



Request to Review Personnel Records

Office of Human Resources, Payroll & Records

1301 West Main • Wilburton, OK 74578

Phone: 918.465.1777 • Fax: 918.465.4421

Employees who wish to review personnel records are required to complete and return a Request to Review Personnel Records Form to the Office of Human Resources, Payroll and Records. The request form may be mailed, faxed or hand delivered.

Once the request has been approved, an appointment must be made to review the personnel file. All records must be reviewed in the presence of an employee of the Office of Human Resources. After the file has been reviewed, copies of the personnel records can be requested. Individuals making requests for copies may be financially responsible for all reasonable and customary copying and handling costs.

Name: _____

Employee ID: _____

Phone: _____

Work Phone: _____

Signature: _____

Reason to review personnel file: _____

To be completed by HR

Approved: _____

Denied: _____

If denied, reason is attached.

File Custodian: _____

Date Reviewed: _____