

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2013-0001**
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 **Information Technology**
Minor Subdivision **User & Network Services**
Schedule Subject **User Agreements**
Internal agency concurrences will be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2013-0001

Sequence Number	
1	User Agreements
	Disposition Authority Number DAA-0058-2013-0001-0001

Records Schedule Items

Sequence Number					
1	<p>User Agreements</p> <p>Disposition Authority Number DAA-0058-2013-0001-0001</p> <p>The IT User & Networks Services collects user agreements from employees regarding the use of personal equipment such as IPADs, smartphones, and other electronic devices to conduct government business</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 17, Item 33</td> <td>Records Control Schedule for Information Technology</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after termination of agreement</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 17, Item 33	Records Control Schedule for Information Technology
Manual Citation	Manual Title				
RCS 17, Item 33	Records Control Schedule for Information Technology				

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
10/12/2012	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