



July 1, 2004

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED SIXTEEN
USE OF SOCIAL SECURITY NUMBERS

PURPOSE

In light of privacy concerns, including identity theft, this memorandum is promulgated to minimize the use of social security numbers in all school and district applications. Social security numbers and documents containing social security numbers are classified as Private by the Governmental Records Access and Management Act and are to be maintained confidentially and securely.

EMPLOYEE PERSONAL IDENTIFIERS

Every current employee has been assigned a unique personal identifier by the Information Services Department. New employees are similarly assigned unique personal identifiers.

USE OF SOCIAL SECURITY NUMBERS

A. **Social Security Numbers in Payroll and Human Resources Documents**

Social security numbers are and may continue to be used for Payroll and Human Resources purposes and in the payment of independent contractors.

B. **Social Security Numbers in Existing School and District Functions**

School or district assignment or use of social security numbers for access, identification, or other use – including everything from copy machine passwords to software logins – shall be discontinued as soon as practicable. District assigned unique personal identifiers may be used as a replacement for these purposes.

C. **Social Security Numbers in Future School and District Functions**

Social security numbers shall not be used in future school or district functions other than those noted in subsection A above.

/s/

Dr. Stephen F. Ronnenkamp
Superintendent