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# **Procedures for Request of Personnel File Inspection**

**Corresponding Policy Title:** Policy on University Personnel Files and Records Management

**Procedure Owner:** Human Resources

**Related Policies**: Policy on University Personnel Files and Records Management

**Forms:** Request for Personnel File Inspection

**Effective:** To be determined

**Last Updated:** N/A

**Responsible University Department:** Human Resources

**Procedure Contact:** Human Resources Records

## Procedure Statement

Auburn University Human Resources is the custodian of the official employee personnel file which contains documentation of official personnel actions for all employees.

## Procedures

An employee (former or current) must follow established procedures for requesting access to inspect and/or obtain copies of their official personnel file.

An employee may request to view their personnel file by completing the [Request for Personnel File Inspection form](https://www.auburn.edu/administration/human_resources/records/documents/employee-file-inspection.pdf). The completed form should be emailed to [humnres@auburn.edu](mailto:humnres@auburn.edu), faxed to 334-844-1611, or delivered to the AU Administrative Complex (Human Resources), 1550 E. Glenn Ave., Auburn, AL 36830.

Once the form is submitted, a representative from Human Resources (Records) will contact the requestor for further action and/or disposition.

## Applicability

This procedure applies to all employees of Auburn University.

## Forms

[Request for Personnel File Inspection](https://www.auburn.edu/administration/human_resources/records/documents/employee-file-inspection.pdf)

## Related Information

Policy on University Personnel Files and Records Management

## Frequently Asked Questions

* **When can I inspect and/or obtain a copy of my personnel file?** A Records representative will contact the requestor within two business days for further action and/or disposition.
* **Will I be informed that someone has requested to inspect my personnel file?** No, personnel files are the property of Auburn University and an inspection may be granted for a legitimate business reason.