

**NEW ORLEANS MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
PUBLIC RECORDS REQUESTS**

1. **Effective Date:** May 1, 2009
2. **Approved:** April 15, 2009
3. **Purpose:** This Policy is adopted by the Board of Trustees of the New Orleans Municipal Employees Retirement System (the "System") to provide increased transparency, accountability, and public access to the public records of the System. This policy shall be interpreted and construed in accordance with the Louisiana Public Records Law, La. R.S. 44:1 *et seq.*
4. **Documents Subject to Policy.** In accordance with the Public Records Law, as used herein, the term "public records" shall refer to any document created or maintained by the System in the conduct of its business and affairs, except to the extent protected from disclosure by applicable law, regulation or other applicable guidance. To the maximum extent permitted by law, however, access to or reproduction of the following documents shall not be permitted hereunder:
 - a. The Social Security numbers and direct deposit information of retirees and active members of the System;
 - b. Member Federal income taxation or IRS Form W-2 information, such as number of tax exemptions, taxable wages, Federal tax, FICA wages and tax, Medicare wages and tax, and state tax;
 - c. Personal health information, including the health status, health condition, medical records, insurance records, and similar items of personal information;
 - d. Unlisted or confidential telephone numbers of active members of the System;
 - e. Telephone numbers and addresses of retired members, whether or not unlisted or confidential;
 - f. Home addresses, provided that the member has instructed that the information be held confidential; and
 - g. All records of retired members of the System who are participating in DROP, except each such member's final average compensation, the amount of each member's retirement allowance, years of creditable service; and the name of his or her employers and dates of employment.
5. **Examination of Public Records.** Any person shall be entitled to review such public records as he may request at the System's premises (or at such other location as the System may designate) during normal business hours.
6. **Form of Request for Examination.** Requests for examination of a public record may be made in person or in writing, by mail, facsimile, by e-mail or other reasonable method. Any written request shall be delivered to:

New Orleans Municipal Employees' Retirement System
Attention: Public Records Custodian

Address: 1300 Perdido Street, Room 1E12
New Orleans, Louisiana 70112
Facsimile: (504) 658-1867
E-mail: jheasterling@cityofno.com

Any such request shall include the name, address and telephone number of the person requesting examination, and a reasonable description of the information sought or the public records from which information is sought.

7. **Response to Request for Examination.** The System shall respond to any request within three business days, which response may include one or more of the following:

- a. The location at and times during which the records may be examined, whether on the premises of the System or otherwise.
- b. Notice that the requested records may contain confidential information, or that the record is not subject to inspection, in which event any such protected information shall be redacted within a reasonable period and access to the records provided or such request shall be submitted to the Attorney for the City of New Orleans for further response.
- c. Copies of the requested records and/or notice of the charges associated with the duplication of the requested records.
- d. Notice regarding the reason for the unavailability of the requested record, including, as applicable, the alternative location of the record, and/or the name of the custodian of the requested record.
- e. Notice that the request is unduly burdensome, including the reason for such determination and, if applicable, the location and time or times the information may be personally searched for by the requesting party.
- f. Notice of need for after-hours review and reasonable fees for after-hours time of monitoring employee.
- g. Notice requesting clarification or narrowing of request.

8. **Fees/ Procedures.** In connection with any request hereunder:

- a. The System shall charge a reasonable fee for the duplication or transmittal of public records;
- b. Absent the prior written consent of the System, public records shall not be removed from the premises of the System or other custodian for reproduction; and
- c. Completion of each request hereunder shall be evidenced by receipt, which shall include the name and address of the requestor, a description of the record furnished, and the date on which such record was furnished.