



STATE OF ALASKA  
AUTHORIZATION TO  
RELEASE CONFIDENTIAL  
EMPLOYEE RECORDS

I hereby authorize the Division of Personnel, 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.

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

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**ONLY THE FOLLOWING RECORDS:**

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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

**ACNOWLEDGEMENT:** 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 (DOP), 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 DOP 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 DOP 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 DOP.

Following is a prospective list and location of employee-specific records that may be kept outside of the DOP. 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<br>& Wage/Travel/Basic & Optional Insurance Beneficiaries | Division of Finance, Payroll Operations (DOA)  |
| Workplace Injury or Illness Report &<br>& Wage/Travel/Basic & Optional Insurance Beneficiaries            | Division of Risk Management (DOA).<br>Administrative Services division, Human Resource office or safety office at any department or agency.  |
| ADA Workplace Accommodation Record  | State ADA Coordinator Office (DOA).<br>Designated ADA Coordinator at any department or agency.<br>Human Resource office or specialized recruitment unit at any department or agency.   |