



**STATE OF ALASKA
EMPLOYEE RECORDS – BUSINESS ACCESS
REQUEST & AUTHORIZATION**

☐ **Routine Business Access – Agency HR, Division of Personnel, and Department of Law Labor & State Affairs Employees**

In the course of employment with the State of Alaska, my job duties require my routine business access to confidential records maintained in the Division of Personnel.

Note: Approved routine business access will remain in effect until the requestor no longer holds the position (PCN) shown in the Acknowledgment section below or until the requestor no longer holds a position that is assigned to the Confidential Employees Unit.

☐ **Limited Business Access – Other Employees with the State of Alaska**

In the course of employment with the State of Alaska, my regular job duties require me to have limited business access to confidential records maintained in the Division of Personnel, as further explained in the sections below.

☐ **Limited Business Access – Contractors**

As a contractor employed by _____ for the Department of _____ with State of Alaska, my assignment requires me to have limited business access to confidential records maintained in the Division of Personnel, as further explained in the sections below.

Specific Records to be Accessed:

Business Purpose for the Requested Access:

Note: Limited business access will expire ninety (90) calendar days from the date approved, unless an alternate date is specified in “Business Purpose.”

ACKNOWLEDGMENT

I understand approved business access will grant access to certain confidential information that is otherwise protected from disclosure under AS 39.25.080 and Personnel Regulation 2 AAC 07.910.

Further, I understand AS 39.25.900(a) provides that a willful violation of confidentiality requirements imposed by AS 39.25.080 and/or Personnel Regulations 2 AAC 07.910 constitutes a misdemeanor and AS 39.25.900(b) provides that upon conviction a state employee immediately forfeits his or her office or position.

I certify that I have read and will comply with the applicable statutes and regulations reiterated on the reverse (page 2 of 2) of this authorization form and with all prevailing conditions, policy or procedure that may apply to access records.

Requestor: Print (First, Last, MI) _____

Department or Organization _____

Daytime Phone _____

Job Title & PCN _____

Requestor's Signature _____

Date _____

AUTHORIZATION

Signature: Department / Agency HR Authorizer (if applicable) _____

Date _____

Signature: Authorized Approver, Division of Personnel _____

Date _____

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Alaska Statute 39.25.080

Sec. 39.25.080. Personnel records confidential; exceptions.

- (a) State personnel records, including employment applications and examination and other assessment 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 reasonable regulations on 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;
 - (6) the compensation authorized for a state employee; and
 - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160 (l) (interference or failure to cooperate with the Legislative Budget and Audit Committee).
- (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 the child support services 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.

Alaska Statute 39.25.900

Sec. 39.25.900. Penalties.

- (a) A person who willfully violates a provision of this chapter or of the personnel rules adopted under this chapter is guilty of a misdemeanor.
- (b) A state employee who is convicted of a misdemeanor under this chapter or the personnel rules adopted under this chapter immediately forfeits the employee's office or position.

2 AAC 07.910. Personnel records

- (a) This section applies to the records of applicants for state employment and to the employment records of current and former classified and partially exempt employees.
- (b) As provided in AS 39.25.080, the following information, if available, is open for public inspection:
 - (1) names and position titles of all state employees;
 - (2) the position held by a state employee or a former employee;
 - (3) the prior positions held by a state employee;
 - (4) whether the employee or former employee is, or was, 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 current state employee.
- (c) All other records of applicants for employment and employees in the classified and partially exempt service, including applications and resumes, are confidential and will be released only under the following conditions:
 - (1) to a state agency, for personnel related activities; the director shall establish and maintain a list of state officials and employees whose duties require the use of state personnel records; those state officials and employees on the list will be granted access to personnel records for use in connection with activities related to the state system of personnel administration; the state official or employee who requests information must sign an agreement that confidential information will not be released or made public;
 - (2) to the child support services agency created under AS 25.27.010 or the child support agency of another state; the custodian of a state personnel record, in the custodian's discretion, shall request identification to verify that the person requesting the record is authorized by statute to receive the record; if satisfied that the person requesting the record is authorized by statute to receive the record, the custodian shall promptly make the record available;
 - (3) to a state agency for any other purpose; information maintained in personnel records will be released upon receipt of a written authorization from the employee, former employee, or applicant for employment whose records are requested; if no such authorization is submitted, personnel records will be released to other state officials and employees who are authorized by statute to review such state documents, upon receipt of a subpoena issued by competent authority and the execution of an agreement that confidential information will not be released or made public;
 - (4) to the public, upon receipt of a written authorization from the employee, former employee, or applicant for employment whose records are requested, or upon receipt of an order of a court of competent jurisdiction;
 - (5) a request for records not covered by paragraphs (1) - (4) of this subsection will be addressed to the director; the director or director's designee shall review the request and may approve the release of information if that release would be in the best interests of the state and can be accomplished without violation of the employee's, former employee's, or applicant's right to privacy.