



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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**Series**  
**Authorization No.:** 10551576      **Agency:** AGO      **Division:** CL62      **Section:** NA      **Revision:** 0

**Agency Series No.:** 062-OAG-21      **Record Series Title:** Federal Tax Information Audit Trail Logs (IRS 1075)  
**Record Series Description:** Federal Tax Information (FTI) Audit Trail Logs track the auditing capabilities of an information system holding FTI-related information such as login records, permission and password changes, administrator commands, modifications or deletion of information, and remote network access; identify audit-related information that establish what type of events occurred, when the event occurred, where the event occurred, the source of the event, the outcome of the event, and identification of those associated with the event that occurred within the system; and retains information that will help reconstruct events in the event of unauthorized activity or malfunctions within the information system.

**Agency Web Link:**

Confidential Description	Vital Description
ORC 149.433 - Exempting Security and Infrastructure Records	

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 7 years unless scanned and saved electronically.	The Internal Revenue Code Section 6103(p) and the Publication 1075 require all Audit Trail Logs to be retained for 7 years.	Shred
Machine Readable	Retain 7 years.	The Internal Revenue Code Section 6103(p) and the Publication 1075 require all Audit Trail Logs to be retained for 7 years.	Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 7/2/2015
<b>Approved</b>	<b>Nathan Owens, Records Coordinator</b>	<b>Date:</b> 7/2/2015
<b>Approved</b>	<b>Pari Swift, Records Officer</b>	<b>Date:</b> 7/2/2015
<b>Approved</b>	<b>Bunnie Jones, Record Administrator</b>	<b>Date:</b> 7/20/2015
<b>Approved</b>	<b>Fred Previts, State Archivist</b>	<b>Date:</b> 7/22/2015
<b>Approved</b>	<b>Martin Meeks, State Auditor</b>	<b>Date:</b> 7/23/2015

**Notes:**

Note Date	Note Description	User