

Request for Personnel File

When requesting a copy of your personnel file, please complete as much information as possible and submit to CREC Human Resources via anwright@crec.org. You will receive email confirmation of receipt. Please allow 3-5 business days to prepare your file based on the specifications pertinent to your request below.

CREC's Personnel Records policy can be found here: [4112.6P Personnel Records.pdf \(crec.org\)](#).

Name of Employee: _____

Program/Department: _____

Job Title: _____ Date of Hire: _____

Phone: _____ Email: _____

Please indicate the specific documents you are requesting:

- Recruiting and screening documents
- Records relating to job offers, promotions, demotions, transfers and layoffs
- Pay and compensation information
- Transcripts and certifications
- Handbook and policy acknowledgments
- Employee agreements (non-compete, confidentiality and separation)
- Letters of recognition and awards
- Warnings, counseling and disciplinary notices
- Performance evaluations
- Termination notice and documentation
- Other - Please specify: _____

I authorize CREC to release my personnel file and any pertinent records specifically requested above to the following third party/parties (if applicable): _____

Employee Signature: _____ Date: _____