

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2013-0002**
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 **Small Business/Self Employed**
Schedule Subject **Embedded Quality Submission Processing System**
Internal agency concurrences will be provided **No**

Background Information **The Embedded Quality Submission Processing (EQSP) is a quality assurance system designed to capture data from employee, managerial, and product quality reviews within the W&I Submission Processing centers, which deal directly with tax filings EQSP allows for evaluating product quality and employee performance within Submission Processing EQSP provides a measurable system for evaluating and assessing an employee's performance**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2013-0002

Sequence Number	
1	Embedded Quality Submission Processing System (EQSP)
1 1	System Data Disposition Authority Number DAA-0058-2013-0002-0001

Records Schedule Items

Sequence Number					
1	<p>Embedded Quality Submission Processing System (EQSP) The Embedded Quality Submission Processing (EQSP) is a quality assurance system designed to capture data from employee, managerial, and product quality reviews within the W&I Submission Processing centers, which deal directly with tax filings EQSP allows for evaluating product quality and employee performance within Submission Processing EQSP provides a measurable system for evaluating and assessing an employee's performance</p>				
1 1	<p>System Data</p> <p>Disposition Authority Number DAA-0058-2013-0002-0001</p> <p>Information contained in the system consists of employee data used to conduct quality reviews Information includes employee ID, Social Security Number, Name, User ID, role ID, reviewer ID, deposit error, deposit timeliness, letter error, notice error, refund error, refund timeliness The information is used for quality assurance purposes</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; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 29, Item 444</td> <td>Records Control Schedule for Submission Processing Campus Records</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after 9 quarters</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 29, Item 444	Records Control Schedule for Submission Processing Campus Records
Manual Citation	Manual Title				
RCS 29, Item 444	Records Control Schedule for Submission Processing Campus 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
10/17/2012	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 Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist