

Request for Records Disposition Authority

Records Schedule Number **DAA-0058-2016-0006**
 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 **Human Capital Office**
 Schedule Subject **e-Trak for Garnishments (eTRAK) System**
 Internal agency concurrences will be provided **No**

Background Information **The Special Processing Office of the IRS Human Capital Office (HCO) is an office that reports to the Employee Conduct and Compliance Office. The Special Process Group is responsible for processing court ordered garnishments for family support, commercial garnishments, and Chapter 13 Bankruptcies for IRS employees. They also track voluntary allotments for family support. The Special Processing Office is mandated by law to implement the garnishment process within thirty days of receipt of the legal documentation. The Special Processing Group is also required to notify the employee in writing prior to the garnishment taking effect on their paycheck. The e-Trak Garnishment module will provide the Special Process Office with an effective, enhanced tool to monitor and track the garnishments. Due process is provided pursuant to 5 USC.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2016-0006

Sequence Number	
1	e-Trak for Garnishments (eTRAK) System Data Disposition Authority Number: DAA-0058-2016-0006-0001

Records Schedule Items

Sequence Number	e-Trak for Garnishments (eTRAK) System Data
1	Disposition Authority Number DAA-0058-2016-0006-0001
	<p>The e-Trak for Garnishments system supports the Special Process Group for processing court ordered garnishments for family support, commercial garnishments, and Chapter 13 Bankruptcies for IRS employees. It also supports the tracking of voluntary allotments for family support. The Special Processing Office is mandated by law to implement the garnishment. The e-trak Garnishment Module system identifies and enforces which fields are required to be completed before a record can be saved. Data validation checks are automated in the system to ensure Date Fields are valid dates, numeric fields are numeric. The e-trak Garnishment Module has timers designed in the system that identify individual case timeliness, and is part of a management control report for monitoring.</p>
	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? Yes
	GRS or Superseded Authority Citation N1-058-09-007 / 2
	Disposition Instruction
	Cutoff Instruction Cut off at the end of the calendar year.
	Retention Period Destroy 10 year(s) after cutoff.
	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
02/11/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
08/30/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/31/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/31/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist