



7100 Northland Circle  
Suite 105  
Minneapolis, MN 55428

## LOTUS TECHNICAL

### Access to Personal Files and Records

Dear Lotus Technical Employee,

In accordance with Minnesota Statutes 181.960 – 181.965 Lotus Technical will make available to you your personal records within a timely basis of your request. You may also request copies of your records.

Your request must be made in writing to our Human Resources Department. We will respond to your written request within 7 working days. Current Lotus Technical employee may view their records once every 6 months.

Please sign this agreement in the space provided below to indicate that you have received this written notice.

Please do not hesitate to contact me at 763-307-6500 if you have any questions about this matter.

Sincerely,

Brian Rousslang  
CEO

I, the undersigned, verify that I have received a copy of this Lotus Technical Personnel File Access Notice.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Work is hectic. Getting help doesn't have to be.