

REQUEST TO INSPECT PERSONNEL FILE

I request an opportunity to review my personnel record on _____ at
(time) _____.

Date

Employee

I request copies of the following document (s) in my file and understand that I may be charged my employer's cost to duplicate the requested information. (25 cents per copy)

Date

Employee

Review of the file done on:

Date of prior review:

PLEASE NOTE: Review Date Should be No Less Than Three (3) Working Days From

Request Submission Date.