

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-058-09-13	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		DATE RECEIVED 3/30/09	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Internal Revenue Service		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Tracee Taylor	5 TELEPHONE 202-283-9291	DATE 8-25-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <u>2</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,  <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/24/2009	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7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>RCS 1.15.19 for Records of the Enterprise Computing Center – Martinsburg (ECC - MTB)</b>  <b>Updates to RCS:</b>  <b>1.) Add new Non-Filer Tracking (NFTRAC) System, New Item 52</b>  <b>RCS 1.15.35 for Tax Administration Electronic Systems</b>  <b>a.) Add new pointer to Item 52 in RCS 1.15.19</b>  <b>The records are owned by the SB/SE Compliance Research, Planning, and Analysis Branch and processed by the Martinsburg Computing Center (ECC-MTB).</b>  <i>See the attached</i>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
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**Background:**

*The Non-Filer Tracking (NFTRAC) System falls under the division of Small Business/Self-Employed (SB/SE). NFTRAC consists of three basic sub-projects: Refund Hold, Non-filer Database, and Non-filer Support. All of these have the express purpose of identifying and forcing the compliance of nonfilers and late filers. The data from this system is used for compliance research.*

RCS 19,  
Item 52  
1.15.19

and

IRM  
1.15.35

**Non-Filer Tracking (NFTRAC) System**

**Description:**

The Non-Filer Tracking (NFTRAC) System consists of three basic sub-projects: Refund Hold, Non-filer Database, and Non-filer Support. All of these have the express purpose of identifying and forcing the compliance of non-filers and late filers. The data from this system is used for compliance research. NFTRAC consist of flat data files generated each month out of production runs. There are three cumulative files.

**a. Inputs:**

Information is received from the Individual Master File (IMF) and Business Master File (BMF).

*Disposition: TEMPORARY. Cut off at the end of the processing year. Destroy 10 years after cutoff.*

**b. System Data:**

Two files contain data going back to 1997 for accounts which had tax modules where there was no posted return (or return equivalent) or the return was posted after the due date. Various data is extracted from the Master File (Business and Individual) . One file contains information from the Individual Master File for accounts with TDI Refund Holds during the current or prior posting years.

*Disposition: TEMPORARY. Cut off at the end of the processing year. Destroy 10 years after cutoff.*

NEW

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**c. Outputs:**

One data file is sent quarterly to Large and Mid-Size Business (LMSB) Division in Chicago. LMSB serves corporations, Subchapter S corporations, and partnerships with assets greater than \$10 million. These entities typically have large numbers of employees, deal with complicated issues involving tax law and accounting principles, and conduct their operations in a global environment. Another data file is sent annually to SB/SE Compliance Research in Texas. The other data file is produced annually at the Enterprise Computing Center at Martinsburg (ECC-MTB) and used for processing by PMF (Payer Master File) creating two monthly reports.

*Disposition: TEMPORARY. Cut off at the end of the processing year. Destroy when obsolete or when no longer needed.*

**d. System Documentation:**

System Documentation exists on DocIT under run and PRP/FSF numbers 181-005, 181-306, 181-307.

System Documentation consists of codebooks, records layout, user guide, and other related materials.

*Disposition: TEMPORARY. Delete/destroy when superseded or 5 years after the system is terminated, whichever is sooner.*

GRS 20

hat115-109

**NSN 7450-00-634-4064**  
**PREVIOUS EDITION NOT USABLE**

**STANDARD FORM 115 (REV. 3-91)**

Prescribed by NARA  
36 CFR 1228