

DAVIS, COWELL & BOWE, LLP

Counselors and Attorneys at Law

September 7, 2001

VIA FACSIMILE AND U.S. MAIL

San Francisco
165 Van Ness Avenue, 25th Floor
San Francisco, California 94102
415.626.1880
Fax 415.626.2860

Barry S. Jellison (CA)
Thomas Bowen (CA, NV)
Steven L. Sternerman (CA, NV)
Richard G. McCracken (CA, NV)
David Holstberg (CA, NV)
Elizabeth Ann Lawrence (CA, NV)
Andrew J. Kahn (CA, NV, AZ)
John J. Davis, Jr. (CA)
Florence E. Culp (CA, NV)
Michael T. Anderson (CA, NV, DC, MA)
Timothy Sears (CA, NV, DC)
Kristin L. Martin (CA)
of counsel
Philip Paul Bowen (CA)
Mark Brooks (TN)

Debbie Verzi
Social Security Administration
Office of Disclosure Policy
3-A-6 Operations Building
6401 Security Boulevard
Baltimore, MD 21235

Re: Request for Documents Under the Freedom of Information Act

Dear Ms. Verzi:

On January 29, 2001, I requested documents pursuant to the Freedom of Information Act regarding communications between the Social Security Administration and employers about employers' verification of employees' social security numbers. The response that I received asserts that no individual records are kept. Because I find it hard to believe that the SSA does not keep any records, I ask that you respond to the following questions. For each document identified below, please state how long the SSA keeps the document and where the document is kept. In addition, please provide a sample of each document (with any information identifying a particular employer redacted).

Washington, DC
1155 15th Street, N.W., Suite 405
Washington, DC 20005
202.223.2670
Fax 202.223.8651

George R. Murphy (DC)
Jennifer Matis (DC, NY, MD)

1. Employee Verification System ("EVS")

- A. Does the SSA keep copies of completed EVS registration forms shown on page 3 of SSA Pub. No. 20-004?
- B. What record does the SSA keep of which employers have registered for EVS?
- C. Does the SSA keep a record of an employer's utilization of EVS? If so, what information is included in the record?

2. Verification by Telephone

- A. Is a log kept of calls by employers to the EVS hotline (800-772-6270 or 800-772-1213)? If so, what information is included in the record?

Boston
8 Beacon Street, 4th Floor
Boston, MA 02108
617.227.5720
Fax 617.227.5767

Michael T. Anderson (CA, NV, DC, MA)

Robert A. Cowell (1931 - 1980)

McCracken, Sternerman,
Bowen & Holstberg
1630 S. Commerce Street, Suite A-1
Las Vegas Nevada 89102
702.386.5107
Fax 702.386.5946



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B. What information is recorded on the "Report of Contact" form completed by EVS operators?

C. Do local SSA offices keep a record of telephone calls with employers in which employees' social security numbers are verified? If so, what information is included in that record?

D. What form does the SSA's response to telephone requests to verify employees' social security numbers take?

E. Does the SSA keep a record of its response to such requests?

3. Verification by Paper List

A. Does the SSA keep a copy of paper lists of employee names and social security numbers submitted by employers for verification?

B. Do the local SSA offices keep a copy of paper lists of employee names and social security numbers submitted by employers for verification?

C. Does the SSA keep any record of paper lists of employee names and social security numbers submitted by employers for verification? If so, what information is included in the record?

D. Do the local SSA offices keep any record of paper lists of employee names and social security numbers submitted by employers for verification? If so, what information is included in the record?

E. What form does the SSA's response to such a requests take?

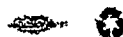
F. Does the SSA keep a copy of its response to such requests?

4. Verification by Magnetic Media

A. Does the SSA keep copies of verification requests submitted by employers on magnetic media?

B. Do the local SSA offices keep copies of verification requests submitted by employers on magnetic media?

C. Does the SSA keep any record of requests for verification of employees' names and social security numbers submitted on magnetic media? If so, what information is included in the record?



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D. Do the local SSA offices keep any record of requests for verification of employees' names and social security numbers submitted on magnetic media? If so, what information is included in the record?

E. What form does the SSA's response to such a requests take?

F. Does the SSA keep a copy of its response to such requests?

G. Does the SSA keep a copy of the "EVS Mailing Form and Address" shown in Appendix 2 to SSA Pub. No. 20-004?

5. Social Security No-Match Letters

A. Does the SSA keep copies of Social Security No-Match letters sent to employers?

B. Does the SSA keep copies of Social Security No-Match Letters sent to employees?

C. Does the SSA keep a record of Social Security No-Match letters sent to employers?

D. Does the SSA keep a record of Social Security No-Match Letters sent to employees?

6. EVS Policies and Procedure

I request a copy of any and all documents described in the categories below.

A. Any and all documents containing instructions, policies or procedures to be followed by EVS hotline operators.

B. Any and all documents containing instructions, policies, or procedures to be followed by SSA personnel when processing requests for verification of employees' social security numbers submitted on paper lists.

C. Any and all documents containing instructions, policies, or procedures to be followed by SSA personnel when processing requests for verification of employees' social security numbers submitted on magnetic media.

D. Any and all documents containing instructions, policies, or procedures to be followed by SSA personnel in responding to requests to verify individuals' social security numbers, whether or not they are employees of the person making the request.



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Please bill my office for statutory copying costs. Please inform me in advance if the cost will exceed \$100.00.

Thank you for your attention to this request.

Sincerely,



Kristin L. Martin

KLM/mcb

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9/7/2001 15:29:14