

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 701-058-06-4	
1 FROM (Agency or establishment) Department of Treasury		DATE RECEIVED 5-3-2006	
2 MAJOR SUBDIVISION Internal Revenue Service (IRS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Chief Financial Officer (CFO) Deputy CFO for Corporate Planning and Internal Controls		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett, IRS Records Officer	5 TELEPHONE (202) 283-9359	DATE 8/4/06	ARCHIVIST OF THE UNITED STATES <i>Ally W...</i>
5 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 on the attached 1 pages(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE April 26, 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel W Bennett</i> Daniel W Bennett		TITLE IRS Records Officer National Office, OS A RE SC Washington, DC 20224
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
RCS 16 Item 16 1.15.16	<p>Records Control Schedule 9 for Finance, Records of the Chief Financial Officer (CFO).</p> <p>The records covered by this schedule are consolidated in the Office of the Chief Financial Officer (CFO), Deputy CFO, Corporate Planning & Internal Controls</p> <p><u>RRA 98 Section 1204 Certification Records</u></p> <p>Background Under Section 1204 of the Revenue Restructuring Act of 1998 (RRA - 98) appropriate Supervisors must certify quarterly by memorandum to the Commissioner of Internal Revenue that they have complied with RRA Section 1204 (a) Appropriate Supervisors also report on compliance with Section 1204 (b) relating to the Retention Standard - Fair and Equitable Treatment of Taxpayers</p> <p>Under the Statute, Section 1204 managers, including appropriate Supervisors, must review <i>all</i> of their management activities for the entire quarter and complete a self-certification for the quarter The self-certification identifies whether managers used Records Of Tax Enforcement Results (ROTTER) in a manner prohibited by Section 1204 (a) and whether managers evaluated employees using the fair and equitable treatment of taxpayers as a performance standard Managers identify Section 1204(a) ROTER violations and occurrences of non-compliance with Section 1204(b)</p> <p>Quarterly reviews cover 100 percent of a Section 1204 manager's verbal and written communications This includes employee evaluations (e g , performance appraisals, awards, mid-year and/or progress reviews), other documented input (e g , workload reviews, individual case reviews), and all other activity,</p>		
		<i>cc - Agency, NR, DWMD, DWMA</i>	

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such as verbal communications e g , meetings, employee discussions and written documents (e g., program guidance, business/program reviews, meeting minutes) Evaluations for all Section 1204 employees who reported to the manager on the last day of the quarter are included in the review

DISPOSITION

CLOSE-OUT all Section 1204 Certifications at the end of the Fiscal Year

DESTROY 3 years after closure