



PRIVACY, GOVERNMENTAL
LIAISON AND DISCLOSURE

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

July 22, 2024

Control Number: PGLD-11-0724-0019
Expiration Date: July 22, 2026
Affected IRM: 11.3.41.3.2 (9)

MEMORANDUM FOR ALL DISCLOSURE EMPLOYEES

FROM: Celia Y. Doggette /s/ *Celia Y. Doggette*
Director, Governmental Liaison, Disclosure and Safeguards

SUBJECT: Interim Guidance on Use of CFINK to Confirm Access Authority

This memorandum updates Disclosure policy on using CFINK to confirm access authority of third parties, until IRM 11.3.41, Disclosure Case Processing and Inventory Management is updated. This policy applies to all Disclosure employees who process IRS Freedom of Information Act (FOIA) requests.

Purpose: This Interim Guidance (IG) updates existing policy on the use of the Integrated Data Retrieval System (IDRS) command code, CFINK, to confirm access authority of third-party requesters.

Background/Source(s) of Authority: 5 USC 552; 26 CFR 601.702

Procedural Change:

If a FOIA request does not include a valid authorization, caseworkers may research CFINK to confirm access authority, or if necessary, contact the requester to obtain a valid authorization document verifying their right to access.

Effect on Other Documents: This guidance will be incorporated into IRM 11.3.41, Disclosure Case Processing and Inventory Management, by September 30, 2026.

Effective Date: July 22, 2024

Contact: If you have any questions, please contact Mary Brunelle, Senior Disclosure Analyst at Mary.N.Brunelle@irs.gov.

Distribution:
Disclosure Employees
IRS.gov