

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
RECORD RETENTION CENTER
101 OLD VENICE ROAD, OSPREY, FL 34229
PHONE (941) 486-2166 FAX (941) 486-2484
E-mail recret@sarasotacountyschools.net

REQUEST FOR EMPLOYEE RECORDS

Instructions: Send completed, signed form via fax, e-mail, or mail as noted above. Per Florida Statute 1012.31(2)(f), this form will be included in the employee personnel file and the employee will be notified that you reviewed the file.

Employee Name _____ DOB _____

Married/Other Name _____ SSN _____

Phone Home _____ Work _____ Cell _____

E-Mail Address _____

Employee Status Administrator Instructional Classified
 Current employee If not current employee, date left district _____

Employee Current Address _____

Records Requested

Transcripts Dates of Employment Evaluations All records Other

Other _____

Records requested by Employee Other

If Other Name _____ Relationship _____

Phone Home _____ Work _____ Cell _____

Records disposition Mail Fax (No personal fax numbers, only schools/agencies)
 Pick up (This person must provide a legal photo ID, showing name and signature at time of pick up.)

Name of person authorized to pick up records Relationship to employee

Mail/Fax to _____

Fax Number* _____ Phone Number _____

*I understand that Sarasota County School Board cannot guarantee the confidentiality of any information that is sent via fax. I further understand that transcripts that are faxed may not be considered official by the receiving agency. I also understand, Record Retention will not fax to any personal fax numbers. All fax requests must have a business phone number to verify the School/Agency fax number.

Requestor Signature Date

Company Name (if applicable) _____

FOR OFFICE USE ONLY

Date Rec'd _____ Date Completed _____ Photo ID No. _____ RRC Initial _____
RET: Master, 25 FYA, GS1-SL 19 043-07-RRC
Dupl., OSA Rev. 7-13-2015