

## **HUMAN RESOURCES DEPARTMENT**

## PERSONNEL FILE ACCESS REQUEST FORM

To schedule an appointment to view documents in your personnel file, please complete each appropriate section of this form and return it to the **HR Department**. An HR staff member <u>will</u> contact you within (10) business days from receipt of this form with scheduling options.

Last Name:	:	First Name:	Middle Initial:
Phone: (	)	Date:	
Curren	nt Employee	Former Employee	
Vhat would	you like to do during y	your appointment?	
☐ View do	ocuments in my Personi	nel File	
		ents in my Personnel File	
	•	cument(s) will be provided within (	
	No electronic copies o	f the document(s) will be provided.	•
lease list be	elow the item(s) you are	e requesting.	
Please list be	now the item(s) you are	e requesting.	
Please list be		be picked up and signed for in pe	erson by the requestor and these
	Certain items must	be picked up and signed for in performance evaluations and any	related written material
	Certain items must include:	be picked up and signed for in per Performance evaluations and any Any items that are disciplinary an	related written material ad/or derogatory in material
	Certain items must include:	be picked up and signed for in performance evaluations and any	related written material ad/or derogatory in material
	Certain items must include:	be picked up and signed for in per Performance evaluations and any Any items that are disciplinary an	related written material ad/or derogatory in material
	Certain items must include:	be picked up and signed for in per Performance evaluations and any Any items that are disciplinary an	related written material ad/or derogatory in material
NOTE:	Certain items must include:	be picked up and signed for in performance evaluations and any Any items that are disciplinary an Any medical information (excludi	related written material ad/or derogatory in material
NOTE:  Signatu	Certain items must include:  • • ure ental Use Only:	Performance evaluations and any Any items that are disciplinary an Any medical information (excludi	related written material ad/or derogatory in material

03/26/2025