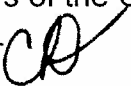


Office of the City Manager

April 9, 2013

To: Honorable Mayor and Members of the City Council
From: Christine Daniel, City Manager 
Subject: Disclosure of Confidential Information to Bay Area News Group

This is to inform you that in response to a Public Records Act request from the Bay Area News Group (BANG) for City employee salaries, the City inadvertently disclosed social security numbers for current and former employees. The City provided BANG the salary information in the electronic format in which it is stored. Although City staff removed one column that clearly was identified as employee social security numbers, social security numbers were also in a second column and not as readily identifiable. Staff failed to remove this second column and, as a result, inadvertently disclosed social security numbers to BANG.

In accordance with Civil Code Section 1798.85, we notified BANG of its obligation not to disclose that information in any way and we asked that the information be immediately destroyed. **Yesterday we received confirmation from BANG that it did not disclose any employee social security numbers and that it has permanently destroyed the information.**

We will be notifying current and former employees affected by this disclosure and notifying them of their ability to obtain credit reports should they wish to ensure that no inappropriate use has been made of their information. The 311 call center will also be prepared to respond should they have additional questions.

We sincerely regret this error in disclosure and are taking all necessary steps to ensure that it never happens again.

cc: William Rogers, Deputy City Manager
Mark Numainville, City Clerk
Ann-Marie Hogan, City Auditor
Pam Embry, Public Information Officer