**Section 640.140 Confidential Records**

The following records of the Department of Personnel shall be confidential and not available to public inspection:

a) Personnel history of employee. The employee or authorized agent may inspect the employee's personnel history and personnel file, if authorized is in writing and signed by employee.

b) Reports of medical, psychological, and psychiatric examinations. An employee may inspect all 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 the transactions have been completed.