



# Request to view personnel file

Return completed form to the following contact information:  
Personnel file request | [Personnelrequest@exchange.asu.edu](mailto:Personnelrequest@exchange.asu.edu)  
eFax: 480-993-0001

**Complete sections A to C.** A signature must be provided prior to review of ASU employee's personnel file. Form is signed and dated on the date of the file review and when photo I.D. has been presented to verify identity. Please allow 24 hours after submission for response by ASU Office of Human Resources.

**A. Employee's name:**

**ASU ID number:**

**B. Per ASU Policy SPP-1101, only the following persons will have access to personnel records without an employee's authorization:**

- Arizona Board of Regents.
- ASU hiring official. Used for considering an ASU employee as a finalist hire or for transfer, promotion or reemployment.
- Employee.
- Employee's current supervisor.
- External auditor.
- Office of General Counsel.
- Office of Human Resources.
- Other persons authorized by Office of Human Resources.
- President or President's designee.

Anyone other than the above persons must have **current written authorization** from the employee.

**C. Briefly state reason for request:** If applicable, include BrassRing REQ number.

**Name — please print:**

**College or department:**

**Signature — handwritten:**

**Date:**

**OHR Staff Use Only**

**Name of staff releasing file:**

**I.D. viewed:**

**If applicable, attach copy of release from employee.**