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

# REQUEST FOR EMPLOYEE RECORDS

**Instructions:** Send completed, signed form via fax, e-mail, as noted above. Also submit a copy of your driver license, State ID, or other form of photo identification showing your name and signature. Per Florida Statute 1012.31(2)(f), this form will be included in the employee personnel file. Current employees will be notified that you reviewed the file.

Employee Name _____ DOB _____

Married/Other Name _____ SSN _____

Home Phone _____ Work _____ Cell _____

Employee Status ☐ Administrator ☐ Instructional ☐ Classified

☐ Current If not current employee, date left the district _____

**RECORDS REQUSTED BY** ☐ Employee ☐ Other

If Other Name _____ Relationship _____

Company Name (if applicable) _____

Home Phone _____ Work _____ Cell _____

**RECORDS REQUESTED**

☐ Transcripts ☐ Dates of Employment ☐ Evaluations ☐ All Records

☐ Other – Specify _____

**RECEIVING RECORDS**

☐ Pick up (This person must provide legal photo ID, showing name and signature at time of pick up.)

_____ _____
Name of person authorized to pick up records Relationship to employee

☐ Mail _____
Individual/Agency Name Attention

Address _____
Street City State Zip

☐ Fax* _____
Individual/Agency Name Attention

_____ _____
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 records that are faxed may not be considered official by the receiving agency.

_____ _____
Requestor Signature Date

**FOR OFFICE USE ONLY**

Date Rec'd _____ Date Completed _____ Photo ID No. _____ RRC Initial _____

RET: Master, 25 FYA, GS1-SL 19
Dupl., OSA