

**DCSS Policy & Procedure Unit**

**Policy Update**

**PPU:19-09-001**

**Date: September 5, 2019**

**SUBJECT: Personally Identifying Information Disposal (PII) and Federal Tax Information (FTI)  
Policy and Procedures on The PORT**

Please contact the Policy Unit if you have any questions regarding these or any other changes at (602) 771-8127.

*All DCSS staff and IV-D PARTNERS should send POLICY inquiries directly to [DCSSPOLICYQUESTIONS@azdes.gov](mailto:DCSSPOLICYQUESTIONS@azdes.gov)*

The Policy Unit is pleased to announce the Personally Identifying Information Disposal (PII) and Federal Tax Information (FTI) policies and procedures have now been added to the PORT. These policies and procedures define PII & FTI and provide general steps to be taken when staff encounter either of these types of information in the workplace.

**Links to the new policies and procedures:**

[PII Policy](#) and [FTI Policy](#)

[PII Procedure](#) and [FTI Procedure](#)

File paths: (The PORT>GLOBAL>Personally Identifying Information Disposal) and (The PORT>GLOBAL>Federal Tax Information)

**Links to additional PII and FTI resources on The PORT include:**

[PPU-14-07-001 FTI Disclosure](#) File path: (The PORT>APPENDICES>Policy Updates>Policy Updates 2014>July>PPU-14-07-001)

FTI Desk Aid File path: (The PORT>DESK AIDS>GLOBAL>IRS FTI Desk Aid)

For questions regarding PII and FTI, please email [DCSSPOLICYQUESTIONS@azdes.gov](mailto:DCSSPOLICYQUESTIONS@azdes.gov)

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

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