3-02/020.15 - Removal of Documents From Personnel Files

A document once placed in an employee's personnel file cannot be removed except under the following conditions:

- Document was placed in a personnel file in error;
- A court order causing such removal; or
- An Arbitrator's award ordering such removal.

Each request by an employee to have a document removed from his personnel file shall be individually considered and acted upon by submitting a request for the removal of documentation from the personnel file to the captain of Personnel Administration Bureau through the appropriate unit commander (captain, director, or higher).

Only a civilian employee may request to have any written warnings or reprimands removed provided the employee’s MOU permits the request for such removal. Once removed, the document should be destroyed.

An employee’s unit personnel file is an extension of the employee’s official personnel folder kept in Personnel Administration Bureau and is subject to the same policy provisions