|  |  |
| --- | --- |
| Two_tone_green_apple_with_black_type-CROPPED | Human Resource Services |
| Request for Employee Records |
|  |

*All requests will be date stamped in upon receipt by Human Resource Services (HRS).*

|  |  |
| --- | --- |
|  | Date:  |

|  |
| --- |
| Name:  |

|  |  |  |  |
| --- | --- | --- | --- |
| Social Security Number: |  |  |  |

|  |
| --- |
| Site/Department:  |

|  |
| --- |
| Address:  |

|  |
| --- |
| Phone Number:  |

|  |  |  |
| --- | --- | --- |
| Please Check One: | 🞎 Current Employee | 🞎 Former Employee |

|  |  |  |
| --- | --- | --- |
| Please Check One: | 🞎 Certificated Employee | 🞎 Classified Employee |

|  |  |  |
| --- | --- | --- |
| Indicate Specific Document: | 🞎 Entire File🞎 Credential🞎 Evaluation | 🞎 Transcript🞎 TB |
|  | 🞎 Other: |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |

**For Human Resource Services Use Only – Record Retrieval**

|  |  |  |
| --- | --- | --- |
| 🞎 BMI document(s) printed/forwarded by CSS to HRS  |  |  |
|  Director or Personnel Specialist | CSS Name | Date |
| 🞎 Warehouse document(s) retrieved by HRS |  |  |
|  | Name | Date |
| 🞎 Iron Mountain document(s) retrieved by HRS |  |  |
|  | Name | Date |

|  |  |  |
| --- | --- | --- |
| 🞎 HRS document(s) reviewed by HRS Director or Personnel Specialist and forwarded to CSS; CSS contacts employee for review, as requested. |  |  |
| Director/Personnel Specialist Name | Date |
| 🞎 Employee notified by CSS that records are available |  |  |
|  for review. | CSS Name | Date |
| 🞎 Employee reviews employee records; recorded |  |  |
|  by CSS. | Clock hour reviewed:  |  | CSS Name | Date |

*(HRS to retain copy of all pending/completed requests for timely follow-up and closure.)*