

For: State and County Offices

Free Form Entry Data

Approved by: Deputy Administrator, Management



1 Overview

A Background

Several forms and screens in current software allow a free form entry of data. A recent routine audit of some forms revealed that some of the free form fields are being used to enter unauthorized PII data on the form.

B Purpose

This notice informs State and County Offices that the data loaded in these free form fields also prints on forms, applications, etc.

In addition, the information in these fields may be eligible to be released in a FOIA request. Therefore, **no** PII information shall be entered in any free form data entry fields. Notice AS-2179 contains PII data types that should not be entered on any form, application, etc.

2 Action

A County Office

County Offices shall immediately discontinue entering any PII data in these fields in all software applications. In addition, no data shall be entered that does not meet the instructions to the field. Any inappropriate information that has been entered in these fields shall be immediately removed.

B State Office

State Offices shall ensure that:

- County Offices follow this notice and immediately clean up any records with PII or inappropriate data in free form data entry fields
- these fields are not used for any reason other than the intent of the field.

Disposal Date	Distribution
June 1, 2010	State Offices; State Offices relay to County Offices