



Procedure: Staff access to personnel records

Purpose

To inform staff of the process of accessing their personal records.

Procedure

1. The University provides access for current and former staff to their personal records at no charge.
2. Requests to access personnel files are made to the Director - Human Resources by email to Director.HR@anu.edu.au.
3. Access for current staff is provided under the supervision of the Director - Human Resources or nominee. Current staff may not apply for access to their personnel records under the FOI Act without first seeking access under this procedure which provides for administrative access.
4. Access for former staff is managed as an FOI request.

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