



UAF Office of Human Resources  
 3295 College Road, Room 108  
 Fairbanks, AK 99709  
 (907) 474-7700 | (907) 474-5859  
<http://www.uaf.edu/uafhr/resources/>

## Request To Review UAF Personnel Records

Employees, supervisors, administrators, or those with a legitimate need to know, who wish to review personnel records must complete and return this form to the Human Resources Department. The request form can be mailed, faxed or hand delivered.

Once the request has been approved, Human Resources will call to schedule an appointment to review the personnel file. All records **must** be reviewed in the presence of a Human Resource's employee. After the file has been reviewed, copies of the personnel records may be requested.

Individuals making requests for copies may be financially responsible for all reasonable and customary copying and handling costs.

### Employee File to Be Reviewed:

Last Name:	First Name:	M.I.
UAF ID#:	TKL:	<input type="checkbox"/> This is my file
		<input type="checkbox"/> This is NOT my file

### Section of Employee File to Be Reviewed:

<input type="checkbox"/> Personnel File	<input type="checkbox"/> Payroll File
---	---------------------------------------

### Reason to Review File (Please include specific request for copies if applicable):

<input type="checkbox"/> Please provide me with the copies requested above.
<input type="checkbox"/> I understand that I may receive an invoice for copies. Initial: _____

Name of Requestor:	UAF ID# (if UA Employee):
Department:	Phone Number:

Signature of Requestor:

Date of Request:	
------------------	--

---



---



---

INTERNAL USE ONLY:			
Paper Records Found:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
OnBase Records Found:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Employee File Prepped for Review:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A (Employee Reviewing)	
Consultant for Review:	<input type="checkbox"/> UAF Recruitment	<input type="checkbox"/> Department/Other	
Request to Review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Justification for Denial:			
<input type="checkbox"/>	No legitimate need to review personnel file established.		
<u>Other:</u>			
HR Consultant Approver (Sign):			Date Request Approved:
Requests for Copies:			
Requested Copies Prepared:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Invoice for Copies Generated:	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Scheduling the Review:			
Called to Schedule Appointment (Sign):	Appointment Date:	Appointment Time:	
<input type="checkbox"/>	Left Message for Reviewer		
Message Date			
Follow Up Message Date:			
Follow Up Message Date:			
After the Review:			
<input type="checkbox"/>	Appointment Cancelled	<input type="checkbox"/>	Appointment No-Show
Date File Reviewed:	Reviewed With:		
File Returned Date:	File Returned By:		