**Section 500.425 Confidential Records**

The following records of the Department of Personnel 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; if authorization is in writing and signed by employee.

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

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