



***Civilian Personnel Records at the National Personnel Records Center:
Official Personnel Folders and 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 maintains personnel records of former civilian personnel who separated from service after April 1951.

The official personnel folders (OPFs) maintained by 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 Office of Personnel Management (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 (agencies)
- 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, Annex
1411 Boulder Boulevard
Valmeyer, IL 62295

At this time, the NPRC (CPR) does not accept requests for civilian personnel records by telephone. Requests are accepted via email; however a signature will need to be provided. You can also fax requests to NPRC (CPR) to 618-935-3014.

Please note that civilian personnel records are normally transferred to NPRC (CPR) within 90 days after an employee's separation from Federal employment. If less than 90 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)
Retirement Operations Center
P.O. Box 45
Boyers, PA 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 web site at:

<http://www.archives.gov/st-louis/civilian-personnel/>.