**Request to Access Personnel File   
*(CA Employees)***

|  |
| --- |
| Employee Name: |
| Date of Request: |
| Date of last file review: |

California *Labor Code Section 1198.5* entitles current and former employees, or their representatives, to inspect and receive a copy of their performance and grievance-related personnel records once per year. To request access to your personnel records, please complete this form and submit it to [HR Representative]. Current and former employees, or their designated representatives, will be given the opportunity to inspect and/or receive a copy of their personnel records within 30 days of the receipt of this request.

**Section I:**

|  |  |  |  |
| --- | --- | --- | --- |
| I, |  | | , request (check all that apply): |
|  | *Employee Name* | |  |
|  | An opportunity to inspect my personnel file. | | |
|  | A copy of my personnel file.\* | | |

**Section II:** Complete this section *only if* you want your representative to be granted access on your behalf.

|  |  |  |
| --- | --- | --- |
| I authorize |  | to access/receive a copy\* of my personnel file. |
|  | *Designated Representative* |  |

*\* Employees [will/will not] be charged [cost per page] for the cost of reproduction.*

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**Employee Signature**

Employee Signature:

Date:

Designated representative signature (if applicable):

Date:

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**FOR EMPLOYER USE ONLY**

Request received by:

Date request received:

Company representative present (name):

Date records provided for review:

Location of review:

Date copy provided: