



Personnel File Request

Human Resources Management Department
 Administration - Personnel Records
 150 Frank H. Ogawa Plaza
 Oakland, CA 94612

Phone (510) 238-3112
 Fax (510) 238-2976

Date Request Submitted

Requestor	Agency / Department	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>

** A STAFF MEMBER WILL CONTACT YOU WHEN FILE IS READY TO BE VIEWED
 ** PLEASE SHOW IDENTIFICATION UPON REQUEST

Personnel File Name	Last Four Digits of SS#	Current Status (Select One)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Active <input type="checkbox"/> Separated - Year _____
Reason for Request (Please Be Specific So We Can Process Quickly)		
<input type="text"/>		

Request (Please Allow 5-7 Days)

- View Only
 Pick-Up
 Copy: Document Name
 Mail (Please Provide Address)

FOR PERSONNEL RECORDS STAFF ONLY

Confirmed Date and Time to View File	Staff Member to Monitor the Viewing
<input type="text"/>	<input type="text"/>

Copies Completed By	Copies Mailed By	Copies Picked Up By
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Completed	Verified ID:	
<input type="text"/>	<input type="checkbox"/> City ID <input type="checkbox"/> Other: _____	

COMPLETE AFTER VIEWING OR PICK UP OF COPIES

VIEWING CONFIRMATION (SIGN BELOW AFTER VIEWING OR PICK UP OF DOCUMENTS)

SIGNATURE

DATE

FAX THIS FORM TO (510) 238-2976
 OR
 DELIVER TO DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
 150 FRANK H. OGAWA PLAZA, 2ND FLOOR



Viewing Guidelines

**Department of Human Resources Management
Administration - Personnel Records
150 Frank H. Ogawa Plaza
Oakland, CA 94612**

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Fax (510) 238-2976**

1. All City employees have the right to view their personnel file twice (2) a year.
2. If you wish to view your file, complete the form and submit it - staff will call you to schedule an appointment.
3. Files are only viewed in the Department of Human Resources Management at 150 Frank H. Ogawa Plaza - BY APPOINTMENT ONLY; staff will call you to schedule an appointment.
4. All viewings are monitored by HRMD's staff.
5. As personnel files are confidential, all documents must remain within the file.
6. Communicate questions about any documents in your file to your monitor.
7. Viewers may request copies of any and/or all documents within the file.
8. Viewing is restricted to the employee, her/his supervisor, agency director, personnel staff and City Administrator's designated staff.
9. Allow 5-10 business days for copies.
10. Viewing by all others requires employee authorization.

I have the following questions regarding my personnel file:

SIGNATURE

DATE