



Human Resources Department
6000 S. 7th Street – Phoenix, AZ 85042
Phone: 602-243-4800 – Fax: 602-243-4822

Personnel File Review/Copy Request

Employees may review the contents of their personnel file with the exception of materials relating to their application for a position in the Roosevelt School District. An appointment to review the file must be made with the Human Resources Department at least 3 business days in advance. This form must be completed and submitted to the Human Resources Department at the time you are making your request

Date of Request: _____

Employee Name: _____ Phone Number: _____

Employee Position & School/Location: _____

I am requesting copies of the following document(s) from my personnel file (be specific)

I would like to be called when the documents are ready to be picked – up (I understand that documents will only be held at the reception desk for 5 business days).

I would like the documents sent to the above school/location via interoffice mail.

I am requesting the review my personnel file. The following regulations must be observed

1. The file must be reviewed in the Human Resources Department under the direct supervision of a Human Resources employee.
2. No items can be removed from, or added to, the personnel file.
3. Contents of the personnel file must be kept in the order in which the file was presented to the employee.

I have read the above regulations and agree to abide by them.

Signature of Employee: _____ Date: _____

PLEASE DO NOT WRITE BELOW THIS LINE – FOR HUMAN RESOURCES OFFICE USE ONLY

Name and signature of HR Personnel *copying* documents: _____ Date items prepared: _____

Name and signature of HR Personnel *reviewing* documents: _____ Date file reviewed: _____