

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0058-2016-0018**  
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                **Small Business/Self-Employed (SB/SE)**  
Schedule Subject                 **Auto Preassessed Installment Agreements**  
Internal agency concurrences will be provided    **No**

Background Information        **Collections, and Compliance Services Collection Operations (CSCO) specifically, has been tasked with establishing approximately 1.5 million taxpayer installment agreements per year, mostly around April 15th, while continuing to provide their regular services. The APIA GII system is consolidating older legacy processes as an improvement to current Installment Agreement request processing. The Auto Preassessed Installment Agreement Generalized IDRS Interface (APIA GII) system sets up basic Installment Agreements based on Internal Revenue Manual (IRM) 5.19.1, and takes appropriate actions to delay collections on the cases that cannot be processed successfully.**

**It successfully sets up installment agreements on approximately 50% of the received cases in 1-5 days. This is a significant improvement on the CSCO goal of 40 days processing time.**

**The remaining 50% of cases where an agreement has not been established pass through various filters allowing non-CSCO work to be routed out immediately for manual processing.**

**These routed cases are then stored electronically, allowing CSCO to print the cases out in any site needed, without any trans-shipment costs.**

**Cases are drawn primarily from two sources (both paper and electronic):**

**Form 9465 (Installment Agreement Request) attachments to E-filed Tax returns via the Modernized e-File (MeF) system.**

**Form 9465 received via mail by the Service.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2016-0018

Sequence Number
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1
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System Data for Auto Preassessed Installment Agreement GII (APIA GII) Disposition Authority Number: DAA-0058-2016-0018-0001
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**Records Schedule Items**

Sequence Number

1

**System Data for Auto Preassessed Installment Agreement GII (APIA GII)**

Disposition Authority Number      **DAA-0058-2016-0018-0001**

The system will store: The original request provided by the taxpayer: TIN, NameControl, Address, telephone, banking information, Amount owed, proposed payment, payment date. Results from Taxpayer Identification Number (TIN) research: Balances owed, filing status, freezes, status for the last 6 years, Entity information such as address, telephone and crossreference TINs. Cross-reference TIN research (if applicable): The same as TIN research.

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
IRS RCS 22, Item 55	INTERNAL REVENUE SERVICE RECORDS CONTROL SCHEDULE FOR TAX ADMINISTRATION-COMPLIANCE

**Disposition Instruction**

Retention Period                      **Destroy 3 year(s) after required processing completed**

**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
11/20/2016	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
01/26/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/28/2017	Submit For Certification	Randall Kielt	Records Analyst	N/A - N/A
07/28/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
03/27/2018	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/27/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
03/28/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/29/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist