



## INTRODUCTION

The following Alaska statutes pertain to the use of confidential information and to the responsibilities of employees who have access to confidential information. Sec. 40.25.110 stipulates that public records of all public agencies are open to inspection by the public, unless specifically provided otherwise as stated in Sec. 39.25.080. All information not exempted by Sec.39.25.080 is considered confidential.

### SEC. 11.56.860. MISUSE OF CONFIDENTIAL INFORMATION.

- (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person
  - (1) learns confidential information through employment as a public servant; and
  - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, “confidential information” means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

### SEC. 39.52.140. IMPROPER USE OR DISCLOSURE OF INFORMATION.

- (a) A current or former public officer may not disclose or use information gained in the course of, or by reason of, the officer’s official duties that could in any way result in the receipt of any benefit for the officer or an immediate family member, if the information has not also been disseminated to the public.
- (b) A current or former public officer may not disclose or use, without appropriate authorization, information acquired in the course of official duties that is confidential by law.

### 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; and
  - (6) the compensation authorized for a state employee.
  - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160(I)



## GENERAL INFORMATION

ADD	EMPL ID NUM	EMPL USER ID (LDAP/AD)	EMPLOYEE LEGAL NAME
UPDATE			
DELETE	AGENCY #	DIVISION	JOB TITLE

## SECURITY REQUESTED

REPORT DATA	LIMITED TO
<input type="checkbox"/> <b>AKINQ - AKPAY Inquiry Reports</b>  <i>Requires approval by DOA-Division of Finance Payroll Manager or designee</i>	DOA/DOP&LR staff DOA/DOF Payroll staff GOV, LEG, ACS HR/Payroll Staff Department HR Staff DRB Finance Employer Payroll Services
<input type="checkbox"/> <b>Account Route Report</b>	Access is limited by default to the user's home department. If access to more departments is needed, please select below:
<input type="checkbox"/> 01-GOV <input type="checkbox"/> 02-DOA <input type="checkbox"/> 03-LAW <input type="checkbox"/> 04-DOR <input type="checkbox"/> 05-EED	<input type="checkbox"/> 06-HSS <input type="checkbox"/> 07-DOL <input type="checkbox"/> 08-CED <input type="checkbox"/> 09-MVA <input type="checkbox"/> 10-DNR
	<input type="checkbox"/> 11-DFG <input type="checkbox"/> 12-DPS <input type="checkbox"/> 18-DEC <input type="checkbox"/> 20-DOC <input type="checkbox"/> 25-DOT
	<input type="checkbox"/> 30-LEG <input type="checkbox"/> 41-ACS <input type="checkbox"/> ALL DEPTS

## SIGNATURES

### Employee

I have read the attached Statutes that pertain to the disclosure of information acquired in the course of official duties. I agree to limit my use of the data reports to state business purposes and to provide stewardship over the information provided to others. For information deemed Sensitive, I am aware that use of confidential information in a manner not connected with the performance of my duties is a class A misdemeanor. I agree not to share my sign on ID and password with other people.

PRINTED LEGAL NAME

SIGNATURE

DATE

### Agency Appointing Authority / Security Contact Approval

PRINTED LEGAL NAME

SIGNATURE

DATE

Submit form to the Division of Finance System Security Group  
 Email: [DOA.DOF.System.Security@alaska.gov](mailto:DOA.DOF.System.Security@alaska.gov)

### DOA-Division of Finance Payroll Manager Approval

**(ONLY REQUIRED FOR AKINQ ACCESS REQUESTS)**

PRINTED LEGAL NAME

SIGNATURE

DATE

<b>DOF SYS SECURITY ONLY</b>	
AD Grp _____ / Date _____	ESP _____ / Date _____