



# STATE OF ALASKA

## Certification for Routine Access To Employee Records

I, \_\_\_\_\_ certify that, in the course of my employment with the State of Alaska, my duties require me to have access to, and to use, personnel records maintained in the Division of Personnel.

I understand that personnel records contain confidential information that is protected from public disclosure by AS 39.25.080, and by Personnel Rule 2 AAC 07.910. Furthermore, I realize that AS 39.25.900 provides that a willful violation of the confidentiality requirements constitutes a misdemeanor and that upon conviction I must forfeit my State position. I request that my name be placed on the list of those who are granted routine access to personnel records maintained in the Division of Personnel.

I agree to protect all information from public disclosure that is not designated as public information by AS 39.25.080 (page 2).

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Job Title	Division	Department

Approve

Disapprove

\_\_\_\_\_  
Division of Personnel, Program Manager  
Department of Administration

\_\_\_\_\_  
Date

NOT VALID UNLESS PAGE 2 IS ATTACHED

**AS 39.25.080**  
**Personnel Records Confidential;**  
**Exceptions**

- (a) State personnel records, including employment applications and examination materials, are confidential and are not open to public inspection except as provided in this section.
- (b) The following information is available for public inspection, subject to reasonability of the time and manner of inspection:
  - (1) the names and position titles of all state employees;
  - (2) the position held by a state employee;
  - (3) prior positions held by a state employee;
  - (4) whether a state employee is in the classified, partially exempt, or exempt service;
  - (5) the dates of appointment and separation of a state employee; and;
  - (6) the compensation authorized for a state employee.
- (c) A state employee has the right to examine the employee's own personnel files and may authorize others to examine those files.
- (d) An applicant for state employment who appeals an examination score may review written examination questions relating to the examination unless the questions are to be used in future examinations.
- (e) In addition to any access to state personnel records authorized under (b) of this section, state personnel records shall promptly be made available to child support enforcement agency created in AS 25.27.010 or the child support enforcement agency of another state. If the record is prepared or maintained in an electronic data base, it may be supplied by providing the requesting agency with access to the data base or a copy of the information in the data base and a statement certifying its contents. The agency receiving information under this subsection may use the information only for child support purposes authorized under law. (§ 18 ch 144 SLA 1960; am § 5 ch 112 SLA 1982; am § 143 ch 87 SLA 1997)