



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-059

June 25, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **Official Custodian of Personnel Records and Privacy/Confidentiality**

This is a reminder to all offices that the Human Resources Director is the Official Custodian of all personnel records. When requests are made to audit or review any personnel record, or a request for documents is made pursuant to the Public Records Doctrine, such requests should immediately be forwarded to the HR Office for response. There is no requirement or need for personnel records to be maintained at individual offices or sites. In fact, it is discouraged due to existing laws. Special precautions are taken with personnel records in the HR Office to properly secure all records for confidentiality and privacy. Note: In cases where minors under the age of 18 are employed, by law, access must be given to certain information upon request by the Department of Labor (DOL) site inspectors. In those cases, DOL inspectors checking for compliance will expect to review two weeks of timesheets, a log of breaks taken by minors, the Employee Notification Form with the minor employee's date of birth, and a copy of the approved Work Permit.

Field offices authorized to conduct new hire enrollments during orientation must forward all original documents to HR for the official files. When actions are implemented in the ISIS system, we send a copy of the Employee Notification Form, along with a cover letter, to the employee and the appropriate manager. These documents, along with OMF 301 authorization forms, employment application forms, PPR's, timesheets, and authorized work permits (for minors under the age of 18) are the only documents that should be maintained at offices/sites. Because these documents usually contain Social Security numbers, care must be taken to keep these records locked and secure. Further, any records containing health or medical information, such as FMLA requests, leave slips, return to work forms, injury reports, etc., must be maintained in locked files, separate and apart from other files.

Although many of the CRT offices maintain a supply of various forms on-site for the convenience of employees, employees are encouraged to call the HR Office with questions regarding payroll issues, deductions, benefit enrollments or changes. The HR staff stands ready to offer confidential assistance to our employees. Any member of the HR staff can take employee calls; however, a list of general HR staff assignments is available on Channel Z for your convenience. For privacy reasons, employees in field offices should forward all documents containing information considered confidential (benefits and other payroll deduction information, etc.) directly to the HR Office and not to their respective Baton Rouge administrative offices.

We are currently developing a policy with more specific information regarding privacy, confidentiality, and record-keeping requirements. However, until further notice, immediate action must be taken to implement the requirements listed above. The foregoing does not address nor prohibit a supervisor's maintenance of an administrative/supervisory file for each employee. Such a practice is encouraged and indeed necessary to evaluate and properly manage each employee. Be reminded, however, that any such administrative/supervisory file is not to be viewed as the employee's official personnel record.

If you have any questions or concerns, please call the Human Resources Office at (225) 342-0880.

Please Post and Circulate