

Employee Written Authorization for Release of Personnel File(s) In Compliance with University Personnel and Medical File Provisions

I request release of my following Personnel File(s) to _____
(Designated Representative Name, Title – **Please Print**)

for inspection and/or copy, in accordance with university personnel file policy provisions.

Please initial the appropriate file for release:

University Human Resources Services (UHRS) File(s)

For Personnel Files, contact the Records Manager through the UHRS front desk at 855-2172.

For FMLA/Medical Files, contact the Employee Relations Specialist through the UHRS front desk at 855-2172.

If a request is made for both types of UHRS files, every effort will be made to schedule the inspection and/or copy of both UHRS Personnel and FMLA/Medical files for the same appointment.

- Personnel File(s)

(Employee initials)

- Family Medical Leave Act/Medical File(s)

(Employee initials)

Departmental Personnel File(s)

Contact the immediate supervisor and/or department Human Resources person. The department should contact Employee Relations to review the request and/or files prior to release (856-6047).

- Personnel File(s)

(Employee initials)

- Family Medical Leave Act/Medical File(s)

(Employee initials)

Other File(s)

Define what file and what information may be inspected and/or copied

(Employee initials)

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Note: When using this form, please review the following:

The appropriate university Personnel Policy for Employee Personnel and Medical File provisions

The Website Legal Compliance - Access to Staff Records: www.indiana.edu/~uhrs/training/bloomington/lc/staff.html

This completed authorization must be rendered at appointment time and retained in the requested file(s)