EXHIBIT 1300-1

DISCLOSURE CHECKLIST FOR NCDOL FILES

Please fill out this form each time you receive a request from anyone for documents compiled by NCDOL, indicating that each of the steps have been followed. This form shall be approved by a supervisor prior to release of any documents.

File Name: _____

File Number: _____ Date Request Needed: _____

Requestor Name(s): _____

Company: _____

_____ _____ _____ _____
Street Address City State Zip

Phone Number: _____ Fax Number: _____

Case Status: ☐ Still Open Date Opened: _____ ☐ Closed Date Closed: _____

DISCLOSURE STEPS

1. ☐ Log Request Into Disclosure Log

2. ☐ Social Security or Employer Taxpayer Identification Numbers (*see* N.C. Gen. Stat. § 132-1.10(b)(5))
   ☐ Drivers License, State Identification Card, or Passport Numbers, Except When the Drivers License Number Appears on a Law Enforcement Record (*see* N.C. Gen. Stat. § 132-1.10(b)(5) and N.C. Gen. Stat. § 14-113.20(b))
   ☐ Financial Statements of Employers (*see* N.C. Gen. Stat. § 132-1.10(b)(5) and N.C. Gen. Stat. § 14-113.20(b))
   ☐ Checking Account or Savings Account Numbers, Credit Card or Debit Card Numbers, or Any Other Numbers or Information That Can Be Used to Access a Person's Financial Resources (*see* N.C. Gen. Stat. § 132-1.10(b)(5) and N.C. Gen. Stat. § 14-113.20(b))
   ☐ Personnel Records of State Employees (*see* N.C. Gen. Stat. § 126-22, *et seq.*)
   ☐ Trade Secret Information (*see* N.C. Gen. Stat. § 132-1.2(1))
   ☐ Information Gathered During Informal Conciliation/Settlement Conferences Pursuant to N.C. Gen. Stat. § 95-242(a) (*see* N.C. Gen. Stat. § 95-242(d))
   ☐ Attorney-Client Privileged Communications
   ☐ Inter/Intra-Agency Documents or Memos Not Relative to the Outcome of the Case
   ☐ Workers Compensation Files (*see* N.C. Gen. Stat. § 97-92 and 97-81)
3. ☐ Forward redacted file to Supervisor for approval (Supervisor must initial below indicating approval)
4. ☐ After approval, copy redacted file as requested.
5. ☐ Send redacted file to requestor with cover letter.
6. ☐ Document in Disclosure Log the date the disclosure request was sent to requestor.

If you have any questions regarding this form or the Department's policies and procedures regarding disclosure of files, please contact either the NCDOL Legal Affairs Division at (919) 733-0368 or your Bureau Chief.

_____ ☐ **Approved** _____ _____
Preparer's Name ☐ **Not Approved** **Supervisor's Initials** **Date**