

**PERSONNEL RECORDS AND FILES**  
(Electronic Requisitions)

The electronic personnel action forms (eReqs) will be used when any kind of personnel change occurs (new appointments, change in status, transfers, resignations, retirements, etc.). This electronic form is found under PeopleSoft Self-Service.

Approved September, 1972  
Revised June, 1988  
Reviewed March, 2001  
Reviewed March, 2011  
Revised May 27, 2015  
Reviewed October 10, 2018

LEGAL REFS.: C.R.S. § 22-9-109  
C.R.S. § 24-72-202(4.5)  
C.R.S. § 24-72-204(3)(a)(II)  
C.R.S. § 22-32-109.1(9)(e)

CROSS REFS.: CBIA, Public Inspection of Superintendent's Evaluation  
EHC, Educational Technology Resources  
GBJ, Personnel Records and Files  
KDB, Public's Right to Know/Freedom of Information

CONTRACT REFS.: CSEA Master Agreement  
Education Support Professionals (ESP) Handbook