



# City of Madison Heights

City Hall Municipal Offices  
300 W. Thirteen Mile Road  
Madison Heights, MI 48071

Department of Public Services  
801 Ajax Drive  
Madison Heights, MI 48071

Fire Department  
340 W. Thirteen Mile Road  
Madison Heights, MI 48071

Police Department  
280 W. Thirteen Mile Road  
Madison Heights, MI 48071

## Authorization for Release of Personnel and Medical Records

Name of Employee: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I \_\_\_\_\_, hereby authorize my Employer, the City of Madison Heights, to release personal and confidential information regarding myself from my personnel records and medical file, if requested.

I understand that by signing this Authorization, copies of my records will be turned over to Records Deposition Service, Inc.,

PO BOX 5054, SOUTHFIELD, MI 48086-5054, P: 248-357-3330, F: 248-357-3337

who will then be allowed to examine them and make copies of those records.

I further acknowledge that by signing this Authorization, I am allowing the release of my time sheets, my wage and earning records, my attendance sheets, leave records, my employment application and possibly other documents concerning my employment, all medical records or medical reports currently in my file, including any records relating to Worker's Compensation claims, disability insurance claims, and unemployment claims.

I further release my Employer, the City of Madison Heights, from any liability for the wrongful release of the above records.

I acknowledge that I have read this Authorization for Release of Employment Records and instruct the City of Madison Heights to proceed to release those records as set out therein.

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_ day of \_\_\_\_\_, 199 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

Area Code (810)

City Assessor .....	583-0820	Fire Department .....	588-3605	Personnel .....	583-0828
City Clerk .....	583-0826	43rd District Court .....	583-1800	Police Department .....	585-2100
City Manager .....	583-0829	Housing Commission .....	583-0843	Purchasing/Public Assistance .....	583-0830
Community Development .....	583-0831	Library .....	588-7763	Recreation .....	589-2294
Department of Public Services .....	589-2294	Branch Library .....	541-7880	Senior Citizen Activity Center .....	545-3464
Finance .....	583-0846	Mayor & City Council .....	583-0829	Water & Treasurer .....	583-0845