

Sandhills Community College
Official Personnel File Access Request Form

To schedule an appointment to view or request a copy of your official personnel file please complete each appropriate section of this form and send via email, fax or campus mail to the Human Resources Department.

Date Submitted

First Name

Last Name

Email Address

Phone

Department

Job Title

- I would like to request an appointment to view my Official Personnel file in the presence of the Human Resources Director, or their designee, at a location, date and time that is mutually agreeable. The last date I reviewed my file was _____.

Completed by HR

Request received by: _____ Date: _____

Appointment Scheduled for:

Date: _____ Time: _____

File review completed by: _____ Date: _____

- I would like to request a photocopy of
- my Official Personnel File
 - documents in my personnel file listed below:

(after a copy of your file has been made, HR will contact you when it is available to pick up.)

Completed by HR

File copy completed by: _____ Date: _____

Employee Signature of Receipt: _____ Date: _____

- View my Medical File

Completed by HR

Request received by: _____ Date: _____

Appointment Scheduled for:

Date: _____ Time: _____

File review completed by: _____ Date: _____

- Obtain a photocopy of my Medical File

Completed by HR

File copy completed by: _____ Date: _____

Employee Signature of Receipt: _____ Date: _____

Employee Signature: _____ Date: _____

Date: _____

Signature of HR Director or designee