REQUEST FOR ACCESS TO RECORDS
BY A THIRD PARTY

Name __________________________ Department ____________________________

Title: __________________________________________________________________

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

The reason(s) for this request are: __________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Confidential (redacted form) Non-confidential

___Extramural letters ___Dean's letter
___Student letters ___CAP report
___Chair's letter ___Department letter and Minority Report
___Ad Hoc committee report (if not received earlier)
___Other confidential ___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

1. Request received _______ Approved _______ Denied _______

2. Documents with cover letter sent to ______________________

3. Copy of documents sent to candidate