



Human Resources Department
 16000 N. Civic Center Plaza
 Surprise, AZ 85374-7470
 Office: 623-222-3500
 Fax: 623-222-3501
 TTY: 623-222-1002

REQUEST FOR RECORD PURGE

I, _____, hereby request the opportunity to remove/purge non-disciplinary corrective action records from my personnel file pursuant to EPM 3.5 – Personnel Files. I understand that Non-disciplinary action is limited to Documented Oral Counseling’s and Written Reprimands that are no longer in Force and Effect as outlined in EPM 10.1 – Corrective Action.

 Employee Name

 Employee Department/Division

 Contact Phone Number

 Date Requested

 Employee Signature

For HR Use Only				
Corrective Action Level <small>(Documented Oral Counseling; Written Reprimand)</small>	Type <small>(Conduct; Performance; Attendance)</small>	Offense <small>(Group One; Group Two)</small>	Date Issued	Date Purged

Force and Effect: 12 months Documented Oral Counseling; 24 months Written Reprimand