



The University of Georgia

Office of the Senior Vice President for Academic Affairs and Provost

Date: January 26, 2011

To: Vice Presidents, Deans, and Department Heads

From: Jere W. Morehead, Senior Vice President for Academic Affairs & Provost *JWM*
Tim Burgess, Senior Vice President for Finance & Administration *TB*
Tom Landrum, Senior Vice President for External Affairs *TL*

Subject: Elimination of Use of Social Security Numbers (SSNs)

The University of Georgia remains committed to eliminating the use of the Social Security Number (SSN) as a means of identifying members of the UGA community in central, college, departmental and unit systems. To date, the University community has worked collectively to remove 5.4 million of the approximately 12.6 million reported uses of SSNs. However, 7.2 million uses remain in our systems.

It is imperative that the institution protect the identity of our students, faculty and staff, and the University's resources and reputation. Therefore, we are asking that each of you submit to the appropriate Senior Vice President in your area a SSN removal plan by March 1 for any remaining SSNs that are currently stored or processed in your respective area. This plan should include the purpose for, and numbers of, SSNs still in use in your area; your approaches for elimination; and your target dates for elimination. Please include a justification for any SSNs your unit needs to retain based on compliance or regulatory requirements. To assist with your submission of this plan, attached is a list of Unit Security Liaisons that have reported the number of SSNs for your units into the University's Automated Security Self-Assessment Tools (ASSETs) system.

Removal of SSNs is an important priority of the University of Georgia, and we ask that you move as expeditiously as possible to solve this problem. Our offices look forward to reviewing your plans and appreciate your attention and commitment to this important project.

C: President Michael F. Adams
CIO Barbara White