

STATE OF NEW YORK – DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
**AUTHORIZATION FOR RELEASE OF
EMPLOYEE PERSONNEL FILE
TO THE OFFICE OF THE ATTORNEY GENERAL**

RE: Case _____

Case No. _____

I, _____, hereby authorize the Department of Corrections and Community Supervision to release a copy of my employee personnel file, or of any particular document contained therein, to Assistant Attorney General _____ in connection with the defense of the above-captioned lawsuit. A copy of my said personnel file shall be released only in connection with the defense of the above-captioned lawsuit. Upon the termination of the said lawsuit, the copy of the said file being released hereunder shall be promptly returned to me by the Office of the Attorney General.

This Release does not authorize the Office of the Attorney General or its employees to release or transmit, to anybody, any confidential information contained in my personnel file, including but not limited to, personal information such as Social Security numbers, insurance ID numbers, Retirement System ID numbers, home address, home telephone number, identity of spouse or other family members, etc.

Signature

Date