



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Personnel Records

RESPONSIBLE DEPARTMENT: Personnel

NUMBER: E-11

APPROVED: *David H. Nichols*
County Manager

DATE: February 1, 1984

Every county employee has the right to inspect and review any official record relating to his or her performance as an employee or to a grievance concerning the employee which is kept or maintained by the county, except letters of reference.

The contents of these records shall be made available to the employee for inspection and review at reasonable intervals during the regular business hours of the county.

The county shall provide an opportunity for the employee to respond in writing, or personal interview, to any information about which he or she disagrees. This response shall become a permanent part of the employee's personnel record. The employee is responsible for providing the written responses to be included as part of the employee's permanent personnel record.

This does not apply to the records of an employee relating to the investigation of a possible criminal offense.

Department heads will see to it that employees are given copies of any material concerning their job performance before such material is placed in an employee's personnel file.

These provisions are in accord with Section 31011 of the Government Code.