

## Request for Records Disposition Authority

Records Schedule Number            **DAA-0058-2020-0004**

Schedule Status                        **Approved**

  

Agency or Establishment            **Internal Revenue Service**

Record Group / Scheduling Group   **Records of the Internal Revenue Service**

Records Schedule applies to        **Agency-wide**

Schedule Subject                       **Electronic Tax Administration**

Internal agency concurrences will be provided   **No**

Background Information                **IRS seeks an increase in ICS data retention. The current three-year retention period for Integrated Collection System (ICS) case history documentation is a risk to the agency. Extending the retention period to 10 years helps IRS avoid potential litigation hazards and loss of revenue when past case actions and decisions are challenged in court and when historical case actions are needed to guide current case decisions and direction.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0058-2020-0004

Sequence Number
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1	Integrated Collection System (ICS) Disposition Authority Number: DAA-0058-2020-0004-0001
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## Records Schedule Items

Sequence Number					
1	<p><b>Integrated Collection System (ICS)</b></p> <p>Disposition Authority Number      <b>DAA-0058-2020-0004-0001</b></p> <p>ICS provides data on Taxpayer Delinquent Accounts (TDA) and Taxpayer Delinquent Investigations (TDI) which is used to work collection cases in the field. The database contains tax return information, TDA and TDI case data, Centralized Authorization File data, levy sources, transaction data, status and history information.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Strictly electronic data.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>Document 12990, RCS 32</b></td> <td><b>IRS Records Control Schedules, IRS Electronic Tax Administration (ETA)</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-058-97-013 / 29</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of month in which case is closed.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                               <b>Not Required</b></p>	Manual Citation	Manual Title	<b>Document 12990, RCS 32</b>	<b>IRS Records Control Schedules, IRS Electronic Tax Administration (ETA)</b>
Manual Citation	Manual Title				
<b>Document 12990, RCS 32</b>	<b>IRS Records Control Schedules, IRS Electronic Tax Administration (ETA)</b>				

## 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
04/18/2020	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
06/01/2020	Submit for Concurrency	Esther Hidalgo	Archivist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/22/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist