



**Disclosure File Cover Sheet**  
(Separate / Secure file for each Disclosure; File to include all documentation received/conveyed with respect to Disclosure)

Disclosure File # \_\_\_\_\_ Received \_\_\_\_\_  
(Year/Month/#) (Year/Month/Day)

Date Receipt of Disclosure Acknowledged: \_\_\_\_\_  
(within 5 days of Receipt Date)

Date Employee informed of the outcome of assessment and action to be taken (within 10 business days of Receipt Date): \_\_\_\_\_

File Closure Date: \_\_\_\_\_  
(within 110 business days of Receipt Date)

Extension requested from Chief Officer for Additional 30 business days:

YES / NO

Extension requested by Chief Officer of the Commissioner:

YES / NO

Closed as a result of: \_\_\_\_\_ Criteria for Disclosure not met  
\_\_\_\_\_ Withdrawal (in writing) by Employee Disclosing  
\_\_\_\_\_ Investigation completed/report filed

Summary of Alleged Wrongdoing

Date of Report to Chief Officer with findings/recommendations: \_\_\_\_\_

Chief Officer Action Taken: YES / NO

Chief Officer Followup of Action Taken: YES / NO

Date of Advising person making complaint of recommendations and action:

\_\_\_\_\_