

For: FFAS National Offices

**Handling Records With Sensitive Information**

Approved by: Deputy Administrator, Management



**1 Proper Disposal of Records With Sensitive Information**

**A Background**

MSD has recently observed that paper copies and computer diskettes of time and attendance (T&A) records have been thrown in the trash. T&A's are sensitive documents because they contain personal information, such as names and Social Security numbers, and therefore require a special means of disposal according to the Privacy Act.

**B Purpose**

This notice reminds offices about properly disposing of records with sensitive data, specifically T&A records.

**C Action**

FFAS offices shall:

- prepare T&A paper documents for transfer to the Washington National Record Center according to 2-AS
- maintain T&A diskettes until further instructions are provided.

**D Reminder**

FFAS offices are reminded that, **at this time, no records shall be destroyed**, including electronic records, regardless of the date of the records.

**E Contact**

If questions about this notice, contact Jonathan Jones, Records Section, MSD, at 690-1870.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2005	All FFAS National Offices