



To all county employees,

Following up on an anonymous tip, the Humboldt County Sheriff's Office recently served a search warrant in Trinity County and recovered several file boxes of County of Humboldt documents, including payroll records. Some of the recovered documents include sensitive personal information, such as driver's license numbers, Social Security numbers and bank routing information belonging to an unknown number of former and current employees.

Safeguarding our employees' information is a top priority, and we are approaching this incident with the utmost seriousness. As soon as county administration was notified, an investigation was immediately launched in conjunction with the Sheriff's Office into this potentially criminal matter. As part of our investigation, the county has engaged outside experts that specialize in data loss and recovery. This investigation is ongoing, and until it concludes we will not know the scope of the incident.

The investigative team is working with the Sheriff's Office to conduct an audit of the records. We believe that most of the documents have been recovered and they are now stored in a secured facility. Once the audit is complete and we identify the individuals who are affected, and the exact information that is at risk, we will be proactively reaching out to impacted employees to offer the appropriate monitoring services and to provide guidance on how they can protect themselves.

We know for all of us, this is a disappointing and worrying issue. While it is believed to be an isolated incident, we are committed to taking steps to prevent this type of incident from occurring again in the future. The county takes privacy issues very seriously and we are going to revisit our document storage policies and procedures to make sure we're doing all we can to protect your personal information. We will be communicating more about all of this as the investigation unfolds.

Thank you for your continued dedication and support as we work through this issue.

Amy Nilsen  
County Administrative Officer

William Honsal  
Sheriff-Coroner