



# 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  Transcript

Credential  TB

Evaluation

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.)*