

## CURRENT STAFF - OFFICIAL PERSONNEL RECORDS ACCESS REQUEST

To view or obtain information from your official personnel records, please make selection(s) below, and send to the appropriate Human Resources Operations office. **We will respond to you within 5 business days to confirm receipt and arrange for transmission of your records.**

Legal Last Name:	Legal First Name:	Employee ID Number:	Date Submitted:
UW Email Address:	Phone:	Department:	

**Please contact me by:**       UW email       Phone

**I am requesting:**

- To view my Official Personnel Records in person
- Obtain a copy of my Official Personnel Records. Please note if you are requesting only specific documentation, e.g. background checks; position review documentation; pre-Workday performance evaluations (Medical Centers).
- View my Medical Records in person
- Obtain a copy of my Medical Records
- To add a rebuttal or a correction to my Official Personnel Records  
**Submit written rebuttal/correction information with this request form.**
- Petition for the removal of corrective action documentation that is 6 years or older  
**Submit a written petition listing the documentation with this request form.**
- Other - Please describe:
  
- Authorization for someone else to access my Official Personnel Records. Provide name and contact information for authorized party:

**The person you authorize will be asked to provide identification before access is allowed.**

**Send completed form to your HR Operations Office:**

<b>Campus HR Operations</b> Box 354963 Fax: 206-685-0636 Email: <a href="mailto:campushr@uw.edu">campushr@uw.edu</a>	<b>UW Medical Center</b> Box 359421 Fax: 206-598-4610 Email: <a href="mailto:kw23@uw.edu">kw23@uw.edu</a>	<b>Harborview Medical Center</b> Box 359715 Fax: 206-744-9955 Email: <a href="mailto:jhooper@uw.edu">jhooper@uw.edu</a>
HR staff completing request:		Date Received:
Reviewed by HRC:		Date Reviewed:
Employee or their designated Authorized Personnel Signature <i>Upon receipt:</i>		Date Received: