

## Public Records Request Form -Personnel Files

*In accordance with Florida Statutes, Chapter 119*

### Submitting the Request

**Current Employees/Internal Requesters:** In Workday, select the "Help" Icon, create a case, Select Case Type of **Records Management**, and attach this completed form.

**Former Employees or External Requesters:** To facilitate the request, complete this form and submit to [knextverify@ucf.edu](mailto:knextverify@ucf.edu) .

### Requestor Information

Requestor:

Date of Request:

E-mail Address:

Phone Number:

### Type of Request: (Check appropriate box below)

Review a personal file\*.

All personnel files must be reviewed in the presence of a staff member. A staff member will contact you to schedule an appointment. If the nature or volume of public records to be inspected/reviewed requires extensive use of information technology resources or extensive clerical or supervisory assistance, in addition to the actual cost of duplication, a special service charge may be accessed.

Obtain copies of a personnel file\*.

If the number of copies exceeds 20 pages, a \$0.15 fee will be administered for each page. A staff member will notify you of the total fee amount that must be paid before processing the public records request. Fees must be paid by check. All checks should be made payable to the University of Central Florida. If the nature or volume of public records to be inspected/reviewed requires extensive use of information technology resources or extensive clerical or supervisory assistance, in addition to the actual cost of duplication, a special service charge may be accessed.

\*The official personnel file for faculty members, including adjunct faculty, is maintained by the respective Human Resources Business Center (HRBC). Please contact the respective [HRBC](#) for official personnel file for faculty and adjunct faculty.

### Whose Personnel File? (Check the appropriate box and input the information below)

My own personnel file:          Emplid

Another employee's personnel file. Please provide the information below, if available.

Name:

Emplid or other identifiers\* (such as department name):

\*For security purposes, please **do not** provide the social security number or date of birth.

### Which Personnel File Documents? (Check the appropriate box and input the information below)

Entire Personnel File

Specific Documents:

### Document Pick-Up

If copies are going to be picked up by someone other than the requestor, specify the name below:

The request will be available within three to five business days from date it is received unless instructed otherwise. A photo identification is required for review and pick-up.