



The Human Resources Department is the central records keeping unit for employment-related and benefit records for all County employees. Subpoenas and records requests can be submitted to the Loss Control unit of the Human Resources Department.

Subpoenas for Employment Records

Subpoena requests for employment documents can be submitted by the following method:

Submit requests by email to:

hrdept@rivco.org

Submit requests by Mail, Personal Delivery, or Service of Process to:

Human Resources Department
4080 Lemon Street, 7th Floor
Riverside, CA 92501

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.

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

Public 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 or Requests for Copies of 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.