

CC: audrey.coulter@boston.gov;samantha.ormsby@boston.gov

**Subject:** City of Boston Public Records Office City Public Records Request :: R000302-063020

**Body:**



City of Boston  
Mayor Martin J. Walsh  
Public Records

RE: PUBLIC RECORDS REQUEST of June 25, 2020., Reference # R000302-063020

Dear Andrew:

The City of Boston (City) has received your request for public records. This response applies only to records that exist and are in the custody of the City. See A Guide to the Massachusetts Public Records Law, p. 32, n.115. It is expected that a custodian of records must use her superior knowledge of her records with respect to responses to public records requests. 950 CMR 32.04(5). Specifically, you stated:

*(The following is from two (2) separate email requests)*

*I wanted to make a records request for payroll data for the Boston Police Department. I'll also send a separate email for a similar request for other city departments.*

*I am seeking an electronic copy of the following payroll data for the BDP: Name, Job Title, Department, Postal Code, Annual Pay Rate, Gender, Race or Ethnic Group, Union Status (Union or nonunion), bargaining group (BPPA, Superior Officers, etc), sworn officer or civilian, Start Date, Service Date, Annual Rate, and whether the employee is Full or Part Time. One point of clarification: Service Date versus Start Date. I believe that service date is the first time someone was hired by the city and start date is the most recent time someone was hired by the city. If that is incorrect, let me know.*

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*Here is the second request I mentioned.*

*I wanted to make a records request for payroll data for all other city departments, including fire and schools. (I requested the same data for the police department in my previous email). I am seeking an electronic copy of the following payroll data: Name, Job Title, Department, Postal Code, Annual Pay Rate, Gender, Race or Ethnic Group, Union Status (Union or nonunion), bargaining group, Start Date, Service Date, Annual Rate, and whether the employee is Full or Part Time.*

The following is provided as a guide to the enclosed record, in particular the date fields:

**Service Date:** Date an employee was initially hired by the City of Boston.

**Last Start Date:** This is the date when an employee returns after a break in service/leave of absence. Note: 1901 is a variable used when the system was converted in the year 2000. It signifies that an employee was 1) working for the City in 2000 and 2) has not had a break in service.

**Position Entry Date:** Generally this is the date employee entered their Current Title

We have reviewed our files and have located records that correspond to your request. These records have been released to the [Public Records Center](#). Click the link below to login to the Records Center and retrieve the requested records.

[City Public Records Request - R000302-063020](#)

Very truly yours,

Shawn A. Williams, Esq.  
Director of Public Records  
Records Access Officer