



Unified Government Human Resources Guide

Effective 04-01-05

REQUEST TO ACCESS PERSONNEL RECORDS

Name _____ Date _____

Signature _____ Employee Identification No.: _____

An employee's access to his/her personnel file:

The employee may, upon written request, examine his/her own personnel file in the presence of Human Resources personnel or department designee, except that viewing certain types of documents may be restricted. Such restrictions shall include but not be limited to:

- a. pre-employment letters of reference;
- b. results of pre-employment testing; and
- c. legal advice about the particular employee.

RECORD SOUGHT: Please provide as specific a description as possible of the record(s) you wish to inspect. Include record titles and dates. _____

CHARGES: _____ (5 pages or less – No Fee) _____ @ \$.25 per page = _____

Payment is to be made to: Unified Government Treasurer before receiving copies.

Personnel records were viewed in my presence.

Human Resources Representative or Department Designee