



National Archives and Records Administration

700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Personnel Records of Former Government Employees at the National Personnel Records Center Civilian Personnel Records (NPRC-CPR): Official Personnel Folders and Employee Medical Folders

The National Personnel Records Center, Civilian Personnel Records (NPRC-CPR) is the repository of the Official Personnel Folders (OPF) and Employee Medical Folders (EMF) of separated federal civilian employees. NPRC-CPR houses personnel documents that date back to the mid-nineteenth century, although the bulk of the collection covers the period from 1900 to the present.

Most civilian personnel records held at the National Personnel Records Center are still in the legal custody of the agency that created them, even though the records are physically located in the NPRC. As a result, access to the records is determined by the creating agency. Only limited types of information from the records (such as job titles, grade levels, and salaries) are releasable to non-authorized users. Service dates are not releasable to non-authorized users.

Requesting Information from NPRC (CPR)

The Privacy Act of 1974 and OPM directives require a written request, signed and dated, to access information from civilian personnel records. Requests should specify the types of information sought and must include the following:

- Full name used during Federal employment
- Social Security Number
- Date of Birth
- Name(s) of Federal employing agency(s)
- Approximate dates of Federal employment, especially the date of separation
- Written authorization of the former employee, or proof of that person's death
- The individual's or authorized representative's signature

Mail requests to:

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118

You can also fax requests to NPRC (CPR) at (314) 801-9271.

At this time, the NPRC (CPR) does not accept requests for civilian personnel records by telephone or email.

Please note that civilian personnel records are normally transferred to NPRC (CPR) within 120 days after an employee's separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing office.

Retirement Benefits

NPRC (CPR) does not hold records relating to retirement benefits. You should direct questions regarding retirement benefits and account balances to:

Office of Personnel Management (OPM)
Employee Service and Records Center
Boyers, Pennsylvania 16017

To answer any additional questions about the National Personnel Records Center – Civilian Personnel Records please contact NPRC (CPR) at 314-801-9250 or visit the center's website at: http://www.archives.gov/facilities/mo/st_louis/civilian_personnel_records.html

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