

**91B.1 Files — access by employees.**

1. An employee, as defined in [section 91A.2](#), shall have access to and shall be permitted to obtain a copy of the employee's personnel file maintained by the employee's employer, as defined in [section 91A.2](#), including but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations.

2. However, an employee's access to a personnel file is subject to all of the following:

a. The employer and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the employer may be present.

b. An employee shall not have access to employment references written for the employee.

c. An employer may charge a reasonable fee for each page of a copy made by the employer for an employee of an item in the employee's personnel file. For purposes of this paragraph, "*reasonable fee*" means an amount equivalent to an amount charged per page for copies made by a commercial copying business.

[90 Acts, ch 1033, §1](#); [98 Acts, ch 1022, §1](#); [2008 Acts, ch 1032, §201](#)