

## Request for Records Disposition Authority

Records Schedule Number      DAA-0058-2017-0006  
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) - Examination  
Schedule Subject                Examination Audit Information Management System (AIMS) Report  
Internal agency concurrences will be provided      No

Background Information      The Audit Information Management System (AIMS) is the inventory control and audit reporting system used nationwide for control of Examination inventory. AIMS is also the system used for adjusting Examination returns and sends the Examination adjustments through to the Master Files for posting to taxpayer accounts. The Inventory Validation Listing (IVL) is a list of AIMS cases which are currently under the control of Examination. The IVL is used by Examination to monitor the inventory to ensure timeliness of audit actions, and to maintain control of whom in Examination controls the audit. Information on the IVL List is derived from the information on the AIMS Database. It consists of taxpayer data to identify the specific taxpayer, what year is being audited, and other information pertaining to the taxpayer audit.

The IVL is made available to Examination Functions each week through the AMS7109 run. The users are profiled for the specific function they support, so the information pertains only to their specific Examination group.

This is a request for a retention increase, including more defined cutoff; from Destroy 1-year after issuance, to Cut off at end of fiscal year, Destroy 3 years after cutoff. Item is also more appropriately being moved from Collection, to Examination function.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2017-0006

Sequence Number	
1	Inventory Validation Listing Disposition Authority Number: DAA-0058-2017-0006-0001

### Records Schedule Items

Sequence Number						
1	<b>Inventory Validation Listing</b>					
	Disposition Authority Number	DAA-0058-2017-0006-0001				
	<b>Report of tax returns assigned to staff for examination according to AIMS.</b>					
	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?	No				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>RCS 23, Item 76</td> <td>Document 12990, RCS 23 for Tax Administration - Examination</td> </tr> </tbody> </table>		Manual Citation	Manual Title	RCS 23, Item 76	Document 12990, RCS 23 for Tax Administration - Examination
Manual Citation	Manual Title					
RCS 23, Item 76	Document 12990, RCS 23 for Tax Administration - Examination					
	GRS or Superseded Authority Citation	N1-058-90-003 / 94				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Cut off at end of fiscal year.				
	Retention Period	Destroy 3 year(s) after cutoff.				
	<b>Additional Information</b>					
	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
04/24/2017	Certify	Tracee Taylor	Senior Records Analyst	Real Estate and Facilities Management - Records and Information Management Program
09/06/2017	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - RDTP2 Archives II Processing Section
09/18/2017	Submit For Certification	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
09/18/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
11/09/2017	Submit for Concurrence	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - RDTP2 Archives II Processing Section
11/15/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/15/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist