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February 28, 1975

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ARIZONA ATTORNEY GENERAL

Honorable John Roeder
State Senator
Capitol Building
Senate Wing
Phoenix, Arizona 85007

Dear Senator Roeder:

This is in reply to your letter of January 13, 1975 concerning the collection of personal data about individuals.

This agency maintains a file folder on each of its employees which contains:

- a. A completed copy of the employee's application (enclosures 1 and 2);
- b. Standard Form 502 (Certification of Eligible Applicant) which, in some instances, lists the applicant's test scores (enclosure 3);
- c. Form 04 (Enrollment Form in the State Retirement Fixed Benefit Plan) (enclosure 4);
- d. Loyalty Oath (enclosure 5);
- e. Leave Records (enclosures 6 and 7);
- f. Form A and C-5 (Employee Information and Deductions authorization) (enclosure 8);
- g. Standard Form 100 (Arizona State Personnel Action Form) (enclosure 9).

Additionally, an Employee Record Card (enclosure 10) is maintained for easy reference.

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The Attorney General's office does not share information about its employees with any organization, except, in the case where the employee approves, information concerning salary and length of employment is given for credit checks.

We do not have any published policies concerning the release of information.

Each employee is given a copy of the material placed in the employee's folder, and each employee has free access to that folder.

I believe that answers your questions; however, if you desire additional information, please contact me.

Sincerely,

BRUCE E. BABBITT
The Attorney General

MICHAEL M. SOPHY
Special Assistant
Attorney General

MMS:gs
Enclosures