

**RESOLUTION-BASED CITY REQUEST  
TO REMOVE DOCUMENT FROM OFFICIAL BHR PERSONNEL FILE**

Please **remove** the \_\_\_\_\_ document dated \_\_\_\_\_  
Title of document exactly as written Date

from the official BHR personnel file of \_\_\_\_\_ PERNR: \_\_\_\_\_.  
Employee Name

*NOTE: one document per request form. If requesting removal of multiple documents, use multiple forms.*

This request is made by  Bureau manager  
 Labor Relations  
 City Attorney  
 HR Business Partner  
 Other: \_\_\_\_\_

pursuant to a resolution, settlement agreement or other business need (describe below):

\_\_\_\_\_  
\_\_\_\_\_

Please **replace** with the attached document titled: \_\_\_\_\_  
Title of document exactly as written  
and dated \_\_\_\_\_.  
Date

\_\_\_\_\_  
Requestor Name (please print)

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

The following items are attached for your review:

- Copy of document to be removed
- Copy of replacement document (if any)
- Copy of written resolution/settlement (if any)
- Explanation or reason for removal

Approved

Denied

BHR USE ONLY

\_\_\_\_\_  
Labor Relations Manager

\_\_\_\_\_  
Date

Disciplinary letter removed from BHR personnel file as requested.

\_\_\_\_\_  
Human Resources/Employee Records

\_\_\_\_\_  
Date

HR Business Partner notified. Date: \_\_\_\_\_ (remove copies from bureau files)

Labor Relations database updated. Date: \_\_\_\_\_