



Personnel Records Inspection Request Form

Employee's Name (Printed): _____ Work Location: _____

As provided by District 308 Board Policy 5:150 and the Personnel Records Review Act (820 ILCS 40/), I hereby request:

- An opportunity to review and/or copy the documents from my Personnel Records listed below; or,
- Because I am unable to review my Personnel Records in person, I request that you send me a copy of the documents from my Personnel Records listed below. I understand that I may be charged for the actual cost of duplicating these documents; or
- I ask that my representative, _____, be granted an opportunity to review the documents listed below in my behalf.

The documents I wish to inspect and/or copy are as follows:

- Any personnel documents which are, have been or are intended to be used in determining my qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action except as provided in Section 10 of the Personnel Records Review Act; or
- Only these selected documents (clearly identify specific items you wish to inspect):

Signature of Employee: _____ Date of Request: _____

Human Resources Signature: _____ Date of Response: _____