



7100 Northland Circle
Suite 105
Minneapolis, MN 55428

Lotus Technical

Memorandum

To: All Lotus Technical Employees
From: Brian Rousslang
Date: 4/3/2012
Re: Access to Your 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 employees may view their records once every 6 months. Please sign this memo in the space provided below to indicate that you have received this written notice.

Please don't 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.