

PROJECT

To make the HSCA payroll records conform to Board decisions and ready them for NARA.

ARRB Staff Initiator: Joe Freeman

Timetable: Estimated at two days; two people.

Synopsis: Interns will go through HSCA payroll records, make copies of the originals, redact the social security numbers on the copies, and then make a copy of the new redacted version (to insure the completeness of the redaction.) The new redacted versions can then be shipped to NARA.

Staff requirements: Pulling the appropriate HSCA boxes from the SCIF; a briefing for the interns emphasizing the postponed nature of the records in question, and that while they are not national security classified, they should be treated as such due to privacy requirements.

Summary/Background: Early in the review process, the Board elected to release all HSCA payroll records, protecting only the social security numbers of employees. These records remain in our SCIF at this time, because the procedure of making the proper redactions is time-consuming and has had a lower priority than other HSCA projects. Interns should make Copy A of each payroll record. They should then take Copy A, and with a black marker, redact the social security numbers in the record. Upon completion of this phase, the interns should make Copy B of each record, in order to prevent anyone from being able to read through the marker. It is important to note that not every page of the payroll files contain social security numbers, so only those pages containing social security numbers will need Copy B's made. After this process is completed, those Copy A pages containing social security numbers will need to be disposed of by ARRB staff in the burn box in the SCIF. Copies A and B should be combined so that there is one complete copy of each original; then, the copy and the original of each record should then be returned to Joe Freeman for proper storage.

It will be important to impress upon the interns doing this project that they are never to reveal these numbers to anyone. While these social security numbers are not national security classified, they have been redacted to protect the privacy of the individuals in question. To reveal them would be tantamount to revealing classified information, and would be handled accordingly (Mr. Freeman suggests death... at least.) A briefing from an ARRB staff member, or even a senior staff member, should impress this point.