

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0058-2023-0001

Status: APPROVED
Date Approved: 05/09/2024

General Information

Agency or Establishment	Internal Revenue Service
Record/Scheduling Group	0058 - Records of the Internal Revenue Service
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Chief Financial Officer
Minor Subdivision	Office of Strategic Planning
Schedule Subject	Governance Board Policy Records
Additional Schedule Information	<p>The records in this Schedule are maintained by governance boards Servicewide. Internal Revenue Service (IRS) governance boards include agency stakeholders and specialists who work together to provide direction and advice to higher-level decision-makers on topics such as risk management, workforce, funding, technology, and Servicewide operations. IRS governance promotes organizational cooperation through a hierarchical decision-making structure to ensure decision-making is efficient, effective, and aligns with IRS strategy.</p> <p>The Office of Strategic Planning, under the Chief Financial Officer, facilitates the Servicewide governance maintenance process. This process includes updating the list of IRS governance boards for all business units annually, updating program guidance, sharing best practices, and hosting a community of practice forum.</p> <p>IRS governance boards are distinguished by a defined hierarchy. Hierarchy is generally determined by the official who acts as the chair and/or final decision maker for the governance board:</p> <ul style="list-style-type: none">• Top-level governance boards, the Commissioner or a deputy commissioner acts as chair and/or the final decision maker,• Business/functional level governance boards, a member of the Senior Executive Team acts as chair and/or the final decision maker, and• Program/project level governance boards, a director or senior manager acts as the chair and/or final decision maker
Is There a Classified Version of This Schedule?	No

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Is consultation and coordination with
Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal
interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0058-2023-0001

Item #	Title	Disposition
0001	Top-Level and Business/Functional-Level Governance Board Policy Records.	Permanent
0002	Program/Project-Level Governance Board Policy Records.	Temporary

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Records Schedule Items

DAA-0058-2023-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Top-Level and Business/Functional-Level Governance Board Policy Records.	
Item Description	<p>This series covers policy records created or maintained by 1) top-level governance boards, on which the Commissioner or a deputy commissioner acts as the chair and/or final decision maker (as identified in the Charter) and 2) business/functional-level governance boards, on which a member of the Senior Executive Team acts as the chair and/or final decision maker (as identified in the Charter) while conducting activities such as:</p> <ul style="list-style-type: none"> • Making or recommending decisions on topics including, but not limited to, policy, resources, risk, and strategy • Holding board meetings • Documenting the establishment and organization of the board, annually reporting on the board’s status, and decommissioning the board <p>Governance board policy records may include:</p> <ul style="list-style-type: none"> • Governance checksheets, charters, charter revisions as reported in annual updates, and decommissioning notices • E-mail correspondence documenting board decisions and other substantive board actions • Meeting minutes or summaries, agendas, and supporting (pre-read) documents, presentations • Decision documents, final reports, and settlement authorities relating to projects and initiatives, and issues that cross functional lines • Records documenting recommendations and proposals from supporting, non-chartered committees/panels, advisory or policy bodies 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	Document 12990	
Manual Title	IRS Records Control Schedule (RCS), RCS 16 Chief Financial Officer	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Item	Superseded Items
DAA-0058-2016-0002-0009	Item Superseded in Part? No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff or upon board decommissioning, whichever is sooner.
ADDITIONAL INFORMATION	
Current Records Format	Email:See dossier ; Presentation formats:See dossier ; Textual data:See dossier ; Structured data formats:See dossier
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute
What is the related statute for the FOIA B(3) exemption?	26 U.S. Code 6103

DAA-0058-2023-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Program/Project-Level Governance Board Policy Records.
Item Description	<p>This series covers policy records created by program/project-level governance boards on which a director or senior manager acts as the chair and/or final decision maker (as identified in the Charter) while conducting activities such as:</p> <ul style="list-style-type: none"> • Making decisions (generally limited to a specific program or project) on topics including, but not limited to, resources, risk, policy, and strategy

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- Recommending decisions to higher level governance boards on topics including, but not limited to, resources, risk, policy, and strategy
- Holding board meetings
- Documenting the establishment and organization of the board, annually reporting on the board’s status, and decommissioning of the board

Governance board policy records may include:

- Governance checksheets, charters, charter revisions as reported in annual updates, and decommissioning notices
- E-mail correspondence documenting board decisions and other substantive board actions
- Meeting minutes or summaries, agendas, and supporting (pre-read) documents, presentations
- Decision documents, final reports, and settlement authorities relating to projects and initiatives, and issues that cross functional lines
- Records documenting recommendations and proposals from supporting, non-chartered committees/panels, working groups, and advisory or policy bodies

Is this item media neutral? Yes

Is this item a Big Bucket?

MANUAL CITATION

Agency Code Document 12990

Manual Title IRS Records Control Schedule (RCS), RCS 16 Chief Financial Officer

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? Yes

Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
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DAA-0058-2016-0002-0010	No	
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Is this item a deviation from the GRS? No

DISPOSITION INSTRUCTION

Final Disposition Temporary

Cutoff Instructions Other: Cut off at the end of the fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	10/06/2022
Approve	Colleen Shogan	05/09/2024