

### Record of Disclosure

*Instructions:*

1. Complete this form when personnel record information is disclosed pursuant to subpoena or other compulsory legal process.
2. The disclosure must include information concerning any unresolved dispute about the accuracy of the records.
3. If a record is corrected within three years of disclosure, and if the name is known of a person to whom uncorrected information was disclosed, a notice of correction must be sent to the person.

Employee's name \_\_\_\_\_

Date of disclosure \_\_\_\_\_

Purpose of disclosure:

Access required by law (notify employee before disclosure, if possible).

Explanation of circumstances:

Information disclosed (be specific):

Person receiving information:

Name \_\_\_\_\_

Title \_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disclosure authorized by:

Name \_\_\_\_\_

Date \_\_\_\_\_

Disclosure made by:

Name \_\_\_\_\_

Date \_\_\_\_\_

Copies to:

- Employee
- Department personnel file
- Appropriate personnel office

Retention:

Three years after disclosure, or until original record is destroyed, whichever occurs first.