

REQUEST FOR ACCESS TO RECORDS
FOR ALL FILES

Name _____ Department _____

I request a copy of the following material in my academic personnel file for the _____ review year.

Confidential (redacted form)

Non-confidential

- ___ Extramural letters
- ___ Student letters
- ___ Chair's letter
- ___ Ad Hoc committee report
- ___ Other confidential

- ___ Dean's letter
- ___ CAP report
- ___ Department letter (if not received earlier)
- ___ Other

Signature _____ Date _____

Note: Unless otherwise specified, all requests will be assumed to be for the official personnel review file of record which is maintained in the Academic Personnel Office (APO).

APO USE ONLY

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- _____ 1. Request received

- _____ 2. Documents with cover letter sent to candidate.