

Safeguard Activity Report (SAR) Analysis

Agency: [name of agency]

Period Covered: March 1, 2009 through February 28, 2010

Dated: [date completed]

Reviewed: [leave blank]

#	Pub. 1075 Requirement Reference page 35-36 7.4 Annual Safeguard Activity Report	Agency SAR Content	Additional Information Needed to be Submitted by Agency <i>Note- information noted in red must be submitted within 30 days, information noted in blue must be submitted with next SAR</i>
Changes to Information or Procedures Previously Reported			
7.4.1	<p>A. Responsible Officers</p> <p><i>Even if information has not changed since the last SAR, please enter your current information for the Director, Primary POC (Disclosure Officer) and IT POC. Ensure information includes name, title, mailing address, phone number and email address.</i></p>		
7.4.1	<p>B. Functional Organizations Using the Data</p> <p><i>Even if information has not changed since the last SAR, please provide an organizational chart or narrative description of the receiving agency, which includes all functions within the agency where FTI will be processed or maintained, documented.</i></p>		
7.4.1	<p>C. Computer Facilities or Equipment & System Security</p> <p><i>Describe changes to hardware,</i></p>		

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	<i>software, IT organizational changes (movement to state run data center), or system security</i>		
7.4.1	D. Physical Security <i>Describe any changes from currently approved SPR e.g. physical layout (new location or enhancements to current location) and changes to two-barrier protection standard</i>		
7.4.1	E. Retention or Disposal Policy <i>Confirm if agency is currently using all FTI in their possession. If not then specify when and how excessive FTI will be returned to IRS or properly disposed in accordance with Pub 1075.</i>		
Current Annual Period Safeguard Activities			
7.4.2	A. Disclosure Awareness <i>Describe the efforts to inform all employees having access to FTI of the confidentiality requirements of the IRC, the agency's security requirements, and the sanctions imposed for unauthorized inspection or disclosure of return information.</i>		
7.4.2	B. Reports of Internal Inspections <i>Copies of a representative sampling of</i>		

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	<i>the Inspection Reports and a narrative of the corrective actions taken (or planned) to correct any deficiencies, should be included with the annual SAR.</i>		
7.4.2	C. Disposal of FTI <i>Report the disposal or the return of FTI to the IRS or source. The information should be adequate to identify the material destroyed and the date and manner of destruction, including copies of destruction logs.</i>		
7.4.2	D. Other Information to support the protection of FTI, in accordance with IRC 6103(p)(4) requirements. <i>NOTE: Generally, agencies will receive instructions from the Office of Safeguards on items to report here.</i>		
Actions on Safeguard Review Recommendations			
7.4.3	The agency should report all actions taken, or being initiated, regarding recommendations in the Final Safeguard Review Report issued because of the latest safeguard review.		
Planned Actions Affecting Safeguard Procedures			
7.4.4	Any planned agency action that		

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	would create a major change to current procedures or safeguard considerations should be reported. Such major changes would include, but are not limited to, new computer equipment, facilities, or systems.		
Agency Use of Contractors			
7.4.5	<p>Agencies must account for the use of all contractors, permitted by law or regulation, to do programming, processing, or administrative services requiring access to FTI. For each contractor, agency should provide:</p> <ul style="list-style-type: none"> • <i>Name of Contractor</i> • <i>Role contractor provides for the agency</i> • <i>What FTI contractor has access to</i> • <i>Has the contractor's employees completed required disclosure awareness training and signed confidentiality agreements?</i> • <i>Does the legal contract between the agency and the contractor include the Publication 1075, Exhibit 7 language?</i> 		

