

ACCESS TO PERSONNEL INFORMATION

- 1. Please be advised that I hereby Request access to my personnel file.

- 2. Please be advised that I hereby authorize the person listed to review my personnel file on my be half.

- 3. Please be advised that the person listed IS / IS NOT authorized to duplicate my personnel records.

Signature of Employee: _____

Date:

PERSONNEL RECORDS REVIEWED BY :
(Please sign and date below)

Name

Date