

Absolutely! All of the forms needed are here: <https://shred360.com/download-forms/>

Best Regards,  
Carolyn Miner  
Sales and Marketing Director  
[carolyn@shred360.com](mailto:carolyn@shred360.com)  
Office: 803-233-1823



On Tue, May 16, 2023 at 10:57 AM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:  
Good morning Carolyn! Thank you so much for working with us on our new service. Mark has been in contact and we should receive our new container(s) on May 31st. Our finance department is requesting a W-9 and a Certificate of Liability Insurance showing Colleton County as the Certificate Holder. Their address is 109 Benson Street, Walterboro, SC 29488. You can email that to me at your earliest convenience and I will make sure our finance department gets it or if I need to contact another person in your company please let me know. Thank you and let me know if you have any questions!

On Fri, Apr 28, 2023 at 10:43 AM Carolyn Miner <[carolyn@shred360.com](mailto:carolyn@shred360.com)> wrote:  
Thank you so much! I have sent in your service request, and Mark will be in contact regarding your date of service.

Best Regards,  
Carolyn Miner  
Sales and Marketing Director  
[carolyn@shred360.com](mailto:carolyn@shred360.com)  
Office: 803-233-1823



On Thu, Apr 27, 2023 at 5:10 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:  
Hi Carolyn: We are hoping that the current containers will be picked up the week of May 8th. May we schedule a time after that for you to place your container? I have answered your questions below.

-What is the address for the containers to be delivered and serviced? 101 Hampton Street, Walterboro, SC 29488

-Where within your building would you like the containers to be placed? Family Court Clerk's Office

-What email address would the monthly invoice be sent to? [lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)

-What is the best phone number for scheduling to reach you? 843-549-2870 x6972 (Linda Herndon) or 843-549-2870 x6965 (Laura Hayes)

-Do you anticipate having any paper at the time of delivery? It is possible

-Whose name would you like to be placed on the service agreement? Colleton County c/o Clerk of Court

Please let me know if you will need anything further. I will be out of the office for the next 2 weeks but I will be monitoring my email and working closely with our Family Court Coordinator Linda Herndon who is in the office that the container needs to be placed.

CONFIDENTIAL COMMUNICATION. The information contained in this message may contain legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or duplication of this transmission is strictly prohibited. If you have received this communication in error, please notify us by telephone or email immediately and return the original message to us or destroy all printed and electronic copies. Nothing in this transmission is intended to be an electronic signature nor to constitute an agreement of any kind under applicable law unless otherwise expressly indicated. Intentional interception or dissemination of electronic mail not belonging to you may violate federal or state law.



Please Consider The Environment Before Printing this Message...

--

Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-2870 x 6965

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Walterboro, SC 29488  
843-549-5791 x 6965

--  
Jon Carpenter, CPA  
Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

COURTESY OF  
LUNA SHARK MEDIA



---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Wednesday, July 5, 2023 9:02 AM  
**To:** Jon Carpenter  
**Subject:** Fwd: Shred360 Shredding Services

Jon - below is their response to my inquiry. I have logged into our account and printed the bill. I will give to Polly to stamp and send over. I will make sure I do that on the 1st of each month. Sorry for being a bother. I'm sure you have much more important things to do than dealing with me stirring up stuff. Lol.

----- Forwarded message -----

**From:** Carolyn Miner <carolyn@shred360.com>  
**Date:** Wed, Jul 5, 2023 at 8:54 AM  
**Subject:** Re: Shred360 Shredding Services  
**To:** Laura Hayes <lhayes@colletoncounty.org>

Good Morning Laura,

I hope you had a wonderful 4th of July! I am following up regarding a message that was sent to Kim, our Finance Director. All of our Routine Shredding prices are broken up into monthly intervals. You will receive an invoice on the first of each month. Please let me know if you have any questions.

Best Regards,  
Carolyn Miner  
Sales and Marketing Director  
[carolyn@shred360.com](mailto:carolyn@shred360.com)  
Office: 803-233-1823



On Fri, May 19, 2023 at 10:43 AM Laura Hayes <lhayes@colletoncounty.org> wrote:  
Thank you!!!

