

**HR Records request is submitted to the P&C HR Records Team via email, fax, or ServiceNow case.**

Open/create an HR Service Hub request/ticket at: <https://berkeley.service-now.com/HRServiceHub>

The Records Team reviews the request received and assigns it to appropriate records personnel.

Assignments can be found here: <https://us.promapp.com/ucb/Process/Minimode/Permalink/1weuqFTfSQyTygAg0HTH9>

Determination is made of what records need to be accessed.

Depending on the request received access paper, microfiche, PAF, Footprints, PAWS, PaperVision, Salary History DB, BOX, ServiceNow or other systems and/or records to fulfill the request.

Any protected data is redacted.

**Documents are sent securely to requestor.**