




State of Alaska
Department of Labor and Workforce Development
Division of Labor Standards and Safety

AKOSH Program Directive 11-01

Date: February 4, 2011
To: Distribution List
From: Grey R. Mitchell, Director 
Subject: AKOSH Medical Records Handling Protocol

This Program Directive, PD 11-01, is formal notice that the Alaska Department of Labor and Workforce Development, Division of Labor Standards and Safety will implement the following protocols when handling confidential medical records:

- I. PURPOSE: This AKOSH Program Directive implements procedures to ensure the confidentiality of medical records acquired for the purposes of AKOSH Enforcement or Consultation and Training.
- II. SCOPE: This directive applies statewide to all AKOSH offices and personnel.
- III. ACTION: The AKOSH Program Manager (Enforcement) and Program Manager (Consultation and Training) have operational jurisdiction over this directive and shall ensure that the procedures established in this directive are followed. The Director of Labor Standards and Safety Division has oversight responsibilities.
- IV. DESCRIPTION OF THE AKOSH MEDICAL RECORDS PROCEDURES:
 - A. Upon collecting employee medical records, AKOSH will stamp the documents as "CONFIDENTIAL." The documents will be maintained in case files in a manner that clearly identifies the files as confidential records not subject to release.
 - B. Files containing confidential employee medical records will also be marked appropriately on the outside of the file and will be stored in a locked filing cabinet in a secure area.
 - C. Upon the expiration of data retention schedules, confidential employee medical records will be properly shredded and disposed of in accordance with the policies of the State of Alaska for destroying confidential records.
- V. EFFECTIVE DATE: This directive is effective immediately.

Please ensure that all members of your staff receive a copy of this program directive.

Distribution List:

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cc: Dean Y. Ikeda, Acting Regional Administrator, USDOL, Region X, OSHA - Seattle
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