

# Indiana University University Human Resource Services

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

I request release of my following Personnel File(s) to \_\_\_\_\_  
*(Designated Representative Name, Title – Please Print)*  
for  inspection and/or  copy, in accordance with university personnel file policy provisions.

### Please 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)

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 what file and what information may be inspected and/or copied

\_\_\_\_\_  
*(Employee initials)*

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Employee Name *(Please Print)*: \_\_\_\_\_

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

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### 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://www.indiana.edu/~hrm/td/lc/staff.html>

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