

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 93

December 23, 1991

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Leonard D. Simmons, Jr., Chief Administrative Officer

**SUBJECT:** INSPECTION OF PERSONNEL RECORDS OF PUBLIC EMPLOYEES

**1. PURPOSE.**

This memorandum establishes a policy to access by the public to certain personnel records of city employees. This policy is being established in conformity with Section II of Title 44 of the Louisiana Revised Statutes. Title 44 is commonly known as the Public Records Act.

**2. GENERAL.**

Section II of Title 44, entitled "Confidential nature of certain personnel records", states in part:

- A. Notwithstanding anything contained in this Chapter or any other law to the contrary, the following items in the personnel records of a public employee of any public body shall be confidential:
1. The home telephone number of the public employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his occupation with such body.
  2. The home telephone number of the public employee where such employee has requested that the number be confidential.
  3. The home address of the public employee where such employee has requested that the address be confidential.

**3. PROCEDURE.**

The heads of all departments, boards, agencies and commissions are directed to determine which of their employees desire to have their telephone numbers and/or addresses considered confidential and unavailable to the public.

Each employee who wants his or her telephone number and/or address to be confidential and unavailable to the public must complete and sign the form, "Request for Confidentiality Under the Public Records Act", a copy of which is attached to this memorandum. Each department, board, agency

and commission shall use the attached form to make copies for their employees; these forms will not otherwise be available.

All forms should be completed, signed and returned by January 24, 1992. Please submit the originally signed forms to the Civil Service Department which will forward the forms to the Management Information Services Division of the Chief Administrative Office for entry into the City's computerized personnel records. Management Information Services will then return the forms to the Civil Service Department for inclusion in each employee's personnel file. Each department, board, agency and commission should also keep a copy of the form for its own personnel records.

When a department, board, agency or commission hires, rehires or reinstates an employee, that employee must be made aware of the provisions of this memorandum. If the employee desires that his or her telephone number and/or address be confidential, a copy of the attached form must be completed, signed and submitted in accordance with the procedures described above and must be included with the employee's Rams appointment forms. The "Request for Confidentiality" form MUST BE STAPLED ON TOP OF the Rams P-3 Name/Address form when the attire appointment package is submitted.

**4. INQUIRIES.**

Any questions concerning the legal aspects of this memorandum should be addressed to the Law Department.

Any questions concerning the procedural aspects of this memorandum should be addressed to the Chief Administrative Office.

LDSJR/itb