



Superintendent's Circular

School Year 2011-2012

NUMBER:
HRS-PP6

DATE:
September 1, 2011

CONFIDENTIALITY OF PERSONNEL RECORDS AND EMPLOYMENT VERIFICATION

State laws and regulations regulate disclosure of information collected about personnel by the Boston Public Schools. These laws and regulations provide that, with some exceptions such as personnel and medical records, the School Department's records must be available for public inspection. State law further provides that individuals may review and challenge information in the files concerning them.

PERSONNEL RECORDS:

The Office of Human Resources will disclose allowable information when requested to do so in writing. Please note that the following are public records, which will be released upon receipt of a written request:

- names
- records of absences
- personnel records wholly unrelated to any individual's privacy interest
- other materials or data relating to a specifically-named individual, the release of which would not publicize intimate details of a highly personal nature

Additionally, the City of Boston Constituent Services provides the work locations and work phone numbers of all employees who work for the City of Boston to those who may call them.

The Office of Human WILL NOT give out home address or phone numbers to individuals who call to ask for it.

EMPLOYMENT VERIFICATION:

To ensure that violation of the laws does not occur, you are reminded that all inquiries by telephone or in writing regarding employees, employment status, and other such information MUST be directed to the Office of Human Resources, where official personnel records are maintained. Any subpoenas for records should be directed to the Office of the Legal Advisor, 26 Court Street, Boston, MA 02108.

For more information about this circular, contact:

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