



Human Resources  
Linden Hall

856-256-4134  
856-256-4714 (fax)

## Request for File(s) or Re-contracting

Name: _____	Date: _____
Phone number: _____	E-Mail: _____
Materials/ Documents you are requesting, including dates: _____	
_____	
Would you like to review the material: Yes / No	
Would you like a copy: (Copies are made in accordance with specific bargaining unit agreements.) Yes / No	

Please Note: Requests to review materials and documents from personnel files will be granted within a reasonable time frame (usually 48 hours). You will be contacted when requested materials are ready for review or pickup.

Thank you!

Location of material: \_\_\_\_\_  
Completion date: \_\_\_\_\_  
Initials: \_\_\_\_\_