

Memorandum of Understanding for Control of Confidential Data

Pursuant to § 39-28.8-302(3), C.R.S., and for the purpose of obtaining from the Colorado Department of Revenue (“Department”) confidential information concerning filed marijuana excise taxes that were administered by the Department from August 9, 2017, forward, the Jurisdiction of Huerfano County

appoints (Name) Cheri Chamberlain (Title) Building Inspector/Code Enforcement Officer,

an employee of the Jurisdiction, to receive this confidential information. The appointee, on behalf of the Jurisdiction and on his or her own behalf, hereby agrees to safeguard the confidential information as follows:

1. Store and maintain confidential information in a secure place, physically and/or electronically.
2. Keep adequate records of what confidential information is received and the disposition thereof.
3. Restrict access to such information to persons whose duties and responsibilities require such access and make certain that confidential information is not disclosed to unauthorized persons.
4. Allow the Department to review the adequacy of the safeguard measure established hereunder.
5. Understand and agree that if any of these safeguards are violated, the Department may refuse to furnish any additional information concerning the status of vendors’ accounts and excise taxes filed. The Department may impose additional or alternative safeguard procedures if necessary. It is understood and agreed that violators of confidentiality statutes may be subject to criminal prosecution and removal from office.
6. Comply with the requirements of IRS Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies, revised and effective September 30, 2016, found at: www.irs.gov/pub/irs-pdf/p1075.pdf

This Memorandum shall be effective as of the date it is approved and signed by the Department of Revenue designee and expires annually on December 31. A new Memorandum shall be executed for each calendar year.

Municipality or County of Huerfano County	Date 01/03/2023
Jurisdiction Mailing Address 401 Main Street Suite 304	Appointee Phone Number (719) 248-6715
Appointee Name** Cheri Chamberlain	Title Building Inspector/Code Enforcement Officer
Appointee Signature	Appointee Email** cchamberlain@huerfano.us
Name of chief Administrative Officer or Designee* Carl Young	Title County Administrator
Chief Administrative Officer or Designee Signature	Chief Administrative Officer or Designee Email cyoung@huerfano.us
Approved: Executive Director, Department of Revenue	
By	Date
	Deputy Executive Director

* Signature of the chief administrative officer or his/her designee who has authority to enter into contractual agreements on behalf of the jurisdiction. The person signing should be someone other than the appointee.

** I have read the Memorandum of Understanding on Control of Confidential Data as set forth above and I promise and agree to safeguard all confidential information received from the Department of Revenue under this agreement.

*** Notification of matters related to the excise tax information will be sent to this email address.