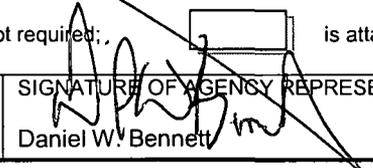


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <p style="text-align: center; font-size: 1.2em;">N1-058-08-5</p>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED <p style="text-align: center; font-size: 1.5em;">11/14/07</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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10.	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 (IRS)			
3. MINOR SUBDIVISION Small Business/Self-Employed (SB/SE)			
4. NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5. TELEPHONE (202) 283-9291	DATE 3/15/08	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 1 page(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, <p style="text-align: center;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </p>			
DATE 11/6/2007	SIGNATURE OF AGENCY REPRESENTATIVE  Daniel W. Bennett		TITLE IRS Records Officer National Office, OS:A:RE:L 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Updates to RCS 1.15.28 for Collection, Item 41 (Closed Taxpayer Delinquent Accounts (TDAs) and Taxpayer Delinquency Investigations)</p> <p>1.) See attached request to update the disposition for records covered under Item 41(a).</p> <p>2.) Future IRS updates/other pen and ink changes:</p> <p>A. Add following forms to Item 41(a) list of records:</p> <p>Form 2363, Master File Entity Change Form 2424, Account Adjustment Voucher Form 3177, Notice of Action for Entry on Master File Form 4159, Payment Tracer Request Form 4844, Request for Terminal Action Form 5604, BMF Section 6020(b) Action Sheet Form 12153A, Referral Request for CDP Hearing and Request for CDPTS Input</p> <p>B. All of the above forms need to be added to the Forms Listing at the end of RCS 1.15.28, with the exception of Forms 4159 and 5604. Form 4159 already appears in the Listing and appropriately cites Item 41 for disposition purposes. Form 5604 appears in the Listing with a reference to Item 57 for disposition purposes. This reference also needs to include Item 41.</p> <p>C. Change title of Item 41(c) to read, "Trust Fund Recovery Penalty Case Files," and include updated title in Alphabetical Listing at end of IRM/RCS.</p>		
<p style="font-size: 1.2em; font-style: italic;">to 4/4/08 copies sent to agency, DOWMIO, AIR</p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

DO NOT WRITE BLANK (NARA use only)

JOB NUMBER

N1-058-08-5

RCS 1.15.28, Item 41(a)

Background:

The disposition of the recordkeeping copy remains unchanged. The update pertains to a request to maintain work requests received via secure email for input by Centralized Case Processing (CCP), retained in an offline Outlook folder, and backed-up on CDs until each work request has been completed. This is for inventory control and quality review purposes.

The field Revenue Officers (ROs) send a variety of work requests to CCP: Forms 3870 to either adjust tax or abate penalties, Forms 4844 requesting IDRS inputs, Forms 2424 requesting credit transfers, Forms 433D and 2159 setting up installment agreements, Form 5604 to request 6020(b) assessment actions, Forms 4159 requesting payment tracers, and Forms 3177 requesting MasterFile updates. Some of these work requests require CCP to make adjustments that require source documents to be forwarded to Files to be associated with the action request. Nothing will change in the processing of source documents work requests as they will continue to be printed and forwarded to Files as currently done. Many of the work requests are considered no-source document actions, so nothing is forwarded to Files. They are destroyed after the quality review process is completed.

Both types of requests are backed up to the same CD. CCP requests approval to retain the CDs for a period of time (no later than 60 days) after the quality review so that any "problem" cases can be accessed and reworked, if necessary.

Superseded Disposition:

RETIRE to the Federal Records Center at least every 90 days or when no longer needed, whichever is earlier.
DESTROY after 3 years.

Proposed Disposition:

(1) Official file:

RETIRE to the Federal Records Center at least every 90 days or when no longer needed, whichever is earlier.
DESTROY after 3 years.

(2) All other copies:

INCLUDES work requests received via secure email for input by Centralized Case Processing (CCP), retained in an offline Outlook folder, and backed-up on CDs until each work request has been completed. This is for inventory control and quality review purposes.

DESTROY no later than 60 days after receipt in CCP or when no longer needed, whichever is earlier.

Job No. N1-58-90-3, Item 41(a)