



# Employee Written Authorization for Release of Personnel File(s) In Compliance with University Personnel and Medical File Provisions

I, \_\_\_\_\_ /ID# \_\_\_\_\_, request release of the following Personnel  
(Employee Name/Employee ID# - **Please Print**)

File(s) to \_\_\_\_\_  
(Employee or Designated Representative Name, Title – **Please Print**)

for  inspection and/or  copy, in accordance with university personnel file policy provisions.

**Employee must initial the appropriate file for release:**

University Human Resources Services (UHRS) File(s)

For Personnel Files, contact the Records Manager through the UHRS front desk at 855-2172.

For FMLA/Medical Files, contact the Employee Relations Specialist through the UHRS front desk at 855-2172.

*If a request is made for both types of UHRS files, every effort will be made to schedule the inspection and/or copy of both UHRS Personnel and FMLA/ Medical files for the same appointment.*

- Personnel File(s) \_\_\_\_\_  
(Employee initials)
- Family Medical Leave Act/Medical File(s) \_\_\_\_\_  
(Employee initials)

Departmental Personnel File(s)

For Departmental Personnel Files, contact the immediate supervisor and/or department Human Resources person. The department should contact Employee Relations to review the request and/or files prior to release (856-6047).

- Personnel File(s) \_\_\_\_\_  
(Employee initials)
- Family Medical Leave Act/Medical File(s) \_\_\_\_\_  
(Employee initials)

Other File(s)

Define the file(s) and information that may be inspected and/or copied \_\_\_\_\_  
(Employee initials)

---

---

---

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information (used for verification and to set up appointment):

Employee Phone#: \_\_\_\_\_ Employee Email: \_\_\_\_\_

Designee Phone#: \_\_\_\_\_ Designee Email: \_\_\_\_\_

**Note: When using this form, please review the following:**

The appropriate University Personnel Policy for Employee Personnel and Medical File provisions.

The Website Legal Compliance – Access to Staff Records: <http://hr.iu.edu/training/bloomington/lc/staff.html>

**This completed authorization must be provided at appointment time and retained in the requested file(s).**