

PERSONNEL FILE AUTHORIZATION

State of Maine

Bureau of Human Resources

NAME OF EMPLOYEE	SSAN	DATE
CURRENT JOB TITLE	NAME OF EMPLOYER	

The Bureau of Human Resources will make the permanent personnel records of state employees available for inspection during normal working hours in accordance with the following procedures:

1. An employee or his/her designated representative may review a copy of the file following completion of this form. A copy of this form will be placed in the permanent record for future reference.
2. You may make a copy of your permanent record. Up to 5 pages may be copied free of charge. Copies made beyond the five pages will be charged at the prevailing rate.
3. You may request that we add appropriate material to your record such as awards, transcripts, letters of commendation, etc.
4. Every attempt will be made to provide immediate service, but in some instances it may be necessary to schedule a time for review.
5. We do not provide information of a confidential nature about you to anyone unless you specifically request so on this form.

SPECIFIC INFORMATION REQUESTED (required):

NAME OF INDIVIDUAL TO REVIEW FILE	ORGANIZATION
SIGNATURE OF EMPLOYEE	DATE