



OFFICE OF HUMAN RESOURCES (OHR)
 1650 Bedford Avenue, Brooklyn, NY 11225
 (718) 270-6910 (PHONE)
 (718) 270-6909 (FAX)

REQUEST TO INSPECT PERSONNEL FILE

PART 1: Employee must complete Part 1 of the form and forward to the Office of Human Resources via fax: 718-270-6909.

Date of Request:	Employee Name:
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Work Telephone:	Social Security Number: (last four digits only)	Email Address:
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I am requesting an appointment with the Office of Human Resources to inspect my personnel file.
 The last date I reviewed my file was _____.

**PART 2: HR will contact employee regarding appointment date for file inspection.
 HR will place a copy of this form in personnel file following the inspection.**

Appointment Schedule:	Date:	Time:
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File review completed:	Date:	Time:
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Employee Comments:

HR Comments:

X	X
HR Representative Signature	Employee Signature