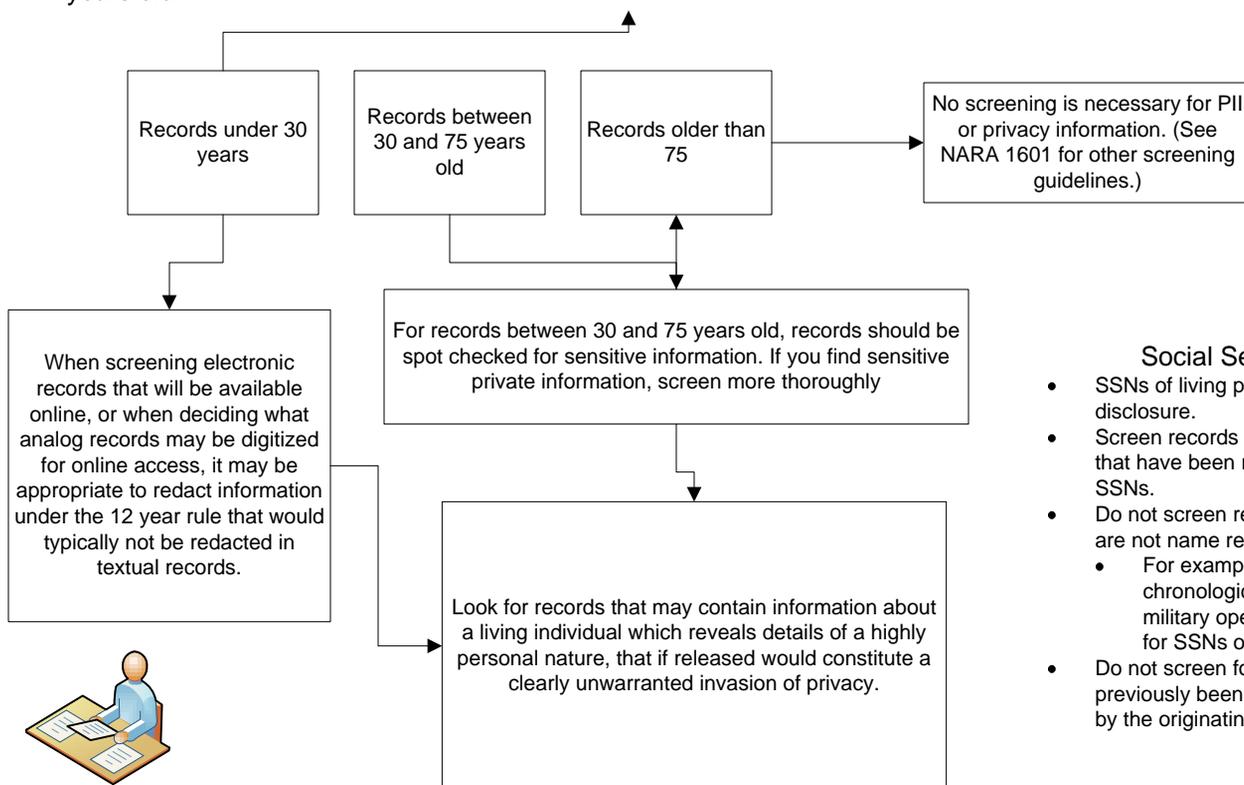


PII considerations in screening archival records

Where does PII fit in the screening process?

- Screening occurs when there is an indication in the transfer process that the records may contain exempted information and the records are less than 75 years old



Social Security Numbers

- SSNs of living persons are exempt from disclosure.
- Screen records that are name retrievable or that have been requested under FOIA for SSNs.
- Do not screen records for SSNs if the records are not name retrievable.
 - For example, if records are arranged chronologically or by subject, such as military operations reports, screen them for SSNs only if otherwise screening.
- Do not screen for SSNs in records that have previously been made available to the public by the originating agency.

What is the 12 year rule?

In PRA libraries, the former president can restrict some information for no more than 12 years.

The 12-year rule is meant to balance privacy interests of individuals in contemporary records with the archival processing work flow and the interest in releasing as much information to the public as possible.

