



CITY OF HOUSTON

Municipal Courts Department

Annise D. Parker

Mayor

Honorable Barbara E. Hartle
Director & Presiding Judge
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Date: November 26, 2012

To: Information Request Vendors

From: Barbara E. Hartle

Director & Presiding Judge

cc: Nelly Santos, Deputy Director
Gwendolyn Goins, PIO

Subject: Municipal Court Data Information

The City of Houston Municipal Courts Department (MCD) recognizes the public's general right to request court case records. As part of MCD's responsibility to fulfill these requests, we also must follow the law with regard to withholding information that is exempt from disclosure under the doctrine of common law and privacy rights.

Under the rule of law, certain information is considered sensitive. MCD currently redacts the following information from all responsive information before that information is released: social security numbers, driver's license numbers and financial information. MCD and the City Attorney agree that a date of birth is also considered sensitive information, and thus should not be publicly disclosed. We are especially mindful of the use of this sensitive information in identity theft cases.

For all the reasons listed herein, **effective December 17, 2012**, dates of birth will no longer be included in responsive public information released by MCD.

We appreciate your understanding in this matter. If you have any questions regarding this policy, or wish to make changes to the reports you are currently receiving, please contact the Public Information Office at 713.247.8524.