

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2016-0017

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 Taxpayer Advocate Service

Schedule Subject System Data and Content for Taxpayer Advocate Service (TAS)
 Taxpayer Advocacy Panel (TAP) TAPSpace
 Micro Web Site

Internal agency concurrences will be provided No

Background Information The Taxpayer Advocate Service (TAS) TAPSpace is the internal communications website for members of the Internal Revenue Service's Taxpayer Advocacy Panel (TAP). TAPSpace is the online workspace for the volunteer members that are part of the TAP. TAPs mission is to help improve various IRS processes. Each committee is empowered to work directly with the IRS to provide observations or recommendations on the issue before them, monitor the status and progress on the issue, and identify concerns in design and implementation of the issue. The website is accessible from IRS.gov via multiple links, as well as from search engines. This password protected website supports the work of the various committees of the TAP.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2016-0017

Sequence Number

1

Web Content, Web Data, Web Management and Operations Records. Disposition Authority Number: DAA-0058-2016-0017-0001

Records Schedule Items

Sequence Number					
1	<p>Web Content, Web Data, Web Management and Operations Records.</p> <p>Disposition Authority Number DAA-0058-2016-0017-0001</p> <p>Panel members serve on various committees, host an annual meeting, have at least one face-to-face meeting, and hold monthly conference calls. The information on this site contains working documents from the committees and their meeting notes. The website also contains member names, location, and contact information (email, phone numbers) as provided by the individual for panel member use. The panels serve for a period of a calendar year, and the records relate to that year's panel activities.</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 style="padding: 5px;">RCS 9, Item 99</td> <td style="padding: 5px;">Internal Revenue Service Records Control Schedule for Taxpayer Advocate Service</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff records at the end of the calendar year.</p> <p>Retention Period Destroy records 7 years after cutoff; or when superseded, obsolete, or no longer needed to conduct Agency business, whichever is sooner.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 9, Item 99	Internal Revenue Service Records Control Schedule for Taxpayer Advocate Service
Manual Citation	Manual Title				
RCS 9, Item 99	Internal Revenue Service Records Control Schedule for Taxpayer Advocate Service				

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
07/19/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
09/19/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist