



Personnel File Request (PFR)

To facilitate the review of or to obtain copies of a personnel file, please complete the following information. Requests may be emailed to pfr@famu.edu, or mailed to 1700 Lee Hall Drive, 211, Foote-Hilyer Admin Center, Tallahassee, FL 32307.

Requestor: _____ Date of Request: _____

Phone Number: _____ E-mail Address: _____

1. Please check the appropriate box below:

Review a personnel file (**The official personnel file for faculty members, including adjunct faculty, is maintained by the respective Dean’s Office. Please contact the respective Dean’s Office for documents that HR doesn’t have on file.**) *All personnel files must be reviewed in the presence of a Human Resources staff member. A Human Resources staff member will contact you to schedule an appointment. If the nature or volume of public records to be inspected/reviewed requires extensive use of information technology resources or extensive clerical or supervisory assistance, in addition to the actual cost of duplication, a special service charge may be assessed.*

Obtain copies of a personnel file (**The official personnel file for faculty members, including adjunct faculty, is maintained by the respective Dean’s Office. Please contact the respective Dean’s Office for documents that HR doesn’t have on file.**) *A \$0.15 fee will be administered for each page. A Human Resources staff member will notify you of the total fee amount that must be paid before processing the Public Records Request. If the nature or volume of public records to be inspected/reviewed requires extensive use of information technology resources or extensive clerical or supervisory assistance, in addition to the actual cost of duplication, a special service charge may be assessed.*

2. Please check the appropriate box below:

My own personnel file: Empl ID: _____

Another employee’s personnel file. Please provide the information below, if available:

1. Name (please print clearly): _____

2. Empl ID or other identifiers (such as department name): _____

3. Please check the appropriate box below:

Entire personnel file

Specific documents: _____

This request will be available for review or pick-up within three to five business days from the date it is received, unless otherwise instructed. A photo ID is required for review and pick-up. If you have any questions regarding Personnel File Requests, please contact Human Resources-Records Management at 850-599-3611 or via email at pfr@famu.edu.