



MEMORANDUM

TO: Mayor and Council

FROM: J. Rodney Gonzales, Director
Development Services Department

Gregory I. Guernsey, Director
Planning and Zoning Department

DATE: July 1, 2016

SUBJECT: Release of Confidential Information

On June 29, 2016, staff erroneously released confidential information in response to a Public Information Request from Jeff Stensland of Time Warner News. The released information consisted of a compact disk (CD) that contained 4,598 pages of applications from homeowners seeking historic tax abatement between 2010 and 2016. Of those 4,598 pages, 933 pages submitted between 2010 and 2012 contained confidential social security numbers. The application is a Travis Central Appraisal District form titled "Application for Historic or Archeological Site Property Tax Exemption. " The social security numbers should have been redacted prior to the release of records to Mr. Stensland.

The Support Services staff which supports both the Planning and Zoning and Development Services Departments was not aware that the confidential information had not been redacted until Mr. Stensland contacted the Corporate Public Information Office. Support Services staff immediately contacted Mr. Stensland and asked him to return the CD while staff prepares a properly redacted records release. Mr. Stensland has returned the CD and all printed copies. At this time, there is no reason to believe that Mr. Stensland distributed the confidential information.

Internal procedures will be changed as necessary to ensure full compliance with the Public Information Act. Additionally, staff will notify the property owners who have been impacted.

Cc: Marc Ott, City Manager
Sue Edwards, Assistant City Manager