## PRIVACYConsiderations 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

Records less than
30 years old

Records between 30 & 75 years old

Records older than 75 years or court records

No screening necessary for PII or privacy information (see NARA 1601 for screening guidelines.)

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 that would typically
not be redacted in textual
records.

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.

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 textual 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.

Do not digitize records without redacting SSN of living persons.

## **RECORDS LESS THAN 12 YEARS OLD**

(primarily PRA material) Personal phono numbers • home address • personal e-mail address

**ALL RECORDS,** Social Security number, including truncated SSNs of living persons • Finger print • Iris Scan • DNA Voice print • Taxpayer or Employee ID number for sole proprietorships

The 100 year rule
Assume a person
is alive until they
are 100 years old if
you have no other
information. Redact
accordingly.

**RECORDS LESS THAN 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 ReligionPhotographs (graphic photographs that may impact on privacy of subject or surviving family members) Medical HistoryCriminal history • Investigative Files • Witness InformationEmployment information • Performance ratings • Disciplinary actions • ADR/EEO process Alien registration number

mother's maiden name