

PERSONNEL FILES - ADDRESS AND PHONE NUMBER DISCLOSURE

Government Code 6254.3 states:

- (a) The home addresses, home telephone and cell phone numbers and birth date of state employees and employees of a school district **shall not be deemed to be public records and shall not be open to public inspection**, except that disclosure of that information may be made as follows:
- (1) To an agent, or a family member of the individual to whom the information pertains.
 - (2) To an officer or employee of another state agency, school district, or county office of education when necessary for the performance of its official duties.
 - (3) To an employee organization pursuant to regulations...and decision of the Public Employment Relations Board, except that the home addresses and home telephone numbers of...employees performing law enforcement-related functions shall not be disclosed.
 - (4) To an agent or employee of a health benefit plan providing health services or administering claims for health services to state, school districts and county offices of education employees and their enrolled dependents, for the purpose of providing health services or administering claims for employees and their enrolled dependents.
 - (5) Upon written request of any employee, a state agency, school district, or county office of education shall not disclose the employee's home address or home telephone number pursuant to paragraph (3) of subdivision (a) (GC 6254.3) and....an agency shall remove the employee's home address and home telephone number from any mailing list maintained by the agency, except if the list is used exclusively by the agency to contact the employee.

Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy are not disclosable. (GC 6254)