View Schedule

Series Authorization No:	Agency:	Division:	Section:	Revision:
10551578	AGO	CL62	NA	0

Agency Series No.: 062-OAG-23 **Record Series Title:** Disclosure Awareness Certifications (IRS 1075)

Record Series Description: Disclosure Awareness Certificates are proof that an employee or contractor that works with Federal Tax Information (FTI) records or information has received training on the disclosure and security requirements of Internal Revenue Codes 7431, 7231, and 7213A.

Agency Web Link:

Confidential Description	Vital Description
	In the event of disaster, a list of who is certified would be necessary before someone could enter an area with FTI.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 5 years unless scanned and saved electronically.	Disclosure Awareness Certificates must be retained for 5 years as stipulated in Internal Revenue Code 6103 (Publication 1075).	Shred
Machine Readable	Retain 5 years.	Disclosure Awareness Certificates must be retained for 5 years as stipulated in Internal Revenue Code 6103 (Publication 1075).	Delete

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