



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

TO: Agency Directors, Agency Finance Directors, Agency Personnel Officers,
and Agency Payroll Officers

FROM: JJ Dunn, Chief Systems Information Officer
Mississippi Management and Reporting System

DATE: October 25, 2010

SUBJECT: Prevention of Disclosure by State Agencies of SSNs to Public Web Sites

According to Section 25-1-111 Ms Code 1972, Annotated:

When any state agency mails, delivers, circulates, publishes, distributes, transmits, or otherwise disseminates, in any form or manner, information or material that contains the social security number of an individual, the agency shall take such steps as may be reasonably necessary to prevent the inadvertent disclosure of the individual's social security number to members of the general public or to persons other than those persons who, in the performance of their duties and responsibilities, have a lawful and legitimate need to know the individual's social security number. State agencies shall be in compliance with this section on or before July 1, 2003.

To protect SSN information from being disclosed to the public via *Transparency Mississippi* public access queries, agencies must not enter SSN information into any free form text fields in SAAS, SPAHRS, or any other application.

If you have questions, please contact the MMRS Call Center at (601) 359-1343 or via email at mash@dfa.state.ms.us