

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2017-0005

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2017-0005
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 Human Capital Office (HCO)
Schedule Subject Knowledge Management
Internal agency concurrences will be provided No

Background Information

IRS Servicewide Virtual Libraries and Associated Knowledge Bases are owned by the Human Capital Office (HCO); as such, all records pertaining to the operation and governance of all IRS Servicewide Virtual Libraries and Associated Knowledge Bases are produced by HCO.

IRS Servicewide Virtual Libraries and Associated Knowledge Bases are supported, maintained, and populated with reference material by Site Collection Administrators and Subject Matter Experts in every IRS business operating division and functional operating division (BOD/FOD). IRS Servicewide Virtual Libraries and Associated Knowledge Bases are not sources of original Federal Records; instead the SharePoint sites consolidate reference guidance and reference materials.

Each BOD/FOD establishes procedures for content review that includes, at a minimum, a recertification on an annual basis that the content provided is correct, current and relevant. In the case that information is no longer relevant, Knowledge Base content will be removed from the platform as necessary.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

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GAO Approval

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Outline of Records Schedule Items for DAA-0058-2017-0005

Sequence Number	
1	IRS Servicewide Virtual Libraries and Associated Knowledge Bases
1.1	IRS Servicewide Virtual Libraries and Associated Knowledge Bases SharePoint Management and Operations Records. Disposition Authority Number: DAA-0058-2017-0005-0001
1.2	IRS Servicewide Virtual Libraries and Associated Knowledge Bases Virtual Content. Disposition Authority Number: DAA-0058-2017-0005-0002

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Records Schedule Items

Sequence Number					
1	<p>IRS Servicewide Virtual Libraries and Associated Knowledge Bases Resource repositories of consolidated reference material developed by HCO. These sites, housed on SharePoint, are available to IRS employees and contractors and contain links to guidance, policy, procedures, handbooks, and resources.</p>				
1.1	<p>IRS Servicewide Virtual Libraries and Associated Knowledge Bases SharePoint Management and Operations Records.</p> <p>Disposition Authority Number DAA-0058-2017-0005-0001</p> <p>Include records such as usage reports and work flows; meeting minutes, status reports, change request, and other artifacts of the HCO Knowledge Management Program Office and related governance councils.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>RCS 19, item 90A</td><td>IRS Records Control Schedule, Document 12990</td></tr></tbody></table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	RCS 19, item 90A	IRS Records Control Schedule, Document 12990
Manual Citation	Manual Title				
RCS 19, item 90A	IRS Records Control Schedule, Document 12990				
1.2	<p>IRS Servicewide Virtual Libraries and Associated Knowledge Bases Virtual Content.</p> <p>Disposition Authority Number DAA-0058-2017-0005-0002</p> <p>Includes consolidated reference material of guidance, templates, procedures, discrete project or personnel based knowledge captures, relevant articles and Frequently Asked Question summations.</p>				

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Final Disposition Temporary
Item Status Withdrawn
Is this item media neutral? No
Explanation of limitation Exclusively electronic.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
RCS 19, item 90B	IRS Records Control Schedule, Document 12990

Disposition Instruction

Retention Period Destroy 3 years after lack of recertification during annual review process, when superseded, obsolete, or no longer needed to conduct Agency business, whichever is earlier.

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
07/09/2018	Return Without Action	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1

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