**THIRD PARTY ACCESS LOG**

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

**All records contained in this file are confidential and anyone accessing the file is required to sign below. This log will be used for employee files.**

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| **NAME** | **POSITION** | **DATE** | **PURPOSE** |
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**FOR EMPLOYEE FILES ONLY**

Hire/Re-hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_