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## General Information Memorandum

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**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 3<sup>rd</sup> Floor at 1474 Rodeo Road, Santa Fe, NM 87505. All visitors who do not work on the 3<sup>rd</sup> 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 [SuzanneP.Duran-Vigi@state.nm.us](mailto:SuzanneP.Duran-Vigi@state.nm.us)

