

**REQUEST FOR PERSONNEL FILE**

TO: \_\_\_\_\_

\_\_\_\_\_

Pursuant to Title 26 M.R.S.A. § 631, I am requesting that I be allowed to review and copy my complete personnel file. According to the law, I must be allowed access to my file within 10 days of your receipt of this request. You may comply with this request by sending me a complete copy of my file. This includes all records that relate to my pay and my job performance, including but not limited to these documents: \_\_\_\_\_

\_\_\_\_\_

Or you may notify me of when and where I may view and copy my file by contacting me at the address or phone number listed below. Please note that I am allowed by law one free copy per year of my entire file.

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**§ 631. Employee right to review personnel file** (as amended through 2005)

The employer shall, upon written request from an employee or former employee, provide the employee, former employee or duly authorized representative with an opportunity to review and copy the employee's personnel file if the employer has a personnel file for that employee. The reviews and copying must take place at the location where the personnel files are maintained and during normal office hours unless, at the employer's discretion, a more convenient time and location for the employee are arranged. In each calendar year, the employer shall provide, at no cost to the employee, one copy of the entire personnel file when requested by the employee or former employee and, when requested by the employee or former employee, one copy of all the material added to the personnel file after the copy of the entire file was provided. The cost of copying any other material requested during that calendar year is paid by the person requesting the copy. For the purpose of this section, a personnel file includes, but is not limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits and nonprivileged medical records or nurses' station notes relating to the employee that the employer has in the employer's possession. Records in a personnel file may be maintained in any form including paper, microfiche or electronic form. The employer shall take adequate steps to ensure the integrity and confidentiality of these records. An employer maintaining records in a form other than paper shall have available to the employee, former employee or duly authorized representative the equipment necessary to review and copy the personnel file. Any employer who, following a request pursuant to this section, without good cause fails to provide an opportunity for review and copying of a personnel file, within 10 days of receipt of that request, is subject to a civil forfeiture of \$ 25 for each day that a failure

continues. The total forfeiture may not exceed \$ 500. An employee, former employee or the Department of Labor may bring an action in the District Court or the Superior Court for such equitable relief, including an injunction, as the court may consider to be necessary and proper. The employer may also be required to reimburse the employee, former employee or the Department of Labor for costs of suit including a reasonable attorney's fee if the employee or the department receives a judgment in the employee's or department's favor, respectively. For the purposes of this section, the term "nonprivileged medical records or nurses' station notes" means all those materials that have not been found to be protected from discovery or disclosure in the course of civil litigation under the Maine Rules of Civil Procedure, Rule 26, the Maine Rules of Evidence, Article V or similar rules adopted by the Workers' Compensation Board or other administrative tribunals.