

**Topic: Records Containing Personally Identifiable Information (PII)**

Wis. Stats. § 19.62 (5) Personally Identifiable Information (PII) means information that can be associated with a particular individual through one or more identifiers or other information or circumstances.

**What is Personally Identifiable Information?**

- Driver License Numbers
- Social Security Numbers
- Addresses
- Telephone Numbers
- Credit Card Numbers
- Bank Account Information

**Safeguarding Records that might contain Personal Identifiable Information**

If you are working with documents that contain PII at your desk or on your computer do not leave the document unattended, log off or re-file the documents until you return. Limit access to documents with PII by locking your desk drawer or file cabinet. Clearly label the documents as “Confidential” and dispose of any convenience or duplicate copies by confidentially shredding.

**Record Series Containing Personally Identifiable Information**

Wis. Stats. § 16.61 (3)(u) requires the Public Records Board to create a registry, accessible by computer, describing the records series maintained by state agencies that contain PII. The registry is designed to insure agency records series containing PII are clear, accessible, and identify a contact person for information on each record series. Records series containing PII excluded from the registry are:

- Mailing lists
- Telephone directories
- Record series pertaining exclusively to employees of a state agency
- Records series relating to procurement or budgeting by a state agency
- If the state agency using the records destroys the series within one year
- Other records series specified by the Public Record Board (PRB) where the PII in a record series is incidental to the primary purpose for which the record series was created.

On the PRB website under Quick links, RDA Forms – Fillable, the instructions for both forms contain information about Personally Identifiable Information (PII).

**You can find more information by:**

- Visiting the Public Records Board website at: [publicrecordsboard.wi.gov](http://publicrecordsboard.wi.gov)
- DOA Cyber Security website at: [itsecurity.wi.gov](http://itsecurity.wi.gov)
- Contact your agency Records Officer
- Contact your agency Legal Counsel
- Contact the State Records Center at:  
[DOADEORecordsCenter@wisconsin.gov](mailto:DOADEORecordsCenter@wisconsin.gov)