

**REQUEST FOR ACCESS TO RECORDS BY THIRD PARTY**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

The reason(s) for this request are:

\_\_\_\_\_

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**

- \_\_\_\_\_ 1. Request received  Approved  Denied
- \_\_\_\_\_ 2. Documents with cover letter sent to candidate \_\_\_\_\_
- \_\_\_\_\_ 3. Copy of documents sent to candidate