

Susana Martinez, Governor Brent Earnest, Secretary Mary Brogdon, Director

General Information Memorandum

ISD-GI 18-40

TO:

ISD Employees

FROM: Mary Brogdon, Director, Income Support Division

RE:

Central Office Restricted Area Access Logs

DATE:

August 1, 2018

This GI is to inform employees that effective immediately the "Restricted Area Access Logs" needs to be used when visiting ISD Central Office 3rd Floor at 1474 Rodeo Road, Santa Fe, NM 87505. All visitors who do not work on the 3rd floor must sign in on the "Restricted Area Access Log." The sign in log will be located at each of the entry ways and in all conference rooms.

The use of these logs will keep ISD Central Office in compliance with the Safeguard for Protecting Federal Tax Returns and Return Information (Publication 1075, Section 4.3 Restricted Area Access).

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or <u>SuzanneP.Duran-Vigi@state.nm.us</u>

Phone: (505) 827-7250 Fax: (505) 827-7203

Human Services Department Income Support Division Central Office

Restricted Access Visitors Log

			nestricted Ac	nestricted Access Visitors Log		
ţ	Arrival		Constitution			Departure
nale	ПТВ	Name & Organization	Form of ID	Person Visiting	Purpose of Visit	Time
		4				