

PERSONNEL RECORDS REQUEST FORM

Personnel records are maintained on a document imaging system. Please make an appointment if you wish to view your folder.

If you are requesting copies of specific documents, we will contact you within 10 days when the documents are available for you to pick up.

I, _____, Employee ID# _____,

request to view/receive copies of my Lamar University / Lamar Institute of Technology employment records.

Documents Requested:

Printed Name

Signature

Date

ID Verified by HR _____
(Initial)