

*Directive issued October 10, 2017 by RCMP A/Commr. Steven White – A/CHRO*

*The following framework is to take effect immediately and remain in place until further notice. Please ensure that all personnel within your sections who hold personnel and health information in your division are made aware of this framework.*

*Upon receipt of a request from an individual seeking access to his or her personnel or health files, whether or not the individual is still serving or employed by the RCMP, provide access to the requested personnel or health file in a controlled environment as soon as practicable, e.g. by providing access within a Career and Development Resourcing Office or Health Services Office. The individual may take notes, and if he or she seeks copies of materials, all efforts are to be made by the implicated Career and Development Resourcing Office or Health Services Office to provide copies at the time of access. However, if meeting the request for copies is not immediately possible, the requesting individual will be advised by the Office when the requested copies will be available. Every effort is to be made to keep the time lapse between request and provision to a minimum. The Office in question will vet the file for materials that are not releasable (for example psychological testing instruments) to ensure that they are not copied and released.*

*Individuals may only access their own personnel or health files. Under no circumstances may an individual have access to personnel or health files of any other member or employee pursuant to this framework. Offices holding personnel or health files should not refer individuals requesting access to their files to make ATIP requests instead of providing access.*

*If a request for a copy of a personnel or health file is not made in person, for example through a written request, the receiving Career and Development Resourcing Office or Health Services Office in receipt of the request will vet the file for materials that are not releasable, and provide the copy of the file as soon as practicable. Requesters will be advised when they can expect to receive their copies.*

*In the event that a requested file has been archived, then the Career and Development Resourcing Office or Health Services Office in receipt of the request for access will request their divisional Records Management Office to obtain the requested file from Archives in a timely manner. Upon receipt of the requested file, the process described above is applicable.*

**Stephen White, Assistant Commissioner  
Acting Chief Human Resources Officer**