

**CITY OF HOUSTON**  
**HUMAN RESOURCES**  
**RECORDS ADMINISTRATION**

**Request to View Personnel Records**

Date: \_\_\_\_\_

RECORD(S) to be viewed	SS#	Employee#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REASON FOR REQUEST \_\_\_\_\_

REQUESTER \_\_\_\_\_

Print Name

Requester Title

Requester/Viewer Signature

Requester/Viewer I.D. #

Requester/Viewer Department/Division

Requester/Viewer Phone #

RECORDS REPRESENTATIVE \_\_\_\_\_

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**INFORMATION FOR ARCHIVED RECORDS:**

Name	O/S Yr.	City Box #	Archive Location #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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