



**WESTERN**  
NEW MEXICO UNIVERSITY

<b>POLICY NAME</b>	Review of Employment File – Inspection and Reproduction Policy	<b>POLICY NO.</b>	BA452
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs – Human Resources		
<b>EFFECTIVE DATE</b>	28-AUG-2020	<b>REVIEW/REVISION DATE</b>	12-SEP-2024

**PURPOSE:**

To uniformly respond to current and past WNMU employees request for information.

**POLICY:**

1. Any current or past employee can review all documents in their employee file by requesting an appointment. No employee is authorized to take documents from their file or take the employment file outside of the Human Resources Department.
2. Copies of an individual document in the employee file, multiple documents in the employment file, or the complete employment file will be provided upon request within a reasonable time. Photo ID verification prior to disclosure will be required.
3. Internal documentation/communications outside of the employee file will need to be requested through a Public Records Request. To submit a Public Records Request, go to <https://admin.wnmu.edu/request/>.
4. Information requests from a non-employee will not be processed by the Human Resources Department. External requests need to be requested through the Public Records Request by going to <https://admin.wnmu.edu/request/>.