On Fri, May 19, 2023 at 10:04 AM Carolyn Miner <carolyn@shred360.com> wrote:  
Good Morning Laura,

Absolutely! All of the forms needed are here: <https://shred360.com/download-forms/>

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Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

**COURTESY OF  
LUNA SHARK MEDIA**

---

**From:** Jon Carpenter <jcarpenter@colletoncounty.org>  
**Sent:** Wednesday, July 5, 2023 7:36 AM  
**To:** Laura Hayes  
**Cc:** Susan Kessler  
**Subject:** Re: Invoice 30555070123 from Shred360 generated due on 2023-07-01  
**Attachments:** ImageReport-38722.pdf; 038722.pdf

Laura,

I have attached the cleared check from the invoice paid on 6/9/2023. I have also attached the check and invoice copy, as the invoice does note that the charge is monthly which is why I noted that we did not have the July invoice as of yet.

Thanks,  
Jon

On Tue, Jul 4, 2023 at 1:08 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

It appeared to be the same invoice from 6/1 to me. I will check it against the copy of the 6/1 invoice we have. There should not be another invoice because we only have pick up every 8 weeks and should only get an invoice when they pick up. I'll check it out and let you know. Thanks.

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Thanks,  
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On Mon, Jul 3, 2023 at 6:56 PM Laura Hayes <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)> wrote:

To my knowledge this was already sent to you a month ago. If you did not receive it from us I would like to know. I want to make sure our staff are turning in bills promptly. Thank you!

----- Forwarded message -----

From: **Shred360** <[noreply@payinvoice.com](mailto:noreply@payinvoice.com)>

Date: Mon, Jul 3, 2023 at 6:01 PM

Subject: Invoice 30555070123 from Shred360 generated due on 2023-07-01

To: <[lhayes@colletoncounty.org](mailto:lhayes@colletoncounty.org)>

CC: <[kim@shred360.com](mailto:kim@shred360.com)>





Shred360

DUE 2023-07-01

**\$53.90**

[Click to Pay](#)

Dear Colleton County,

Your invoice 30555070123 for the amount of \$53.90 is outstanding. Please click on the "Click to Pay" button above to make a payment. You can also use the link below:

<https://app.payinvoice.com/paynow/shred360?invoice=30555070123>

We appreciate your prompt payment.

Want to manage all your invoices, review transaction history, set automatic payments and more? Go here:

<https://app.payinvoice.com/customerportal/shred360>

Regards,  
Shred360

---

[View Invoice](#)

---

Shred360

[7001 St Andrews Rd #365 Columbia, SC 29212](#)

(888) 874-3839 [info@shred360.com](mailto:info@shred360.com) <https://shred360.com/>

---

--

Laura C. Hayes  
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Jon Carpenter, CPA

Finance Director  
Colleton County  
109 Benson Street  
Walterboro SC 29488  
843-549-5716 x8133

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109 Benson Street  
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COURTESY OF  
LUNA SHARK MEDIA


Image Report



ABA Number 053200983  
Account Number 8010000669508  
Serial Number 38722  
Amount \$53.90  
Paid Date 06/14/2023

Front

ORIGINAL CHECK IS PRINTED ON CHEMICAL REACTIVE PAPER AND HAS MICRO PRINTING IN THE SIGNATURE LINE

 **COLLETON COUNTY**  
SOUTH CAROLINA

**COLLETON COUNTY**  
P.O. BOX 167  
WALTERBORO, SC 29488

South State Bank  
Walterboro, South Carolina

038722  
38722

VOID AFTER 90 DAYS

DATE	AMOUNT
06/09/2023	*****53.90

PAY FIFTY-THREE AND 90 / 100

TO THE ORDER OF SHRED360, LLC  
7001 ST ANDREWS ROAD  
#365  
COLUMBIA, SC 29212


PROVISION FOR PAYMENT OF CHECK HAS BEEN MADE BY & APPROPRIATION DULY MADE / PREQD BY LOCAL GOVT BUDGET & FISCAL CONTROL ACT.

