

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2016-0015
 Schedule Status Approved

Agency or Establishment Internal Revenue Service
 Record Group / Scheduling Group Records of the Internal Revenue Service
 Records Schedule applies to Agency-wide
 Schedule Subject Late Reply Tool/Audit Recon (LRT/AR) System
 Internal agency concurrences will be provided No

Background Information

The Late Reply Tool/Audit Recon (LRT/AR) program is part of the Return Integrity & Compliance Services (RICS) under the RICS Director, Wage and Investment (W&I). The LRT application automates initial Integrated Data Retrieval System (IDRS) research of accounts, systemically establishes IDRS case controls, IDRS Collection and notice suspense activity, and automates the issuance of acknowledgement and interim letters. The LRT/AR automation process reduces clerical burden and resources while delivering improved quality and customer satisfaction. Taxpayers receive consistent and timely status updates until case closure. RICS' main mission is to protect public interest by improving IRS' ability to detect and prevent improper refunds. The application provides the following functionality: record maintenance and user activity on all accepted, rejected, open, closed and archived inventory; search records to view, edit or delete; issues acknowledgment and interim letters; and suspends collection activity as needed.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2016-0015

Sequence Number	
1	System Data Disposition Authority Number: DAA-0058-2016-0015-0001

Records Schedule Items

Sequence Number

1

System Data

Disposition Authority Number DAA-0058-2016-0015-0001

Data maintained in LRT imported from IDRS includes TIN, tax period, name control, employee name and employee IDRS number. The system collects data regarding transactions processed including the action type, date and time, SEID of user performing action, and user Campus location. Action types include imported data from the Control-D CCA4243 report, Exam Mail Tool data, First Read approvals and rejects, processing collection delay inputs, interim letter 2644 processing, interim letter 2645 processing, control base placement on the tax module, GII (Generalized IDRS Interface) research performed on cases, and cases open and closed by method. LRT GII research collects data from IDRS regarding Collection Status Code, interim letters already sent, Collection Statute Expiration Date, Refund Statute Expiration Date, and Assessment Statute Expiration Date. Users input data stored in LRT regarding Correspondence Received Date, Team Received Date, Earned Income Tax Credit identified cases, Discretionary identified cases, IDRS control employee number on the tax module, Audit Recon case type, case Campus location, and Taxpayer Advocate notations.

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

Manual Citation	Manual Title
RCS 19, Item 92	Internal Revenue Service Records Control Schedule for Enterprise Computing Center - Martinsburg (ECC-MCC)

Disposition Instruction

Cutoff Instruction cutoff at the end of the calendar year

Retention Period Destroy 7 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
06/10/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
09/01/2016	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
09/02/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist