

SECTION G: PERSONNEL

GA4-E(1)

FORM FOR REQUESTING REVIEW OF PERSONNEL FILES

Please accept this form as notice that I wish to review my personal file on:

Date: _____ Time: _____

I understand that twenty-four (24) hours' notice is customary. The materials must be viewed during office hours and may not be taken from the office.

Signature

School/Department

Date of Request