

1.1 Process by which Human Resource Services accesses personnel files.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

2.1 Personnel Technician I

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## PERSONNEL FILES ACCESS (PSL-P038)

Sacramento City Unified School District

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Employee Personnel Files	Iron Mountain	Life of Employee	Stored	Secure Storage Area
Employee Personnel Files	Warehouse	Life of Employee	Stored	Secure Storage Area

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Responsibility; Title change (Office Technician III to Personnel Tech. I) Approval Authority department name change

\* \* \* E n d o f p r o c e d u r e \* \* \*