

APPENDIX K Personnel Records Request Form

PART A: File Requested

NAME: _____			Position: _____		
Last	First	Middle			
Date of Request: _____		[] Regular Employee	[] Part Time Employee	Campus: _____	

PART B: Requestor's Information and Purpose

NAME: _____			Position: _____		
Last	First	Middle			
Check the applicable box below.					
<input type="checkbox"/> This is my personnel file I am requesting viewing.					
<input type="checkbox"/> I am the immediate supervisor and I have employment related needs for viewing this file.					
<input type="checkbox"/> I am the second level supervisor and I have employment related needs for viewing this file.					
<input type="checkbox"/> I am the Vice President in this department and I have employment related needs for viewing this file.					
<input type="checkbox"/> Other _____					
Specify relationship and purpose of request					
I certify that the information provided on this form is true. I understand any attempt to defraud the College will be met with appropriate disciplinary action.					
REQUESTOR'S SIGNATURE				DATE	

Part C: List Documents and Copies Requested For.

Write the name of documents below clearly, include the number of copies requesting. 1. 2. 3. 4. 5. 6.

PART D: Human Resources Office Use Only

Date completed form is received: _____		HR Staff initial: _____	
Actions Taken:			
[] Inform HRO Director on _____			
[] Requestor viewed the file on _____			
[] Provide personnel INFORMATION and COPIES requested on _____			
[] Others _____			Date and Time