

## Ethics (COE)

---

**From:** Ethics (COE)  
**Sent:** Thursday, June 23, 2005 4:33 PM  
**To:** Triana, Marisol (Building)  
**Subject:** RE: Employee Inquiry

INQ 05-100

Sorry I haven't responded sooner. It is our opinion that if a court order is issue to seal a personnel file, then a member of the public would not have the legal right under the Public Records Act to inspect that personnel file or request copies of the materials contained in the sealed file.

If you need additional information, please do not hesitate to contact me.

Thanks,

Robert Meyers

---

**From:** Triana, Marisol (Building)  
**Sent:** Tuesday, June 21, 2005 12:30 PM  
**To:** Ethics (COE)  
**Subject:** Employee Inquiry

Good day,

I conduct the Ethics Training for new employees of the Building Department. A question came up in this morning's session which I said I would follow up on.

RE: personal information being open...(i.e. resume, phone numbers and address)

The employees wanted to know, if they got a court order to seal the personnel file, would that prevent the information from being open for review by non-County entities.

I appreciate your guidance,

**Marisol T. Triana, Administrative Officer 2**  
**Miami-Dade County Building Department**  
Communications & Public Information Section  
11805 S.W. 26 Street (Coral Way)  
786-315-2295 Telephone  
786-315-2894 Fax  
mtriana@miamidade.gov  
www.miamidade.gov/bldg  
*"Delivering Excellence Every Day"*