's designee. For any additional copies of documents previously copied by the HR Office, the employee will be charged fifteen cents per page per RCW 42.56.120.

**To Be Completed by the Employee**

I, \_\_\_\_\_, request that  I, and/or  \_\_\_\_\_,  
(Employee Name) (Employee Designee)

- be permitted to inspect my personnel file.  
 receive a copy of the following documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If requesting a review**, please indicate three dates/times convenient for you to come to the Human Resources Office.

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ (Date #1) (Time)    \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ (Date #2) (Time)    \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ (Date #3) (Time)

**If requesting copies**, please indicate your preference for receiving them:

- Campus mail, mailstop: \_\_\_\_\_  
 Pick up copies in-person. When ready, notify me at telephone: \_\_\_\_\_  
 (Former employee) Mail copies to this address: \_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
Employee Signature Date

**To Be Completed by the Human Resources Office**

Disposition of request: Inspection made on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ by \_\_\_\_\_,  
(Date) (Time) (Name of Employee or Designee)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of HR Office staff member Date

Copies Requested:

- Initial Copy of any document (free); Number of pages: \_\_\_\_\_  
 Second Copy (0.15/page x \_\_\_\_\_) = \$ \_\_\_\_\_  
Number of pages Total Cost

Make check payable to "CWU."

HR will send payment to the Cashier's Office with a note, "Credit budget #53300.11770000."

Original: Personnel file

## AUTHORITY FOR EMPLOYEE ACCESS TO PERSONNEL FILE

### Classified Staff in Bargaining Unit I Contract Article 33-Employee Files

### Classified Staff in Bargaining Units 3, 4, 5, and 6 Contract Article 34 – Personnel Files

### Non-represented Classified Staff WAC 357-22-020

CWU Policy can be found at: <http://www.cwu.edu/resources-reports/cwup-2-30-170-personnel-records>

## BLANKET AUTHORITIES

**RCW 49.12.240 Employee inspection of personnel file.** Every employer shall, at least annually, upon the request of an employee, permit that employee to inspect any or all of his or her own personnel file(s).

**RCW 49.12.250 Employee inspection of personnel file -- Erroneous or disputed information.**

- (1) Each employer shall make such file(s) available locally within a reasonable period of time after the employee requests the file(s).
- (2) An employee annually may petition that the employer review all information in the employee's personnel file(s) that are regularly maintained by the employer as a part of his business records or are subject to reference for information given to persons outside of the company. The employer shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If an employee does not agree with the employer's determination, the employee may at his or her request have placed in the employee's personnel file a statement containing the employee's rebuttal or correction. Nothing in this subsection prevents the employer from removing information more frequently.
- (3) A former employee shall retain the right of rebuttal or correction for a period not to exceed two years.

**RCW 49.12.260 Employee inspection of personnel file -- Limitations.** RCW [49.12.240](#) and [49.12.250](#) do not apply to the records of an employee relating to the investigation of a possible criminal offense. RCW [49.12.240](#) and [49.12.250](#) do not apply to information or records compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

**RCW 42.56.120 Charges for copying.** No fee shall be charged for the inspection of public records. No fee shall be charged for locating public documents and making them available for copying. A reasonable charge may be imposed for providing copies of public records and for the use by any person of agency equipment or equipment of the office of the secretary of the senate or the office of the chief clerk of the house of representatives to copy public records, which charges shall not exceed the amount necessary to reimburse the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives for its actual costs directly incident to such copying. Agency charges for photocopies shall be imposed in accordance with the actual per page cost or other costs established and published by the agency. In no event may an agency charge a per page cost greater than the actual per page cost as established and published by the agency. To the extent the agency has not determined the actual per page cost for photocopies of public records, the agency may not charge in excess of fifteen cents per page. An agency may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request.