



Request for File(s) or Re-Contracting

Banner ID:

Name:

Email:

Phone Number:

Date of Request:

Materials/Documents you are requesting:

Would you like a copy? Copies are made in accordance with bargaining unit agreements.

Yes

No

Please submit the completed file request to hr@rowan.edu. Requests to review materials and documents from personnel files will be granted within a reasonable timeframe (typically within 48 hours). You will be contacted when the requested materials are ready for you. Please bring your Rowan ID to the Human Resources office at Oak Hall South when you come to review your materials.

The full policy for employee access to personnel files can be found [here](#). If you have any questions, please call 856-256-4134 or email hr@rowan.edu.

Office of Human Resources
Oak Hall South
856-256-4134
856-256-4714 (fax)