



Personnel File Request/View Form

Please read the following information pertaining to your request to view your official personnel file.

In accordance with the [Illinois Personnel Record Review Act \(820 ILCS 40\)](#):

Current employees, employees on leave or layoff, and employees who have terminated within the preceding year have the right of access to their personnel file maintained by Illinois Human Resources.

The University will grant a request of an employee to inspect his/her personnel file generally not more than twice a year and will provide an opportunity for such an inspection within seven (7) working days after receiving the request.

The University may require that the request be in writing on a form supplied by the employer.

The right of the employee to inspect his or her personnel records does not apply to:

- a) Letters of reference.
- b) Any portion of a test document, except cumulative total test score for either a section of or the entire test document.
- c) Information of a personal nature about a person other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person’s privacy.

Illinois Human Resources will supply, free of charge, up to ten copies of individual documents from the personnel file. Additional copies may be obtained at the cost of twenty-five cents per copy.

I have read the above information and request access to my personnel file.

Signature and UIN

Date

Address

Telephone Number

For Illinois Human Resources Use:

Date reviewed _____

Initials _____

Last modified: April 10, 2023