

Request to Inspect Personnel Records

I, _____, employed by _____
[Name of Employee] [Name of school district or college]
as a _____, hereby request the opportunity to inspect my personnel
[Position]
records.

I am: (check one)

- a current employee
- a former employee subject to recall
- a former employee terminated in the past 2 years

I understand that I will be granted the right to inspect these records within 7 working days after the date of this request, or within 14 working days if reason exists why compliance cannot be affected sooner.

Check on:

- I understand that the requested inspection shall take place during work hours at a location near my place of employment, unless inspection is permitted another time and place.
- I request that a copy of the record _____
[describe record requested]
be mailed to me because I am unable to inspect the record where it is located because _____
[give valid reason for inability to inspect at sites]

[Date]

[Signature of Employee]

Approved:

[Signature of Employer Rep.]

[Position]

[Date]

