

Your Partner For A Stronger Arizona

Date Received	Location	Case Name/Number	Action/Reason	Type of Correspondence	r A Stronger Arizona Date of Destruction	Method of Destruction	Employee Name	Employee Signature

PURPOSE: This log records the movement and final destruction of physical FTI (paper, tape, microfiche, CD).

RESTRICTIONS: Paper FTI CANNOT be recycled until shred, per IRS guidelines. Destruction of FTI must be completed by FTE or PT DES-DCSS Employees ONLY, using an IRS-approved shredder.

See IRS Publication 1075 sections 2.A & 2.F for more information.

Scan and email all logs to <u>DCSSCompliance@azdes.gov</u> on the first business day of each month.

