

Employee Relations Department 1010 E. 10th Street • Tucson, Arizona 85719 (520) 225.6739 • fax (520) 225.6279

Revised: 11/8/17

REQUEST FOR DOCUMENT REMOVAL FROM PERSONNEL FILE

Date:	TUSD ID#:	
Name:	Contact#:	
Address:		
City:	ZIP Code:	
Supervisor:	Site:	
Item Requested to be removed:		
Date of Item:		
Brief explanation for removal request:		
Signature of requesting employee:		
You will be notified by mail with the final deci	sion about your request.	
FOR OFFICE EMPLOYEE RELATIONS DECISION: GRANTED DENIED FOR THE FOLLOWING REASON(S):	IAL USE ONLY	
EMPLOYEE RELATIONS DIRECTOR SIG	NATURE	DATE