



Request to View Personnel Records

(Labor Code 1198.5)

Date: _____

Employee (Current/Former) Name: _____

Company Name: _____

☐ I request to inspect/receive a copy of (circle one or both) my personnel records.

☐ I authorize _____ (authorized representative) to inspect/receive (circle one or both) a copy of my personnel records.

I understand I will be charged the actual cost of copies and postal expenses. I further understand that only those records required by law will be made available to inspect/copy.

Employee Signature

Date

Employer Response to Request to View Personnel Records

Date: _____

Employee Name: _____

In response to your request to view/copy personnel records:

☐ You/Your representative (circle one) is scheduled for an appointment with _____
Name
on _____ at _____ for the purpose of reviewing your personnel records.
Date Time

Note that during the inspection nothing may be removed from or added to your personnel records.

☐ A copy of your personnel records will be made available to you/your representative (circle one). Contact _____
_____ to make arrangements for receipt of the copy.
Name

You will be responsible for copying and/or postal costs at the rate of _____ per page.

You/Your representative's request to inspect/receive a copy of your personnel records has been denied for the following reason(s):

☐ California Lutheran University is only required to comply with one request per year by a former employee to inspect or receive a copy of his or her personnel records. The most recent request was completed on _____.

☐ California Lutheran University is not required to comply with more than fifty (50) requests to inspect or receive personnel request filed by an employee representative(s) in one calendar month.

☐ California Lutheran University is not required to comply with a request to inspect or copy personnel records while you have a pending lawsuit against California Lutheran University relating to a personnel matter.

Human Resources Representative

Date