

REQUEST FOR PERMISSION TO REVIEW PERSONNEL FILE

This form is to be completed each time an employee requests to review his/her Personnel File. Personnel files are to be reviewed during the employee's lunch hour, vacation day or other non-work time.

I, \_\_\_\_\_, would like to request permission to review my  
Name

Personnel File on \_\_\_\_\_ at \_\_\_\_\_. I am currently an  
Date Time  
Employee in the Department of \_\_\_\_\_.

If this time is not convenient, I can be reached at \_\_\_\_\_ to  
Work Phone Number

Arrange a mutually convenient date and time.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Personnel & CSC Staff Member

When you have filled out the form, please return it to:

Department of Personnel and Civil Service Commission  
431 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

Our office hours are Monday through Friday, 7:30 a.m. - 4:45 p.m.