

Subpoena/Records Request

Employee Services is the central records keeping unit for employment-related and benefit records on 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.

Types of documents maintained include but are not limited to Employee Transaction Forms (ETFs), 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. If you are looking for copies of payroll records, please contact ACO Payroll at (951) 955-3810. If you are looking for retirement records, please contact CalPERS at (888) 225-7377. All other inquiries can be addressed to the employing department.

Subpoenas

Employee Services only accepts subpoenas addressed to County of Riverside Human Resources (or Personnel). Subpoenas are not accepted for payroll records or for person-to-person.

A \$15.00 fee is required payable to County of Riverside Human Resources (or Personnel) and must be presented at the time the subpoena is served. Subpoenas must be delivered to the 7th Floor of the County Administration Center at 4080 Lemon Street, Riverside CA, 92501.

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

Records Requests

Certain items in personnel files are public records and are therefore available to the general public for viewing (by appointment only) at no cost. Hard copies are available at a nominal fee. To view or request a copy of your personnel file, contact Human Resources at (951) 955 – 3510 between the hours of 8:00 am to 5:00 pm, 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.