

**EMPLOYEE REQUEST FOR PERSONNEL  
FILE/DOCUMENT REVIEW**

**Name:** \_\_\_\_\_  
*(Please Print)*

**Department:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Mail Stop:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Request to Review File**

**Request for a copy of a specific document**  
*(see below for specific information)*

<b>Date Appointment Made:</b> _____	<b>HR Manager's Initials</b> _____
<b>Date File Reviewed:</b> _____	
<b>Employee requested copies of documents from the Personnel File?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date Employee Reviewed file: \_\_\_\_\_

Documents Requested for Copying:

1. Document: \_\_\_\_\_  
Dated: \_\_\_\_\_ Document Copied:  Yes  No

2. Document: \_\_\_\_\_  
Dated: \_\_\_\_\_ Document Copied:  Yes  No

3. Document: \_\_\_\_\_  
Dated: \_\_\_\_\_ Document Copied:  Yes  No

4. Other – Please Specify: \_\_\_\_\_  
Copied:  Yes  No

Documents normally will be available for pickup within 5-working days of time request received in Human Resources unless you are notified otherwise.

**Date Copies Made and Distributed:** \_\_\_\_\_

**Copied By:** \_\_\_\_\_

**Date Copies Pick-up by Employee:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

*File Completed Form in Employee Personnel File*

## EMPLOYEE REQUEST FOR DOCUMENT REMOVAL

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
*(Please Print)*

Telephone No.: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date Appointment Made: _____	HR Manager's Initials _____
Date File Reviewed: _____	
Did employee request that documents be removed from the Personnel File? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What Documents were removed? _____	

Requested for Document Removal:

- 1. Document: \_\_\_\_\_  
Date: \_\_\_\_\_ Document Removed:  Yes  No  
Approved/denied: \_\_\_\_\_  
Initials
- 2. Document: \_\_\_\_\_  
Date: \_\_\_\_\_ Document Removed:  Yes  No  
Approved/denied: \_\_\_\_\_  
Initials
- 3. Document: \_\_\_\_\_  
Date: \_\_\_\_\_ Document Removed:  Yes  No  
Approved/denied: \_\_\_\_\_  
Initials
- 4. Document: \_\_\_\_\_  
Date: \_\_\_\_\_ Document Removed:  Yes  No  
Approved/denied: \_\_\_\_\_  
Initials

Documents normally will be available for pickup within 5-working days of time request received in Human Resources unless you are notified otherwise.

Date documents were removed: \_\_\_\_\_

Removed by: \_\_\_\_\_

Employee Signature: \_\_\_\_\_