



Personnel File Request Form

To view information from your official personnel records, please make the selection(s) below, and a member of the Human Resources Records Management Team will respond to you **within 24 – 72 hours to confirm receipt of your request and schedule an appointment.**

Date Submitted:

Last Name:

First Name:

Employee ID:

Phone:

Department:

Email:

Please contact me by:

Email

Phone

AUTHORIZATION OF EMPLOYEE:

Employee Signature: _____ Date: _____

OFFICE USE ONLY: *To be completed by HR Records Staff.*

Date Request was received: _____ Appointment date and time: _____

HR Records staff completing request: _____

Date records available: _____ Date employee notified: _____