OFFICE OF HUMAN RESOURCES (OHR)

1650 Bedford Avenue, Brooklyn, New York 11225
(718) 270-6910 (PHONE)
(718) 270-6909 (FAX)

TO: Faculty & Staff
FROM: Oswald E. Fraser, Human Resources Director
SUBJECT: **Credit Inquiries**

The College has been advised by the Corporation Counsel that it should secure written permission from every member of the staff before giving out any information concerning the individual to private individuals or organizations. This would include routine credit inquiries, requests for information made in connection with banking arrangements and numerous other inquiries which result form some actions members of the staff initiate in their own interest.

In as much as the number of inquiries received in a period of a year is considerable, it is felt that it is not feasible to get in touch with the individuals each time such inquiry comes in. Therefore, the general release below is presented for your consideration. After this release is signed by you, we will be able to process such inquiries immediately. In the event that you sign the "Non-Release", you will be required to sign a specific release for each inquiry sent to us.

We request that you ask that you ask all persons or organization with whom you do business to make their inquiries by mail on their regular printed forms or stationery and not by telephone. It is the College's policy to give no information concerning members of the staff over the telephone to anyone who may call.

If you have any questions regarding this matter, please call this office.

Employee's Name (Please Print): _____

NON-RELEASE

I **DO NOT AUTHORIZE** the College authorities to supply information concerning my status with the College, including salary information, on written request by banks, retail organizations and credit rating services, without first consulting me. I agree to come to the Human Resources Office, upon request, every time there is a credit reference on me, and sign a special release if I wish information give out.

Date:_____ Signature:_____

GENERAL RELEASE

I **HEREBY AUTHORIZE** the College authorities to supply information concerning my status with the College, including salary information, on written request by banks, retail organizations and credit rating services. Such information may be given out without consulting me.

I understand that it is the policy of the College not to give information over the telephone. In an instance where I may wish to have information given to an unauthorized person over the telephone, I will sign a separate release.

Date:_____ Signature:_____