

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2013-0003**
 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**
 Schedule Subject **IRS Interactive Networking Site Use Records**
 Internal agency concurrences will be provided **No**

Background Information **The Internal Revenue Service (IRS) uses a number of commercial networking sites in an effort to provide information regarding specific IRS business areas and to interact with its constituents on procedures and processes. Information may consist of IRS created content and interactive communications between IRS staff and registered users of the social networking service. Some networking sites are used by IRS strictly for publishing information that is already scheduled and maintained in accordance with previously approved Records Control Schedule items. Those records series are not covered by this schedule. This schedule is intended to request disposition authority for documentation capturing content and interaction on sites directly linked to publically available IRS 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2013-0003

Sequence Number	
1	IRS Interactive Networking Site Use Records Disposition Authority Number DAA-0058-2013-0003-0001

Records Schedule Items

Sequence Number					
1	<p>IRS Interactive Networking Site Use Records</p> <p>Disposition Authority Number DAA-0058-2013-0003-0001</p> <p>Records documenting activity on social networking sites where interaction with site users and IRS occur. Activity capture records include periodic and/or scheduled screen shots detailing content posted by IRS, links to content hosted on IRS-owned web sites, discussion topics posted by IRS, comments to IRS posts/discussions by users subscribed to networking sites/services, and, comments posted by IRS employees. Note: Some networking sites are used by IRS strictly for publishing information that is already scheduled and maintained in accordance with previously approved Records Control Schedule items (including IRS.gov). Those records series are not covered by this Schedule. This Schedule applies to content and interaction on sites that is directly supported and/or linked to publically available IRS information, but unique in its dissemination and capture.</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>Cutoff Instruction Cut off 6 months after the beginning of the FY</p> <p>Retention Period Delete/Destroy 6 months after cutoff</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
10/23/2012	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
04/23/2013	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
04/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/01/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/03/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist