

Second Regular Session  
Seventieth General Assembly  
STATE OF COLORADO

**ENGROSSED**

*This Version Includes All Amendments Adopted  
on Second Reading in the House of Introduction*

LLS NO. 16-1221.01 Bart Miller x2173

**HOUSE BILL 16-1432**

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**HOUSE SPONSORSHIP**

Winter,

**SENATE SPONSORSHIP**

(None),

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**House Committees**  
Judiciary

**Senate Committees**

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**A BILL FOR AN ACT**

101 **CONCERNING THE RIGHTS OF PRIVATE SECTOR EMPLOYEES TO INSPECT**  
102 **THEIR PERSONNEL FILES.**

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**Bill Summary**

*(Note: This summary applies to this bill as introduced and does not reflect any amendments that may be subsequently adopted. If this bill passes third reading in the house of introduction, a bill summary that applies to the reengrossed version of this bill will be available at <http://www.leg.state.co.us/billsummaries>.)*

The bill allows an employee or former employee at least annually to request that his or her employer permit the employee or former employee to inspect or request copies of the employee's or former employee's personnel file at the employer's office and at a time convenient to both the employer and the employee or former employee. Employees or former employees are required to pay reasonable costs of

Shading denotes HOUSE amendment. Double underlining denotes SENATE amendment.  
*Capital letters indicate new material to be added to existing statute.*  
*Dashes through the words indicate deletions from existing statute.*

HOUSE  
Amended 2nd Reading  
April 22, 2016

duplication of documents.

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1 *Be it enacted by the General Assembly of the State of Colorado:*

2           **SECTION 1. Legislative declaration.** The general assembly  
3 finds, determines, and declares that it is the public policy of this state that  
4 an employee have access to his or her personnel files maintained by a  
5 current or former employer. The general assembly intends this policy to  
6 foster an environment of open communication between employers and  
7 employees regarding the employment status of employees and to deter  
8 frivolous lawsuits against employers. The general assembly recognizes  
9 that this act does not cover public employees because they have access to  
10 their personnel files under the "Colorado Open Records Act", part 2 of  
11 article 72 of title 24, Colorado Revised Statutes.

12           **SECTION 2.** In Colorado Revised Statutes, **add 8-2-129** as  
13 follows:

14           **8-2-129. Access to personnel files and records - definition -**  
15 **exemptions.** (1) EVERY EMPLOYER SHALL, AT LEAST ANNUALLY, UPON  
16 THE REQUEST OF AN EMPLOYEE, PERMIT THAT EMPLOYEE TO INSPECT  
17 AND OBTAIN A COPY OF ANY PART OF HIS OR HER OWN PERSONNEL FILE OR  
18 FILES AT THE EMPLOYER'S OFFICE AND AT A TIME CONVENIENT TO BOTH  
19 THE EMPLOYER AND THE EMPLOYEE. A FORMER EMPLOYEE MAY MAKE ONE  
20 INSPECTION OF HIS OR HER PERSONNEL FILE AFTER TERMINATION OF  
21 EMPLOYMENT. AN EMPLOYER MAY RESTRICT THE EMPLOYEE'S OR FORMER  
22 EMPLOYEE'S ACCESS TO HIS OR HER FILES TO BE ONLY IN THE PRESENCE OF  
23 A PERSON RESPONSIBLE FOR MANAGING PERSONNEL DATA ON BEHALF OF  
24 THE EMPLOYER OR ANOTHER EMPLOYEE DESIGNATED BY THE EMPLOYER.  
25 THE EMPLOYER MAY REQUIRE THE EMPLOYEE OR FORMER EMPLOYEE TO

1 PAY THE REASONABLE COST OF DUPLICATION OF DOCUMENTS.

2 (2) AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE  
3 REQUIRES:

4 (a) "EMPLOYEE" DOES NOT INCLUDE A PERSON EMPLOYED BY AN  
5 ENTITY SUBJECT TO THE "COLORADO OPEN RECORDS ACT", PART 2 OF  
6 ARTICLE 72 OF TITLE 24, C.R.S.

