

REQUEST FOR PERSONNEL FILE REVIEW AND/OR COPY OF RECORDS

In accordance with the Bullard-Plawecki Employee Right to Know Act (Public Act No. 397 of 1978) , I am requesting a review of the records in my personnel file. I would like to conduct the review at or near my work reporting location. I understand that I have the right to a copy of the file or any portion(s) thereof after the review and that the Company is entitled to reimbursement for copying costs.

NAME (PLEASE PRINT) _____

WORK ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

MANAGER: _____

SIGNATURE: _____

DATE: _____

Persons having difficulty gaining access to, or copies of, their own personnel file should contact the Michigan Chapter of the American Civil Liberties Union at 313-961-4662.