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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

ANGÈLE DAVIS  
SECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 05-024

**TO:** All CRT Employees

**FROM:** Mary V. Gloston *MVG*  
Human Resources Director

**SUBJECT:** Requests for Verification of Employment from an Outside Vendor

**DATE:** June 15, 2005

It has been brought to my attention that outside vendors (loan companies, mortgage companies, etc.) have sent requests for verification of employment of DCRT employees directly to field offices. It appears that information has been released regarding gross pay, payroll deduction amounts and net salary of DCRT employees. **This is confidential information.**

The Human Resources Office is the only office in this Department authorized to release employment and salary information on our employees. The Office of State Uniform Payroll has requested verification that an individual who provided information on one of our employees had the authorization to release this information to an outside vendor. It is apparent that this person was not authorized to release this information.

**Please be advised;** if you receive any Requests for Verification of Employment, forward them either by fax or hard copy to the Human Resources Office for further handling. We are the authorized agents for the Department and experienced in what information should be released to outside entities. This does not prohibit you from seeking background reference checks and other general employment and performance information for employment purposes.

Please ensure that all of your employees are aware of this information. You should suggest to your employees that requests for verification of employment be sent directly to the Office of Human Resources in Baton Rouge. Thank you for your attention to this minor yet very important detail!

MVG:cm

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