

# NEW CASTLE COUNTY

## PERSONNEL POLICY

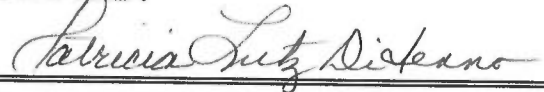
**NUMBER** 2.06

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**DATE** 03/17/04

**SUBJECT:** RIGHT TO INSPECT PERSONNEL  
FILES

**APPROVED:**



**OBJECTIVE:** It is the objective of this policy to set forth the guidelines concerning employee access to and inspection of his or her personnel file.

**STATEMENT:** In accordance with the Delaware Code, Title 19, Chapter 7, Subchapter IV, Right to Inspect Personnel Files, it is the policy of the Office of Human Resources that an employee is permitted to inspect his or her own personnel file at a reasonable time, upon request of the employee. The Office of Human Resources will make these records available during regular business hours upon the request of the employee. The records must be inspected in the presence of an Office of Human Resources staff member.

**REQUIRED ACTION:** The Office of Human Resources shall be responsible for the implementation of and compliance with this policy.

Established: 07/14/87  
Revised: 07/01/97  
Revised: 03/17/04 (update of Delaware Code reference)