

PERSONNEL FILE RELEASE AUTHORIZATION

DATE

I _____ authorize the
Langston University Human Resource Office to release those
documents from my official personnel file that are checked below,
and forward these documents to:

Those Documents To Release
(Please check all that apply)

- _____ **Employment Application**
- _____ **Resume**
- _____ **Transcript(s)**
- _____ **Letters of Recommendation**
- _____ **Contract (Payroll Action Form)**
- _____ **Time Sheets**
- _____ **Other** _____
- _____ **Other** _____
- _____ **Other** _____
- _____ **Other** _____

Print Name _____

Signature _____