

Treasury Documentation**Subject:** Personnel Files, Access and Expungement**For:** EMPLOYEE AND SUPERVISOR
HANDBOOK**Also See:**

Identification	ET-03061 Policy
Effective Date	9-1-2012
Replaces	ET-03061 (1-1-2005) Page 1 of 1

Note: Contract-covered employees should refer to the terms of their collective bargaining agreements.

Access to Personnel File

Employees must request to review their Personnel file at reasonable intervals. A written request must be submitted to Office of Human Resources (HR) at least two work days prior to the preferred review date.

Field employees must use annual leave to travel to HR to review their Personnel file. As an alternative, a field employee outside the immediate Lansing area may request a certified copy of their Personnel file.

Expungement of Disciplinary Records

Employees may request to have a written reprimand/record of disciplinary action removed from their Personnel file. A written request must be submitted to HR. An employee requesting removal of disciplinary documents must not have received subsequent discipline within the time periods specified below. Documents eligible for expungement are as follows:

1. **Written Reprimands.** May be removed from an employee's Personnel file after a period of 12 months from the date issued, providing no new written reprimand or less than satisfactory service rating has been issued during such 12-month period.
2. **Records of Disciplinary Action/Interim Service Ratings.** May be removed from an employee's Personnel file after a period of 24 months from the date issued, providing no new disciplinary action/interim service rating has been issued during the 24-month period.

End