



AUBURN UNIVERSITY

## Request for Employee File Inspection

**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

**Request Type:** \_\_\_\_\_ Inspection only \_\_\_\_\_ Copies only \_\_\_\_\_ Inspection and Copies

**Requestor:** \_\_\_\_\_ Employee

*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 inspect the records and/or obtain copies.\*
- 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](mailto: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 Present at Inspection / Providing Copies:** \_\_\_\_\_

**Date of Inspection and/or Copying:** \_\_\_\_\_

**Request Type:** \_\_\_\_\_ Inspection only \_\_\_\_\_ Copies only \_\_\_\_\_ Inspection and Copies

*\* Inspection and disclosure of university personnel files are made at the university's discretion.*