



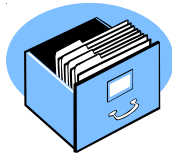
# Questions and Answers about Your Personnel File & Medical Records

## Q. What is a personnel file?

**A.** A personnel file holds information about your hiring, promotion, discipline, evaluation, or termination from your job and includes information that was e-mailed or faxed. Letters of recommendation and references are not part of your personnel file.

## Q. Who can look at my personnel file?

**A.** You and your employer have a right to look at your personnel file. If your employer will not let you see your file, you can file a complaint with the CT Department of Labor.



People outside your workplace do not have the right to see your file unless you have given written permission. *There are exceptions such as:* ● a payroll services company ● a law enforcement agency (which can get your home address and dates of attendance at work) ● a medical emergency and ● when the file is subpoenaed or ordered by a court.

The only information an employer may give *without your consent* is *when you worked, how much you made, and your title or position.*

## **You have a right to get a copy of your file.**

You may have to ask for it in writing. They will not usually charge you for a copy, but they can charge a reasonable amount.

## Q. What information is in my medical records?

**A.** Medical records are papers and reports from a physician, psychiatrist, or psychologist which relate to your work. Medical records may be kept for a variety of reasons. For example to document: an injury for a workers compensation claim, why you were absent, or why you need a medical leave.

## Q. Are my medical records kept in my personnel file?

**A.** No. Medical records must be kept in a separate file--not as part of any personnel file.

## Q. Can I get a copy of my medical records?

**A.** You cannot get the records directly. With your permission, a doctor may ask your employer for a copy of your records. Then, you can ask the doctor for the information in your file. Your employer may charge a reasonable fee for the copies.

## Q. What if I disagree with what is in my personnel file or medical records?

**A.** You can ask your employer to take out or correct the information in your file. If your employer will not agree to the change, you have a right to put a written statement in your file. Your employer has to keep your statement in the file.

## Q. How often can I see my personnel file and medical records?

**A.** You have the right to see your files two times each calendar year. Your employer can let you see it more often, but they don't have to. *After you leave the job*, you can see your personnel file for one year and your doctor can see your medical file for three years.

For free advice & information, call  
Statewide Legal Services at



1-800-453-3320 or

860-344-0380