

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Social Security Number Exemption Form

Social Security Number Storage Request

This form is to be used to apply for an exception so that you may continue to store Social Security Numbers in electronic or hard copy files or forms. To apply for an exception, please supply the requested information below. Fill out one form per server, computer system, or storage device (e.g. for printouts, forms, CD/DVD-ROMs, tapes), and return it to Human Resources or Enrollment Management as appropriate for approval. Applicants must ensure that the resources involved with storing any sensitive information are in compliance with University Rules and Procedures. University administrative or security personnel may be asked to assess the system or storage devices at the request of the approving department. Use additional sheets information as necessary.

Location of storage device	
IP address of storage device if applicable	
Purpose for system	
Reason for storage of Social Security Numbers	
Description of protections	

Individual's Printed Name:

Individual's Signed Name:

Date Signed:

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Approval Signatures:

Department/College
Approval:

Printed Name:

Signed Name:

Date Signed:

Data Owner Approval:

- Human Resources – Faculty/Staff Information
- Enrollment Management – Student Information

Printed Name:

Signed Name:

Date Signed:

Other:

Printed Name:

Signed Name:

Date Signed:
