



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

APR 7 2006

**COMPTROLLER'S MEMORANDUM NO. 2006-08**

TO: Head of Departments

SUBJECT: Shredding Documents Containing Confidential Information

To prevent identify theft, Comptroller Memorandum 2005-26, Social Security Numbers on Accounting Forms and Documents, was issued informing departments that only the last four digits of an employees' Social Security Number (SSN) should be entered on certain accounting forms and documents.

While the abbreviated SSN is being entered, departmental files generally contain the complete SSN and other personal employee information, i.e., residential address, salary, etc. If the employee information is no longer needed and disposal is required, departments should either internally shred such documents or acquire professional services of companies in the business of shredding confidential information.

If you have any questions, please call me at 586-0400.

  
RUSS K. SAITO  
State Comptroller