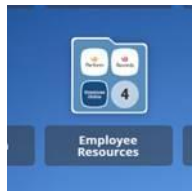
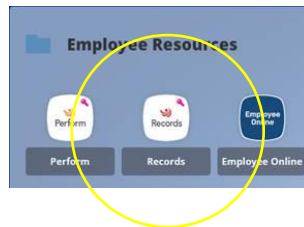


# Obtaining Copies of Personnel Files

Locate the Employee Resources folder in ClassLink



Log in to RECORDS (single sign on process)



When it opens, you will select Files:

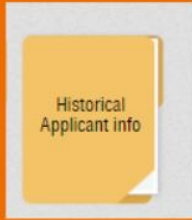


Then your personnel files will appear.



If you have been an employee for many years, you may have to look for your documents in the Historical File as indicated below:

Locate and Click on the Historical Applicant Info Historical Employment Info Folder



Locate small arrow and click on the History (Archived Information)



Locate the documents you need to download for transfer into the new system