UNIVERSITY OF ALASKA
FAIRBANKS

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 the **Request To Review Personnel Records** form to the Human Resources Department. The request form can be mailed or hand delivered. Once the request has been approved, an appointment may be made to review the personnel file by calling Human Resources. 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.

UAF Human Resources
3295 College Rd., Room 108
Fairbanks, AK 99709
907-474-7700 Fax: 907-474-5859
http://www.uaf.edu/uafhr/Emp_Res.html

Name of employee file to be reviewed **Last:**	**First:**
File to be reviewed: ❒ personnel file	❒ payroll ❒ medical
This is my file ❒	This is not my file ❒
Reason to review file:	
Name of requestor:	
Department:	Department or contact phone:
Employee identification number:	
Signature of requestor:	
Date of request:	
❒ Approved ❒ Denied (If denied, list reason)	
Date file reviewed:	
HR employee:	