

## REQUEST TO VIEW PERSONNEL RECORDS

I \_\_\_\_\_, request to view my personnel records. I understand that upon receipt of this signed request, an Aldridge Inc. representative will make an appointment with me and within seven (7) working days provide access to my personnel records. During such access, an Aldridge, Inc. representative will remain present while I am viewing the records and will provide, at a reasonable cost, copies of my personnel records, such charge to be paid at the time of inspection.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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To Be Filled Out At Time Of Inspection

### Certification of Having Reviewed Personnel Records

I the undersigned certify that on following date, I reviewed my personnel files and have been provided copies of items listed below:

Documents copied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature of Aldridge Inc. representative who was present while the personnel records were inspected:

Date \_\_\_\_\_ Signature \_\_\_\_\_