

DEPARTMENT OF HEALTH & MENTAL HYGIENE
 FISCAL SERVICES ADMINISTRATION
 DIVISION OF GENERAL ACCOUNTING

AUTHORIZATION TO ACCESS FSA SHARED DRIVE – BAA FOLDER

Below, please supply the information requested for the individual within your agency that has fiscal responsibilities and should be granted access to view invoices and accounts receivable transactions processed by the Division of General Accounting.

DHMH UNIT	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME

Folder access: The user above will be given “**READ ONLY**” access to the FSA\BAA\M01, M40 and “Customer Invoices,AWs, AZs” folders on the FSA Shared drive. If additional “**READ ONLY**” access is needed, please check the box below the batch agency/ folder name.

M21	M30	M31	M32	M33	M42	M43	M44
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comptroller of Maryland General Accounting Division Accounting Procedures Manual - 3.1.27 Security of Confidential Information

Maryland State Government Article 10-633 requires each unit of State government to have a records management program which includes the security of records. Additionally, the Department of General Services Records Management Division's [Records Management Handbook](#) provides guidance to State agencies concerning records security, retention and disposal.

Access to Social Security numbers should be restricted to extent practical under these circumstances. Management should be aware and periodically review the list of individuals in their agency that are assigned access to confidential information, including social security numbers. Only those individuals who require access in order to perform their job functions should be given access to confidential information. In addition, the procedures for storing and disposing of this sensitive information should be reviewed and evaluated. Documents containing personal information should be stored in locked cabinets or areas not accessible by individuals who do not need to have access. Reports containing private information should be shredded when discarded.

Policy to Assure Confidentiality, Integrity and Availability of DHMH Information (IAP) – DHMH Policy 02.01.06

In accordance with DHMH policy 02.01.06, I acknowledge that I am required to comply with the general applicable sections of this policy as they relate to my current job duties. I further acknowledge that should I breach this policy, I am subject to disciplinary, civil and criminal consequences.

Employee’s Signature: _____ Date: ____/____/____

Fiscal Officer’s Signature: _____ Date: ____/____/____

Fiscal Officer’s Name: _____ Telephone/Ext. #: _____

(Printed)