

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-058-06-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-23-2005</i>	
1. FROM (Agency or establishment) Department of Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)			
3. MINOR SUBDIVISION Modernization & Information Technical Services			
4. NAME OF PERSON WITH WHOM TO CONFER Stephen J. Wasko John B. Ellis	5. TELEPHONE NUMBER (202) 283-7418 (202) 283-9291	DATE <i>7/3/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
6. 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 records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/16/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE IRS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	IRS.Gov Web-site Schedule The Public Portal Branch, Internet Development Services is responsible for designing, implementing and maintaining the IRS public awareness and dissemination Web Site (IRS.gov). The web site primarily contains IRS published information, including policies, procedures, laws and regulations concerning the operation of the IRS and the public's federal tax obligations. It also serves as a repository for downloadable forms and instructions the public needs to interact with the IRS and/or meet tax responsibilities. Web Management and Operations Records Include records such as help desk reports and contact logs; meeting minutes, status reports, change requests and other artifacts of the Requirements Traceability Matrix (RTM). Disposition: Destroy/delete 6 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later.		

Agency only

2.	<p>Web content records and records that can be used as evidence of content</p> <p>a. HTML-Encoded Pages, PDF files and code changes; Site "snapshots" and comprehensive URL listing; CMA guidelines, style guides, Interim guidance; web applications such as Installment Agreement Calculator and Excise Tax including their requirements and design documents.</p> <p>Disposition: Destroy/delete 20 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later.</p> <p>b. Copyrighted web content and agreements; Web Design documents and application development records; Web metrics data including web trends and other web traffic reports.</p> <p>Disposition: Destroy/delete 6 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later.</p> <p>Note:</p> <p>See attached Records Retention Analysis Chart for further information on each record type such as Archival Frequency, Annual Size Estimate, Description of Archival Process and comments.</p>		