



Request to View Employee Records

Instructions: Complete Sections 1-2 and give/send this form to your supervisor or ERM/HRG			
1	Employee's Full Name (Print/type)	ATTUID	Tel. No.
	Supervisor's Name	ATTUID	Tel. No.
2	<p><i>I request an appointment to view my Employee Personnel File. I understand that my viewing of Company records is subject to the following conditions:</i></p> <ul style="list-style-type: none"> • <i>I may view my records at reasonable times and intervals.</i> • <i>A reasonable amount of time will be allowed for the records viewing during normal business hours at a time mutually agreeable to the Supervisor/ERM/HRG/representative and me.</i> • <i>A management representative will be present during the viewing.</i> • <i>No documents may be removed, changed, or altered during the viewing. I may receive one photocopy of any portion of the records I have viewed in accordance with Company policy and applicable federal, state, and local laws.</i> • <i>I acknowledge I have read, understand, and agree to the foregoing conditions.</i> <p>For further information, see the AT&T Privacy of Employee Records and Medical Information Policy on HROneStop (http://ebiz.sbc.com/ec/policies/HRAP.html)</p>		
	Employee's Signature	Date	Supervisor's Signature (or ERM/HRG)
3	<p><i>I acknowledge I have viewed my records:</i></p>		
	Employee's Signature	Date	Signature Of Management Representative Present During Viewing
File this form in the Employee Personnel File			

In states where employees have a legal right to view their personnel files, this form is recommended but not required.