

**\*\*\*CONFIDENTIAL\*\*\***  
**BALL STATE UNIVERSITY**  
**INTERNAL DOCUMENTATION FORM (IDF)**  
DISTRIBUTION LIMITED – SEE BELOW

Instructions: Use this form to document grievance meetings, employee complaints, unit incidents, pre-discipline fact-finding, witness interviews related to an incident, or investigative documentation. DO NOT USE ALL CAPITAL LETTERS.

Department:                      Today's Date:                      Time:                      AM

IDF Preparer:                      Title:

Purpose of Documentation: Pre-discipline fact finding      If other, explain:

Employee Name(s), Title/BSU ID#

Full-Time       Part-Time       Temporary

When did it happen?                      Time(s):                      PM

Where did it happen?

Recommended action:                      Is discipline recommended?: Yes       No

List previous disciplines for the same rule:

Distribution:      Supervisor/Department       Employee Relations

MEETING NOTES OR SPECIFIC CIRCUMSTANCES: Instructions – Use an easy-to-read format, such as time or date chronology, bullets, numbered quotes, or underline and state each person's response, e.g. John: "I said that was okay." Be concise, thorough, and accurate. Use quote marks when exact quotes are used.

Notes: