

## Request for Records Disposition Authority

Records Schedule Number           DAA-0058-2022-0001  
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                 Wage and Investment (W&I) Division  
Schedule Subject                  Fingerprint Records and Professional Credentials of e-file Providers.  
Internal agency concurrences will be provided   No

Background Information            Effective April 15, 2012, the FBI ceased accepting paper fingerprint cards for processing. Fingerprint cards are now only processed using the Automated Electronic Fingerprint (AEF) system. The e-file applicant must submit paper-based fingerprints (converted to digital images) for all Principals and Responsible Officials listed on the application or provide evidence of their current professional status.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0058-2022-0001

Sequence Number	
1	Automated Electronic Fingerprint Records. Disposition Authority Number: DAA-0058-2022-0001-0001
2	Fingerprint cards not scanned. Disposition Authority Number: DAA-0058-2022-0001-0002
3	Other professional credentials. Disposition Authority Number: DAA-0058-2022-0001-0003

## Records Schedule Items

Sequence Number					
1	<p><b>Automated Electronic Fingerprint Records.</b></p> <p>Disposition Authority Number      <b>DAA-0058-2022-0001-0001</b></p> <p>The IRS uses the Automated Electronic Fingerprinting (AEF) application to electronically send scanned fingerprints to the Federal Bureau of Investigation (FBI) as part of the criminal background evaluation. The fingerprint card record may include name, date of birth, social security number, gender, address and other PII data. This information is entered into the AEF database and associated with the scanned image of the fingerprint card.</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> <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 29</b></td> <td><b>Tax Administration - Wage and Investment (W&amp;I) Records</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-058-09-042 / 127/A/1/b</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                          <b>Delete 3 year after the e-file provider has been dropped.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	<b>Document 12990, RCS 29</b>	<b>Tax Administration - Wage and Investment (W&amp;I) Records</b>
Manual Citation	Manual Title				
<b>Document 12990, RCS 29</b>	<b>Tax Administration - Wage and Investment (W&amp;I) Records</b>				
2	<p><b>Fingerprint cards not scanned.</b></p> <p>Disposition Authority Number      <b>DAA-0058-2022-0001-0002</b></p> <p>Fingerprint cards are not scanned when they are not needed, i.e. a card is already on file, there is no associated application (or the application has not been submitted), or the fingerprint card belongs to a delegated user or contact.</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**

Manual Citation	Manual Title
<b>Document 12990, RCS 29</b>	<b>Tax Administration - Wage and Investment (W&amp;I) Records</b>

GRS or Superseded Authority Citation **N1-058-09-042 / 127/A/2**

**Disposition Instruction**

Retention Period **Destroy 3 year after receipt.**

**Additional Information**

GAO Approval **Not Required**

**Other professional credentials.**

Disposition Authority Number **DAA-0058-2022-0001-0003**

**Evidence of qualifications, active enrollment, good standing, or other proof of professional status submitted in lieu of a fingerprint card.**

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? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
<b>Document 12990, RCS 29</b>	<b>Tax Administration - Wage &amp; Investment (W&amp;I) Records</b>

GRS or Superseded Authority Citation **N1-058-09-042 / 127/B**

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Disposition Instruction

Retention Period

Destroy 3 years after the e-file provider has been dropped.

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
12/28/2021	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
02/04/2022	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
02/11/2022	Submit For Certification	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
02/11/2022	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
07/08/2022	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
07/16/2022	Submit For Certification	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
07/16/2022	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management

11/02/2022	Submit for Concurrency	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
11/07/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/07/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office