

General Information Memorandum

ISD-GI 12-77

TO: ISD Employees

FROM:  Ted Roth, Director, Income Support Division

RE: Additional Security Procedures Required for Handling Internal Revenue Service (IRS) Tax Return Information

DATE: October 26, 2012

CC: ISD and MAD Employees

This memorandum provides guidance to ISD central and field offices concerning additional security procedures for handling information from the IRS, Income Eligibility Verification System (IEVS). This memorandum clarifies county and central office responsibilities in the process.

I.

- Picture identification badges must be worn by all staff at all times. Badges can be obtained by contacting your regional trainer.

Secure Storage (RC 6103(p)(4)(B):

4.2 Minimum Protection Standards (MPS)...the authorized personnel must wear picture identification badges or credentials. The badge must be clearly displayed, preferably worn above the waist.

II.

- A universal Visitor Log will be utilized by all field offices. (attached) All field offices will be required to maintain the visitor log at the entrance to their buildings.
- Proof of identification will **not** be required to enter the facility.

Secure Storage IRC 6103(p)(4)(B):

4.3.1 Restricted Area A restricted area visitor log will be maintained at a designated entrance to the restricted area and all visitors (persons not assigned to the area) entering the area shall be directed to the designated entrance.

Please review this memorandum with all appropriate staff. Any questions concerning IEVS procedures should be directed to Penny Jimerson at (505) 827-7265, penny.jimerson@state.nm.us, or Marilyn Martinez at (505) 827-1300, marilyn.martinez@state.nm.us.

RESCINDED

Visitor Log

Registro de Visitantes

Purpose of Visit
Propósito de visita

Date: _____
Fecha: _____

Name - PLEASE PRINT Nombre - Por favor Imprime	Organization Organización	Time In- Hora de Llegada	Time Out- Hora de Salida	Signature- Firma	Identification Identificación	Appointment Cita	New Application Solicitud Nuevo	Drop Off Info Dejar papeleo	Questions Preguntas	Training/Meeting Entrenamiento/Reunión	Name of Person Visiting- Nombre de la persona que visita

RESCINDED