**ATTACHMENT 2**

# OFFICIAL PERSONNEL FOLDERS
# PHYSICAL SECURITY

Department of _____

I. Location(s) of OPF files.

2. Authorized employees and job titles who are responsible for physically securing the files after normal working hours.

3. Employees and job titles who have authorized daily access to the OPF for the purpose of maintaining the OPF:

Prepared by:_____ _____

Custodian of Records Date

HRD Form OPF-2 12/02
Copy to HRD/Employee Relations Division/PAO