

**EMPLOYEE REQUEST TO INSPECT AND/OR RECEIVE A COPY OF THEIR
PERSONNEL RECORDS**

(Current or former employee name) (Date)

[] I request to inspect/receive a copy (*circle one or both*) of my personnel records.

[] I authorize _____ (*authorize representative*) to inspect/
receive a copy (*circle one or both*) of my personnel records.

I understand that if I have requested a copy of these records, I will be charged the actual cost of reproduction. Former employees requesting receipt by mail may also be charged actual postal expenses.

I further understand that only those records required by law will be made available to me or my representative to inspect/copy.

Signature: _____ Date: _____

**EMPLOYER'S RESPONSE TO EMPLOYEE'S REQUEST TO INSPECT AND/OR
RECEIVE A COPY OF THEIR PERSONNEL RECORDS**

Employer representative signature: _____ Date: _____

**Request to inspect and/or receive a copy of your personnel records has been approved and
as a result:**

[] You/Your representative (*circle one*) is scheduled for an appointment with a Company representative for the purpose of reviewing your personnel records.

_____ on: _____ at: _____
(Name of Company representative) (Date) (Time)

[] A copy of your personnel records will be made available to You/Your representative (*circle one*).
Contact _____ to make arrangements for receipt of the copy.
(Name of Company representative)

Note: During the inspection, nothing may be removed from or added to your personnel record.

You will be responsible for copying costs at the rate of _____cent(s) per page. If you are a former employee requesting personnel records, you may receive a copy of these records by mail only if you reimburse the company for actual postal expense. The Company has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.

Request to inspect and/or receive a copy of your personnel records has been denied for the following reason(s):

[] The Company is only required to comply with one request per year by a former employee to inspect and/or receive a copy of his or her personnel records.

[] The Company is not required to comply with more than fifty (50) requests to inspect and/or receive a copy personnel records filed by an employee representative(s) in one calendar month.

[] The Company is not required to comply with a request to inspect and/or receive a copy personnel records while you have a pending lawsuit against the Company relating to a personnel matter.