EMPLOYEE RECORDS ACCESS

OMB/HUMAN RESOURCE MANAGEMENT SERVICES
SFN 17770 (10-04)

This form is to be used to document the access and review of agency personnel records.

A record of access must be maintained by the employing agency and must be provided to the employee when the employee examines the employee's file (NDCC 54-06-21).

Agency	**Employee Name**
Date of Employment	**Employee Title**

The individuals named below requested and received access to the employee's personnel record.

NAME	REPRESENTING	DATE OF ACCESS