

NOTICE TO SEPARATED EMPLOYEES RETENTION OF PERSONNEL AND MEDICAL FOLDERS

Long-term records documenting individuals' Federal careers are stored in the Official Personnel Folder (OPF). The employees received copies of these records when they were created. When an employee separates from Federal service, the last employing agency sends the OPF to the National Personnel Records Center (NPRC) for storage. Normally, the agency sends the OPF within 120 days after the employees separates. The NPRC retains the OPF for 65 years after separation.

Former employees' requests for copies of their personnel records must be in writing (signed and dated) and should include:

- The full name (or names) used while employed;
- Social Security number;
- Date of birth; and
- If known, the beginning and end dates of employment and the last employing agency.

For copies of specific documents or a copy of the entire OPF write to:

National Personnel Records Center
Civilian Personnel Records
Annex
1411 Boulder Boulevard
Valmeyer, IL 62295

Or Fax:

618-935-3014

Since 1984 the Employee Medical Folder (EMF) has been used to store long-term occupational medical records that were created during an employee's Federal career. These records do not include records on claims filed under the Federal Employees' Compensation Act. There may not be an EMF for each employee. When an employee for whom there are long-term occupational medical records separated from Federal service, the last employing agency sends the EMF to the NPRC. The NPRC retains these records for 30 years after separation. Requests for copies of the EPF should be sent to the same address or fax number above.