

NOTIFICATION OF PURGED RECORDS

Employee Name: _____

**Social Security Number
Or Employee Id Number:** _____

DHS Organizational Unit: _____

The personnel file and all associated work history records of the above-named
employee have been partially purged in accordance with a Termination Settlement
Agreement, dated _____.

Verified By: _____
[Signature]

Print Name: _____

Job Title: _____

- c: OHRMD
- Official Personnel File
- Other Relevant Purged Files