

George County School District



Employee Personnel Records Request Form

Employee personnel records are maintained at the George County School District Office. Employees may request to review the contents of their personnel file by submitting this completed form with reasonable advance notice.

Employee Information

- **Employee Name:** _____
- **Employee ID (if applicable):** _____
- **Job Title/Position:** _____
- **Department/School:** _____
- **Work Phone Number:** _____
- **Email Address:** _____

Request Details

Please indicate the purpose of your request (check one):

- Review my personnel file
- Obtain copies of specific documents (please specify below)
- Other (please explain): _____

Specific documents requested (if applicable):

Preferred Method of Review

- In-person review at the District Office
- Copies provided (as permitted by district policy)

Please note: All official personnel records—paper or electronic—are the permanent property of the George County School District and must remain with the district.

Acknowledgement

I understand that:

- I must submit this request with reasonable advance notice.
- Personnel records may be reviewed only under the supervision and conditions established by the District Office.
- Employees are strictly prohibited from deleting, destroying, or altering any official district records.
- It is my responsibility to notify the District Office promptly of any changes to my personal information, including but not limited to address, phone number, marital status, dependents, insurance beneficiaries, and emergency contacts.

By signing below, I acknowledge and agree to the above statements.

Employee Signature: _____

Date: _____

District Office Use Only

- **Date Request Received:** _____
- **Approved By:** _____
- **Date of Review/Release:** _____
- **Notes:** _____