*[Signature]*

AUTHORIZED SIGNATURE

⑈038722⑈

Back



20230618 143500181890 FCB 053200983 TLR# 0000301

30 000131890 core seq#

247652-1669ab13c77ac831ac

582048fc-c832-a0de-cfb3-7c5681a36b83

0910340281  
2023-06-14

DO NOT WRITE IN THESE SPACES

ENDORSE HERE

X

LINE



Vendor: 1491263  
SHRED360, LLC

06/09/2023

038722  
38722

Invoice Number	Invoice Date	PO Number	Account Number	Description	Invoice Amount
30555060123	06/01/2023		100-412-412-40-6100-0000		53.90



53.90

ORIGINAL CHECK IS PRINTED ON CHEMICAL REACTIVE PAPER AND HAS MICRO PRINTING IN THE SIGNATURE LINE



**COLLETON COUNTY**  
P.O. BOX 157  
WALTERBORO, SC 29488

South State Bank  
Walterboro, South Carolina

038722  
38722

VOID AFTER 90 DAYS

DATE

AMOUNT

PAY FIFTY-THREE AND 90 / 100

06/09/2023

\*\*\*\*\*53.90

TO THE ORDER OF

SHRED360, LLC  
7001 ST ANDREWS ROAD  
#365  
COLUMBIA, SC 29212

PROVISION FOR PAYMENT OF CHECK HAS BEEN MADE BY & APPROPRIATION  
DULY MADE / REQD BY LOCAL GOVT BUDGET & FISCAL CONTROL AGT.

*[Handwritten Signature]*

AUTHORIZED SIGNATURE

⑈038722⑈

038722

Vendor: 1491263	SHRED360, LLC	06/09/2023	38722
<u>Invoice Number</u>	<u>Invoice Date</u> <u>PO Number</u>	<u>Account Number</u>	<u>Invoice Amount</u>
30555060123	06/01/2023	100-412-412-40-6100-0000	53.90

CHECK AMOUNT: 53.90

ENDORSE HERE

X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

COURTESY OF  
LUNA SHARK MEDIA

The security features listed below, as well as those not listed, are used (industry guidelines). Absence of these features may indicate alteration.

- Security features:** Results of document alteration.
- Security features:** Absence of document alteration.
- Microprinting - "100"** Absence of document alteration.
- Chemically Sensitive Paper:** Absence of document alteration.
- Fluorescent Fibers:** Absence of document alteration.
- Chemical A Watermark:** Absence of document alteration.



Hold to light to view, absence indicates alteration.

Shred360  
 7001 St Andrews Rd #365  
 Columbia, SC 29212  
 +1 8032331823  
 info@shred360.com  
 www.shred360.com



**BILL TO**

Colleton County  
 101 Hampton St  
 Walterboro, SC 29488

INVOICE # 30555060123

DATE 06/01/2023

TERMS DUE ON RECEIPT

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/31/2023	71301 - Container Delivery	5/31/2023 - Colleton County - Container Delivery	1	0.00	0.00
06/01/2023	71100 - On Site Program - Monthly Charge	6/1/2023 - Colleton County - Monthly Charge	1	34.95	34.95
06/01/2023	71100 - On Site Program - Monthly Charge	6/1/2023 - Colleton County - Monthly Charge	1	18.95	18.95
BALANCE DUE					<b>\$53.90</b>



**INVOICE PAYMENT APPROVAL**

AC 100-412-412-40-6100

AC \_\_\_\_\_

AC \_\_\_\_\_

DEPT. DIR APPROVAL [Signature]

FIN DIR APPROVAL \_\_\_\_\_

ADM APPROVAL \_\_\_\_\_

KEYED [Signature]

**INSURANCE ON FILE**

DShip 10-1-2023

**Certificate of Destruction**

Shred360, LLC hereby certifies with this statement that all materials received on the date(s) listed above were confidentially handled, destroyed, and recycled using the certified procedures and processes outlined by NAID. Shred360 is AAA Certified for on-site and plant based destruction.



**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Tuesday, July 4, 2023 1:08 PM  
**To:** Jon Carpenter; Susan Kessler  
**Subject:** Re: Invoice 30555070123 from Shred360 generated due on 2023-07-01

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**CC:** <kim@shred360.com>



Shred360

DUE 2023-07-01

**\$53.90**

[Click to Pay](#)

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Shred360

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[View Invoice](#)

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Colleton County  
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Walterboro SC 29488  
843-549-5716 x8133

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**Sent:** Monday, July 3, 2023 6:57 PM  
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Shred360

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843-549-5791 x 6965

COURTESY OF  
LUNA SHARK MEDIA

---

**From:** Laura Hayes <lhayes@colletoncounty.org>  
**Sent:** Thursday, June 22, 2023 10:12 AM  
**To:** Jon Carpenter  
**Subject:** Annual DSS contract renewal and attachments  
**Attachments:** Scanned from a Colleton County General Sessions. (1) (1).pdf; 2023 Clerk Unit Cost Addendum.pdf

Please see attached for your information! Thanks!

--  
Laura C. Hayes  
Deputy Clerk of Court  
for Colleton County  
P O Box 620  
Walterboro, SC 29488  
843-549-5791 x 6965

COURTESY OF  
LUNA SHARK MEDIA



**Contract between the South Carolina Department of Social Services  
Child Support Services Division and the  
Colleton County Clerk of Court**

Contract Number: 4400032063

In consideration of the mutual covenants set forth herein, this contract is entered into by and between the Clerk of Court for the County of Colleton State of South Carolina, hereinafter referred to as "Clerk", and the Child Support Services Division of the South Carolina Department of Social Services (DSS), hereinafter referred to as "CSSD." The purpose of this contract is to reimburse the Clerk for services rendered which enhance the child support enforcement services being provided by CSSD in cases administered under Title IV-D of the Social Security Act (42 U.S.C. § 651 et seq.).

Further authority for the parties to enter into this agreement is found in Article 19 of the South Carolina Procurement Code which sets forth guidelines for Intergovernmental Relations, at SC Code Section 11-35-4610, *et seq.*, and 11-35-4860 dealing with the supply of services from one intergovernmental unit to another.

**ARTICLE I  
CONTRACT PERIOD**

The contract shall take effect July 1, 2023, and shall, unless sooner terminated in accordance with Article VII hereof, continue in full force and effect through June 30, 2024. The services described herein shall be provided throughout the entire contract period. If any services are provided on or after July 1, 2023, but prior to the execution date of this contract, such services shall be reimbursed in accordance with this contract.

**ARTICLE II  
OBLIGATIONS OF THE CLERK**

**A. General**

The Clerk understands, and agrees, that it is responsible for management of funds reimbursed pursuant to this contract and for the management of the Family Court's Title IV-D caseload such that its activities are in compliance with Title IV-D of the Social Security Act, its implementing regulations, other applicable provisions of state and federal law, and applicable cost and accounting principles. The Clerk agrees to utilize the Palmetto Automated Child Support System (PACSS) in fulfillment of the Clerk's duties and responsibilities under this Contract. The Clerk shall follow the best practices as outlined in the PACSS Job Aids, Clerk of Court Manual, South Carolina Rules of Civil Procedure and Rules of Court.

**B. Establishment of Paternity and Support**

The Clerk shall assist CSSD, pursuant to Title 63, Chapter 17 of the South Carolina Code of Laws (South Carolina Children's Code), in the establishment of paternity and support obligations; the enforcement of support obligations and in the scheduling and hearing of cases referred to the Family Court under the provisions of Title IV-D of the Social Security Act and

the South Carolina Children's Code.

The Clerk shall cooperate with, and provide assistance to, CSSD in the establishment of paternity and support obligations through both administrative process and judicial proceedings. Assistance shall include access to copiers, printers, and related office supplies; access to a telephone; and, access to wired or Wi-Fi internet access. The Clerk shall also provide adequate space and time in the courthouse or alternative location for administrative process conferences and room security during administrative process conferences.

The Clerk shall provide, either in person or by mail, any correspondence, including, but not limited to, clocked copies, payment histories and certified orders to the regional CSSD office at least once per week.

#### **C. Enforcement of Support Orders**

The Clerk, along with the Child Support Services Division, shall ensure that Title IV-D cases are enforced and child support collected through income withholding (S.C. Code § 63-17-1410 et seq. and applicable federal regulations), unemployment benefit intercept (S.C. Code § 41-35-140 and applicable federal regulations), tax refund intercept (S.C. Code § 43-5-220 and applicable federal regulations), the enforcement of court-ordered support through the Uniform Interstate Family Support Act (UIFSA), as set forth in S.C. Code § 63-17-2900 et seq. and through the use of Rules to Show Cause (pursuant to Family Court Rule 24.)

#### **D. Collection of Support**

The Clerk shall be responsible for entering support collections received by payee over the counter in their offices into KidStar batches, approving those batches and ensuring there are sufficient funds in the bank account which the Clerk to cover the total of all approved KidStar batches for any given business day. The Clerk will also authorize the Clerk's bank to allow the CSSD to sweep via ACH debit the daily approved batch total from the bank account. If a sweep request from CSSD is not allowed by the bank, then the Clerk of Court shall be responsible to write and remit a check within two business days of the date that the Clerk is notified of the rejection to the State Disbursement Unit for the approved batch total for the day that the sweep request was not allowed.

#### **E. Banking**

The Clerk authorizes CSSD to deposit funds representing collection costs, court fees and other support related monies received by the SDU on behalf of Clerk into a Clerk-designated bank account by way of ACH credit. The Clerk authorizes CSSD to deposit support checks made payable to the Clerk and forwarded by the Clerk to the SDU into the SDU bank account.

#### **F. Unclaimed Funds**

The Clerk shall administer unclaimed child support funds in accordance with applicable federal regulations and state law. (cf. The South Carolina Uniform Unclaimed Property Act; S.C. Code § 27-18-10 et seq.) Cases with unclaimed funds must be referred to CSSD monthly so that location of the payee's address can be initiated. The referral must contain the DSS Child Support case number, the name of the person to be located, the Social Security Number and last

known address on file for the person to be located. The referral shall be submitted to:

**CSSD Parent Locate Division**  
**Attention: Kim Hook**  
**Fax: 803-898-9262**

**G. Internal Controls**

The Clerk shall use a system of accounting and internal controls to maximize the security and accountability of receipts, including, but not limited to, those generally accepted accounting procedures outlined in Chapters 2 and 7 of the South Carolina Judicial Department's Clerk of Court Manual.

**H. Interest**

The Clerk must report interest earned from IV-D collections to CSSD as program income on a quarterly basis and forward to CSSD a check for 66% of the total amount of the interest earned during the quarter. Pursuant to 45 CFR § 304.50, the income represents interest owed by the State to the Federal Office of Child Support Enforcement.

**I. Performance of Internal Revenue Service (IRS) Requirements**

Attached hereto and incorporated herein by reference is Addendum A, IRS Publication 1075, November 2021 pages 201-204 (Exhibit 7). The Clerk agrees to comply with and assume responsibility for compliance by his or her employees with the requirements set forth in the attached Addendum.

In performance of this contract, the Clerk agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

(1) Performance

(a) All work will be done under the supervision of the Clerk or the Clerk's employees.

(b) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the Clerk will be prohibited.

(c) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.

(d) The Clerk certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer

facility, and no output will be retained by the Clerk at the time the work is completed. If immediate purging of all data storage components is not possible, the Clerk certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.

(e) Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the Clerk will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.

(f) All computer systems receiving, processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.

(g) No work involving Federal tax information furnished under this contract will be subcontracted without prior written approval of the IRS.

(h) The Clerk will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

(i) The agency will have the right to void the contract if the Clerk fails to provide the safeguards described above.

**(2) Criminal/Civil Sanctions:**

(a) Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by Internal Revenue Code (IRC) sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(b) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be



treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized

inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC section 7213A and 7431.

(c) Additionally, it is incumbent upon the Clerk to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(d) Granting a contractor access to Federal Tax Information (FTI) must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Clerks must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, Clerks should be advised of the provisions of IRC Sections 7431, 7213, and 7213A (see Exhibit 6, IRC Sec. 7431 Civil Damages for Unauthorized Disclosure of Returns and Return Information and Exhibit 5, IRC Sec. 7213 Unauthorized Disclosure of Information). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the Clerk should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

(e) All Clerk of Court of Court staff who have and/or will have access to FTI must undergo an FBI national background check of criminal records, to include fingerprinting. This procedure must be repeated every ten years of employment. Details, including agencies authorized to conduct these investigations may be found in IRS PUB 1075, section 5.1.1.