# Internal Inspections Report

# INDIVIDUALS TELEWORK OFFICE

## Prepared By:

[Insert Employee’s name]

[Insert Employee’s Address]

[Insert Date]**INSTRUCTIONS**

The following questions serve as an internal audit checklist regarding the agencies security procedures

relating to Internal Revenue Service documents and federal security implementation controls. The purpose of this questionnaire is to measure the agencies level of compliance with federal disclosure regulations.

When answering the questions in this document, the answers should be entered on the line directly below the question. Formatting and color for the answer has already been set, so modifying this it not advisable. The responses will be colored blue, so it’s easily identifiable. For Example:

1. Do you have access to FTI?
2. Are you employed by? Child Support or Income Maintenance

**Record Keeping Requirements (Publication 1075 section 3.0) IRC Section 6103(p)(4)(A)**

1. How is FTI accessed? (mail, agency application, other-list)
2. Are products/documents created from the FTI data (letters, reports, etc.)? Describe what products/documents are created.
   1. How are these products/documents tracked and stored until destruction?
3. How do you make use of this FTI data?

**Secure Storage (Publication 1075 section 4.0) IRC Section 6103(p)(4)(B)**

1. How do you connect to the DSS network? (vpn or vdi)
2. Do you leverage Privacy screens on your computer to prevent shoulder surfing?
3. Is your computer positioned in a way that others cannot see? (facing wall, corner, etc)
4. Do you have your own account to sign onto the computer?
5. Are security cameras used at the Telework Office?
6. Is there physical (paper, disc, etc) FTI in your possession?
   1. Is FTI locked in a storage cabinet?
   2. Where is the key kept?
   3. Who has access to the key?
   4. How many keys are in existence?
   5. Who maintains the backup keys?
7. Two barriers are required to protect FTI. Please Describe the one that applies to your office:
   * 1. Secured perimeter / locked container
     2. Locked perimeter / secured interior
     3. Locked perimeter / secured container
     4. Other (describe)

**Restricting Access (Publication 1075 section 5.0) IRC Section 6103(p)(4(C)\**

1. Does the agency have web based applications?
   1. Is FTI accessible through a web site?
2. Is FTI transmitted via email?
   1. How is the FTI protected? (encryption - describe)

**Disposing Federal Taxpayer Information (Publication 1075 section 8.0) IRC Section 6103(p)(4)(F)**

1. Is FTI paper waste material generated?
   1. Where is paper waste material placed? (recycle bins, locked containers, waste baskets, other container)
   2. How is paper waste material destroyed?
   3. Who performs the destruction of paper waste material? (Agency Staff, Contractor – list)

I hereby submit this Internal Inspections Report to the headquarters function of this agency as part of the IRS Safeguards Internal Inspections requirement.

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Employee Name Date

I acknowledge that I reviewed this Internal Inspections Report as part of the IRS Safeguards Internal Inspections requirement and initiated appropriate corrective actions for any deficiencies identified.

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Agency Disclosure Officer Date