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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

August 14, 2008

EMAIL MEMORANDUM

TO: All Constitutional Officers, Regional Jail Superintendents, Directors of Finance

FROM: Robyn M. de Socio, Executive Secretary

RE: Survey on Collection of Social Security Numbers

I write on behalf of the Virginia Freedom of Information Advisory (FOIA) Council and the Virginia Joint Commission on Technology and Science (JCOTS). As you may be aware, the 2008 General Assembly adopted legislation that will, beginning July 1, 2009, prohibit state and local government entities from requiring an individual to furnish or disclose a social security number, unless furnishing or disclosing the number is authorized or required by law, and is essential to the performance of the government entity's duties.

With the passage of SB132/HB634 (Chapters 843 and 840 of the 2008 Acts of Assembly), every agency of the Commonwealth and unit of local government, including constitutional officers, is required to conduct an analysis and review of its collection and use of social security numbers and to report such information to the FOIA Council and JCOTS.

The FOIA Council and JCOTS have sought the assistance of the Compensation Board in disseminating survey instructions and forms that are to be used to report the results of such analysis and review. For local government entities, including all constitutional officers, survey responses are to be provided by county offices to the Virginia Association of Counties (VACO) or by city offices to the Virginia Municipal League (VML) **no later than Wednesday, September 10, 2008**. VACO and VML will be responsible for reporting local government entity information to the FOIA Council and JCOTS.

Please [click here \(http://dls.state.va.us/groups/foiacouncil/ssn/locality_instruct.pdf\)](http://dls.state.va.us/groups/foiacouncil/ssn/locality_instruct.pdf) to access background information regarding the legislation and the required analysis and review, as well as the instructions for the completion of the survey forms.

Please [click here \(http://dls.state.va.us/groups/foiacouncil/ssn/locality_survey.doc\)](http://dls.state.va.us/groups/foiacouncil/ssn/locality_survey.doc) to access the survey forms that **must be completed and returned no later than Wednesday, September 10, 2008**. Please include in the beginning of your survey response both your locality and office.

Please [click here \(http://leg1.state.va.us/cgi-bin/legp504.exe?081+ful+CHAP0843\)](http://leg1.state.va.us/cgi-bin/legp504.exe?081+ful+CHAP0843) to access Chapter 843, 2008 Acts of Assembly as passed by the 2008 General Assembly.

After reviewing the background information and survey instructions, for questions about the information required by the survey or the new laws, please contact Maria Everett, Executive Director of the FOIA Council at 804.786.3591 or foiacouncil@leg.state.va.us, or Lisa Wallmeyer, Executive Director of JCOTS at 804.786.3591 or jcots@leg.state.va.us.

C: Maria J.K. Everett, Executive Director, FOIA Council
Lisa Wallmeyer, Executive Director, JCOTS
Phyllis Errico, Virginia Association of Counties
Roger C. Wiley, Virginia Municipal League