

QUESTIONS DURING ANNUAL INTERNAL INSPECTION
FOR EMPLOYEES

1. What training tools are used for training employees who will have to access IRS Federal Tax Information (FTI)?
2. When you complete the FRR/BEER matching, who are the reports given to?
3. When you have waste material that contains Federal Tax Information, how do you dispose of this information?
4. How do you report a Security incident?
5. How soon do you report the Security incident?
6. If a contractor is used to shred FRR/BEER reports, although not a county/state employee, is the contractor exempt from penalties and civil damages if information is disclosed?

ISSUED 03-10-2014

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 - a. Power Point Presentation
 - b. Administrative letter 16-02 and addendum's
 - c. SSA Training Form

2. When you complete the FRR/BEER matching, who are the reports given to?

The control officer as the reports have to be logged when received and when given to staff until the report information has been completed by the staff.

3. When you have waste material that contains Federal Tax Information, how do you dispose of this information?

Submit the waste material to the control officer. He/she must log the material before it is destroyed.

4. How do you report a Security incident?

Go to the Power Point Presentation under Security incident and follow the link to document the incident.

5. How soon do you report the Security incident?

Within 24 hours of discovery of the incident.

6. If a contractor is used to shred FRR/BEER reports, although not a county/state employee, is the contractor exempt from penalties and civil damages if information is disclosed?

No, contractor is as responsible as any employee who has access to FTI data. It is the responsibility of the State or County agency (as applicable) to ensure the contractor is aware of the IRS Code.

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