
SUBJECT: COLLECTION AND DISSEMINATION OF SOCIAL SECURITY NUMBERS IN CITY FORMS AND RECORDS

- :1 OBJECTIVE:
To establish policy concerning collection and dissemination of social security numbers in City Forms and Records
- :2 AUTHORITY:
This procedure amended by City Council March 17, 2008, Item #A2.
- :3 DIRECTION:
The Chief Administrative Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.
- :4 POLICY:
No department or employee shall collect an individual's social security number unless the individual has been provided with a written statement explaining the purpose for its collection and unless the collection is specifically authorized by law. A commercial entity may, under certain circumstances, be provided access to social security numbers as provided below.
- :5 METHOD OF OPERATION
 - A. Any department or employee collecting social security numbers shall:
 - 1. Prepare a written purpose statement
 - 2. Furnish the written purpose statement to the City Attorney's Office for approval.
 - 3. Provide each individual from whom social security numbers are collected with a copy of the written purpose statement.
 - 4. Use said social security numbers only for the purposes stated in the written purpose statement, and
 - 5. Maintain the social security numbers as confidential and exempt from public record.
 - B. A commercial entity may, under certain circumstances, be provided access to social security numbers, provided that the commercial entity makes a written request for the numbers for a purpose authorized by law and that request has been approved by the City Attorney's Office.
- :6 FORMS:
None
- :7 COMMITTEE RESPONSIBILITIES:
None
- :8 REFERENCE:
Approved by City Council March 17, 2008, Item A-2, documentary#080317A02

:9 EFFECTIVE DATE:

This procedure effective date, March 17, 2008.