

**CAPPS Meeting  
January 20, 2010**

**Agenda Item VI.**

**PII Review of GESD Hardcopy (Report) Outputs - Project number 90665.**

**Tony Priola**

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**Synopsis:**

As part of our continued efforts securing PII, GESD is reviewing all mailed reports that contain PII data.

Internally, we have distributed a listing of all hardcopy Dispatch reports. These reports list the Name, Step, Job Description, and Special Instructions associated with each report and the associated Branch and Section owner. We are asking each Branch (report owner) to review the 1st for needed remediation. We anticipate the fact gathering aspect of this task to last approximately 3 months.

Branch Rep's will:

- Identify whether the report is for internal or external use
- Verify that the report is still needed
- Verify if PII data can be removed or masked
- Lead the effort to convert the report to an alternative media if report is still needed and PII data cannot be masked.

Project goal is to:

- Discontinue the generation/mailing of the report if the reports are no longer needed
- Remove PII data if possible;
- Convert media to an encrypted CD Rom if hardcopy reports must be mailed

Kickoff Meeting was held with the POC's Wednesday, December 16, 2009.

Completion of the review is slated for, Monday, March 2, 2010

Depending on the findings, agency participation could be needed as part of the Reports User Group for any remediation efforts. Individual Agencies will be contacted for their support.