

Request to View Personnel File

MINNESOTA STATE UNIVERSITY MOORHEAD

Minnesota State University Moorhead maintains electronic copies of all employee personnel files. I understand that a paper copy of my file is no longer available and I am requesting an electronic file. I understand that any future requests to view my personnel file must be made in writing to the Office of Human Resources.

Name of Requestor (Please Print)

Signature

Date

Please send the documents to the following email address:

I am requesting to view the personnel file of another employee.
Please note that written consent from the employee must be attached before receiving the file.

Name of Requestor (Please Print)

Signature

Date

Name of Employee's File Being Requested

Reason for Request

Please send the documents to the following email address: