



Request for Copy of Employee File

This form should be used by the employee, or former employee, for requesting a copy of their own personnel file.

Employee Name *(Include any former names that the employee may have previously used.):*

Employee Status: Current Employee Former Employee

Banner ID *(begins with 90):* _____

Employee Type: Staff/A&P Faculty Student

I understand that:

- University personnel files are the property of Auburn University.
- A Records representative will contact the requestor for further action and/or disposition within two business days of the receipt of request.
- If approved, a Records representative will coordinate with the requestor a time to obtain a copy. *
- Records may not be immediately available.
- This completed request form must be submitted to Human Resources – Records. It can be emailed to humnres@auburn.edu, faxed to 334-844-1611, or delivered to the AU Administrative Complex, Human Resources, 1550 E. Glenn Ave., Auburn, AL 36830.

Requestor Signature

Requestor Printed Name

Request Date

For AUHR use only

Date of Receipt: _____

Recipient: _____

Employer Representative Providing Copies: _____

Date of Copying: _____

Picture identification of requestor provided for inspection? Yes No

**Disclosure of university personnel files is made at the university's discretion.*