



## **DISCLOSURE STATEMENT PROCESSING PROCEDURE**

In order to assist Arkansas Department of Energy & Environment (E&E) in protecting the confidential information contained in disclosure statements submitted to the Department, any applicant, or applicant's representative, is requested to submit the required disclosure statement separately from the other application documents. This procedure does not apply to Lab Certification Disclosure Statements.

The disclosure statements should be submitted separately from any application package. The disclosure statement should be accompanied by a cover page which states in large letters, preferably in red: "DISCLOSURE STATEMENT – CONFIDENTIAL." No other application documents except the cover page and the Disclosure Statement should be included.

When received by E&E, original Disclosure Statements which contain Social Security Numbers or Employer Identification Numbers shall be scanned by the Records Management staff into the secure Disclosure Statement Index of Zylab as soon as possible. If Records Management staff discovers a Disclosure Statement containing Social Security Numbers or Employer Identification Numbers among other submitted documents, the Records Management staff shall remove the Disclosure Statement from the other documents and replace the disclosure statement with a redacted copy. The original Disclosure Statement should be scanned into the secure Disclosure Statement Index of Zylab. The original Disclosure Statement shall be redacted in such a manner as to prevent disclosure of confidential information. The original Disclosure Statement will then be shredded by the Records Section. Pursuant to Department Policy, the confidential copy maintained in Zylab shall be the official record of the Department.

If an E&E staff member determines it is necessary to access any of the redacted information contained on the Disclosure Statement, the employee must contact the Division Chief. Each Division Chief can designate two additional divisional employees who can have access to the secure disclosure statement index. The Division Chief must take any and all steps necessary to maintain the confidentiality of the information received. **In no event shall the confidential information be maintained in any file at the Division level.**