7 (b) "EMPLOYER" DOES NOT INCLUDE ANY ENTITY SUBJECT TO THE  
8 "COLORADO OPEN RECORDS ACT", PART 2 OF ARTICLE 72 OF TITLE 24,  
9 C.R.S.

10 (3) "PERSONNEL FILE" MEANS THE PERSONNEL RECORDS OF AN  
11 EMPLOYEE, IN THE MANNER MAINTAINED BY THE EMPLOYER AND USING  
12 REASONABLE EFFORTS BY THE EMPLOYER TO COLLECT, THAT ARE USED OR  
13 HAVE BEEN USED TO DETERMINE THE EMPLOYEE'S QUALIFICATIONS FOR  
14 EMPLOYMENT, PROMOTION, ADDITIONAL COMPENSATION, OR  
15 EMPLOYMENT TERMINATION OR OTHER DISCIPLINARY ACTION.  
16 "PERSONNEL FILE" DOES NOT INCLUDE DOCUMENTS OR RECORDS  
17 REQUIRED TO BE PLACED OR MAINTAINED IN A SEPARATE FILE FROM THE  
18 REGULAR PERSONNEL FILE BY FEDERAL OR STATE LAW OR RULE;  
19 DOCUMENTS OR RECORDS PERTAINING TO CONFIDENTIAL REPORTS FROM  
20 PREVIOUS EMPLOYERS OF THE EMPLOYEE; OR AN ACTIVE CRIMINAL  
21 INVESTIGATION, AN ACTIVE DISCIPLINARY INVESTIGATION BY THE  
22 EMPLOYER, OR AN ACTIVE INVESTIGATION BY A REGULATORY AGENCY.  
23 "PERSONNEL FILE" ALSO DOES NOT INCLUDE ANY INFORMATION IN A  
24 DOCUMENT OR RECORD THAT IDENTIFIES ANY PERSON WHO MADE A  
25 CONFIDENTIAL ACCUSATION, AS DETERMINED BY THE EMPLOYER, AGAINST  
26 THE EMPLOYEE WHO MAKES A REQUEST UNDER SUBSECTION (1) OF THIS  
27 SECTION.

- 1 (4) NOTHING IN THIS SECTION:
- 2 (a) CREATES OR AUTHORIZES A PRIVATE CAUSE OF ACTION BY A
- 3 PERSON AGGRIEVED BY A VIOLATION OF THIS SECTION;
- 4 (b) REQUIRES AN EMPLOYER TO CREATE, MAINTAIN, OR RETAIN A
- 5 PERSONNEL FILE ON AN EMPLOYEE OR FORMER EMPLOYEE; OR
- 6 (c) REQUIRES AN EMPLOYER TO RETAIN ANY DOCUMENTS THAT
- 7 ARE OR WERE CONTAINED IN AN EMPLOYEE'S OR FORMER EMPLOYEE'S
- 8 PERSONNEL FILE FOR ANY SPECIFIED PERIOD OF TIME.
- 9 (5) THIS SECTION DOES NOT APPLY TO A FINANCIAL INSTITUTION
- 10 CHARTERED AND SUPERVISED UNDER STATE OR FEDERAL LAW, INCLUDING
- 11 WITHOUT LIMITATION:
- 12 (a) A BANK;
- 13 (b) A TRUST COMPANY;
- 14 (c) A SAVINGS INSTITUTION; AND
- 15 (d) A CREDIT UNION.

16 **SECTION 3. Act subject to petition - effective date.** This act

17 takes effect January 1, 2017; except that, if a referendum petition is filed

18 pursuant to section 1 (3) of article V of the state constitution against this

19 act or an item, section, or part of this act within the ninety-day period

20 after final adjournment of the general assembly, then the act, item,

21 section, or part will not take effect unless approved by the people at the

22 general election to be held in November 2016 and, in such case, will take

23 effect on January 1, 2017, or on the date of the official declaration of the

24 vote thereon by the governor, whichever is later.