



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

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Series
Authorization No: 10551577 **Agency:** AGO **Division:** CL62 **Section:** NA **Revision:** 0

Agency Series No.: 062-OAG-22 **Record Series Title:** Visitor Access Logs (IRS 1075)

Record Series Description: The Visitor Access Log is for unauthorized persons to fill out (electronically or physically) when they enter a designated entrance to a restricted area where Federal Tax Information (FTI) is held. The logs must include the name and organization of the visitor, signature of the visitor, form of identification, date of access, time of entry and departure, purpose of the visit, and the name and organization of the person visited.

Agency Web Link:

Confidential Description	Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 5 years.	Based on Internal Revenue Code Section 6103 (Publication 1075), these logs should be retained for 5 years.	Delete
Paper	Retain 5 years unless scanned and saved electronically.	Based on Internal Revenue Code Section 6103 (Publication 1075), these logs should be retained for 5 years.	Shred

Approvals:

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

Notes:

Note Date	Note Description	User