

## **Destruction of Records Containing Social Security Numbers**

On December 23, 2008, regulations took effect regarding the destruction of records containing Social Security numbers ([17VAC15-120-10 et seq.](#)). Questions have arisen regarding some of the provisions of the regulations. This document answers the most commonly asked questions and also clarifies terms used in the regulations.

State agencies and localities alike have a responsibility to practice due diligence not only in regard to these regulations, but in all provisions of the [Virginia Public Records Act](#). Agencies are also reminded to be aware of the Code of Virginia's requirement that records containing "identifying information" "...be destroyed within six months of the expiration of the records retention period." ([COV § 42.1 -86.1.C.](#)).

### **FAQ's**

**Q:** I don't have a shredder that meets the new specifications. What can I do?

**A:** *If you do not have a cross cut, 3/8 inch shredder, records should be strip shredded then pulped or incinerated in [pulp](#)*