



MONROE COUNTY REQUEST FOR INSPECTION OF PERSONNEL FILE

The undersigned employee/former employee of Monroe County hereby requests the right for himself/herself or authorized representative to inspect his/her personnel file and/or medical file. I understand that the County may not release certain medical records, letters of reference, test documents, personal or other information pursuant to Wisconsin Statutes.

The County may grant no more than two requests for release per calendar year. If you or your representative request copies, the County will charge 25 cents per copy, cost of reproduction, payable in advance.

Monroe County may grant the employee/former employee or representative the right to inspect the records within seven working days after receipt of this request. Inspection will be done at the Personnel Office, 124 North Court Street, Sparta. Nothing may be removed from the employee's file, but clarification may be added to the file. *No marks can be made on the documents in the file.*

I will inspect my file _____ OR I authorize my representative to inspect my file _____

I request inspection of my: personnel file __ = __ medical file _____

Signature: _____ Date: _____

Printed Name: _____

Witness: _____

If authorizing a representative to view the file, please indicate:

Representative's Name: _____

Address: _____

**For an appointment time to view your file, contact:
Personnel Department, 124 North Court Street, Sparta, at 269-8719**