

# CPRA REQUEST FOR REDACTION NOTICE

## 2013 REQUEST FOR REDACTION OF EMPLOYEE NAME FROM CALIFORNIA PUBLIC RECORDS ACT RESPONSES

A 2007 California Supreme Court decision determined that the names and compensation of public employees are generally considered public information under the California Public Records Act (CPRA). The County has received, and may continue to receive, Public Records Act requests calling for lists of County employees in connection with other public data such as compensation and expense reimbursements.

To protect the privacy of employees who may have personal safety issues if their employer or job title is identified, the County has developed a process that allows employees to request redaction of their names from lists the County may be required to provide under the CPRA. Requests for redaction may be submitted by employees at any time during their County employment. These requests will be reviewed upon receipt of a valid CPRA request, and an individualized determination will be made to grant the request or not. The employee making the request will be notified of the determination.

If a request is granted, the County will redact the employee's name from lists it produces under the CPRA through December 31, 2013. However, a plaintiff may seek a court order to compel the release of the records the plaintiff seeks, and if a court so orders, the County will be required to disclose this information. The County will notify the employee prior to disclosure pursuant to the court order.

If a request for redaction is not made, or if a request is made and denied, the employee's name will be included in lists the County produces during the applicable calendar year to the media and to the public in response to the CPRA requests. These lists may disclose job title, employing County department, salary and other information about an employee that is deemed to be public information.

**Employees desiring redaction of their name must submit a request form with supporting documentation. The form may be submitted by employees at any time during their County employment. Approved redaction requests will be effective through December 31, 2013. New forms must be completed by the end of each year.**

### **THE FOLLOWING ARE EXAMPLES OF ACTIONS YOU HAVE TAKEN THAT MAY JUSTIFY REDACTION (EXCLUSION) OF YOUR NAME:**

- You are currently an approved participant in the California Secretary of State's Safe At Home Program, which is designed to protect the identities of victims of domestic violence, stalking, and sexual assault.
- You have a Restraining or Protective Order (Temporary or Permanent) in effect and the person named in the Order is not aware of the name of your employer.
- You work as an undercover officer and conceal your identity during the course of your investigations.
- You have sought or have been granted political asylum.

**SAMPLES OF STATEMENTS THAT WOULD NOT JUSTIFY REDACTION (EXCLUSION) OF YOUR NAME:**

- You don't want financial information about yourself publicized.
- You perform a job that entails risk to your physical safety (e.g. a peace officer) but do not have a particular group or individual that you believe is physically threatening to you.
- You believe your right to privacy is more important than the public's right to know this information.
- You want to avoid alerting creditors to your whereabouts.
- You consider the location where you work or the population that you serve to be dangerous.

If you feel that your safety would be at risk if the name of your employer or job title were released to the media or a member of the public, please complete the information on the attached form and include any available documents to support your claim so that your request may be fully considered. Failure to provide complete information or supporting documentation may affect the determination that is made regarding your request.

Submit the completed form with original signature and supporting documentation to:

**County of Fresno Personnel Services – Employee Benefits  
2220 Tulare Street, 14<sup>th</sup> Floor  
Fresno, CA 93721**

**You may also fax to (559) 455-4787 or send via Stop Mail to Stop # 188**