

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-058-07-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-4-2006</i>	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Internal Revenue Service			
3 MINOR SUBDIVISION Small Business/Self-Employed (SB/SE) Office of Employee Protection (OEP)			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5 TELEPHONE NUMBER (202) 283-9291	DATE <i>5/03/07</i>	ARCHIVIST OF THE UNITED STATES <i>Al 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 the records proposed for disposal on the attached <u>2</u> 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 the 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>11/28/2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <b>IRS Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  <b>RCS 1.15.28 Future Updates:</b> <b>Part V – Records Generated by the ACS</b> <b>*Insert Reserved Items 135 - 144</b>  <b>*Add Part VI – Other Program Records (not covered elsewhere in this Schedule)</b> <b>*Add Employee Protection System (EPS) to Alphabetical Listing and Numerical Cross-Index at end of Schedule.</b>  <b>See attached for new item 145 under Part VI.</b>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

IRM  
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Item 145

## **Employee Protection System (EPS)**

### **Description:**

The EPS database (formerly the Potentially Dangerous Taxpayer System (PDTS)) identifies taxpayers who pose a threat to the safety of IRS employees whose official duties may require personal contact with such taxpayers. The database contains information that relates to the taxpayer's ability to follow through with the assault or threat and information pertaining to the taxpayer's current tax issues. The database also identifies the IRS employee who reported the incident and employee witnesses, and information to identify the TIGTA agent who investigated the complaint.

### **Background:**

*OEP employees rely on Treasury Inspector General for Tax Administration (TIGTA) notification and investigation data to designate taxpayers as one of two indicators: Potentially Dangerous Taxpayer (PDT) status or Caution Upon Contact (CAU) status. The OEP employee uses specific criteria to determine the taxpayer's status, and then places an indicator on the taxpayer's file in the Integrated Data Retrieval System (IDRS) if the taxpayer meets the criteria for PDT or CAU status. On a daily basis (as required), five-year reviews are conducted to decide, based on established criteria, whether the taxpayer should be removed from the database. If the taxpayer meets one or more of the established criteria during the review, the taxpayer retains the indicator and remains in the database for an additional five years. If the taxpayer does not meet the criteria, the record is deleted after data stripped of personal identifiers is moved offline for trend/statistical maintenance.*

#### **a. Inputs:**

Includes daily EPS referrals from TIGTA via file transfer protocol (FTP) scripts and manual updates from investigative case files. Data includes taxpayer identification, case summary, status information, and pertinent dates.

Disposition: Temporary Delete/destroy after input verification into EPS master file.

**b. Master files:**

Maintains data relevant to those taxpayers designated as either a Potentially Dangerous Taxpayer (PDT) or Caution Upon Contact taxpayer (CAU), including TIGTA investigation case file information, and reports regarding the status of those taxpayers.

Disposition Temporary Delete/destroy after PDT or CAU indicator is removed. Maintain data stripped of personal identifiers offline for an additional five years, then delete.

**c. Outputs:**

Reports and ad hoc queries pertaining to demographic information, number and types of designations, profiles of potentially dangerous taxpayers, and other relevant trend and statistical data.

Disposition: Temporary Delete/destroy when superseded or no longer needed.

**d. System Documentation:**

Codebooks and user guide

Disposition Temporary. Delete/destroy when superseded or obsolete