

Treasury Documentation**Subject:** Confidential Information, Handle and Discard**For:** EMPLOYEE HANDBOOK**Also See:** BT-03016; ET-03016;
PT-23016

Identification	ET-03115 Policy
Effective Date	4-1-2012
Replaces	ET-03115 (5-1-2005)
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Note: See Policy ET-23033 and Procedure PT-23016 when requesting, using, returning, and discarding **federal** income tax information.

Handling Confidential Information

All taxpayer information is confidential and requires proper handling. When using any written or printed information that includes a taxpayer's name, social security number, or any other identifying information, treat it as confidential at all times. When finished, return it to the original file or designated secure storage area. Discard materials containing confidential information according to the policy below.

Note: The Bureau/Office Director or Division Administrator is responsible for determining how confidential information is kept secure and stored while in use in each work area.

Confidential information may be found on:

Computer Printouts	Tab and time cards
Correspondence:	Miscellaneous:
Envelopes	Adding machine tapes
Fax sheets	Carbon paper
Self-adhesive notes ("post-its")	Index cards
Stationery	Manuals
E-mail printouts	NCR (no carbon required) paper
Data processing accounting ledgers	Photocopies
Diskettes	Scratch paper
Folders	
Forms (including tax returns)	

Discarding Confidential Materials

Materials containing confidential information must **not** be discarded in waste baskets, trash, or the usual recycling receptacles found in work areas or adjacent areas.

Each division/work area that has any recyclable materials containing confidential information must have a lockable shred container located within the work area or nearby in which to place any materials containing confidential information. Containers must be locked before they are picked up and/or removed from the area.

Any materials to be discarded that contain confidential information but are not recyclable (e.g., microfilm or disks) must be stored separately. These should be boxed, sealed, and contain a description of the contents.

When an area has a container ready for pickup, they should contact the Storekeeper in Facility and Mail Operations. The day before pickup, the Storekeeper will notify the designated document destruction company of the number of containers to be picked up.

Every Monday, Wednesday, and Friday the locked containers will be picked up from the Operations Center. As needed, containers will be picked up from the Austin building.

Containers will be replaced by the driver from the designated document destruction company who will be accompanied by the Storekeeper. The Storekeeper will sign forms noting the number of containers picked up and replaced.

Additional Information

Refer to Bulletin BT-03016 and Policy ET-03016 in the Employee Handbook on Treasury's Intranet for additional information on disclosure of confidential information and conflict of interest.

Also refer to any appropriate bureau, office, or division documentation relating to retrieval, use, storage, return and filing of confidential information.

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