

Request for Records Disposition Authority

Records Schedule Number DAA-0056-2012-0001
Schedule Status Approved

Agency or Establishment Department of the Treasury
Record Group / Scheduling Group General Records of the Department of the Treasury
Records Schedule applies to Major Subdivision
Major Subdivision Treasury Inspector General for Tax Administration
Minor Subdivision Assistant Inspector General for Audit
Schedule Subject Treasury Inspector General for Tax Administration (TIGTA)

The Treasury Inspector General for Tax Administration was established in January 1999 in accordance with the Internal Revenue Service Restructuring and Reform Act of 1998 (RRA 98) to provide independent oversight of Internal Revenue Service (IRS) activities. TIGTA's focus is entirely on tax administration issues. TIGTA conducts and supervises independent and objective audits and investigations relating to IRS programs and operations. TIGTA informs the Secretary of Treasury and the Congress of problems and the progress made in resolving them.

Internal agency concurrences will be provided No

Background Information Treasury Inspector General for Tax Administration
Office of Audit Records Control Schedule

TeamMate Audit Management System This system is the primary audit documentation, project tracking and workflow management tool for the Office of Audit. It provides frontline project management, management support and oversight to the Office of Audit by tracking each project from planning to issuance of a final report. It provides typical project management efficiency matrices, tracks project time, expense and customized/configured to provide a snapshot of the entire Office of Audit program, with up-to-the-minute information. The system serves as the primary tool for creating and maintaining audit work papers and supporting documentations. Documentation relates to audits, as well as inspections and evaluations completed under the auspices of the Office of Audit of a particular office activity or functions for a specific period, as well as special studies and/or investigations conducted by the Office of Audit jointly with other

organizations Documentation includes, but is not limited to, analyses, interview records, audit plans, discussion draft reports, memoranda, as well as taxpayer confirmation letters

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0056-2012-0001

Sequence Number

1

Master Audit Files

Disposition Authority Number DAA-0056-2012-0001-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="384 405 634 441">Master Audit Files</p> <p data-bbox="384 457 1169 493">Disposition Authority Number DAA-0056-2012-0001-0001</p> <p data-bbox="384 510 1509 693">Contains data related to the planning, execution and reporting of Office of Audit projects since 1998. The system provides workflow management (i.e., project tracking) program planning, and time and expense data along with documentation used to support results of audits, as well as inspections, evaluations completed under the auspices of the Office of Audit on past, current and planned reviews.</p> <p data-bbox="384 709 943 745">Final Disposition Temporary</p> <p data-bbox="384 762 877 798">Item Status Active</p> <p data-bbox="384 814 847 850">Is this item media neutral? Yes</p> <p data-bbox="384 867 847 987">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="384 1003 847 1092">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1108 1070 1171">GRS or Superseded Authority Citation N1-56-09-6, item 1b</p> <p data-bbox="384 1203 690 1239">Disposition Instruction</p> <p data-bbox="384 1260 1323 1295">Cutoff Instruction Cutoff files at the end of the fiscal year</p> <p data-bbox="384 1312 1450 1459">Retention Period Destroy five years after cut-off or when the information is no longer needed, as determined by the Deputy Inspector General for Audit or his designee, whichever is later</p> <p data-bbox="384 1497 690 1533">Additional Information</p> <p data-bbox="384 1549 976 1585">GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
02/13/2012	Return to Submitter	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
02/14/2012	Certify	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
07/12/2013	Return for Revision	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
07/22/2013	Submit For Certification	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
07/22/2013	Certify	Evangela Wimbush-Jeffrey	Director	Departmental Offices - Office of Treasury Records
09/04/2013	Submit for Concurrence	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
09/09/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/09/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/12/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist