

PERSONNEL RECORDS (Retention of Personnel and Medical Folders)

OFFICIAL PERSONNEL FOLDER (OPF)

Long-term records documenting individuals' Federal careers are stored in the Official Personnel Folder. The employee received copies of these records when they were created. When an employee separates from the Federal service, the last employing agency sends the Official Personnel Folder to the National Personnel Records Center for storage.

Normally, the agency sends the Folder within 120 days after the employee separates. The National Personnel Records Center retains the folders for 65 years after separation.

Former employees' request for copies of their personnel records must be in writing and should include the following:

- full name(or names) used while employed;
- social security number (complete SSN);
- written signature;
- date of birth; and
- if known, the year of separation and last employing agency.

Provide an address to send the response/copy of records as well as a day time telephone number.

For Copies of Specific Documents or a Copy of the Entire Folder Write to:
National Personnel Records Center
Civilian Personnel Records
1411 Boulder Blvd
Valmeyer, IL 62295

MEDICAL RECORDS

Since 1984 the Employee Medical Folder has been used to store long-term occupational medical records that were created during an employee's Federal career.

These records do not include records on claims filed under the Federal Employee's Compensation Act.

There may not be an Employee Medical folder for each employee. Medical Folders are established when employee occupied a position for which the work required a pre-employment medical examination, annual physical exams, fitness for duty, etc. (For example, physical efficiency requirements for law enforcement officers and fire fighters, or strenuous lifting/carrying, operating heavy equipment, etc.

When an employee for whom there are long-term occupational medical records separates from Federal service, the last employing agency sends the Employee Medical Folder to the National Personnel Records Center. The National Personnel Records Center retains these Folders for 30 years after separation.

Former employees' requests for copies of their Employee Medical Folder should be in writing and include all identifying information (name, social security number, date of birth, written signature) as well as an address to send the response/copy of records and a day time telephone number. These requests should be sent to:

National Personnel Records Center
Civilian Personnel Records
1411 Boulder Blvd,
Valmeyer, IL 62295