

**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.