

February 11, 2008

Memorandum

To: All Members of the Staff

From: Yosette Jones Johnson

Subject: **Release of Information**

The Graduate School and University Center has been advised by The City University of New York's Office of Legal Affairs that it should secure written permission from every member of the staff before releasing any information concerning employees to individuals or organizations. Included would be routine credit inquiries, bank inquiries, and numerous others that result from an employee initiated action.

The large volume of inquiries received during a year makes it impossible to get in touch with an employee each time an inquiry is received. Please review the enclosed release form carefully. If you sign the "release" information section, the Office of Human Resources will process written inquiries without consulting you further. If you select the "Non-Release" section, you will be asked to visit Room 8403 to sign a specific release for each inquiry that is received.

We ask that you request that all persons or organizations with whom you do business make **written** inquiries on organization forms or stationery rather than by telephone. The Graduate School and University Center's policy is to provide no information concerning staff members over the telephone.

Should you have questions on the policy do not hesitate to call Ms. Patricia Matthews or me at (212) 817-7700.

Rv

The Graduate Center

Release of Information

Please print your name

NON-RELEASE

I **DO NOT AUTHORIZE** The Graduate Center (GC) officials to supply information concerning my status with the GC, including salary information, on written requests from banks, retail organizations and (credit rating services), without first consulting me. I agree to come to the Office of Human Resources, upon request, every time there is any inquiry on my status and to sign a specific release if I wish information released.

Date _____

Signature _____

GENERAL RELEASE

I **HEREBY AUTHORIZE** The Graduate Center (GC) to supply information concerning my status, including salary information, on written request from banks, retail organizations, and (credit rating services). Such information may be given out further without consultation with me.

I understand that it is the policy of the GC not to release information over the telephone. In an instance where I wish to have information given to an authorized person over the telephone, I will sign a separate release.

Date _____

Signature _____

c: Personnel File