

ROWAN COUNTY PERSONNEL RECORDS REQUEST FORM

I am asking for a Public Records Request in compliance with G.S. 153A-98 on said individual listed below:

Name of employee you are requesting records for:

Company/Person Requesting information:

Contact phone #: **Email:**

Check Each that Apply:

Employee Name:

Department:

Age of Employee (not birth date):

Current Salary:

Dates of Original Employment:

Current Office Assigned to:

Current Position and Title:

Date and amount of each increase or decrease in salary: **(salary listed is based on annual salary):**

Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification: *(If disciplinary action was a dismissal, a copy of the written notice of the final decision that includes the specific acts or omissions that are the basis of the dismissal may be provided).*

(Name of Requestor)

(Date)

Please send the information to: