

Request to Access Personnel File

UNIVERSITY OF NORTHERN COLORADO

Office of Human Resources

Carter Hall, Room 2002

Greeley, CO 80639



PERSONNEL FILES

FOR STATE CLASSIFIED EMPLOYEES

Per Personnel Board Rules 1-23, “each employee’s official personnel file shall include the following and be retained 10 years after separation: a separate record of all employment actions; most current application information; corrective/disciplinary action information; final annual performance evaluations for at least the past three years; grievance and performance pay dispute information; letters of recommendation, reference, or commendations as requested; and any other information desired by the appointing authority

An employee shall be given a copy of any information placed in the personnel file, except for reference checks”, upon completing the required request form.

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Date: _____

Requestor Name: (Print) _____

Relationship to Employee: (circle) Employee Supervisor/Manager Other _____
(Government or Law Enforcement Agencies)

I formally request access to review the personnel file of _____