

Date: _____

Executive Officer of Human Resources

Upper Grand District School Board

Name of Employee: _____

Worksite/Location: _____

I am requesting that the Upper Grand District School Board delete and destroy any documentation in my Personnel File, where two (2) or more years have elapsed since the issue was first noted, regarding or related to an issue of discipline or derogatory notification.

In addition to the above I am also specifically requesting that the letter dated _____ be deleted and destroyed.

This request is made under the provision of Article L16.01.05 of the Teachers' Bargaining Unit Collective Agreement.

Best Regards,

(signature of employee)