

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: May 5, 2014

PERSONNEL LETTER #14-005  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: OWNERSHIP AND DISTRIBUTION OF EMPLOYMENT HISTORY DATA**

This letter provides information regarding the ownership and release of Employment History (EH) data. The Personnel Information Management System (PIMS) database is the central repository for all EH data collected and entered by the various State agencies. The State Controller's Office is responsible for the storage and maintenance of the PIMS database and; therefore, should be viewed as the "custodian" (versus the "owner") of the EH data contained therein.

The Information Practices Act (IPA) requires state agencies to establish safeguards to protect the security and confidentiality of records; therefore, it acknowledges that each agency will collect, store and maintain various types of personal and employment data. As such, state agencies (versus only the State Controller's Office (SCO)) may release EH data directly to the employee; or, to a third party (such as a prospective employer) as long as the employee has authorized its release.

If you have any questions regarding this letter, please contact Donna Guivetchi at (916) 322-5883 or by email at [dguivetchi@sco.ca.gov](mailto:dguivetchi@sco.ca.gov).

LC:DG:PMAB