**Section 304.40 Confidential Records**

The following records of the Department of Central Management Services shall be confidential and not available for public inspection.

a) Personal history of employee. The employee or authorized agent may inspect the employee's personal history and personnel file.

b) Reports of medical, psychological and psychiatric examinations. An employee may inspect such reports pertaining to him or her.

c) All parts of examinations. An employee or applicant may inspect his/her answer sheet.

d) The identity, complete questionnaire and other documents related to salary surveys. Results of salary surveys shall be available.

e) No records of personnel transactions including requisitions and referrals will be made available until such transactions have been completed and no personal history contained on such transactions shall be available for public inspection.