EMPLOYEE RECORDS ACCESS

OFFICE OF MANAGEMENT AND BUDGET
HUMAN RESOURCE MANAGEMENT SERVICES
SFN 17770 (07-2022)

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 (NDCC 54-06-21).

Agency Name	
Employee Name	Date of Employment

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

Name	Representing	Date of Access