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- [New](#)
 - [Agency Specific](#)
 - [General](#)
- [Pending\(16\)](#)
- [General Schedule List](#)

[Disposal](#)

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[Site Map](#)

[Search](#)

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[State Home](#)

[Agency Contacts](#)

Series

Authorization No:
10551579

Agency:
AGO

Division:
CL62

Section:
NA

Revision:
0

Agency Series No.: 062-OAG-24 **Record Series Title:** Electronic and Non-Electronic Federal Tax Information Logs (IRS 1075)

Record Series Description: Electronic and Non-Electronic Federal Tax Information (FTI) Logs identify and track the location of electronic and non-electronic FTI received by the IRS and includes elements like taxpayer name or other identifying number, tax year(s), type of FTI information, the reason for the request, date requested, date received, exact location of FTI, who has access to the data, and if disposed, the date and method of disposition. FTI transmitted from one mainframe computer to another needs to be identified on the log including the approximate number of taxpayer records, the date of the transmissions, the best possible description of the records, and the name of the individual making/receiving the transmission. Actual FTI information should not be maintained on the log.

Agency Web Link:

Confidential Description

Vital Description

IRC 6103 - Confidentiality and Disclosure of Returns and Return Information & ORC 5703.21 - Prohibition against Divulging Information - Information Acquired as Result of Audit

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
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