
PERSONNEL FILES ACCESS (PSL-P038)

Sacramento City Unified School District

1.0 SCOPE:

- 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

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.2 BMI WebXtender—Web based application to view and print personnel files.
- 4.3 BMI Application Xtender—Windows based application to input and retrieve personnel files.
- 4.4 Iron Mountain—Company that warehouses personnel files that have not been imaged in BMI.
- 4.5 Warehouse—Location of very old personnel files.
- 4.6 PT—Personnel Technician I.

5.0 PROCEDURE:

- 5.1 PT receives request from Employee, Administrator, or Legal Department to locate employee file or specific documents within employee file.
- 5.2 Check for files in District's storage locations.
 - 5.2.1 Search BMI Storage System. (PSL-W017)
 - 5.2.2 Search Iron Mountain. (PSL-W007)
 - 5.2.3 Search Warehouse. (PSL-W018)
- 5.3 Notify requestor of the findings, by either supplying the requested documents or stating no documents found.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Personnel Files.

7.0 RECORD RETENTION TABLE:

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

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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

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