



County Executive Office
Memorandum

April 16, 2008 - **IMMEDIATE ACTION REQUESTED**

To: Agency/Department Heads
From: Thomas G. Maulk, County Executive Officer
Subject: Public Records Request for Salary Information

On March 10, 2008, the Auditor-Controller received a public records request from the Orange County Register, asking for salary information for all Orange County employees. The request stated:

I am specifically seeking access to an electronic copy of payroll records for all current county workers for the current fiscal year. I would expect a record layout to include an employee's name, title, department base pay, bonus pay, overtime pay or any other type of monetary compensation.

The request was reviewed with County Counsel and it was determined that the information requested is generally public information subject to disclosure. To protect employee privacy, however, leave pay is included in base pay and will not be reported as a separate item of compensation.

The Auditor-Controller prepared an electronic draft of the responsive report for all current and former County employees who received compensation during the 2007 calendar year. This draft report is contained in the enclosed CD-Rom. The report is sorted by department and alphabetically within each department.

The County intends to produce responsive records to the Register no later than April 23, 2008. Please notify the supervisors of your department and direct them to inform staff. It is possible that employee salary information may be published either in the paper or on the Register's web site. The County will notify employee union representatives of this request, as well as the County's intention to comply.

Please review the portions of the report relating to your department. If you believe that any information pertaining to a specific employee should be redacted due to a risk posed to an employee's safety or some other legally recognized basis, please notify Mark Servino in the Office of County Counsel at Mark.Servino@coco.ocgov.com and Bob Leblow in the Auditor-Controller Department at Bob.Leblow@ac.ocgov.com **no later than April 21, 2008** to discuss the reasons for possible redaction. For example, the County has redacted the names of employees

such as undercover law enforcement officers because the disclosure of the identity of such employees would jeopardize their safety and directly impair their ability to perform their job.

Thank you for your cooperation and prompt attention to this request. If you have any questions, please contact Mark Servino at 834-4714 or Bob Leblow at 834-2466.

cc: Members, Board of Supervisors
Rob Richardson, Assistant to the CEO
Deputy CEOs
Carl Crown, Human Resources Director