

# REQUEST FOR APPOINTMENT TO ACCESS EMPLOYEE PERSONNEL FILE

Name and Department Of Employee Whose File is Being Accessed:

Name: \_\_\_\_\_ Department: \_\_\_\_\_

File information to be reviewed is: \_\_\_\_\_

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The purpose of this review is: \_\_\_\_\_

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Signature of Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Party's Telephone Number: \_\_\_\_\_

**NOTE:** An employee may request to inspect his/her own personnel file. An agent on behalf of an employee (i.e. union steward, attorney) must have a signed and notarized authorization from the employee to be given permission to inspect the file of that employee (authorization form must be attached to this request).

Personnel files cannot be removed from the Personnel Office. The taking of notes by an employee or an agent is permitted, but the photocopying of any materials in the employee's file is not permitted.

Date File Was Viewed By Employee: \_\_\_\_\_ Time: \_\_\_\_\_

Personnel Staff Member Witness: \_\_\_\_\_