

OFFICE OF THE VICE PROVOST – ACADEMIC AFFAIRS/UC DAVIS

REQUEST BY NON-STUDENT ACADEMIC EMPLOYEE FOR ACCESS TO RECORDS PERTAINING TO:

(To be delivered to Mrak Hall, Room 230. Be prepared to present personal identification.)

EMPLOYEE'S NAME: _____ Employee ID #: _____
(PRINT)

Other names under which you may be identified: _____
(PRINT)

Employee contact phone # _____

I hereby request a copy of the following documents from my Personnel File:

Employee Signature

Date

Information pertaining to your employment with the University of California may be retained in various locations other than your official personnel file housed in Academic Affairs. As with your own personnel file, you may have a right to review other files maintained as part of your employment history.

Depending upon applicability, you may find files regarding your employment from the following offices/units:

- | | |
|---------------------------|---------------------------------------------------------------|
| 1. Your home department | 6. Benefits Office/Human Resources |
| 2. Your dean's office | 7. Risk Management |
| 3. Academic Senate Office | 8. Retirement Administration Service Center (RASC – Oakland) |
| 4. Payroll Office | 9. Occupational Health/Employee Health |
| 5. Labor Relations | |

TO BE COMPLETED BY EMPLOYEE UPON PICK-UP OF DOCUMENTS:

I have received the requested documents from my personnel file, as listed above:

Employee Signature

Date