



REQUEST FOR INFORMATION TO BE EXPUNGED FROM MY PERSONNEL FILE

I request that the following information be expunged from my Official Personnel File in accordance with Administrative Procedure #262 – Maintenance, Access, and Retention of Personnel Files – or Applicable Collective Bargaining Agreement

<u>Date</u>	<u>Subject</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employee Name: _____ **Date:** _____
Print

Employee ID: _____ **Badge #** _____

Employee Signature: _____

Approved/Disapproved

Shawn Y. Stokes *Date*
Director, Office of Human Resources Management