

Request for Records Disposition Authority

Records Schedule Number: DAA-0058-2017-0011
 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: Criminal Investigation (CI) Division
 Schedule Subject: AtHoc Alert Notification System
 Internal agency concurrences will be provided: No

Background Information

The Continuity of Operations Plan (COOP) is to ensure the continued operation of key IRS functions in the event of a terrorist attack or other catastrophic events. The IRS Headquarters' (HQ) COOP calls for the establishment of an IRS command center away from the catastrophic event, to which key IRS executives will be relocated. These executives are referred to as the Commissioner's Core COOP Team (CCCT). These executives will then be able to direct the continued operations of the IRS from that location.

Criminal Investigation (CI) has been tasked with the responsibility for transporting CCCT executives to a designated IRS command center. While most of these executives work and reside in the Washington, DC area, the possibility exists that one or more executives may be out of the Washington area when the COOP is implemented. In these instances, the Special Agent in Charge (SAC) office in the area where the executive is located will be contacted and asked to assist in transporting the executive to the designated IRS command center. This request may come to the SAC from one of the Special Agents assigned to coordinate their transportation to the IRS command center or from the CI Communications Center.

AtHoc is used to notify the COOP team that a COOP event has been initiated. In addition to the COOP Team, all CI employees will have access to the Athoc system for non-COOP emergencies.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2017-0011

Sequence Number

1

Alert Data

Disposition Authority Number: DAA-0058-2017-0011-0001

Records Schedule Items

Sequence Number						
1	Alert Data					
	Disposition Authority Number	DAA-0058-2017-0011-0001				
	<p>AtHoc data consists of alert distribution and responses. It provides its operators with on-line reports showing progress of alert dissemination. AtHoc operators connect via a secure and permission-based web User Interface (UI) to perform alert creation, initiation and administration tasks. Users are able to view past and current alerts, and view and update their personal details. Athoc data is retrieved from the IRS-CI Active Directory.</p>					
	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>IRS Records Control Schedule 30, Item 29</td> <td>CRIMINAL INVESTIGATION RECORDS</td> </tr> </tbody> </table>		Manual Citation	Manual Title	IRS Records Control Schedule 30, Item 29	CRIMINAL INVESTIGATION RECORDS
Manual Citation	Manual Title					
IRS Records Control Schedule 30, Item 29	CRIMINAL INVESTIGATION RECORDS					
	GRS or Superseded Authority Citation	DAA-GRS-2016-0004-0002				
	Disposition Instruction					
	Retention Period	Delete data 7 years after event alert distribution and related responses. Alert data is retained for 18 months online, with an additional 18 months offline and 7 years on backup.				
	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
09/10/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
05/31/2018	Submit for Concurrency	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/31/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
06/01/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist