
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: _____