



Human Resources

UNIVERSITY OF CENTRAL FLORIDA

Human Resources Public Records Request Form

In accordance with Florida Statutes, Chapter 119

Current Employees/Internal Requesters: In Workday, select the "Help" Icon, Create a Case, and attach this completed form.

Former Employees or External Requesters: To facilitate the request, complete this form and submit to records@ucf.edu

Requestor: _____ Date of Request: _____

Phone Number: _____ E-mail Address: _____

1. Please check the appropriate box below:

- Review a personnel file **(The official personnel file for faculty members, including adjunct faculty, is maintained by the respective Dean’s Office. Please contact the respective Dean’s Office for documents that HR doesn’t have on file.)**
All personnel files must be reviewed in the presence of a Human Resources staff member. A Human Resources 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 assessed.
- Obtain copies of a personnel file **(The official personnel file for faculty members, including adjunct faculty, is maintained by the respective Dean’s Office. Please contact the respective Dean’s Office for documents that HR doesn’t have on file.)** *If the number of copies exceeds 20 pages, a \$0.15 fee will be administered for each page. A Human Resources 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 cash or check at the Office of Human Resources. 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 assessed.*

2. Please check the appropriate box below:

- My own personnel file: EmplID: _____
- Another employee’s personnel file. Please provide the information below, if available:
 1. Name (please print clearly): _____
 2. EmplID or other identifiers (such as department name): _____

3. Please check the appropriate box below:

- Entire personnel file
- Specific documents: _____

4. If copies are going to be picked up by someone other than the requestor, please specify his/her name:

This request will be available for review or pick-up within **three to five business days** from the date it is received, unless otherwise instructed. **A photo ID is required for review and pick-up.**