

## Request for Records Disposition Authority

Records Schedule Number DAA-0058-2021-0001  
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 Tax Exempt and Government Entities (TE/GE)  
Schedule Subject Affordable Care Act (ACA) Hospital Review Cases Maintained in the RCCMS  
  
Internal agency concurrences will be provided No

Background Information RCCMS (Reporting Compliance Case Management System) is approved under Job No. DAA-0058-2015-0004. Default system data retention is seven (7) years. A few exceptions are approved for longer retentions. This new job requests another records retention exception for ACA Review Activities that was inadvertently left out of Job No. DAA-0058-2015-0004. This new data (exception) is not interdependent or commingled with other system data.

16 years was selected as the retention period for the following reasons:

- ACA CBA (Community Benefit Activities) Reviews will be required for future reference to ensure compliance within the industry.
- Since the review process is new, a long retention period is the fail safe where the data does not represent a mature industry.
- IRS has statutorily required Congressional reporting requirements (including a report on trends) so a decision to go with 7 year retention will make it hard to do so in the future. A 7 year retention period would only allow us to study what has changed at a particular hospital organization since the last CBA review. Arguably you need more than two data points to create a valid trend study.
- Every hospital organization is reviewed at least once every three years, so IRS would be retaining the last 5 reviews of each hospital organization. At the current industry level that would be slightly over 1000 cases per year.

- A phase must always include 3 "complete" waves as such the actual archiving must be based on completed phases.
- The additional retention will inform and facilitate a better guidance process (e.g. finalizing the proposed revenue procedure contained in Notice 2014-3).
- It's a strategic decision for the IRS to retain the information in the early stages of a new project like ACA CBA Reviews.
- The extended retention period will aid in protecting the Governments interests ensuring compliance with the new charitable hospital regulations under 501(r).

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-0058-2021-0001

Sequence Number
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1	Affordable Care Act (ACA) Hospital Review Cases Disposition Authority Number: DAA-0058-2021-0001-0001
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## Records Schedule Items

Sequence Number		
1	<p><b>Affordable Care Act (ACA) Hospital Review Cases</b></p> <p>Disposition Authority Number      <b>DAA-0058-2021-0001-0001</b></p> <p>RCCMS establishes Hospital Compliance Reviews. The ACA Hospital Review Group completes compliance reviews of 501(c)(3) organizations who operate a facility required to be licensed as a hospital by a State to see if they are following the requirements outlined in Section 501(r) and Section 501(c)(3) as illustrated by rulings such as Rev. Rul. 69-545, 1969-2 C.B. 117.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</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>	
	Manual Citation	Manual Title
	<b>RCS 24, Item 79</b>	<b>Records Control Schedule for Tax Exemp and Governmnt Entities (TE/GE)</b>
	<p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off when case is closed based on the date of final closure</b></p> <p>Retention Period                        <b>Delete 16 years after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	

## 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
12/23/2020	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
01/06/2021	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
01/15/2021	Submit For Certification	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
01/15/2021	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
06/30/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/09/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist