YOUR PERSONNEL FILE/RELEASE OF INFORMATION

A personnel record on each employee of the City and County is maintained in the Human Resources Department. This record is considered the "official record" of your employment with the City and County. Your file includes all information pertaining to your application, examinations, appointment, employee status, performance evaluations, qualifications, and other materials related to your employment with the City and County. This information is considered "confidential" and is only available to you and your supervisors, except as provided in the Public Records Law (Section 24-72-201 et seq., C.R.S.).

You are welcome to review your personnel file. To do so, please contact the Human Resources Department for an appointment. Files must be reviewed in the Human Resources Department and may not be removed. You may, however, request copies of items in your file.

To protect the confidential nature of your personnel file, certain procedures are followed in releasing information from your file. If you wish to have the Human Resources Department release any information over the telephone from your file to certain creditors or potential employers, you must first complete and sign a release form. This applies to both current employees and former employees. An "Authorization to Release Employment Information" form is available in the Human Resources Department or in the Employee Lounge of the Municipal Building or at the bottom of this document. The Public Records Law allows any person to come in to Human Resources to view a personnel file. Any person may view your salary, benefits, performance evaluations. Personal information such as home address, home telephone number, date of birth and social security number is considered confidential and is not subject to disclosure under this Law.