

PAYROLL PUBLIC RECORDS EXEMPTION FORM



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FREQUENTLY ASKED QUESTIONS



- 1. Why is this form being distributed?** Under the public records law G. L. c. 4, § 7(26), an employee's name, title, salary and department are considered public information. If a public information request is made to either your employing department or a statewide payroll request is made to the Office of the Comptroller (CTR), your department and CTR are mandated to provide this information, including electronically. Under the public records law, a person making a public records request cannot be asked the reason for the request nor can the Commonwealth control how that individual uses or publishes this information.

The personal safety of certain victims of adjudicated crimes or domestic violence, sexual assault or rape may be compromised when this type of information is released. The home address and telephone number for government employees is not public under G.L. c. 4, s. 7 (26)(o). The name, home address and home telephone number is not public for family members of government employees under G.L. c. 4, s. 7 (26)(p). Under G. L. c. 66, § 10(d), the name, place of employment or education for state employees and family members also employed by the Commonwealth will be exempted from public records disclosure if the employee self identifies as a victim of an adjudicated crime or as a victim of domestic violence, sexual assault or rape. This form is being distributed to enable employees to self identify for this exemption. **Please note that Department Heads and other io [(a)-8 2H (e)-3.7 (nt)-6.36.1 (f)9eu.3 ()-16 (1 (f)9 [(as)2.w(1 .4 ((he)- 8.4 (m)2**

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or audits of the use of exemptions. Therefore, CTR or HRD may conduct periodic quality assurance with HR Directors to ensure that they are obtaining the forms, reviewing the basis for the exemption and maintaining confidential files for the forms. CTR will not contact any employee directly to verify the information related to the exemption.

7. **How long will the exemption last?** The exemption will be valid for 5 years. Upon the date of expiration, HRD will notify your HR Director who will, in turn, notify you that the exemption will be removed unless you resubmit a new form.
8. **Is it ever appropriate for my HR Director to ask to maintain a copy of an active restraining order?** Yes. An active 209A abuse prevention order applies to your workplace and violation of that order is a mandatory

8.

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Director and the Public Records Officer. Safety planning should be discussed with your HR