



## REQUEST TO REVIEW PERSONNEL FILE

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I am a:

Current employee  Former employee

Dates worked:

From: \_\_\_\_\_ To: \_\_\_\_\_

I would like to:

Inspect the contents of my personnel file

Obtain a copy of my personnel file

Inspect my file and have a copy made

I authorize \_\_\_\_\_, my designated representative, to inspect my personnel file.

I  authorize  do not authorize  my designated representative to receive a copy of my file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Office Use Only

Date request received: \_\_\_\_\_ Date file inspected: \_\_\_\_\_

Date copy made and sent: \_\_\_\_\_ Copy given to: \_\_\_\_\_

Amount collected for copies: \$ \_\_\_\_\_

Cash/check forwarded to Finance on: \_\_\_\_\_ ID checked: \_\_\_\_\_