

LOUISIANA STATE UNIVERSITY  
Health Sciences Center-Shreveport

Campus  
Correspondence

*from:* David T. Fuqua, Director  
Human Resource Management

*to:* All Employees  
LSUHSC - Shreveport

*re:* **Public Records Act**

Occasionally, LSU Health Sciences Center receives a request for information under Title 44, Public Records and Records Act. Responding to such a request may involve disclosing data from your LSUHSC Payroll/Personnel file.

You may elect to have your home address and/or home telephone number made "confidential" and thus not subject to disclosure under the Public Records Act. If you wish to do so, please complete the form below. A copy of your request for confidentiality will be placed in your personnel file in Human Resource Management.

Please complete and return this form immediately to Human Resource Management.

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The following request is pursuant to LSA-R.S. 44:11:

\_\_\_\_\_ I would like to have my home address designated as confidential.

\_\_\_\_\_ I would like to have my home telephone number designated as confidential.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date