

# REQUEST FOR PERSONNEL RECORD REVIEW

I \_\_\_\_\_, do hereby formally request to review my personnel file pursuant to the Personnel Record Review Act, 820 ILCS 40/0.01, et seq. Accordingly, I request that my employer, the city/town of \_\_\_\_\_, provide me with a copy, pursuant to Section 3 of the Act, of any and all records to which I am entitled under the Personnel Record Review Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date