

## Request for Records Disposition Authority

Records Schedule Number           DAA-0058-2022-0002

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                   Assignment of tax identification numbers.

Internal agency concurrences will be provided   No

Background Information            IRS developed the Adoption Taxpayer Identification Number (ATIN) as a temporary tax identification number until a Social Security Number (SSN) can be obtained for a child in the process of being adopted. Form W-7A, Application for Tax Identification Number for Pending U.S. Adoptions are received in the Austin Submission Processing (AUSP) Campus from adoptive parent(s) who require a Taxpayer Identification Number for their adoptive child/children. Taxpayers use the ATIN while the adoption is pending to claim the child as a dependent.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0058-2022-0002

Sequence Number
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1	Adoption Taxpayer Identification Number (ATIN). Disposition Authority Number: DAA-0058-2022-0002-0001
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## Records Schedule Items

Sequence Number		
1	<p><b>Adoption Taxpayer Identification Number (ATIN).</b></p> <p>Disposition Authority Number      <b>DAA-0058-2022-0002-0001</b></p> <p><b>ATIN issues temporary tax identification numbers until a Social Security Number (SSN) can be obtained for a child in the process of being adopted.</b></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>No</b></p>	
	Manual Citation	Manual Title
	<b>Document 12990, RCS 32, item 51</b>	<b>IRS Records Control Schedules, Electronic Tax Administration</b>
	<p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Delete 6 years after end of processing year in which ATIN is issued.</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
03/25/2022	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
06/29/2022	Return for Revision	Robert Bennett	Appraisal Archivist	AC - AC
07/07/2022	Submit For Certification	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
07/07/2022	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
09/29/2022	Submit for Concurrence	Robert Bennett	Appraisal Archivist	AC - AC
10/03/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/04/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/06/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office