

Michael L Scott, Town Manager  
 Greg Siler, Finance Director  
 Tim Kerigan, Human Resources  
 Shannan Parrish, Town Clerk  
 Beth McKeel, Administrative Assistant



PO Box 761  
 Smithfield, NC 27577  
 919.934.2116

**OFFICIAL PERSONNEL FILE ACCESS REQUEST FORM**

To schedule an appointment to view your official personnel file please complete each appropriate section of this form and send via fax or mail to the Human Resources Office. **HR Department will get back to you within 3 business days with scheduling options.**

<i>Last Name, First Name</i>		<i>Employee ID Number</i>	<i>Date Submitted:</i>
<i>Email Address</i>	<i>Phone</i>	<i>Department</i>	
<i>Mailing Address</i>			

Please contact me by:       **Email**       **Phone**       **US Mail**

What would you like to do during your appointment?

- View my Official Personnel File  
-OR-
- Obtain a photocopy of my Official Personnel File  
**After a copy of your file has been made HR will contact you when the copy can be picked up.**  
-OR-
- Authorize a second party to access my Official Personnel File. List the name of the second party.  
**The second party will be asked to provide identification before access is allowed.**  
Name of authorized party: \_\_\_\_\_
- View my Medical File  
-OR-
- Obtain a photocopy of my Medical File
- Add rebuttal/correction information to my Official Personnel File.  
**Please submit written rebuttal/correction information and attach it to this request form.**
- Petition for the removal of corrective action documentation.  
**Please submit a written petition listing the documentation to be removed and attach the petition to this request form.**
- Other. **Please describe:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>For HR Department Use Only</i>	
Reviewed by HR:	Date:
<i>Reviewed ID &amp; Made/Kept Copy</i>	
HR Staff Completing Request:	Date: