

**REQUEST FOR ACCESS TO RECORDS BY A CANDIDATE**

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

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