

EMPLOYEE RECORDS

Your department maintains a record of your employment throughout your time with the City. Your official City personnel record is maintained by and kept in the Department of Human Resources. Copies of all work-related information pertaining to your employment with the City is kept in these files including your original application; performance evaluations; salary changes; letters of commendation, etc. Most of this information is confidential and generally is not released without your written permission. In order to comply with the Freedom of Information Act, however, the Department of Human Resources is required to release some of the information kept in your personnel file. Specifically, the Department Human Resources is required to verify the following:

- your employment with the City; and
- your salary amount if it exceeds \$10,000.