

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2012-0009**
Schedule Status **Approved**

Agency or Establishment **Internal Revenue Service**
Record Group / Scheduling Group **Records of the Internal Revenue Service**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Office of Privacy**
Minor Subdivision **Compliance**
Schedule Subject **Pseudonym Master Listing**
Internal agency concurrences will be provided **No**

Background Information **The Pseudonym Program Master List consists of lists of pseudonyms used by IRS employees due to threats or potential threats to their personal safety. The information includes the legal name, the chosen pseudonym, and the employee's SEID. It also contains the employee's POD, job position, email address, and business unit.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2012-0009

Sequence Number	
1	Pseudonym Master Listing
	Disposition Authority Number DAA-0058-2012-0009-0001

Records Schedule Items

Sequence Number					
1	<p>Pseudonym Master Listing</p> <p>Disposition Authority Number DAA-0058-2012-0009-0001</p> <p>Information consists of legal name of employee, chosen pseudonym, post of duty, business unit, email address, job position, employee SEID</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 8, Item 65</td> <td>Records Control Schedule for Administrative and Organizational Records</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after separation of employee, or when use of pseudonym is no longer necessary</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 8, Item 65	Records Control Schedule for Administrative and Organizational Records
Manual Citation	Manual Title				
RCS 8, Item 65	Records Control Schedule for Administrative and Organizational Records				

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
10/09/2012	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
03/19/2013	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
03/20/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/20/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/22/2013	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist