

Black Hills Special Services Cooperative

2885 Dickson Drive, PO Box 218
Sturgis, SD 57785
Phone 605-347-4467 Fax 605-347-5223

Request for Copies from Personnel File

Name _____

Approximate Dates Employed _____

I would like copies of the following documents from my personnel file:

Please _____ fax or _____ mail copies to:

Name _____

Address _____

City, State, Zip Code _____

Fax _____

Attention _____

Request are usually completed within three (3) business days but may take up to 2 weeks.

Black Hills Special Services Cooperative retains documents in accordance with record retention requirements under federal and state law. After the expiration of the applicable retention period, the records are destroyed. Consequently, certain historical documents might not be available for review. Not all employee records are accessible to employees; see employee handbook for a list of available documents.

In consideration of BHSSC's cooperation in releasing this personnel information, I hereby forever release and indemnify BHSSC, its School board, employees, agents and attorneys from any claim for damages or liability whatsoever, whether known or unknown, which arise from or is related to the actions or inactions of BHSSC taken pursuant to this release.

This waiver is contractual and is not merely a recital.

Employee Name when employed

Signature

Date