

Disposal of CDs/DVDs Sent to LED  
April 23, 2008

On November 6, 2006, the U.S. Department of Commerce issued a new policy forbidding the use of removable media such as CDs and DVDs to store or transport personally identifiable information. The Census Bureau is an agency of the Department of Commerce, and must comply with the new policy.

The policy has direct impact on how LED state partners send their quarterly unemployment insurance wage records to the Census Bureau.

As a result, LED now requires the encryption of data files before they are sent to the Census Bureau and make only electronic transfers via secured FTP (Standard Operating Procedures 3040 posted at <http://lehd.did.census.gov/led/partnersonly/sop.html>).

Migration to this standard operating procedure was successfully completed for all LED partner states on July 1, 2007.

The policy also has an indirect impact on the inventory of existing CDs and DVDs that had been received by LED over time. Data files in these removable media have already been read and integrated into the LED data infrastructure.

These CDs and DVDs serve no known purpose. The LED data infrastructure is supported multiple backups. Returning the CDs and DVDs to the state partners is not an option due to the new policy. Their continuing physical existence is a security risk.

LED has developed a plan and has begun to dispose of these CDs and DVDs in an orderly manner according to Census Bureau regulations without major disruptions to the production process.

During the monthly teleconference call on April 10, I requested concurrence from the Steering Committee to proceed and ensure full compliance with the Department of Commerce policy.