

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-058-08-8	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/23/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Personnel (HCO) Submission Processing (Accounting Operations)			
4. NAME OF PERSON WITH WHOM TO CONFER: Records Mngt: Tracee Taylor Personnel: Norman Shatz Submission Processing: Donna Burress	5. TELEPHONE NUMBER Taylor (202) 283-9291	DATE 1/26/08	ARCHIVIST OF THE UNITED STATES <i>Allen Bennett</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 January 18, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tracee M. Taylor for: Daniel W. Bennett</i> IRS Records Officer		TITLE IRS Records Officer 1111 Constitution Ave, NW (OS:A:RE:L) Washington, DC 20224
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION IRM 1.15.20 Records Control Schedule for Administration/Organization Support Operational Records New Item 117: New Hire Tax Liability Check System (TAXCK) IRS Updates: (Create Forms Listing at end of Schedule and add Form 13362) (See attached)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Le 1/5/08 copies sent to agency, KUMW, WR,

IRM
1.15.20
Item 117

New Hire Tax Liability Check System (TAXCK)

Background:

In November 2003, Form 13362 (Consent to Disclosure of Return Information) superseded Form 5012 (New Employee Tax Verification) in securing consent from IRS external applicants to disclose tax-related information for purposes of determining employment suitability.

IRS Personnel staff are instructed to file the Forms 13362 in the associated Delegated Examining Case Files. These case files are approved for destruction after 3 years under IRM 1.15.38 (or GRS 1), Item 33p.

Description:

This database (TAXCK/automated program LB497) is used by Submissions Processing to verify for Personnel that applicants for IRS employment have filed and paid their tax returns timely for the three years prior to their employment. This process also aids Personnel in applying the Section 1203 guidelines for hiring new employees.

A. Inputs:

Includes the applicant's Social Security Number (SSN) and tax period information obtained from the Consent to Disclosure of Return Information (Form 13362), and tax filing compliance information obtained from Individual Master File (IMF) Transcripts.

Disposition: Temporary. Destroy Form 13362 with associated Delegated Examining Case File when 3 years old. Recordkeeping copies of IMF data are appropriately scheduled under other authorities in IRM 1.15.29.

B. Master Files:

Maintains the applicant's SSN and tax filing status for the previous three years, whether the returns were filed and paid, and any criminal activity on the returns.

Disposition: Temporary. Delete/destroy 28 days after the status of the applicant is determined.

C. Outputs:

New Hire Tax Liability Check Report

A tax transcript is printed when potential applicant tax issues exist, attached to Form 13362, and returned to Personnel for final applicant assessment and determination. If no applicant tax issues exist, Submissions Processing returns the Form 13362 to Personnel without any attachment.

Disposition: Temporary. Attach to Form 13362 and destroy with associated Delegated Examining Case File when 3 years old.

D. System Documentation

Codebooks and user guide.

Disposition: Delete/destroy when superseded or obsolete.