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**PERSONNEL FILES ACCESS: BMI (PSL-W017)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working Instruction on how we access personnel files with the BMI storage system.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 3.1 Director of Human Resource Services

**4.0 DEFINITIONS:**

- 4.1 OT—Office Technician III.
- 4.2 BMI – BMI Imaging System is a company of Online Technology Group (OTG.)
- 4.3 BMI WebXtender—Web based application to

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5.2.2 File not found in BMI; go to next storage system in the Procedure PSL-P038.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Employee File(s)

6.2 Request for Employee Records (PSL-F085)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Personnel File(s)	BMI – WebXtender or Application Xtender	Life of Employee	Hard Copy- Discard as desired	Password Protected