



Subpoenas/Records Requests

The Human Resources Employee Services Division does not accept subpoenas for payroll related records, retirement records, or Workers' Compensation records. If you are requesting payroll records, please contact the Auditor Controller's Payroll office at (951) 955-3810. If you are requesting retirement records, please contact CalPERS at (888) 225-7377. If you are requesting Worker's Compensation records, please contact Worker's Compensation Division at (951) 955-3530.

The Human Resources Department does not accept Person to Person Subpoenas.

Subpoenas for Employment Records

The Human Resources Employee Services Division is the central records keeping unit for employment-related and benefit records for all County employees. We do not maintain copies of performance evaluations, disciplinary records, or any medical records. These may be maintained separately by the employing department and all inquiries can be addressed to the employing department.

Types of documents maintained include, but are not limited to Employee Transaction Forms (ETF's), I-9 and related documents, Designation of Death Warrants, Benefit Election Forms, Leave of Absence forms, etc. If you are requesting copies of these types of records, please follow the procedures outlined below.

Subpoenas

Subpoenas for employment records must be addressed to the County of Riverside Human Resources. A \$15.00 fee is required payable to County of Riverside Human Resources and must be presented at the time the subpoena is served. Subpoenas and processing fee must be delivered to the 7th Floor of the County Administrative Center at 4080 Lemon Street, Riverside CA, 92501.

Note: This fee is not applicable for any Governmental Agency.

Records Requests

If you are requesting to submit a public records request, you may do so by accessing Next Request at riversidecountyca.nextrequest.com or by clicking the following link [NextRequest](#).

Viewing Employee File

Employees requesting to set up an appointment to view or obtain a copy of their personnel file may contact Human Resources at (951) 955-3510 between the hours of 8:00am to 5:00pm, Monday through Friday. Copies can be furnished at \$.25 cents per page for the first fifty (50) pages and \$.10 cents for each additional page thereafter.