

Salt Lake County Human Resources Policy 2-1100: Personnel Records

Purpose

This policy provides guidance on how the Human Resources Division and county agencies maintain personnel records for county employees and applicants.

I. Policy

Salt Lake County will comply with state and federal records laws and ensure employees have reasonable access to their employee records. Records of undercover law enforcement personnel and some investigative personnel are exempt from disclosure (UCA 63-2-301 and 63-2-302.5). This provision may result in reclassifying additional records in the Official employee personnel file as protected.

II. Procedures

A. Official employee personnel files will contain:

1. personnel action forms and related documents
2. performance appraisals and related documentation
3. disciplinary action documents that are upheld on behalf of the County
4. payroll related forms or actions with the exception of W4's which are retained in the division
5. employment application and related documents
6. new hire documents
7. training records

B. Agency personnel files may contain copies of employee records and other information related to an employee. These files may be made available under [Government Records Access and Management Act \(GRAMA\)](#).

C. Employee medical records and insurance forms will be kept separately in secured files.

D. Applicant and Recruitment Files

1. The Human Resources Division will maintain applicant and recruitment files. These files may be made available under [GRAMA](#).
2. Access to these files is limited to the hiring authority and individuals involved in the hiring process.

E. Review or Release of Personnel Files

1. Current or former employees may review their own files under observation of the custodian of the record at no cost.
2. Current or former employees requesting a copy of their file will be provided a copy at no cost.
3. Administrators, hiring authorities and their legal representatives may review files of employees under the observation of the custodian of the record as allowed by law.
4. Non-public information in a personnel file may be released by the Human Resources Division Director, with advice from the District Attorney's Office, as allowed by law.

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Reasonable efforts will be made to notify any employee directly impacted by a release prior to disclosure.

5. Any other requests will be processed in accordance with [GRAMA](#), court order or [HR Policy 3-500 Grievance Procedure](#).

III. References

- A. Sunshine Ordinance 2.07.030
- B. County-wide Policy and Procedure
 1. GRAMA Records Management Program – No. 2005
 2. GRAMA Access to Records – No. 2030
 3. GRAMA Guidelines Regarding Personal Privacy – No. 2050
 4. GRAMA Fees for Duplication of Records – No. 2060