



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

PRIVACY, GOVERNMENTAL
LIAISON AND DISCLOSURE

February 27, 2015

Control Number: PGLD -11-0215-0006
Expiration Date: 02/27/2017
Impacted IRM: 11.3.21

MEMORANDUM FOR ALL IRS EMPLOYEES

FROM: Edward T. Killen /s/ *Edward J. Killen*
Director, Governmental Liaison, Disclosure & Safeguards

SUBJECT: Interim Guidance on Internet Translation Research

This memorandum issues guidance on the proper procedure for obtaining translation assistance with non-English documents. Please ensure that this information is distributed to all IRS employees.

Purpose: This memorandum is to provide guidance on obtaining translation assistance with documents containing tax or non-tax information protected by Title 26 USC § 6103, the Privacy Act of 1974, and the Bank Secrecy Act.

Background/Source(s) of Authority: IRM 11.3.21.8 is changed to add section (4), which will read as follows:

11.3.21.8(4)

During the course of a tax investigation or in situations involving personnel matters, the translation of non-English language documents maybe required. Employees should not utilize any of the many internet provider translation services available (i.e. Google Translator, Windows 7). Placing sensitive information on the internet for this purpose creates risks and vulnerabilities for the Service. The information is not subject to data protections or restrictions from redisclosure by the end recipient and may not always meet the investigative disclosure requirements. Instead, employees should contact Linguistic Policy, Tools and Services (LPTS) for assistance. This branch supports the translation needs of employees in the course of performing their official duties under Title 26 USC § 6103, the Privacy Act of 1974, and the Bank Secrecy Act.

Procedural Change: Attached are the procedures to submit a request for translation services to LPTS Branch. Attachment – IG Control # PGLD-11-0215-0006.

Effect on Other Documents: This guidance will be incorporated into IRM 11.3.21, Investigative Disclosures, no later than two years from the date of this memorandum.

Effective Date: Immediately

Contact: Nesbit K. Parker, Tax Law Specialist at 504-558-3241 or via email.

Distribution:

www.irs.gov

Attachment (1)