


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <p style="text-align: center; font-size: 1.2em;">N1-058-07-15</p>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <p style="text-align: center; font-size: 1.5em;">8/8/07</p>	
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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Internal Revenue Service Office of the Commissioner			
3. MINOR SUBDIVISION Office of Program Evaluation and Risk Analysis (OPERA) Pamela S. Abelson (202) 927-5742			
4. NAME OF PERSON WITH WHOM TO CONFER Daniel W. Bennett	5. TELEPHONE 202-283-9359	DATE 8/21/07	ARCHIVIST OF THE UNITED STATES 
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 <u>1</u> 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div> is not required;</div> <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div> is attached; or			

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IRM 1.15.8, New Item 31
Project Files

Background:

The mission of the Office of Program Evaluation and Risk Analysis (OPERA) is to provide the IRS Senior Management with accurate and timely analysis of ongoing and proposed IRS programs and investments to support quality, data-driven strategic thinking and decision making across the organization. The Director, OPERA reports to the Director, Research, Analysis, and Statistics Division within the Office of the Commissioner.

OPERA analysts conduct enterprise-wide studies in support of the Commissioner's Office/Senior Leadership, Operating Divisions, Support Divisions, and Functional Divisions. These studies involve programs, activities, and/or operations, which could imperil the Service's achievement of its strategic goals. These studies are performed in collaboration with subject matter experts from the effected units. OPERA manages the enterprise-wide risk analysis efforts for the Service, including performing analysis of major investments. OPERA also supports the Strategic Planning and Budget process by providing analytical support to the Commissioner's Office/Senior Leadership and Strategic Planning and Budgeting (SP&B) as necessary throughout the entire strategic planning cycle.

Description:

Project Files

a. Official record set (maintained by OPERA)

Includes the Final Report, study, or other deliverable, and supporting archived material, which may include: a job request letter or other document; proposed project plan; project presentation documentation; change requests; Project Milestone Gantt Chart; Project Work Plan; e-mails substantively pertinent to the project; write-ups of: team meetings, opening/closing meetings, Lessons Learned; and other documentation concerning project inception, scope, procedure and accomplishments. Recordkeeping format is electronic, except for emails which are printed and filed. A copy of the Final Report, study, or other deliverable will also be printed to paper and stored in OPERA.

Disposition: Temporary. Cut off files at the end of the calendar year in which the project was concluded. Destroy 7 calendar years after cutoff.

b. Work Papers (maintained by OPERA)

Closed files pertaining to issues in the Final Report or other deliverable. Includes, but not limited to: questionnaires, survey results, calculations, programs/code, and report drafts used to prepare or analyze the Final Report.

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Disposition: Temporary. Cut off all paper and electronic files at the end of the calendar year in which the project was concluded. Destroy 3 years after cutoff.

c. All Other Copies

Disposition: Temporary. Destroy all remaining electronic and paper reference copies 3 calendar years after conclusion of the project, or when the copy is no longer needed, whichever is sooner.