

**HOPE COLLEGE  
REQUEST TO REVIEW PERSONNEL RECORDS**

I, \_\_\_\_\_, hereby request an appointment with  
Employee Name  
the Human Resources Office to review my personnel records under the terms of the  
Bullard-Plawecki Employee Right to Know Act, Act 397, 1978.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

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**STATEMENT**

Date of Review: \_\_\_\_\_

Documents Copied (if any)\*:

I hereby certify that on the above date I reviewed my personnel records in the presence of

\_\_\_\_\_, and that the list of documents copied above  
HR Representative Name

is true and correct to the best of my knowledge.

\_\_\_\_\_  
Employee Signature

\*A copy charge of \$.05 per page applies to inactive employees.