



Bridgewater State University Request for Access to Personnel File

I, _____ grant access
Employee Name – Please Print

to _____, to view my

official personnel file held by Bridgewater State University.

This request is made under the Commonwealth of Massachusetts Fair Information Practices Act (Massachusetts General Law Chapter 66A; St. 1975, c776, as amended;) The Privacy and Confidentiality Regulations of the Massachusetts Board of Higher Education, and the policies of Bridgewater State University.

Reason for access: _____

Signature: _____ Date: _____

DISPOSITION OF REQUEST

I obtained access to the official personnel file as described above.

Print Name: _____

Signature: _____ Date: _____

Access approved by: _____ Date: _____

Associate VP/HR or Assistant Director of HR only

ALL FILES MUST BE REVIEWED IN THE OFFICE OF HUMAN RESOURCES

ORIGINAL OF THIS FORM IS MAINTAINED IN THE OFFICIAL PERSONNEL FILE LOCATED IN THE
OFFICE OF HUMAN RESOURCES