



IN BRIEF

EMPLOYEE INFORMATION & PUBLIC RECORDS REQUESTS

La. R.S. 44:11(A)

A public employee's home address and phone number are to remain confidential and are not subject to a public records request **IF** the employee requests that the information remain confidential.

If a school receives a public records requests asking for teachers' home address and phone numbers:

1. For each employee that has previously requested that such information remain confidential, then you must deny the public records request as to those employees.
2. For every employee that has previously certified that they *do not* want such information to remain confidential, then you must comply with the public records request as to those employees and submit the information.
3. If you have not yet asked your employees, you must do so and keep a record of their response on file.
 - Remember: the law permits 3 business days to respond to a written public records request, so you have time ask your employees for their preference before responding accordingly.
 - Best Practice: have each employee document their preference during your school's new employee on-boarding process (see sample employee records preference form on the next page).

Other Employee Public Records Reminders

Names of public employees, job titles/positions, and salaries are public records.

But, the following are (generally) NOT public records:

- The social security numbers of school employees.
 - o Only a school board, LDOE and BESE can have access to this information if necessary for official reasons.
- Any financial information regarding an employee direct deposit payroll system.
 - o Information can only be given if required by a Court or other provisions of law.
- Employee medical records.
 - o Information can only be given if required by a Court or other provisions of law.

More Information

- R.S. 44:11: <http://www.legis.la.gov/Legis/Law.aspx?d=99638>

Sample Employee Records Preference Form

Confidential Nature of Employee Personal Records – La. Public Records Law

I, _____ (print name), an
employee of _____

(school), and in accordance with La. R.S. 44:11(A) of the Louisiana Public Records Law, hereby request/
do not request (circle one) that my home address and telephone number remain confidential.

Name of Employee (signature)

Date

Please note: LAPCS In Briefs are merely reference guides that summarize the law and are not legal advice. LAPCS strongly encourages all charter schools to read laws and policies in full and to always check with your school's attorney and authorizer.

Last updated September 2015