[Your Name]

[Your Job Title]

[Your Work Unit]

[Your Division]

[Today’s Date]

[Recipient (either office or specific person)]

[Division of recipient]

Dear [Recipient]:

 I hereby request an appointment time to review and remove information in my personal history folder pursuant to Article 13.O, Item 1 of the CSEA Unit 2 contract which reads “Employees shall have access to these folders.”

 I may be reached by email at [Thruway Email Address] to assist in arranging a mutually convenient time to conduct this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Work Unit]

[Employee ID Number]

[Your Name]

[Your Job Title]

[Your Work Unit]

[Your Division]

[Today’s Date]

[Recipient (either office or specific person)]

[Division of recipient]

Dear [Recipient]:

 After reviewing my personal history folder on [date of meeting], I hereby request the following items be removed pursuant to Article 13.O, Item 4 of the CSEA Unit 2 contract.

1. [List Items here by date, title and author of document using numeric list]

 Upon completion, I may be reached by email at [Thruway Email Address] to provide written confirmation of the removal and destruction of the aforementioned items, including the name and title of the person(s) responsible for the completion of this task. Alternately, written confirmation may be sent to my home address on file with the same information.

Sincerely,

[Your Name]

[Your Job Title]

[Work Unit]

[Employee ID Number]

Directions:

1) Fill in your information in the bracketed sections on the first page and submit to the appropriate division/headquarters to get an appointment time.

2) Attend the appointment. Be prepared to make a list of the documents you want removed. Anything that is within the two-year time frame that is seen as adverse may also have a response filed to go with it while it is in your folder.

3) If you submit a list for document removal at the appointment, make sure you get your own copy. The documents will be reviewed and mailed to your address on file. If you choose to submit a list later, use the second page of this document along with your list.

4) the removed documents will arrive at your residence. We suggest you keep them filed, just in case another version should happen to appear in your folder.

If there are any questions, please reach out to any member of the team for clarification.