

Attachment A-1

REQUEST FOR ACCESS TO RECORDS  
BY A CANDIDATE

Name \_\_\_\_\_ Department/Program \_\_\_\_\_

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

Confidential (redacted form)

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

Non-confidential

- \_\_\_ Dean's letter
- \_\_\_ CAP report
- \_\_\_ Department letter and Minority Report  
(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.