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.

Records under 30 years

When screening electronic records that will be available online, or when deciding what analog records may be digitized for online access, it may be appropriate to redact information under the 12 year rule that would typically not be redacted in textual records.

Records between 30 and 75 years old

For records between 30 and 75 years old, records should be spot checked for sensitive information. If you find sensitive private information, screen more thoroughly.

Look for records that may contain information about a living individual which reveals details of a highly personal nature, that if released would constitute a clearly unwarranted invasion of privacy.

Records older than 75 years

No screening is necessary for PII or privacy information. (See NARA 1601 for other screening guidelines.)

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.

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.

Records Under 12 years old (primarily PRA material)

Personal phone numbers • Home address • Personal e-mail address

Records Under 30 years old

Financial information
- Credit/debit card numbers
  - alone or when coupled with PIN numbers
- Bank account information

For records less than 75 years old

- Place and date of Birth
- Religion
- Photographs (graphic photographs that may impact on privacy of subject or surviving family members)
- Medical History
- Criminal history
  - Investigative Files
  - Witness Information
- Employment information
- Performance ratings
- Disciplinary actions
- ADR/EEO process
- Alien registration number
- All records
  - Social Security number, including truncated SSNs or service numbers in casualty lists
  - Finger print
  - Iris Scan
  - DNA
  - Voice print
  - Taxpayer or Employee ID number for sole proprietorships