

## Request/Release of Personnel Information

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

I wish to review my personnel file – I understand that a human resource representative must be present

Copies of documents requested - The document photocopies will be available to the employee, within ten (10) working days of the date the request was received.

Release of information to my designee Name of Designee: \_\_\_\_\_

Copies Requested: \_\_\_\_\_

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Reason Information is to be released: \_\_\_\_\_

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Specific information to be released: \_\_\_\_\_

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Number of pages copied: \_\_\_\_\_ Cost of Copies (at 10 cents/page): \_\_\_\_\_

The cost to copy will be deducted from the employee's next paycheck. Pay period ending: \_\_\_\_\_

Date Copies Received: \_\_\_\_\_ Employee signature: \_\_\_\_\_

1/13/03

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