

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL/OEEO**

## **STANDARD OPERATING PROCEDURE**

### III. CORRECTING FILES AND DOCUMENTS AS A RESULT OF A DISPUTE RESOLUTION

#### A. Purpose

This standard operating procedure provides guidelines for the removal or replacement of documents, and the correction of files and documents as a result of a dispute resolution.

#### B. Scope

This SOP pertains to the official employee files of all employees within the classified services.

#### C. Procedure

Procedures for removal or replacement of documents in employee personnel files are as follows:

1. All requests for document removal are handled by the personnel assistant in the Audit Unit.

If the request is as a result of a grievance resolution, letter of agreement, performance evaluation investigation, or a result of the settlement of a formal complaint, a copy of the resolution should be provided with the request. If not, grievance resolutions and letters of agreement may be obtained from the Division of Labor Relations and settlements of other formal complaints must be requested from the personnel officer of the appropriate department.

The personnel assistant reviews the resolution to ensure the proper documents are removed.

2. The documents are removed, shredded and if appropriate replaced with documents provided by the department.
3. A form letter (Addendum A) is sent to the requesting agency from the personnel specialist of the Audit Unit notifying them of the action taken. The director of the Division of Labor Relations is copied if appropriate.
4. The request, a copy of the settlement, resolution, or agreement if one, and a copy of the memorandum to the requesting department are retained within the Audit Unit.

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5. General requests from department personnel offices for removal of documents not involving a grievance resolution or letter of agreement are handled as listed in procedures 2 through 4 above.
- D. Procedure for other correcting actions which may be required of the Division of Personnel as a result of a grievance resolution or a letter of agreement.
1. The Division of Labor Relations submits a copy of the grievance resolution or letter of agreement to the Audit Unit.
  2. The assistant determines if action is required of the Division of Personnel.
  3. If not, the assistant prepares a memorandum to the director of the Division of Labor Relations from the personnel specialist of the Audit Unit indicating that no action was required of the Division of Personnel. If the division is awaiting the submittal of documents from the department involved, this must also be noted and the personnel officer of this department is copied.
  4. If action is required, the assistant prepares a memorandum from the personnel specialist to the Director of the Division of Labor Relations indicating very specifically the action taken. The department involved is copied.
  5. A copy of the memorandum, grievance resolution or letter of agreement, and any backup are retained within the Audit Unit.

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**ADDENDUM A**

\_\_\_\_\_ #1

\_\_\_\_\_

Subject \_\_\_\_\_ #3

\_\_\_\_\_ #2

As you requested (in accordance with \_\_\_\_\_ #4, or in your memorandum dated \_\_\_\_\_ #5), the following documents have been removed from \_\_\_\_\_ #6's personnel file and destroyed:

#7

(Optional) The \_\_\_\_\_ #8 been placed in \_\_\_\_\_ #9 personnel file.

cc: \_\_\_\_\_ #10

\_\_\_\_\_  
\_\_\_\_\_