

Office of Human Resources


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June 24, 2019

Memorandum

To: All Employees

From: David Boxil 
Executive Director of Human Resources

Subject: Release of Information

The Graduate 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 (OHR) will process written inquiries without consulting you further. If you select the "Non-Release" section, you will be asked to visit OHR (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 Center's policy is to provide no information concerning staff members over the telephone.

Should you have questions on the policy, please email hr@gc.cuny.edu or call (212) 817-7700.

Thank you.

