

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2017-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2017-0004
Schedule Status Returned Without Action

Agency or Establishment Internal Revenue Service
Record Group / Scheduling Group Records of the Internal Revenue Service
Records Schedule applies to Major Subdivision
Major Subdivision Facilities Management and Security Services (FMSS)
Minor Subdivision Security Policy Office
Schedule Subject Routine Surveillance Recordings
Internal agency concurrences will be provided No

Background Information

The IRS requests NARA approval for a 30-day retention of CCTV video recordings covered under GRS 21, Item 8. The GRS currently stipulates a 6-month retention. This requirement is not sustainable as the cost for the digital video storage and systems to meet this requirement does not yield any benefit. Surveillance systems are necessary to supplement security force personnel ability to monitor various locations around federal facilities in real time. In the event of any significant incident the required "evidence" video is captured and saved to a recording/retention device for download to an electronic file, such as a DVD, CD or flash drive, to become part of the official incident file.

Significant incidents surface within a tight timeframe (typically several days) and still fall within the 30-day history, and is deemed sufficient to conduct an investigation to determine if the system captured the incident in the first place and to copy to external media. Normally this occurs with discovered property damage, allegations of misconduct, or other person type crimes and reported security vulnerabilities.

IRS is a member of the Interagency Security Committee (ISC), which is the central authority of all Federal Security Standards. This proposed retention is in line with the ISC's pending new minimum standard of 30 days, with agency flexibility to exceed that retention time frame based on operational requirements and funding available.

Reducing this retention requirement to 30 days will not have any impact on IRS's ability to accomplish our protective mission, and will assist in avoiding unnecessary 6-month video image storage costs.

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NARA has approved a similar GRS exception for its own use, as well as for Department of Justice and the Social Security Administration.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Outline of Records Schedule Items for DAA-0058-2017-0004

Sequence Number

1

Routine Surveillance Recordings

Disposition Authority Number: DAA-0058-2017-0004-0001

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Records Schedule Items

Sequence Number					
1	Routine Surveillance Recordings				
	Disposition Authority Number DAA-0058-2017-0004-0001				
	Final Disposition Temporary				
	Item Status Withdrawn				
	Is this item media neutral? No				
	Explanation of limitation Created/maintained only in electronic format.				
	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>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>GRS 21, item 18</td><td>General Records Schedule (IRS Document 12829)</td></tr></tbody></table>	Manual Citation	Manual Title	GRS 21, item 18	General Records Schedule (IRS Document 12829)
Manual Citation	Manual Title				
GRS 21, item 18	General Records Schedule (IRS Document 12829)				
	GRS or Superseded Authority Citation N1-GRS-98-2, item 39				
	Disposition Instruction				
	Retention Period Destroy after 30 days.				
	Additional Information				
	GAO Approval Not Required				

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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
03/08/2017	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
04/11/2017	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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