Iowa Department of Human Services

IRS TRACKING LOG

Receipt of IRS Match and SSA Earnings & Pension Reports							Destruction of IRS Match and SSA Earnings & Pension Reports		
Date Rec'd from Central Office	Print Date of Reports	Date Assigned to IM Worker	Worker No.	# Reports Assigned	Date Reports Are Due Back	# Reports Returned	Destruction Date	Person Performing Destruction	Manner of Destruction

Retain for five years.

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