

Certified Mail No.:

TO:

FROM:

DATE:

RE: Statutory Request Pursuant to the Personnel Record Review Act

Pursuant to the **Personnel Record Review Act**, 820 ILCS, 40/1 et. seq., written request is hereby made for the following:

(a) review of all my personnel records and documents contained within my personnel file, including, but not limited to, any documents pertaining to disciplinary actions, warnings, failure to perform, performance reviews, medical documents, employee benefits, rules or regulations or employee handbooks;

(b) I hereby appoint Glenn R. Gaffney, Attorney at Law, 1771 Bloomingdale Road, Glendale Heights, Illinois 60139, as my designated representative to review and obtain copies of personnel records pursuant to 820 ILCS, 40/5;

(c) request is hereby made for a photocopy of all information within the request described above at Paragraph (a) pursuant to 820 ILCS, 40/3;

(d) my designated representative guarantees payment of the actual cost of duplicating the information; and

(e) that I receive written notice pursuant to 820 ILCS 40/7 for disclosure of any information contained within my employee file to any third party other than my designated representative.

Pursuant to the above statute, please comply within 7 working days from the date this request is received. Documents are to be mailed to the following address:

Glenn R. Gaffney
1771 Bloomingdale Road
Glendale Heights, IL 60139 630-
462-1200

FAILURE TO COMPLY WITH THIS REQUEST SHALL PRECLUDE THE EMPLOYER FROM USE OF THE EMPLOYEE PERSONNEL RECORDS IN ANY SUBSEQUENT JUDICIAL OR QUASI-JUDICIAL PROCEEDING PURSUANT TO 820 ILCS 40/4.

Glenn R. Gaffney, Attorney

Client

Date