

University of Wisconsin-River Falls  
**Request for Approval to Solicit or Grant Access to Social Security Numbers**

1. Department Requesting Approval:
  
2. Why is the SSN needed? Why can't the Falcon account or other system identification number be used instead?
  
3. a. For solicitations:  
How will this information be stored and safeguarded?
  - Electronically  
List all applications and drive locations. Will data be encrypted? How will users be authorized?
  
  - Paper files  
List all physical storage locations used throughout the file's lifecycle. Will the data be stored in a locked secure location? How will key(s) be distributed and who will have access?
  
  - Other  
Please describe.
  
- b. For electronic access:  
What system access is needed?
  
4. Who or what positions will have access to this information? Briefly describe why each position or person requires access.
  
5. How long will the information be retained? How was this retention schedule determined?
  
6. How will this information be destroyed at the end of the retention period?

**Approvals**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor for \_\_\_\_\_ Date: \_\_\_\_\_  
Administration & Finance