

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2015-0006
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 Tax Administration - International (LB&I)
Minor Subdivision IRS Int'l Business Compliance (IBC) Group / Financial Intermediaries Team
Schedule Subject Qualified Intermediary (QI) / Employer Identification Number (EIN) Contract Case Files
Internal agency concurrences will be provided No

Background Information A "Qualified Intermediary" (QI) is an eligible person (i.e. Financial Institution) that enters into a QI Agreement with the IRS pursuant to Rev. Proc. 2000-12, 2000-1 C.B. 387, and that acts as a QI under such Agreement. Generally, under the QI Agreement, the QI agrees to assume certain documentation and withholding responsibilities of foreign persons in exchange for simplified information reporting for its foreign account holders and the ability not to disclose proprietary account holder information to a withholding agent that may be a competitor. To apply for QI status, an eligible entity must submit an application in accordance with section 3 of Rev. Proc. 2000-12. This program is governed by the IRS International Business Compliance (IBC) Group, and administered by the Financial Intermediaries Team.

The life of a contract is six years, and may be renewed for an additional six years. The QI's responsible person or external auditors submit compliance reports on a three-year interval contractually determined. Many of these reports are on file since first required by the initial contract, as well as IDRS research, Service Center notices, tax return copies, and information reports submitted in connection with the reports. The compliance reports no longer have value for compliance monitoring after the statute limitations and can be destroyed after six years.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0058-2015-0006

Sequence Number	
1	QI/EIN - General Contract Case Files and Renewal Contracts Disposition Authority Number: DAA-0058-2015-0006-0001
2	QI/EIN - Criminal Investigation Contract Case Files Disposition Authority Number: DAA-0058-2015-0006-0002
3	QI/EIN - Jurisdictions of Special Concern Contract Case Files Disposition Authority Number: DAA-0058-2015-0006-0003

Records Schedule Items

Sequence Number						
1	QI/EIN - General Contract Case Files and Renewal Contracts					
	Disposition Authority Number	DAA-0058-2015-0006-0001				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	No				
	<table border="1"> <thead> <tr> <th data-bbox="373 946 941 989">Manual Citation</th> <th data-bbox="941 946 1510 989">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 989 941 1095">RCS 26, item 9A</td> <td data-bbox="941 989 1510 1095">Document 12990, RCS 26 for Tax Administration - International (LB&I)</td> </tr> </tbody> </table>		Manual Citation	Manual Title	RCS 26, item 9A	Document 12990, RCS 26 for Tax Administration - International (LB&I)
Manual Citation	Manual Title					
RCS 26, item 9A	Document 12990, RCS 26 for Tax Administration - International (LB&I)					
	Disposition Instruction					
	Cutoff Instruction	Date of closing. Closing is based on last related Form 1042 filed as a QI.				
	Retention Period	Destroy 7 year(s) after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
2	QI/EIN - Criminal Investigation Contract Case Files					
	Disposition Authority Number	DAA-0058-2015-0006-0002				
	Case files related to investigation by Criminal Investigation. The case files will be kept with the FI (Financial Intermediary) team until the investigation is completed. They will then be shipped for scanning.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in	Yes				

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
RCS 26, item 9B	Document 12990, RCS 26 for Tax Administration - International (LB&I)

Disposition Instruction

Cutoff Instruction **Closing is based on last related Form 1042 filed as a QI.**

Retention Period **Destroy 7 years from the date of closing or 10 years from the date of investigation completion, whichever is later.**

Additional Information

GAO Approval **Not Required**

QI/EIN - Jurisdictions of Special Concern Contract Case Files

Disposition Authority Number **DAA-0058-2015-0006-0003**

Case files related to known/potential investigation by IRS or DOJ. The case files will be kept with the FI (Financial Intermediary) team until the investigation is completed. They will then be shipped for scanning.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
RCS 26, item 9C	Document 12990, RCS 26 for Tax Administration - International (LB&I)

Disposition Instruction

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Cutoff Instruction	Closing is based on last related Form 1042 filed as a QI.
Retention Period	Destroy 7 years from the date of closing or 10 years from the date of investigation completion, whichever is later.
Additional Information	
GAO Approval	Not Required

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
05/11/2015	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
06/08/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/03/2016	Submit For Certification	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
02/15/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
10/27/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/31/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/01/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/03/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist