



Personnel Records Request

Date: _____

Employee (Current/Former) Name: _____

- I request to inspect/receive a copy of (circle one or both) my personnel records.
- I authorize _____ (authorized representative) to inspect/receive a copy of (circle one or both) 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 inspect/copy.

Employee Signature

Date

Employer Response To Request To Review Personnel Records

Date: _____

Employee Name: _____

In response to your request to review/copy personnel records:

- You/Your representative (circle one) is scheduled for an appointment with

_____ on
Name

_____ at _____ for the purpose of reviewing your personnel records.
Date Time

Note that during the inspection, nothing may be removed from or added to your personnel records.

- 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

You will be responsible for copying costs at the rate of Ten cents (10¢) 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 Northern California Conference for actual postal expenses. (The Northern California Conference has the right to make alternative arrangements for inspection of personnel records by former employees who have been terminated for harassment or workplace violence.)

- You/Your representative's (circle one) request to inspect/receive a copy of your personnel records has been denied for the following reason(s):
- The Northern California Conference is only required to comply with one request per year by a former employee to inspect or receive a copy of his or her personnel records.
 - The Northern California Conference is not required to comply with more than fifty (50) requests to inspect or receive personnel records filed by an employee representative(s) in one calendar month.
 - The Northern California Conference is not required to comply with a request to inspect or copy personnel records while you have a pending lawsuit against the Company relating to a personnel matter.