

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2013-0004**
 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 **Wage & Investment**
 Schedule Subject **Tax Return Database (TRDB)**
 Internal agency concurrences will be provided **No**

Background Information **The Tax Return Database (TRDB) assists the Wage & Investment (W&I) Division in maintaining electronic tax return records and is the authoritative data store for electronically filed tax returns for tax years 1998 to the present for individuals, partnerships, and employers. TRDB receives the original tax returns as filed by the taxpayer from multiple filing systems. The information is used to review filed tax returns to validate errors or for other purposes based on field functions by IRS employees such as Revenue Officers, Tax Examiners, and Field Agents.**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0058-2013-0004

| Sequence Number | |
|-----------------|--|
| 1 | Tax Return Database (TRDB) |
| 1 1 | System Data |
| | Disposition Authority Number DAA-0058-2013-0004-0001 |

Records Schedule Items

| Sequence Number | | | | | |
|-------------------------|--|-----------------|--------------|-------------------------|---|
| 1 | <p>Tax Return Database (TRDB) The Tax Return Database (TRDB) assists the Wage & Investment (W&I) Division in maintaining electronic tax return records and is the authoritative data store for electronically filed tax returns for tax years 1998 to the present for individuals, partnerships, and employers. TRDB receives the original tax returns as filed by the taxpayer from multiple filing systems. The information is used to review filed tax returns to validate errors or for other purposes based on field functions by IRS employees such as Revenue Officers, Tax Examiners, and Field Agents.</p> | | | | |
| 1 1 | <p>System Data</p> <p>Disposition Authority Number DAA-0058-2013-0004-0001</p> <p>Information includes tax returns and other tax related data for individuals, partnerships, and those filed by employers</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Database</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 29, Item 445</td> <td>Records Control Schedule for Tax Administration -- Wage & Investment</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the processing year</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | Manual Citation | Manual Title | RCS 29, Item 445 | Records Control Schedule for Tax Administration -- Wage & Investment |
| Manual Citation | Manual Title | | | | |
| RCS 29, Item 445 | Records Control Schedule for Tax Administration -- Wage & Investment | | | | |

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 |
|------------|------------------------|------------------|---|--|
| 11/07/2012 | 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 |
| 04/23/2013 | Return to Submitter | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 04/23/2013 | Submit for Concurrence | Jametta Davis | Appraiser | National Archives and Records Administration - Records Management Services |
| 04/29/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 04/30/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 05/01/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |