
Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

Attn: Records Custodian
Office of Human Resources
Rendleman Hall, Box 1040
Edwardsville, IL 62026

Re: Personnel Records Examination/Duplication

To Whom It May Concern:

I/We, _____,
request that the Office of Human Resources make available for inspection or provide copies of the following documents:

(Please provide a description of the information requested, as specific as possible, including the type of records, subject matter, approximate dates the records were created, and the names of the persons involved)

Document(s) requested:

Name:	
E-ID/SSN	
Address 1:	
Address 2:	
Phone Number:	

I wish to arrange to personally inspect the requested records.

I wish to receive hard copies of the requested records.

Requestor's Signature: _____ Date: _____

HR Representative. Signature: _____ Date: _____