

REQUEST FOR APPELLANT OFFICIAL PERSONNEL FILE

This form is to be used by an appellant or his or her authorized representative and/or a State Executive Branch agency representative to request the official personnel file of an employee or former employee who has appealed his or her suspension, demotion, termination, involuntary transfer, or to appeal an action that he or she believes was the result of a "Whistleblower" complaint.

Please complete and sign the form and return it to Division of Human Resource Management, Central Records via email at DHRM-CentralRecords@admin.nv.gov or by fax at (775) 687-9085 and allow at least five business days to process the request. The hard copy personnel file will be marked confidential and sent to the address listed below or held for pickup.

Requestor Contact Information/Affirmation

Executive Branch Department/Agency Appellant/Appellant's Authorized Representative

Requested By:

Contact Name (if other than appellant):

Contact Phone:

Contact Email:

I affirm I am the appellant or a representative designated to act on behalf of the appellant or a State Executive Branch agency.

Signature: _____

Date: _____

Official Personnel Files Requested

Appellant Name:

Appellant Employee I.D. Number:

Case Number (if known):

Hearing Date (if known):

Description of Files Requested (e.g. performance evaluations, disciplinary, entire file; include date range if applicable):

Return Service Requested – Release of Documents

USPS Certified Mail FedEx: FedEx Account Number _____

Pickup by appellant OR by (name of individual): _____
on behalf of agency/department or on behalf of appellant's authorized representative (verification by photo I.D. required upon pickup)

Return Address:

Division of Human Resource Management – Section for Central Records Use

Date Received: _____ Assigned To: _____ Date Request Completed: _____

Pickup Signature Verification: _____ Date: _____