MOTT COMMUNITY COLLEGE
Office of Human Resources

REQUEST TO REVIEW EMPLOYEE RECORDS

I hereby request an appointment to review my personnel records. I understand that this review will be subject to the following conditions:

- **The request must be submitted at least 24 business hours in advance of the proposed review date/time.**
- A reasonable period of time will be allowed for the review.
- A representative from Human Resources will be present while the records are reviewed.
- Copies of materials, if desired, can be picked up **48** business hours after the request has been submitted.

Name_____
Last First Middle

Address_____
(Permanent Address)

City / State / Zip Code_____ Phone_____

Please check one of the options listed below:

1)_____ In person

2)_____ Designee_____

_____ _____
Employee Signature Date

****HUMAN RESOURCES USE ONLY****

Scheduled date to review personnel records_____

Time _____ a.m.____ p.m._____

Copy requested: Yes _____ No _____ Date Provided: _____

_____ _____
Signature: Human Resources Representative Date