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PERSONNEL FILES ACCESS: WAREHOUSE (PSL-W018)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working Instruction on how we access personnel files at the District Warehouse.

**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 Warehouse—Location of very old personnel files
- 4.2 PT—Personnel Technician I and Personnel representative
- 4.3 Employee—District employee
- 4.4 HRS—Human Resource Services

**5.0 WORK INSTRUCTIONS:**

- 5.1 PT receives request from Employee (form), Administrator, or Legal Department to locate employee file or specific documents within employee file.
- 5.2 Check for file in the District Warehouse.
  - 5.2.1 Personnel representative will need to physically go to the District Warehouse:
    - 5.2.1.1 Location of the warehouse is 3051 Redding Avenue.
    - 5.2.1.2 Entering the Warehouse, one would need to go the file storage area in the west side of the loading dock.
    - 5.2.1.3 Files will be located on shelves in the banker boxes, separated by certificated and classified and marked in alpha order.
    - 5.2.1.4 Locate requested file.
- 5.3 Return to office and notify requestor of status.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Employee File(s)
- 6.2 Request for Employee Records (PSL-F085)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Personnel File(s)	Warehouse	Life of Employee	Stored	Secure Storage Area and access to HRS staff

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**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	Approval Authority department name change Responsibility; Title change (Office Technician III to Personnel Tech. I)

**\* \* \* E n d o f p r o c e d u r e \* \* \***