



D-0500 File Review Log – Attachment A

All supervisors and managers who maintain a supervisory file shall conduct semi-annual (twice a year) reviews of the files in their possession. This will ensure that the content of these supervisory files complies with the policy's regulations. Managers shall also conduct semi-annual reviews of the supervisory files in their subordinates' possession to ensure that supervisors review the D-0500 file and limit its content to items described in this policy. Refer to KCSOPPM D-0500 "SUPERVISORY FILE CONTENTS" for further details on the items allowed in the supervisory file. **A review log must be maintained in the supervisory file.**

Review Date	Name (Printed)	Rank/Title	Signature	Comments

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