



STATE OF ALASKA
AUTHORIZATION TO
RELEASE CONFIDENTIAL
EMPLOYEE RECORDS

I hereby authorize the Division of Personnel & Labor Relations, Employee Records Unit, to release or to approve the release of confidential records maintained by the State of Alaska, as disclosed on the reverse (page 2 of 2) and as specified below.

[] ALL RECORDS (to include, personnel, performance, training, instruction, discipline, pay, attendance)

[] ONLY THE FOLLOWING RECORDS:

Five horizontal lines for listing specific records to be released.

Record Examples: employment application, performance, pay, attendance, medical, job accommodation, training, travel, work injury/illness, etc. (See: reverse (Page 2 of 2))

RELEASE TO:

Name

Phone(s)

Mailing Address

Email Address

City

State Zip

ACKNOWLEDGEMENT: I understand, had I not authorized this release, my employee records contain certain confidential information that is private and protected from disclosure under AS 39.25.080 and Personnel Regulation 2 AAC 07.910. Further, by signing this authorization, I am releasing the state record holder(s) from all liability that may arise from the information disclosure. This authorization remains in effect for ninety (90) calendar days from the date signed.

Authorizer: Print Name (First, Last, MI)

Employee ID or SSN Daytime Phone Email

Authorizer: Signature Date

**STATE OF ALASKA
RECOGNITION & LOCATION
OF EMPLOYEE-SPECIFIC
RECORDS**

Official personnel and position records for a current or a former state employee of the Executive Branch are permanently on file at the Division of Personnel & Labor Relations (DOPLR), Employee Records Unit (ERU), Employee Planning and Information Center. Personnel, position, employee relation, training and development, time and attendance and pay records may also exist at other DOPLR units or at a Human Resource office or with a supervisor or manager at a particular department or agency. Moreover, employee-specific records that are necessary to an essential business purpose may exist at other state business locations. Records kept outside purview of the DOPLR are not subject to direct access, security or control of the division but they are subject to the access, security and control of applicable state or federal statute, regulations, or administrative policy.

When responding to a written request for access, the ERU will ensure proper authority is in place to release or to approve the release of confidential record(s) and will make good faith effort to identify all relevant record(s) that exist both within and outside of the DOPLR.

Following is a prospective list and location of employee-specific records that may be kept outside of the DOPLR. Based on applicable circumstances, a current or a former employee may not have each record listed.

<u><i>Type of Record</i></u>	<u><i>Location of Record</i></u>
Employee Travel & Per Diem Record	Administrative Services division of any department or agency.
Recruitment, Application & Hiring Assessment Record	Human Resource office, specialized recruitment unit or hiring manager at any department or agency.
Pre/Post Employment Background Investigation	Human Resource office or specialized recruitment unit of the departments of Public Safety, Corrections, Transportation & Public Facilities or any other state department or agency required to conduct pre/post-employment background check.
Employee Training Record	Human Resource office, safety office or a specific program at any department or agency.
Retirement & Employment Benefit Record	Division of Retirement & Benefits (DOA).
Employee Emergency Contacts, Oaths & Affidavits & Wage/Travel/Basic & Optional Insurance Beneficiaries	Division of Finance, Payroll Operations (DOA)
Workplace Injury or Illness Report & & Wage/Travel/Basic & Optional Insurance Beneficiaries	Division of Risk Management (DOA). Administrative Services division, Human Resource office or safety office at any department or agency.
ADA Workplace Accommodation Record	State ADA Coordinator Office (DOA). Designated ADA Coordinator at any department or agency. Human Resource office or specialized recruitment unit at any department or agency.